



PROCESS WEX CARD TRANSACTIONS

QUICK REFERENCE GUIDE EX-13

EX

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Process WEX Card Transactions in the North Carolina Financial System (NCFS).

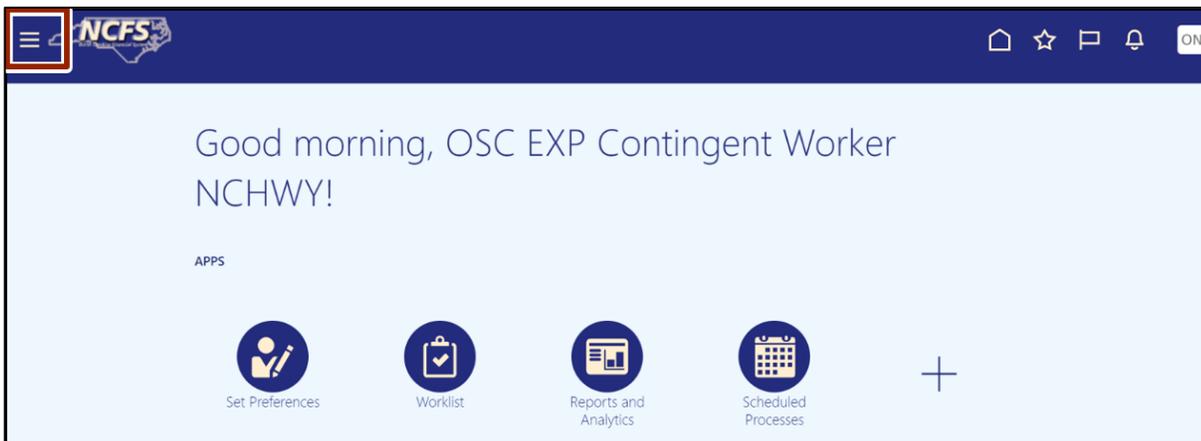
Introduction and Overview

This QRG covers the steps to Process WEX Card Transactions in NCFS Expenses module for a user to add, validate, and submit WEX transactions for approval.

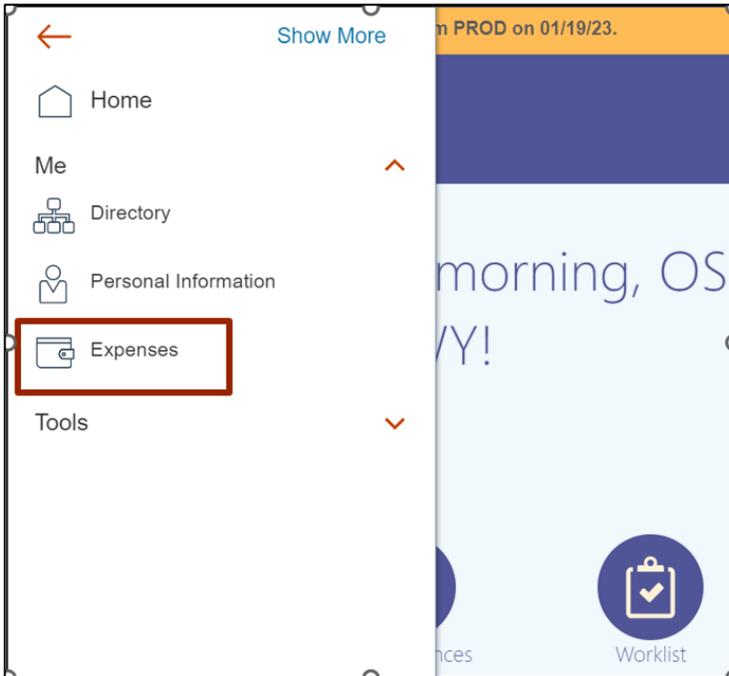
Process WEX Card Transactions

To Process WEX Card Transactions in NCFS, please follow the steps below:

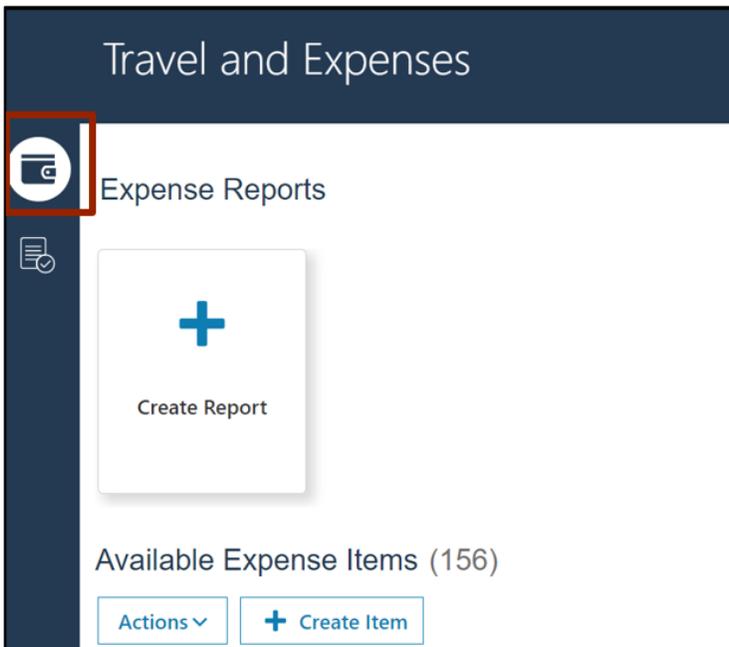
1. Click the **Navigator** [] icon.



2. Click the **Expenses** button.



3. Click the **Travel & Expense** wallet icon [].



- On the **Available Expense Items** section select expense(s) and click the **Create Report** tab to create a report.

Expense Reports



Available Expense Items (4)

Actions ▾ + Create Item

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (4)							
<input checked="" type="checkbox"/>	6/8/23	Gasoline ▾	-386.75 USD			37 - REBATE ADJUSTMEN	Add attachment
<input checked="" type="checkbox"/>	5/29/23	Gasoline ▾	23.69 USD	BP PRODUCTS	STANTONSBURG, NC	093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301	Add attachment

- Click the **Date** link on the Expense Items line item to view the expense line in detail.

Create Expense Report Save ▾ Submit ▾ Cancel

* Purpose

Report Total **-363.06 USD**

Attachments None +

I have read and accept the corporate travel and expense policies.

Expense Items (2)

Actions ▾ + Create Item Add Existing Apply Account ▾ Split Allocation

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant	Location	Description	Attachments
<input type="checkbox"/>	5/29/23	Gasoline ▾	23.69 USD	BP PRODUCTS	STANTONSBURG, NC	093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301	Add attachment
<input type="checkbox"/>	6/8/23	Gasoline ▾	-386.75 USD			37 - REBATE ADJUSTMEN	Add attachment

6. Validate the information and add the required **Attachments**.

Gasoline 5/29/23 ? Gasoline 5/29/23 Save and Close Cancel

* Date: 5/29/23

* Type: Gasoline

Expense Location: STANTONSBURG, Wayne, Nt

* Amount: USD 23.69

Number of Days: 1

Daily Amount: 23.69 USD

Reimbursable Amount: 23.69 USD

Description: 093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301 MOYTON AVE - UNL -

Merchant Name: BP PRODUCTS

Account: 1900-014550-53310000-0000000-0000 🔍

Account Name: NCDPS

Account Number: 690046049600244831

Customer Account Number: 0496002448363

Credit Card Number: 3004

Attachments: Drag files here or click to add attachment

Sample Receipt.jpg (10.36 KB) 📄 ⬇️ ✕

Receipt missing

7. Click the **Search** [🔍] icon to validate and edit the **Account** details if required.

Gasoline 5/29/23 ? Gasoline 5/29/23 Save and Close Cancel

* Date: 5/29/23

* Type: Gasoline

Expense Location: STANTONSBURG, Wayne, Nt

* Amount: USD 23.69

Number of Days: 1

Daily Amount: 23.69 USD

Reimbursable Amount: 23.69 USD

Description: 093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301 MOYTON AVE - UNL -

Merchant Name: BP PRODUCTS

Account: 1900-014550-53310000-0000000-0000 🔍

Account Name: NCDPS

Account Number: 690046049600244831

Customer Account Number: 0496002448363

Credit Card Number: 3004

Attachments: Drag files here or click to add attachment

Sample Receipt.jpg (10.36 KB) 📄 ⬇️ ✕

Receipt missing

8. The **Account** pop-up appears. Review the details and edit if required. Click the **OK** button.

Account ✕

Hide Segments

Agency 1900 DEPARTMENT OF PUBLIC SAFETY

Budget Fund 014550 DPS 14550 CLEARING

Account 53310000 GASOLINE

Agency Mgmt Unit 0000000 DEFAULT AMU

Agency Program 0000000 DEFAULT AGENCY PROGRAM

Funding Source 0000 UNDESIGNATED

Project 00000000000 DEFAULT PROJECT

Inter Fund 000000 DEFAULT Inter Fund NC CASH

Future 1 0000 DEFAULT Future 1

Future 2 0000000 DEFAULT Future 2

Future 3 000000 DEFAULT Future 3

9. You can press the right-arrow icon [] to go to the next line or **Save and Close** to go back to the report header.

Gasoline 5/29/23 Gasoline 5/29/23

* Date 5/29/23

* Type Gasoline

Expense Location STANTONSBURG, Wayne, NC

* Amount USD 23.69

Number of Days 1

Daily Amount 23.69 USD

Reimbursable Amount 23.69 USD

Description 093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301 MOYTON AVE - UNL -

Merchant Name BP PRODUCTS

Attachments

Drag files here or click to add attachment

Sample Receipt.jpg (10.36 KB)

Receipt missing

Account 1900-014550-53310000-0000000-0000

Account Name NCDPS

Account Number 690046049600244834

Customer Account Number 0496002448363

Credit Card Number 3004

- On the **Expense Report** page, enter ***Purpose**, click the **Expense policies** checkbox, and click the **Submit** button to submit the expense report after reviewing the details of your line items.

Expense Report: 1900ER000099125184 Save **Submit** Cancel

* Purpose

Report Total
-363.06 USD

I have read and accept the corporate travel and expense policies.

Attachments None

Status Saved

Expense Items (2)

Actions + Create Item + Add Existing Apply Account Split Allocation

Date	Type	Amount	Merchant	Location	Description	Attachments
5/29/23	Gasoline	23.69 USD	BP PRODUCTS	STANTONSBURG, NC	093100 - A005629800 - 669725 - A005629800 - BP 1707181 - 301	(1)
6/8/23	Gasoline	-386.75 USD			37 - REBATE ADJUSTMEN	Add attachment

- On the **Expense Reports** page, the Expense Report is in the **Pending Approval** status.

Note: Once the Expense Report is submitted, it will flow through the approval workflow setup for the contingent worker. Once fully approved, the Expense Report will be sent to AP with the batch process.

Travel and Expenses

Expense Reports

+ Create Report

Pending Approval ...

1900ER000099125184

WEX Transactions

Assigned to manager 1 min ago

2 items **-363.06 USD**

Wrap-Up

Follow the steps outline above to add, validate, and submit WEX transactions for approval in the NCFS.

Additional Resources

Instructor-Led Training (vILT)

- EX100: Expense Reports and Cash Advances