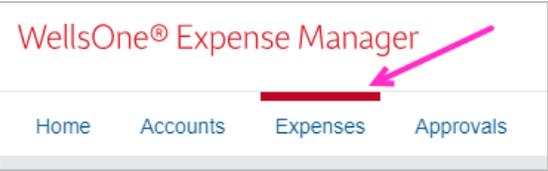
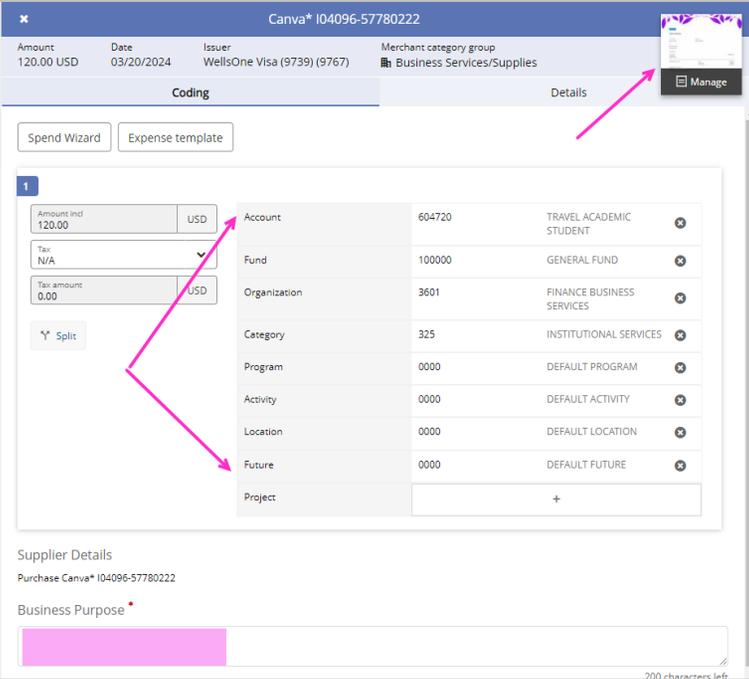
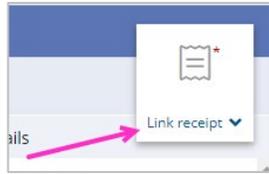


Process Name: Coding Expenses

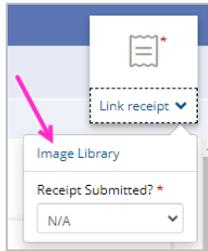
STEP	DETAIL
1	Sign in to Wells Fargo – WellsOne Expense Manager
2	Choose Expenses 
3	Click the Expense Details arrow 
4	<p>Coding, Receipt & Business Purpose</p> <p>Enter the COA/POETAF for the transaction</p> <ul style="list-style-type: none"> Manually code each value or use the Expense Template Enter Default Value (zeros) for COA fields if using POETAF values <p>Enter the Business Purpose</p> <p>Link a receipt to the transaction</p> <p>Click Complete if ready for approval Update if you just want to save your progress</p> <div data-bbox="323 1192 707 1458" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Business Purpose *</p> <p>Canva Yearly subscription</p> <p>Complete Update Description</p> </div> 

Linking Receipt

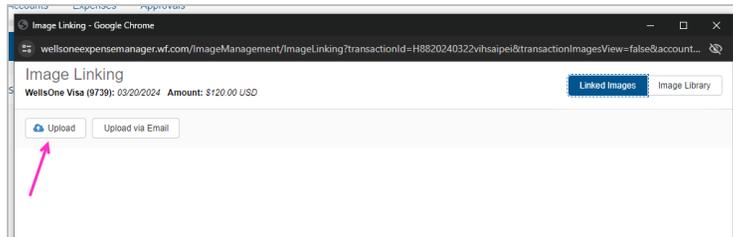
Click **Link receipt**



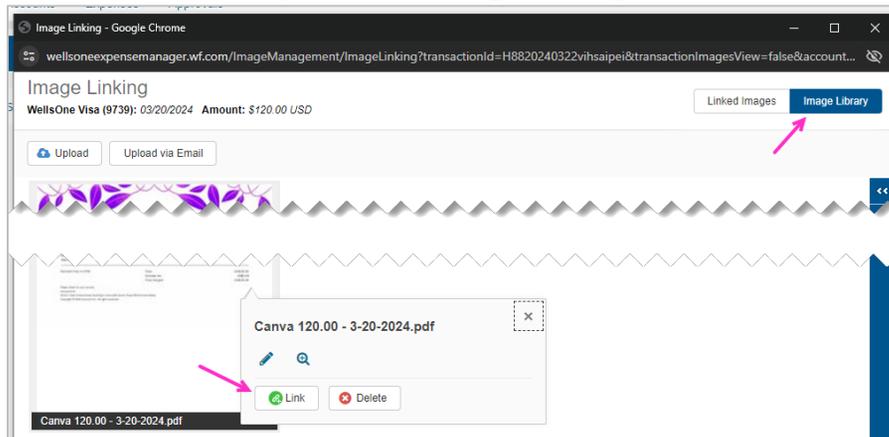
Click **Image Library**



Click **Upload** or drag and drop the file into the screen



Alternately, link a receipt from the **Image Library**



5

Transaction Details

Click the **Details** tab

- Provides Approver, posting date & Merchant info

Click **Extended Transaction Details**

- Shows Merchant provided detail of transaction

6

Viewing Transactions sent for approval

You can edit transactions prior to it being approved (Complete)

Click on Filters & change Status to **Pending Approval**

Click **Apply**

Split Coding

Click the **Split** button

Choose how many splits & how you would like it split

Click **Split**

Enter COA/POETAF values for each split

Click the **X** on the split if not needed

1

The image shows two overlapping windows. The background window is titled 'Coding' and contains a 'Split' button with a pink arrow pointing to it. The foreground window is a 'Split' modal with two lines, each showing 'USD 60.00' and '50.00%'. A 'Split' button at the bottom of the modal is also highlighted with a pink arrow.

The image shows a 'Coding' details window with a table of account information. A pink circle highlights the number '1' in the line number field. A pink arrow points to the 'X' icon in the top right corner of the window.

Account	Amount	Description
604720	60.00	TRAVEL ACADEMIC STUDENT
100000		GENERAL FUND
3601		FINANCE BUSINESS SERVICES
325		INSTITUTIONAL SERVICES
0000		DEFAULT PROGRAM

Multiple Coding

Code multiple transactions and enter Business Purposes at once.

- You must still enter a receipt per transaction

Note: If you hold more than one card or are a card delegate you must be viewing 1 card at a time

Check the boxes next to the transactions that will be coded the same

Click **Code Selected Expenses**

1

Enter COA/POETAF, Business Purpose

Click **Complete**