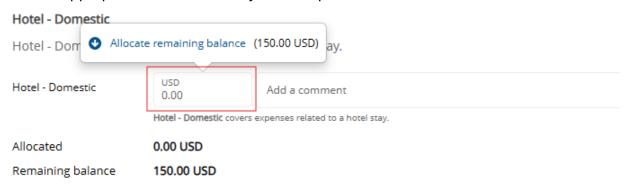
Reconciling Transactions for Study Abroad

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



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

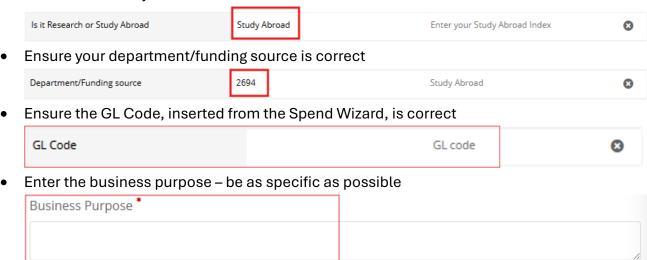


Click the Next button at the bottom of the screen



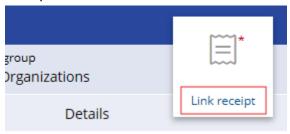
- If this is a Study Abroad index, first do the following:
 - Click the X beside Index number
 - Click the X beside Department/Funding source
 - Click the + for Index Number
 - In the code value, enter your index number or in the description, enter the title of your index
 - Click Select
 - Click the + 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



200 characters left

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



- 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.