

## 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	

Spend Wizard

Expense template

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

Hotel - Domestic

Hotel - Domestic  Allocate remaining balance (150.00 USD) day.

Hotel - Domestic	<div>USD 0.00</div>	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

NEXT

- If this is a Study Abroad index, first do the following:
    - Click the X beside Index number
    - Click the X beside Department/Funding source
    - Click the + for Index Number
    - In the code value, enter your index number or in the description, enter the title of your index
    - Click Select
    - Click the + for Department/Funding source
    - Click the department listed and click Select
- \*\*\* Please note this is the department associated with the index and not the person's department**

- Answer the following if not already defaulted. If not defaulted, select either NOT, Research or Study Abroad

Is it Research or Study Abroad	Study Abroad	Enter your Study Abroad Index	X
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- Ensure your department/funding source is correct

Department/Funding source	2694	Study Abroad	X
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- Ensure the GL Code, inserted from the Spend Wizard, is correct

GL Code	GL code	X
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- Enter the business purpose – be as specific as possible

Business Purpose *	
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200 characters left

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

group Organizations	Details
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Link receipt

- 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

Complete	Update
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- If you receive an invalid code combination, it's most likely the index and department.

- Click the X beside the Department/Funding source.
- Click the + for Department/Funding source
- Click on and Select the department listed

- Clicking Complete sends the transaction to your approver.