

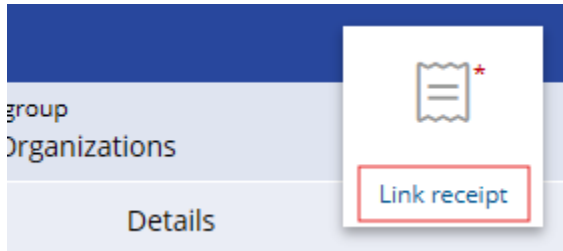
# Reconciling Transactions

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

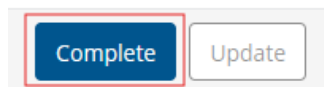
The screenshot displays the WellsOne Expenses interface. At the top, there are tabs for 'Coding' (selected), 'Details', and a 'Link receipt' button. Below the tabs, a 'Policy alert' section shows a red flag icon and the text 'Policy alert'. The main form area includes a 'Spend Wizard' button and an 'Expense template' button. A step indicator shows '1'. The form fields are organized into two columns. The left column contains: 'Amount incl' (11.61) with a 'USD' dropdown, 'Tax' (N/A) with a dropdown arrow, 'Tax amount' (0.00) with a 'USD' dropdown, and a 'Split' button with a 'Personal' toggle switch. The right column contains: 'Is it Research or Study Abroad' with a red-bordered box containing a '+' sign and a red error message 'A required code is missing.', 'Index Number' with a blacked-out field, and 'GL Code' with a blacked-out field. Below the form, the 'Supplier Details' section shows 'Purchase Amazon Mktp'. The 'Business Purpose' section has a red asterisk and a text input field with '200 characters left'. The 'Policy alerts (2)' section contains 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' text area. At the bottom, there are buttons for 'Complete', 'Update', and a red error message 'Description is required.', along with 'Spend search' and 'Reset' buttons.

- 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 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.