

EX-13 Process WEX Card Transactions

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

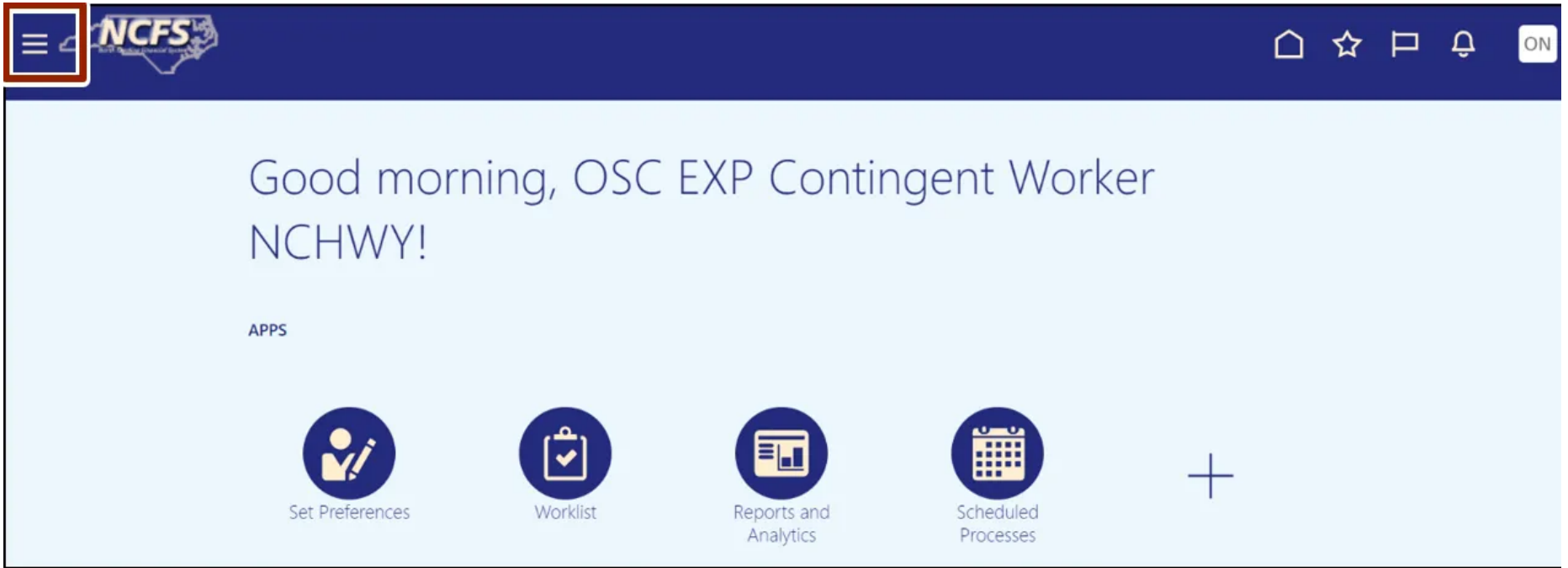
This QRG covers the steps to Process WEX Card Transactions in NCFS Expenses module for a user to add, validate, and submit WEX transactions for approval.

Process WEX Card Transactions

To Process WEX Card Transactions in NCFS, please follow the steps below. There are 11 steps to complete this process.

Step 1. Click the **Navigator** icon.

Image



Step 2. Click the **Expenses** button.

Image



Show More

m PROD on 01/19/23.



Home

Me



Directory



Personal Information



Expenses

Tools



morning, OS
/Y!

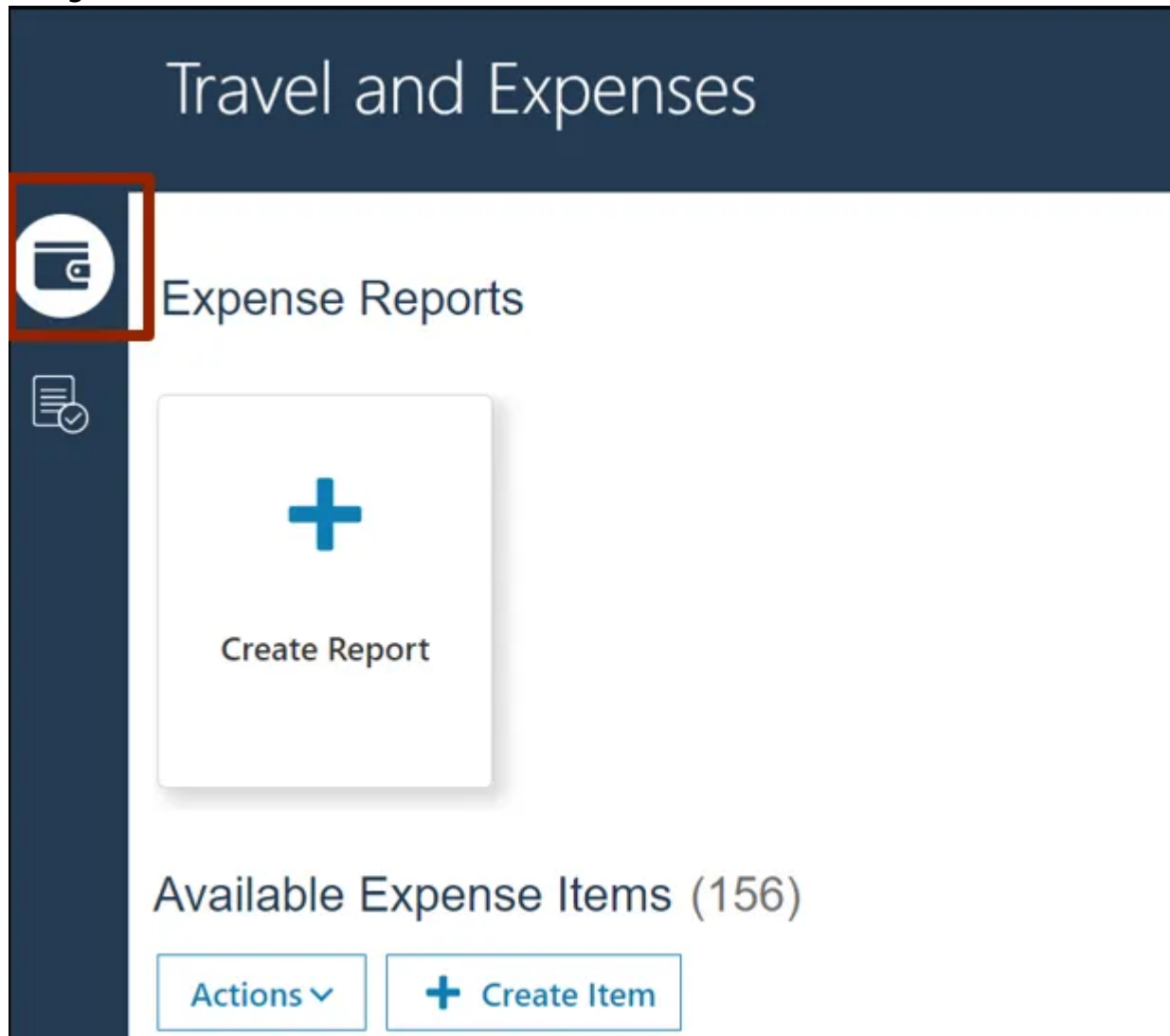


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Worklist

Step 3. Click the **Travel & Expense** wallet icon.

Image



Step 4. On the **Available Expense Items** section select expense(s) and click the **Create Report** tab to create a report.

Image

Expense Reports

Create Report
(2 items)

Available Expense Items (4)

Actions ▾

+ Create Item

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

Step 5. Click the **Date** link on the Expense Items line item to view the expense line in detail.

Image

Create Expense Report ?

Save Submit Cancel

* Purpose

Attachments None

Report Total
-363.06 USD

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

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	Add attachment	
6/8/23	Gasoline	-386.75 USD			37 - REBATE ADJUSTMEN	Add attachment	

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

Image

Gasoline 5/29/23 ?

Gasoline 5/29/23 Save and Close Cancel

* Date 5/29/23

* Type Gasoline

Expense Location STANTONSBURG, Wayne, N

* 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 690046049600244831

Customer Account Number 0496002448363

Credit Card Number 3004

Step 7. Click the **Search** icon to validate and edit the **Account** details if required.

Image

Gasoline 5/29/23 ?

Gasoline 5/29/23 Save and Close Cancel

* 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 6900460496002448363

Customer Account Number 0496002448363

Credit Card Number 3004

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

Image

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	0000000000	▼	DEFAULT PROJECT
Inter Fund	000000	▼	DEFAULT Inter Fund NC CASH
Future 1	0000	▼	DEFAULT Future 1
Future 2	000000	▼	DEFAULT Future 2
Future 3	000000	▼	DEFAULT Future 3

Search

Reset

OK

Cancel

Step 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.

Image

Gasoline 5/29/23 ?

Gasoline 5/29/23 Save and Close Cancel

* Date 5/29/23

* Type Gasoline

Expense Location STANTONSBURG, Wayne, NJ

* 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 1900-014550-53310000-00000000-0000

Account Name NCDPS

Account Number 690046049600244830

Customer Account Number 0496002448363

Credit Card Number 3004

Step 10. 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.

Image

Expense Report: 1900ER000099125184 ?

Save ▼ **Submit** Cancel

* Purpose WEX Transactions

Attachments None +

Status Saved

Report Total

-363.06 USD

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

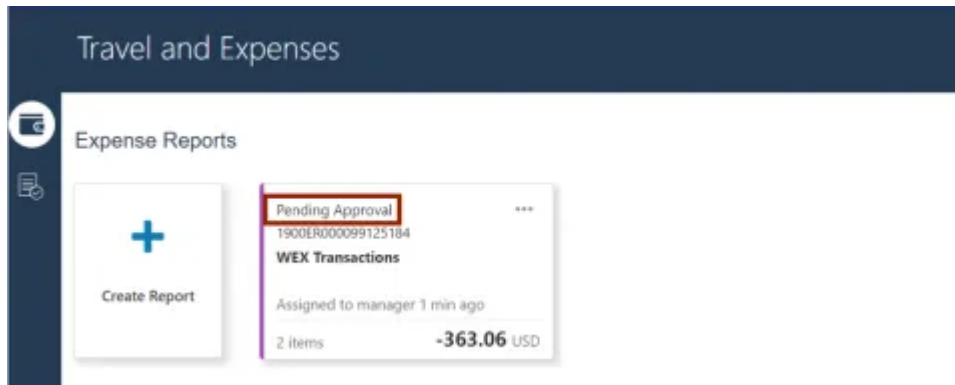
Expense Items (2)

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

Step 11. 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.

Image



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](#)

First Published

Thu, 07/27/2023

Last Updated

Wed, 08/13/2025

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