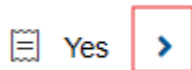


Approving Split Transactions

Split account on transactions will be sent to both approvers. Each approver will approve only their amount

- In WellsOne, click the Approvals tab
- Transactions are listed by cardholder/user
- To view the transaction, click the > on the right side of the screen



- View the details of the transaction and ensure the receipt is applicable
- A screen similar to the following will appear

Coding Details **Manage**

Policy alert

Expense template

1 Conference Registration - Conference Registrat Conference Registration

Amount incl
445.00 USD

Tax
N/A

Tax amount
0.00 USD

Is it Research or Study Abroad

Index Number

GL Code

Split

Personal ☐

2 Conference Registration - Conference Registrat Conference Registration

Amount incl
150.00 USD

Tax
N/A

Tax amount
0.00 USD

Is it Research or Study Abroad

Index Number

GL Code

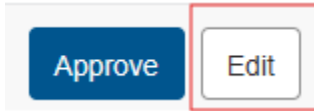
Split

Personal ☐

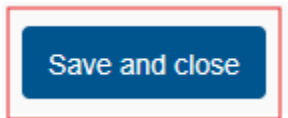
- If everything is correct, click the Approve button



- If changes are needed, you can correct the transaction yourself by clicking the edit button



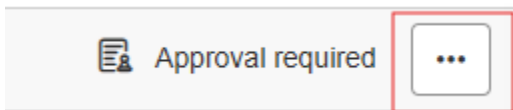
- Click Save and Close when complete



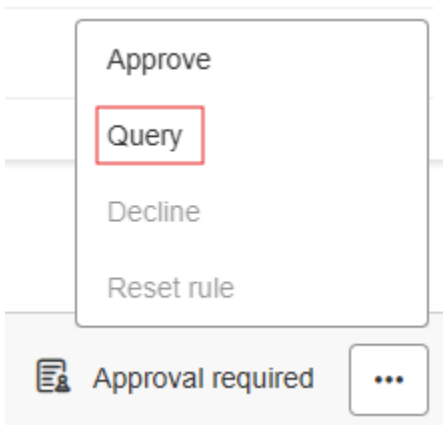
- When everything is correct, click the Approve button



- If information is needed from the cardholder/user, click the three dots next to Approval Required



- Click Query



- Enter the information needed in the comments section. This sends the transaction back to the cardholder/user.

The screenshot displays a transaction approval interface. At the top, under the heading "Approvers:", there are two user entries: "Stacy Shiffert" and "Susan Szilagyi", each accompanied by a small icon. Below this, a section indicates "No comments added". A text input field is present with the placeholder text "Ask a question or add a comment" and a character count of "250 characters left". To the right of the input field, a dropdown menu is open, showing four options: "Approve", "Query", "Decline", and "Reset rule".

- The cardholder/user must correct or provide the information and add their own comment to send the transaction back to you for approval.