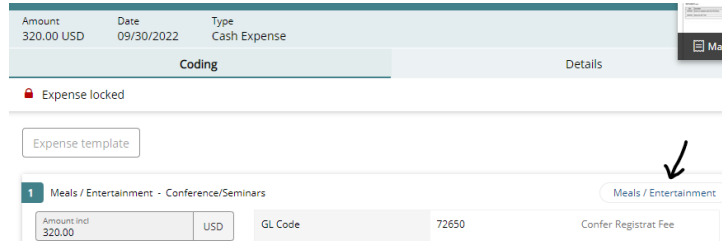


Below are bulleted items for reconciling your transactions. Some things to note before that:

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: Air Travel, Lodging, Meals/Entertainment, Office, 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 occurrence.