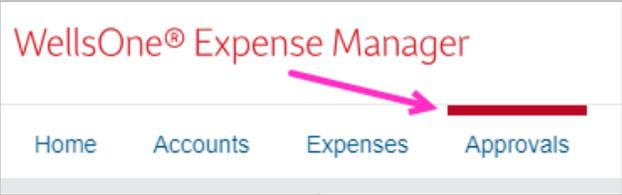
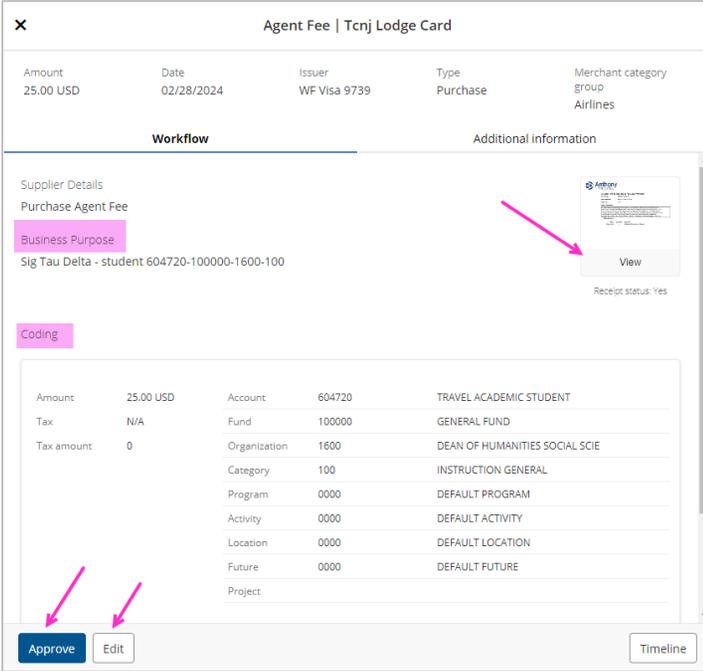
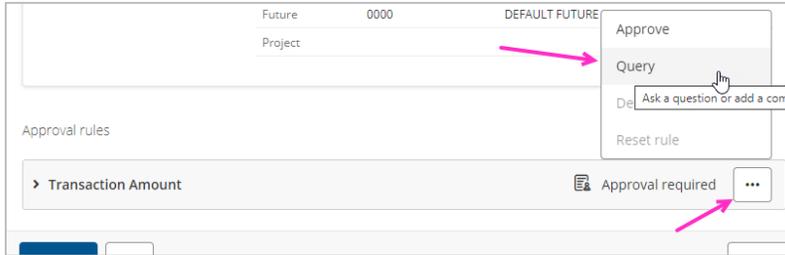


Process Name: Coding Expenses

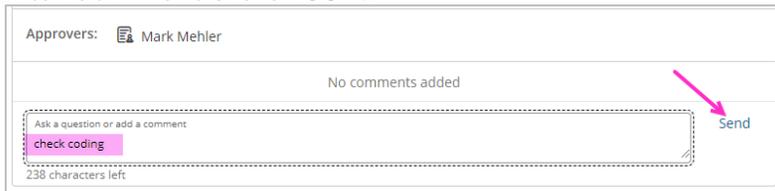
STEP	DETAIL
1	Sign in to Wells Fargo – WellsOne Expense Manager
2	Choose Approvals 
3	Click the Expense Details arrow 
4	<p><u>Approving, Editing, Sending Comments</u></p> <p>Check the Coding Check the Receipt Check the Business Purpose</p> <p>Click Approve if transaction is correct Edit if you want to edit the information</p> <p>Alternately, you can send a comment to the Cardholder to correct the Coding values or receipt</p> 

Sending Comments

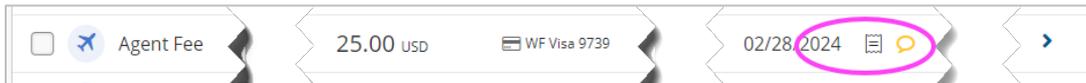
Click the 3 dots then **Query** under the Approval Rules heading



Enter Comment & click **Send**



The transaction is sent back to the cardholder/delegate with comments



Cardholder/Delegate edits, enters Comments & clicks Complete

