

Reconciling Transactions for Study Abroad

- In WellsOne, click the Expenses tab
- Select the transaction you need to reconcile
- Click the Spend Wizard button

| Coding | Details |
|--------------|---------|
| Policy alert | |

- Select the appropriate category
- Enter the appropriate amount and any other required information

Hotel - Domestic

Hotel - Domestic day.

| | | |
|------------------|---------------------------------------|--|
| Hotel - Domestic | <input type="text" value="USD 0.00"/> | <input type="text" value="Add a comment"/> |
|------------------|---------------------------------------|--|

Hotel - Domestic covers expenses related to a hotel stay.

| | |
|-------------------|------------|
| Allocated | 0.00 USD |
| Remaining balance | 150.00 USD |

- Click the Next button at the bottom of the screen

- Ensure your department/funding source is correct

| | | |
|---------------------------|---|----------------------------------|
| Department/Funding source | <input type="text" value="2150"/> Modern Languages & Literature | <input type="button" value="x"/> |
|---------------------------|---|----------------------------------|

- Make sure Is this Study Abroad yes/no says YES

| | | |
|-----------------------------|---|----------------------------------|
| Is this Study Abroad yes/no | <input type="text" value="yes"/> <input type="text" value="yes"/> | <input type="button" value="x"/> |
|-----------------------------|---|----------------------------------|

- Select the appropriate study abroad index number by clicking the +

| | | |
|--------------|--|----------------------------------|
| Index Number | <input type="text" value="285832"/> Lehigh in Greece | <input type="button" value="x"/> |
|--------------|--|----------------------------------|

- Ensure the GL Code, inserted from the Spend Wizard, is correct



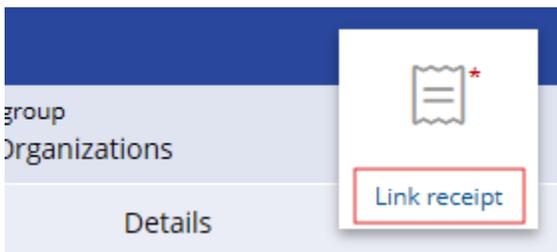
A screenshot of a form field labeled "GL Code" on the left and "GL code" on the right. The field is empty and has a red border. A small "x" icon is visible in the top right corner of the field.

- Enter the business purpose – be as specific as possible



A screenshot of a form field labeled "Business Purpose" with a red asterisk. The field is empty and has a red border. A "200 characters left" indicator is visible in the bottom right corner of the field.

- If the transaction is \$75 or greater, please attached a pdf or jpg copy of your detailed receipt



A screenshot of a button labeled "Link receipt" with a receipt icon and a red asterisk. The button is highlighted with a red border. The background shows a navigation menu with "group Organizations" and "Details".

- When transaction has all details completed, click Complete
 - If you have more information to add, click Update to save what you have done so far



A screenshot of two buttons: "Complete" (dark blue) and "Update" (light grey). The "Complete" button is highlighted with a red border.

Clicking Complete sends the transaction to your approver.