

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	

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

Hotel - Domestic

Hotel - Domestic ay.

Hotel - Domestic

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

- If this is a Research 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 Research Enter your 54 index number ✕

- Select the appropriate 54 index number by clicking the +

Index Number 542619 Hyper Thin Membranes for ✕

- Ensure your department/funding source is correct

Department/Funding source 2403 Bioengineering ✕

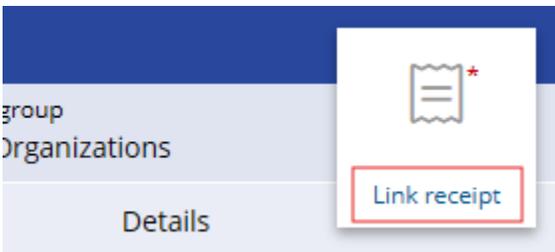
- Ensure the GL Code, inserted from the Spend Wizard, is correct

GL Code GL code ✕

- 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



- 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

- 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.

