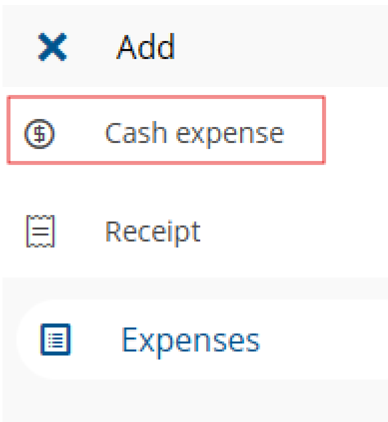
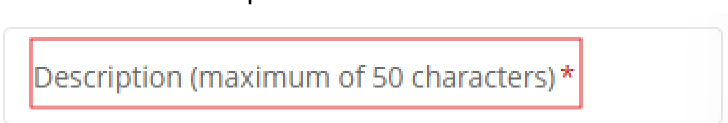
Entering Cash Expense Transactions for Reimbursement

- In WellsOne, click the Expenses tab
- Click the Add button

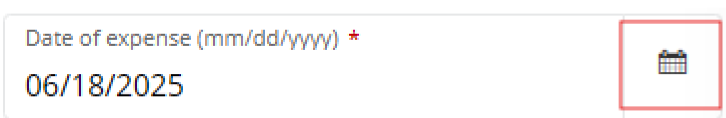
- Click Cash Expense



- Enter a brief description for the transaction



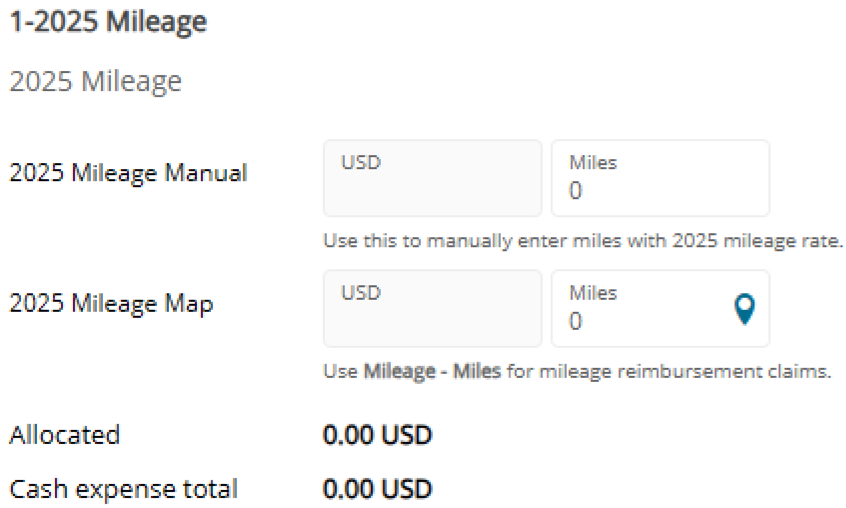
- Select the date of the expense using the calendar



- Click Next at the bottom of the screen

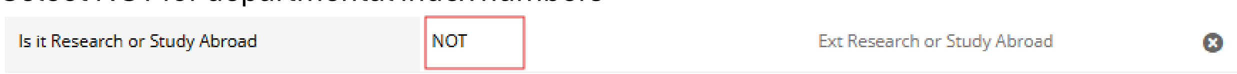
- On the “What was this expense for?” screen, select the appropriate category

- Enter the appropriate and required information on a screen similar to the following

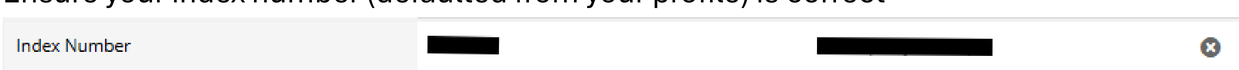


- Click Next at the bottom of the screen

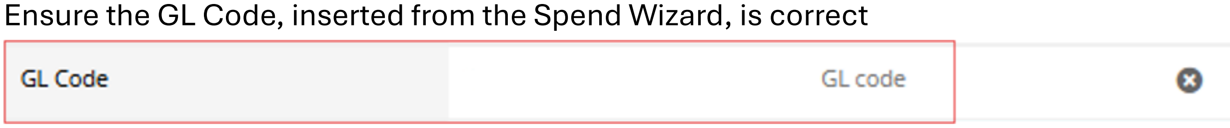
- Answer the following if not already defaulted. If not defaulted, select either NOT, Research or Study Abroad
    - Select Research for index numbers starting with 54
    - Select Study Abroad for index numbers specific to Study Abroad
    - Select NOT for departmental index numbers



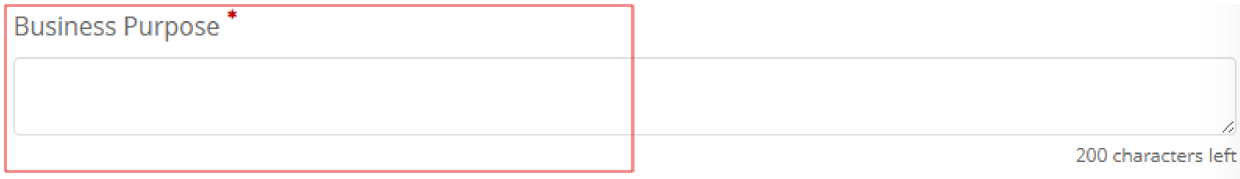
- Ensure your index number (defaulted from your profile) is correct



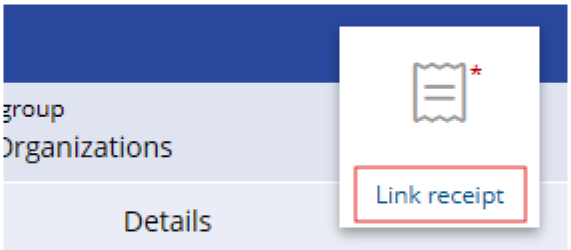
    - If you need to change your index number to a different index number, please do the following:
        - Click the X beside Index number
        - Click the + for Index Number
        - In the code value, enter your index number or in the description, enter the title of your index
        - Click Select
- Ensure the GL Code, inserted from the Spend Wizard, is correct



- Enter the business purpose – be as specific as possible



- 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

- Clicking Complete sends the transaction to your approver.