

Reconciling 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 displays the WellsOne 'Coding' interface. At the top, there are tabs for 'Coding' and 'Details', with a 'Link receipt' button. A 'Policy alert' is visible. Below this, there are buttons for 'Spend Wizard' and 'Expense template'. The main section is labeled '1' and contains several input fields: 'Amount incl' (11.61), 'USD', 'Tax' (N/A), 'Tax amount' (0.00), 'USD', 'Is it Research or Study Abroad' (with a red box and a '+' sign, and a red error message 'A required code is missing.'), 'Index Number' (redacted), and 'GL Code' (redacted). There are also buttons for 'Split' and 'Personal'. Below this, there is a 'Supplier Details' section with 'Purchase Amazon Mktpl' and a 'Business Purpose' field with a red asterisk and a '200 characters left' indicator. A 'Policy alerts (2)' section follows, with two alerts: 'FYI Bank info must be on file' and 'FYI Please use spendwizard', each with a 'No comments added.' message and a '250 characters left' indicator. At the bottom, there are buttons for 'Complete', 'Update', 'Description is required.', 'Spend search', and 'Reset'.

- Click the Split button



- Enter the amounts of the split either by percentage or amount. Click the Split button

Amazon Mktp

Amount11.61 USD

Date09/30/2025

IssuerWellsOne Visa (3739)

MerchaRet

Coding

Policy alert

Spend Wizard

Expense template

1

Amount incl11.61

USD

TaxN/A

Tax amount0.00

USD

Split

Personal

Is it Research or Study Abroad

Index Number

GL Code

Supplier Details

Purchase Amazon Mktp

Business Purpose

Policy alerts (2)

FYI Bank info must be on file

No comments added.

Add a comment

FYI Please use spendwizard

No comments added.

Complete

Update

Description is required.

Split

Line 1

USD5.81

%50.04

Line 2

USD5.80

%49.96

+ Add line

Split evenly

Balance: 0.00 USD

Split

Cancel

- The transaction will look similar to this.

Coding	Details
 Policy alert	
Spend Wizard Expense template	
1 Amount incl 5.81 USD Tax N/A ▼ Tax amount 0.00 USD  Split  Personal ☐ Is it Research or Study Abroad + A required code is missing. Index Number GL Code	
2 Amount incl 5.80 USD Tax N/A ▼ Tax amount 0.00 USD  Split  Personal ☐ Is it Research or Study Abroad + A required code is missing. Index Number GL Code	
Supplier Details Purchase Amazon MktpI Business Purpose [*] 200 characters left	

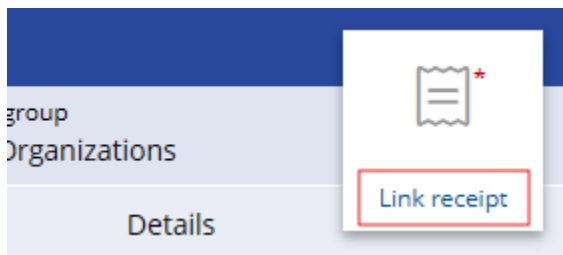
- Code the transaction with the appropriate responses:
 - Is it Research or Study Abroad

- Research
 - Study Abroad
 - NOT (meaning departmental index)
- Index Number
- GL Code
- Enter the business purpose – be as specific as possible

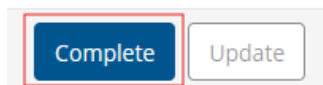


A screenshot of a web form. The label "Business Purpose" is followed by a red asterisk. Below it is a large, empty text input box. To the right of the input box, the text "200 characters left" is displayed.

- 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



A screenshot of two buttons. The "Complete" button is blue with white text and is highlighted with a red border. The "Update" button is light gray with gray text.

- Clicking Complete sends the transaction to your approver.