

Reconciling Declining Balance Card Transactions

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

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

Lehigh ID

Enter 2nd Lehigh ID approval

Enter 3rd Lehigh ID approval

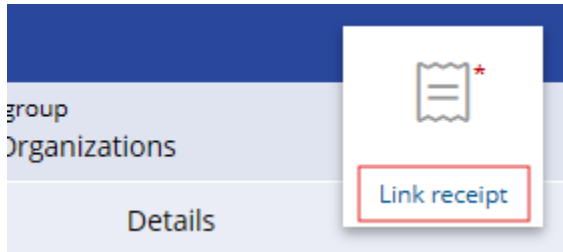
Enter 4th Lehigh ID approval

Not in use.

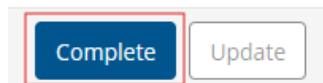
Not in use..

- 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

- GL Code
- Business Purpose – Please be as specific as possible
- 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.