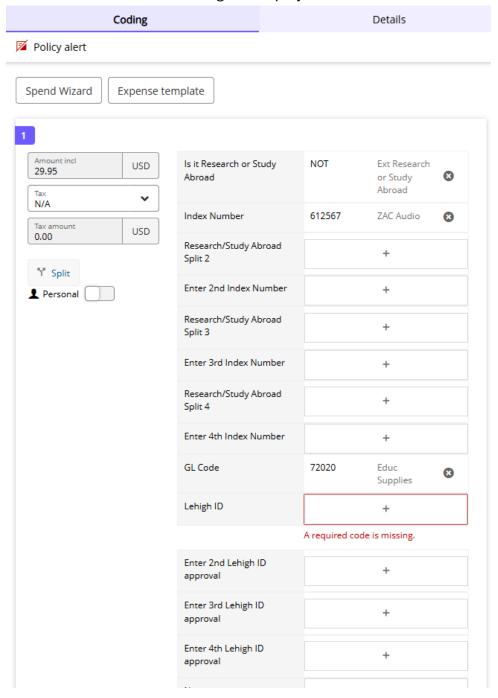
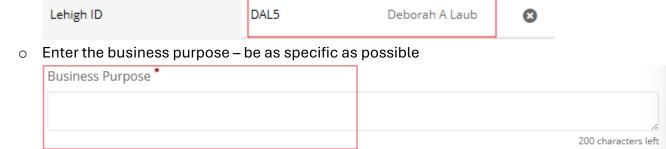
Reconciling Transactions Specifically for Theatre and Technical Entrepreneurship

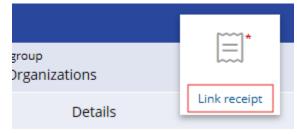
- In WellsOne, click the Expenses tab
- Select the transaction you need to reconcile
- A screen similar to the following will display



- Code the transaction
 - 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
 - o Enter your index number if not defaulted
 - Click the +
 - Click Search
 - Enter the index number in the code value or the index description in the Description field
 - Enter the Lehigh ID for the appropriate approver for the transaction. The following screenshot is just an example



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.