

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

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

USD
0.00

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

- Ensure your department/funding source is correct

Original Dept/Funding source	2110	Biological Sciences	
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- Make sure Is this Research yes/no says YES

Is this Research yes/no

- Select the appropriate 54 index number by clicking the +

Index Number	542619	Hyper Thin Membranes for	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 *

200 characters left


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

yes	yes	X
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group

Organizations

Details



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

- Clicking Complete sends the transaction to your approver.