


Reconciling Transactions when not splitting accounting

- 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 - Dom

Allocate remaining balance (150.00 USD)

ay.

Hotel - Domestic

USD

0.00

Add a comment

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

NEXT

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

Is it Research or Study Abroad

NOT

Ext Research or Study Abroad



- If you are not splitting the transactions between index numbers, please do nothing with this question

Are you Splitting accounting?

+

- Ensure your index number (defaulted from your profile) is correct

Index Number



- If you need to change your index number to a different index number, please 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**

- Ensure your department/funding source is correct

Department/Funding source	2403	Bioengineering	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 receipt

group	
Organizations	
Details	<div> Link receipt</div>

- 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.