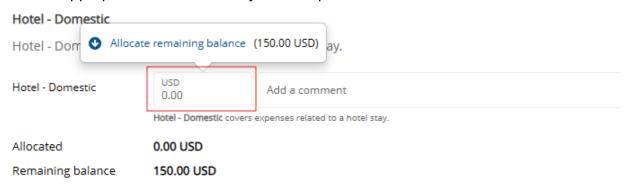
## Reconciling Transactions using a 54 index number

- 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



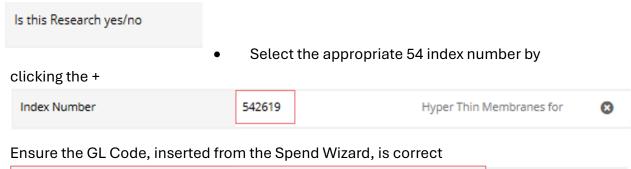
Click the Next button at the bottom of the screen

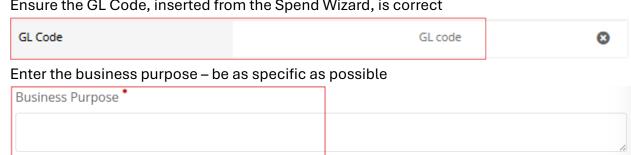


Ensure your department/funding source is correct



Make sure Is this Research yes/no says YES

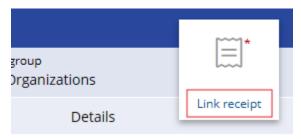




• If the transaction is \$75 or greater, please attached a pdf or jpg copy of your detailed receipt



200 characters left



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



Clicking Complete sends the transaction to your approver.