

Marking a transaction as Personal

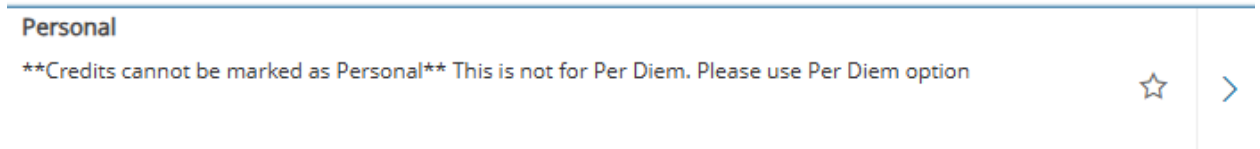
- In WellsOne, click the Expenses tab
- Select the transaction you need to reconcile
- Toggle the Personal button on



- Click the Spend Wizard button



- Select Personal



- Indicate the portion of the transaction that should be marked as Personal and check the box for “Credit cannot be marked as personal”

Personal



****Credits cannot be marked as Personal**** This is not for Per Diem. Please use Per Diem option

Alcohol

Allocate remaining balance (11.61 USD)

ment

reimbursable and should not be included in cash expense reimbursement total

Personal Charges

USD
0.00

Add a comment

****Credits cannot be marked as Personal****

Allocated

0.00 USD

Remaining balance

11.61 USD

Even if the debit is personal if you mark the credit as personal you will not be reimbursed as the credit will zero out the debit

Credits cannot be marked as personal *

☐ Yes

If you are splitting a personal charge with a business Expense you need to allocate the personal amount in Index one and the other amount under the other Spend wizard option needed

- 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. NOT means Departmental index will be used

Is it Research or Study Abroad

NOT

Ext Research or Study Abroad

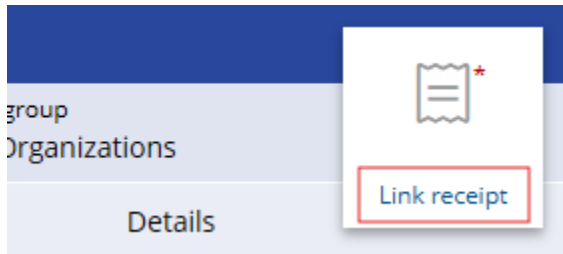


- The index number and GL code from the spend wizard should remain. Index 013116; gl code 11660
- Enter the business purpose – be as specific as possible

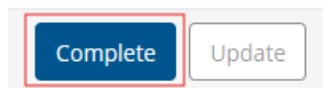
Business Purpose *

200 characters left

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



- 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.