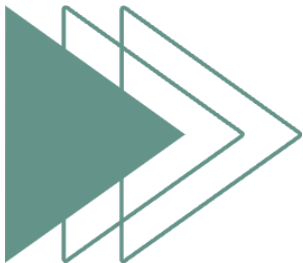




WELLSONE EXPENSE MANAGER

CODING EXPENSES





The Expenses Page Lists the Vendor, Purchase Amount, and Date

WellsOne® Expense Manager

Home Administration Accounts **Expenses** Approvals Search

+ Add

Expenses

Expenses

Show Filters Find

Select all ☒ Code selected expenses

<input type="checkbox"/>	Amazon Mktplace Pmts	-25.17 USD	WF Visa 9739	06/03/2025	>
<input type="checkbox"/>	Amazon Reta* Nz07h4661	406.49 USD	WF Visa 9739	05/24/2025	>
<input type="checkbox"/>	Amazon Mktp	32.16 USD	WF Visa 9739	05/23/2025	>
<input type="checkbox"/>	Amazon Reta* Nw2xn6n42	280.96 USD	WF Visa 9739	05/09/2025	>
<input type="checkbox"/>	Amazon Reta* Ni5cr5l81	289.59 USD	WF Visa 9739	05/09/2025	>
<input type="checkbox"/>	Amazon Reta* Ni2375w92	92.34 USD	WF Visa 9739	05/08/2025	>

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When the Purchasing Card is Used, the Charge Automatically Appears on the Expenses Page

- The expense then needs to be coded.
- After the expense has been coded, WellsOne removes it from this list.

WellsOne® Expense Manager

Home

Administration

Accounts

Expenses

Approvals

Search

+ Add

Expenses

Expenses

Dropdown

Binary

Find

Select all

☒ Code selected expenses

<input type="checkbox"/>	Amazon Mktplace Pmts	-25.17 USD	WF Visa 9739	06/03/2025	
<input type="checkbox"/>	Amazon Reta* Nz07h4661	406.49 USD	WF Visa 9739	05/24/2025	
<input type="checkbox"/>	Amazon Mktpl	32.16 USD	WF Visa 9739	05/23/2025	
<input type="checkbox"/>	Amazon Reta* Nw2xn6n42	280.96 USD	WF Visa 9739	05/09/2025	
<input type="checkbox"/>	Amazon Reta* Ni5cr5l81	289.59 USD	WF Visa 9739	05/09/2025	
<input type="checkbox"/>	Amazon Reta* NI2375w92	92.34 USD	WF Visa 9739	05/08/2025	

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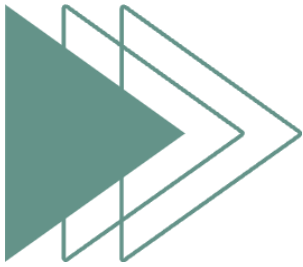
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Terms of Use





Click on the Expense to be Coded

WellsOne® Expense Manager

Home Administration Accounts Expenses Approvals Search

+ Add

Expenses

Show [dropdown] [dropdown] Find [input]

Select all ☒ Code selected expenses

<input type="checkbox"/>	Amazon Mktplace Pmts	-25.17 USD	WF Visa 9739	06/03/2025	>
<input type="checkbox"/>	Amazon Reta* Nz07h4661	406.49 USD	WF Visa 9739	05/24/2025	>
<input type="checkbox"/>	Amazon Mktpl	32.16 USD	WF Visa 9739	05/23/2025	>
<input type="checkbox"/>	Amazon Reta* Nw2xn6n42	280.96 USD	WF Visa 9739	05/09/2025	>
<input type="checkbox"/>	Amazon Reta* Ni5cr5l81	289.59 USD	WF Visa 9739	05/09/2025	>
<input type="checkbox"/>	Amazon Reta* Ni2375w92	92.34 USD	WF Visa 9739	05/08/2025	>

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A Window Will Open With Details of the Expense

WellsOne® Expense Manager

Home Administration Accounts Expenses Approvals Search

+ Add

Expenses

Show My expenses Filters 1 filters set Find

Select all ☒ Code selected expenses

<input type="checkbox"/>	Amazon Mktplace Pmts	-25.17 USD	>
<input type="checkbox"/>	Amazon Reta* Nz07h4661	406.49 USD	>
<input type="checkbox"/>	Amazon Mktp	32.16 USD	>

Amazon Reta* Nz07h4661

Amount 406.49 USD Date 05/24/2025 Issuer WellsOne Visa (9739) Merchant category group Retail

Coding Details Manage

Spend Wizard Expense template

1

Amount incl 406.49 USD

Tax N/A

Tax amount 0.00 USD

Split Personal

GL Code

Department

Class

Program

Vendor ID

Invoice Number

Invoice Date

Supplier Details

Purchase Amazon Reta* Nz07h4661

Business Purpose

Complete Update Options

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Guide to Coding

GL Code	GL Code Assigned to Expense
Department	Prefilled
Class	Prefilled
Program	Prefilled
Vendor ID	Prefilled
Invoice Number	Class Account Code, Two Digit Month, Four Digit Year
Invoice Date	Last Day of the Month

GL Code - Use the GL Code Chart to determine the code that should be assigned to the expense.

Invoice Number – Is in the format of POXXX052024

Invoice Date - The last day of the month will be the same for all expenses recorded during that month.





Coding Example

GL Code	7001 Class Supplies
Department	ADT or USC
Class	CLS
Program	POXXX
Vendor ID	POXXX
Invoice Number	P0XXX052024
Invoice Date	05312024

GL Code Assigned to Expense

Class Account Code, Two Digit Month,
and Four Digit Year

Last Day of the Month

This date will be the same for all expenses
recorded during that month.





WellsOne Training

Coding

×

Usps Po 0529040350

×

Split

Amount 2.10 USD	Date 04/23/2024	Issuer WellsOne Visa (9739)	Merchant category group Government Services
--------------------	--------------------	--------------------------------	--

Coding

Spend Wizard

Expense template

1

Amount incl
2.10

USD

Tax
N/A

▼

Tax amount
0.00

USD

Split

Personal ☐

GL Code

7005

Department

ADT

Class

CLS

Program

Vendor ID

Invoice Number

Invoice Date

Supplier Details

Purchase Usps Po 0529040350

Business Purpose ^{*}

Money order

Line 1

USD
1.05

%
50.00

Line 2

USD
1.05

%
50.00

+ Add line

Split evenly ☒

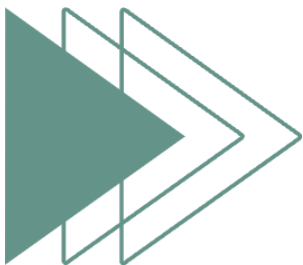
Balance: 0.00 USD

Use Split for Multiple GL Codes

By using the Split icon, you can assign more than one GL code per expense.

- The expense may be split by percentage or by amount.
- For example, if supplies were purchased for Administrative use and for NextGen, you can split the expense between the two GL codes.





WellsOne Training

Coding

Usps Po 0529040350

Amount	Date	Issuer	Merchant category group
2.10 USD	04/23/2024	WellsOne Visa (9739)	Government Services

Coding

Spend Wizard

Expense template

1

Amount incl

2.10

USD

Tax

N/A

▼

Tax amount

0.00

USD

Split

Personal

☐

GL Code

7005

Department

ADT

Class

CLS

Program

Vendor ID

Invoice Number

Invoice Date

Supplier Details

Purchase Usps Po 0529040350

Business Purpose *

Money order

Balance: 0.00 USD

Split

Line 1

USD	%
1.05	50.00

Line 2

USD	%
1.05	50.00

+ Add line

Split evenly

☒

Split Transactions

- Select a transaction that you would like to split.
- Click **Split** to split coding lines.
- You can split one coding line into multiple lines.
- You can edit the new split line to select the correct charge codes, etc.





Business Purpose

Next enter the Business Purpose

- The Business Purpose goes into greater detail about the expense.
- For example, instead of entering “Printing”, provide details about what was being printed, “Printed NextGen craft supplies”.
- Instructions to attach a receipt in the Class Financial Procedures resource (CFP), Chapter 4, Section F



Usps Po 0569360111

Amount	Date	Issuer	Merchant category group
2.10 USD	04/25/2024	WellsOne Visa (9739)	Government Services

Coding Details

Spend Wizard Expense template

1

Amount incl 2.10 USD
Tax N/A
Tax amount 0.00 USD

☐ Split ☐ Personal

GL Code +
A required code is missing.

Department +
A required code is missing.

Class +
A required code is missing.

Program +
A required code is missing.

Vendor ID +
A required code is missing.

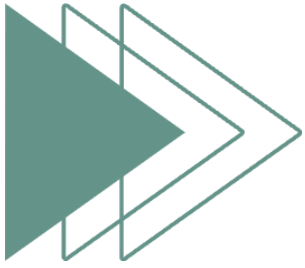
Invoice Number +
A required code is missing.

Invoice Date +
A required code is missing.

Supplier Details
Purchase Usps Po 0569360111

Business Purpose

Link receipt

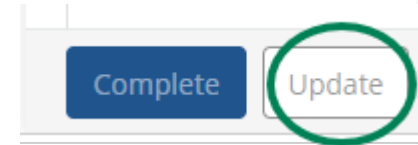


Complete Coding

Updating an Expense

If you need to go back into the expense to add an item:

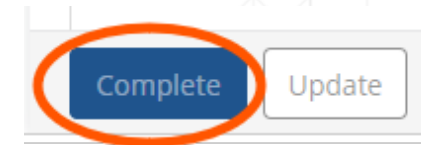
- Click **Edit**.
- Click **Update** to save the change.



Finish Coding

When you have finished all the coding, added a receipt, and entered a business purpose:

- Click **Complete**.
- The expense will be removed from the page.





Complete Coding

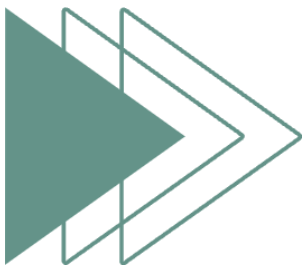
Expenses



Well done!

There are no expenses that need your attention.





Complete Coding

To view the completed expense, go to **Statements**.

- Click Accounts.
- Choose an account to view.
- In the window, click on Statements.
- Choose a statement period.
- Click the download icon to open and save the statement as a PDF.

The screenshot shows the Wells Fargo WellsOne interface. The 'Accounts' tab is selected in the top navigation bar. A modal window is open, displaying a list of statement periods. The 'Statement' button is highlighted with a green circle. A green arrow points to the download icon (a person with a plus sign) in the bottom right corner of the modal.

Current Period	Credit Limit (USD)
05/30/2020 - 06/30/2020	10,000.00
05/01/2020 - 05/29/2020	
03/31/2020 - 04/30/2020	432.60 USD
02/29/2020 - 03/30/2020	392.60 USD
01/31/2020 - 02/28/2020	
12/31/2019 - 01/30/2020	565.20 USD
11/30/2019 - 12/30/2019	
10/31/2019 - 11/29/2019	101.44 USD
10/01/2019 - 10/30/2019	





THIS COMPLETES THE TRAINING ON CODING

