

Reconciling Declining Balance Card Transactions when splitting accounting

- In WellsOne, click the Expenses tab
- Select the transaction you need to reconcile
- The screen will look similar to the following:

The screenshot shows the 'Coding' tab in the WellsOne system. At the top, there are tabs for 'Coding', 'Details', and 'Link receipt'. Below the tabs, a 'Policy alert' is visible. The main form is divided into two sections: 'Spend Wizard' and 'Expense template'. The 'Spend Wizard' section includes fields for 'Amount incl' (49.26), 'Tax' (N/A), and 'Tax amount' (0.00), all in USD. There are also buttons for 'Split' and 'Personal'. The 'Expense template' section contains a table with various fields for coding, including 'Is it Research or Study Abroad', 'Index Number', 'Research/Study Abroad Split 2', 'Enter 2nd Index Number', 'Research/Study Abroad Split 3', 'Enter 3rd Index Number', 'Research/Study Abroad Split 4', 'Enter 4th Index Number', 'GL Code', 'Lehigh ID', 'Enter 2nd Lehigh ID approval', 'Enter 3rd Lehigh ID approval', 'Enter 4th Lehigh ID approval', 'Not in use.', and 'Not in use..'. Red boxes highlight the 'Is it Research or Study Abroad' and 'Index Number' fields, with a red error message 'A required code is missing.' below each. The 'Split' button in the 'Spend Wizard' section is also highlighted with a red box.

Coding		Details	Link receipt
☒ Policy alert			
Spend Wizard Expense template			
1 Amount incl 49.26 USD Tax N/A Tax amount 0.00 USD Split ☒ Personal			
Is it Research or Study Abroad	+	A required code is missing.	
Index Number	+	A required code is missing.	
Research/Study Abroad Split 2	+		
Enter 2nd Index Number	+		
Research/Study Abroad Split 3	+		
Enter 3rd Index Number	+		
Research/Study Abroad Split 4	+		
Enter 4th Index Number	+		
GL Code	XXXXXX	X	
Lehigh ID	XXXXXX	X	
Enter 2nd Lehigh ID approval	+		
Enter 3rd Lehigh ID approval	+		
Enter 4th Lehigh ID approval	+		
Not in use.	+		
Not in use..	+		

- When needing to split the transaction and charge multiple index numbers, click the split button



- A screen similar to the following will appear

Amount	Date	Issuer	Merch
49.26 USD	09/24/2025	WellsOne Visa (3739)	Me

Coding

Policy alert

Spend Wizard

Expense template

1

Amount incl

49.26

USD

Is it Research or Study Abroad

Tax

N/A

Index Number

Tax amount

0.00

USD

Research/Study Abroad Split 2

Split

Personal

Enter 2nd Index Number

Research/Study Abroad Split 3

Enter 3rd Index Number

Research/Study Abroad Split 4

Enter 4th Index Number

GL Code

Lehigh ID

Enter 2nd Lehigh ID approval

Enter 3rd Lehigh ID approval

Enter 4th Lehigh ID approval

Not in use.

Not in use..

Line 1

USD

24.63

%

50.00

Line 2

USD

24.63

%

50.00

+ Add line

Split evenly

☒

Balance: 0.00 USD

Complete

Update

Description is required.

Split

Cancel

- The transaction can be split evenly or with specific amounts. If specific amounts, toggle off the split evenly button
- Click Split at the bottom of the screen

- A screen similar to the following will appear

Coding

Details

Link receipt

Policy alert

Spend Wizard

Expense template

1

Amount Incl

24.63

USD

Tax

N/A

Tax amount

0.00

USD

Split

Personal

Is it Research or Study Abroad

A required code is missing.

Index Number

A required code is missing.

Research/Study Abroad Split 2

Enter 2nd Index Number

Research/Study Abroad Split 3

Enter 3rd Index Number

Research/Study Abroad Split 4

Enter 4th Index Number

GL Code

Lehigh ID

Enter 2nd Lehigh ID approval

Enter 3rd Lehigh ID approval

Enter 4th Lehigh ID approval

Not in use.

Not in use..

Not in use...

Not in use....

Not in use.....

2

Amount Incl

24.63

USD

Tax

N/A

Tax amount

0.00

USD

Split

Personal

Is it Research or Study Abroad

A required code is missing.

Index Number

A required code is missing.

Research/Study Abroad Split 2

Enter 2nd Index Number

Research/Study Abroad Split 3

Enter 3rd Index Number

Research/Study Abroad Split 4

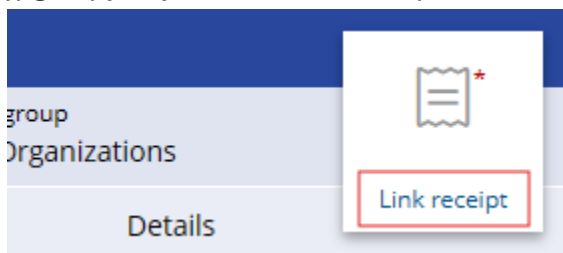
Enter 4th Index Number

GL Code

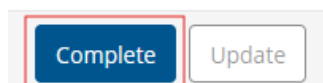
Lehigh ID

- In the first split, the following coding must be completed
 - Is it Research or Study Abroad
 - Research will enable your 54 index numbers
 - Study Abroad will enable your study abroad index numbers

- NOT will enable your departmental index numbers
- Index number
- Research/Study Abroad Split 2
 - Research will enable your 54 index numbers
 - Study Abroad will enable your study abroad index numbers
 - NOT will enable your departmental index numbers
- Enter 2nd Index number
- Continue for however many splits are required
- GL Code
- Business Purpose – Please be as specific as possible
- The remaining split portions of the transaction need to have only the following completed
 - Is it Research or Study Abroad
 - Research will enable your 54 index numbers
 - Study Abroad will enable your study abroad index numbers
 - NOT will enable your departmental index numbers
 - Index number
- Detailed receipts are required for all transaction amounts, 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.