

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

Coding

Details

 Policy alert

Spend Wizard

Expense template

1

Amount incl
29.95

USD

Tax
N/A

▼

Tax amount
0.00

USD

Split

▼

Personal

☐

Is it Research or Study Abroad	NOT	Ext Research or Study Abroad 
Index Number	612567	ZAC Audio 
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	72020	Educ Supplies 
Lehigh ID	+	
A required code is missing.		
Enter 2nd Lehigh ID approval	+	
Enter 3rd Lehigh ID approval	+	
Enter 4th Lehigh ID approval	+	

- 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
 - 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

- 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 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.