

Reconciling Transactions when 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 - 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

- 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 splitting the index between two index numbers, click the + and select Yes

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**

- Enter the amount/portion of the transaction going to the first index number
 - Note: If splitting between a 54 or Study abroad index and a department index, the 54 index or study abroad index must be in the first index location
 - Also note: if a transaction needs to be split more than once, it must be done via a reallocation form through the Controller's Office.
- 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 second index number

Enter 2nd Index Number	+
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- Enter the second amount

Enter \$ amount of 2nd index	+
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- Select the Department/Funding source associated with the second index

Enter 2nd Dept/Funding Source	+
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- - If the index is within your department, select your department again

Enter 2nd Dept/Funding Source	+
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- Click the + and select the 2nd Index Number

Enter 2nd Index Number	+
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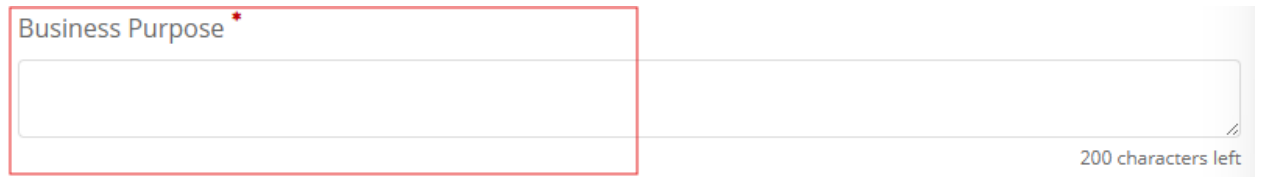
- Click the + to enter the second business purpose. Please include the amounts being split per index number



Enter second business purpose

+

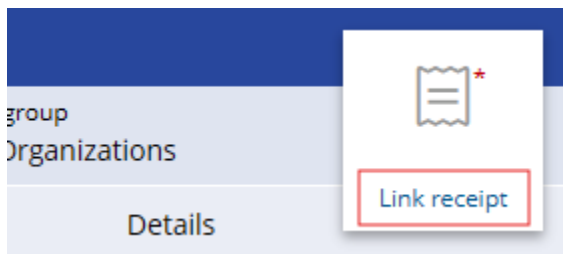
- Enter the business purpose – be as specific as possible. Please include the amounts being split per index number



Business Purpose *

200 characters left

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

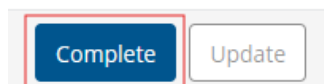


group
Organizations

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

- 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.