Below are bulleted items for reconciling your transactions. Some things to note before that:

1. You must enter your personal banking information into the new system.
    - Enter your Wells Fargo credentials as you normally do
    - Click WellsOne Expense Manager
    - On the top right-hand side, click on your name
    - Click Personal Settings
    - Under the person image on the left, click Reimbursement Account
    - Enter your routing number and account number
    - Check the account type (either checking or savings)
    - Check the "I Accept"
    - Click Save
2. Reminder emails will be sent from the system every Monday evening/Tuesday morning for anyone having transactions that still need to be reconciled. The email will be entitled "WellsOne(R) Expense Manager - Coding Action Required". Approvers will have any of their cardholders/users' transactions listed on their email. It is the cardholder's/reconciler's responsibility to reconcile their own transactions.
3. To reconcile your transactions, do the following:
    - Enter your Wells Fargo credentials as you normally do
    - Click WellsOne Expense Manager
    - Click Expenses under the WellsOne Expense Manager logo
    - Any expense you have that are not yet reconciled will appear here
    - On the right-hand side, click the arrow on the transaction line
    - Click the + next to Lehigh ID
    - Click Search Lehigh ID Codes
    - In the Code Value field enter your Lehigh ID (ex: bkb204)
    - Click Search
    - Click on your user id/name
    - Click Select (Note: You can also click Favorite to make it easier for the future)
    - Click the + next to Index
    - Click Search Index Codes
    - The list of index numbers you have access to will be listed
    - Click the appropriate index number
    - Click Select (Note: you can also click Favorite to make it easier for the future)
    - Enter the business purpose
    - Click link receipt to attach your scanned detailed receipt (Note: receipts are required for $75 or greater)
        i. Click Image Library
        ii. On the Image Linking window, click Upload (right hand side)
        iii. Select the appropriate pdf or jpg from your computer
        iv. Click the X to close the Image Linking window
    - Click Complete – send transaction to be approved Or click Update if transaction is not completely reconciled

- If needing to dispute a transaction, click Options bottom right hand side on the transaction
- Repeat above steps for all transactions

4. To Add a Cash Expense (Formerly OOP)
    - Click on Expenses
    - Click the blue Add button on the left
    - Click Cash Expense
    - Enter the description of your transaction
    - Select the date of the transaction (Note: Must be after 11/2/2022. If the transaction occurred prior to 11/2, please note that in the Business Purpose/Description)
    - Click Next
    - Select from one of the following: **Note, I understand categories don't always match up exactly. Please do your best putting your expense in the appropriate place.
        - i. Air Travel
            1. Airfares – Domestic
            2. Airfares – Int'l
            3. Baggage Fee
            4. Travel Booking Fee
            5. Other Airfare
        - ii. Lodging
            1. Accommodation
            2. Gratuity
            3. Internet
            4. Laundry
            5. Meal – Hotel
            6. Mini Bar
            7. Phone
            8. Other Lodging
        - iii. Meals/Entertainment
            1. Catering
            2. Conference/Seminars
            3. Facility Rental
            4. Meals – Entertainment
            5. Permits
            6. Other
        - iv. Office
            1. Courier
            2. Maint & Cleaning
            3. Postage
            4. Printing
            5. Publications
            6. Stationery
            7. Computer Hardware
            8. Computer Maint

9. Internet
10. Phone
11. Software
12. Other

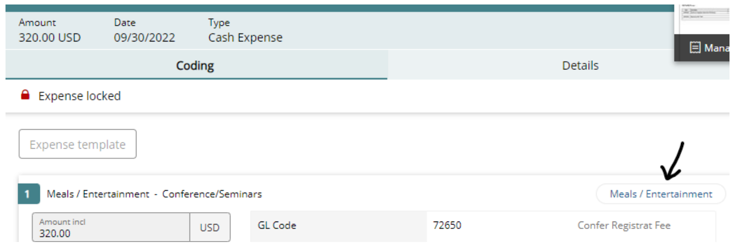
v. Transportation

1. Mileage (Manual and Map)
2. Bus
3. Fuel
4. Parking
5. Rental Car
6. Taxi/Ride-Share
7. Tolls
8. Train
9. Other Transportation

- Enter the amount in the appropriate field (ex: if needing to be reimbursed for a meal, enter the amount in the Meal – Entertainment field, enter the number of employees)
- Click next
- The amount will be transferred to the transaction page
- Select the GL Code
- Select your Lehigh ID (You can click favorite and then select to save you steps in the future)
- Select the index (You can click favorite and then select to save you steps in the future)
- Enter your Business Purpose
- If the transaction is $75 or greater, click Link Receipt on the top right
    i. For mileage, please use mapquest or similar website, pdf the miles and attach is your receipt.
    ii. For Per Diem, please use the [Domestic] or [Foreign] websites to get rate for area. PDF information and attach as receipt
- Click Update to save or Complete to send to approver

5. To Approve Transactions
    - Click on the arrow to the right on the transaction line
    - Review the Lehigh ID, Index number, business purpose and receipt (if 4 amount required receipt to be attached)
    - If everything is OK, click Approve
    - If something needs to be fixed
        - Scroll to bottom
        - *Click three dots beside “Approval Required”
        - Click Query
        - Enter a comment
        - Click Send
        - Click on Expenses at top of screen
        - Where it says “show My Expenses” click the arrow for the drop-down menu and select the cardholder
        - Located transaction “sent back”

    - Click on arrow to the right of the transaction
    - Fix Lehigh ID, Index, business purpose or correct receipt
        - If needing to fix the amount, click the "Category" on the transaction which takes you into the spend wizard and there you can change the amount for a Cash Expense



    - Click Complete
    - Click on Approvals at top of screen
    - Click the arrow to the right of the transaction
    - Review transaction
    - **If everything is now correct, click Approve
    - If not yet OK, repeat from * to **
- Repeat above steps for all transactions needing approval

Notes:

- **Transactions saying "Other Debit" are what were previously called Cross Border Trans Fee". This is the 1% fee Lehigh pays for purchases made outside the US**
- **To see transactions you have already completed, on the Expenses tab, beside My Expenses, click Default. Change the drop down menu from to-do to Pending Approval. If needing to make changes which still pending approval, you can do so here and click Update**
- **To delete a Cash Expense, click on the transaction. Click Options. Click Delete**
- **To print monthly statements, Click Accounts. Choose the appropriate statement period. Click the down arrow (far right). Select the location on your computer where you want to save the statement as a pdf. The statement includes all coding (Lehigh ID, Index Number and Business Purpose)**
- **Cash reimbursement requests must be submitted within 30 days of the occurance.**