# 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

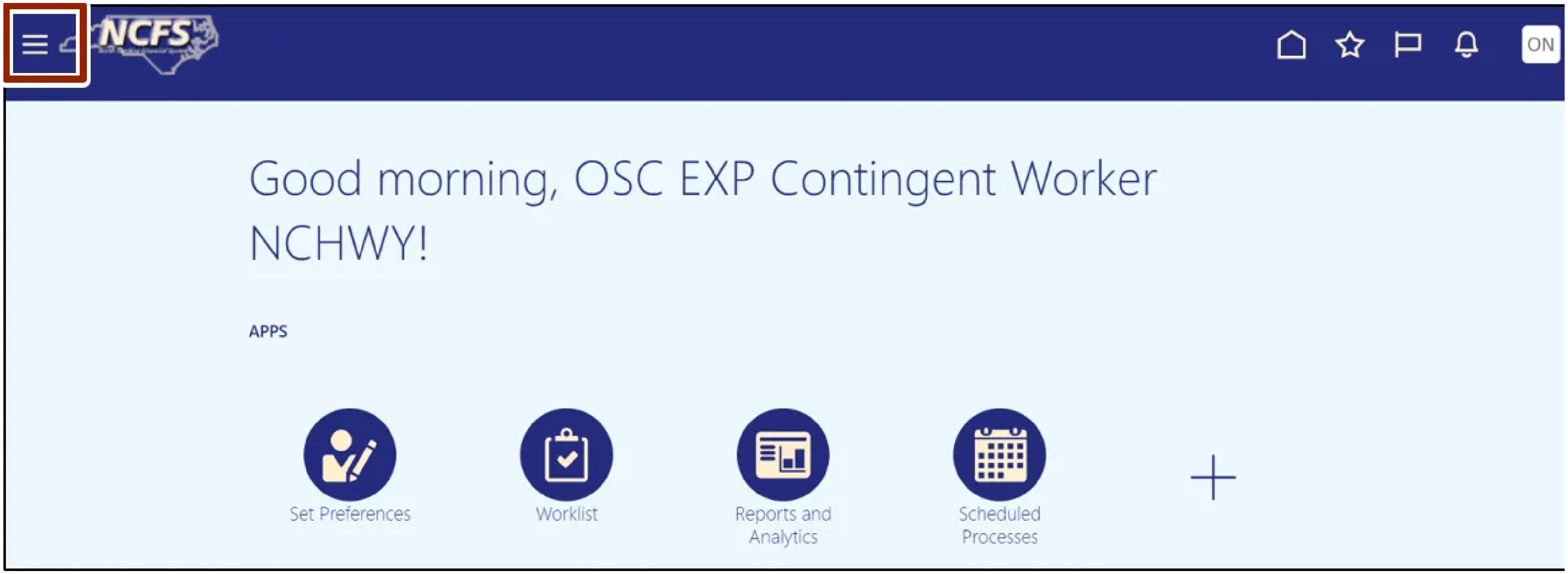
This QRG covers the steps to Process WEX Card Transactions in NCFS Expenses module for a user to add, validate, and submit WEX transactions for approval.

## Process WEX Card Transactions

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

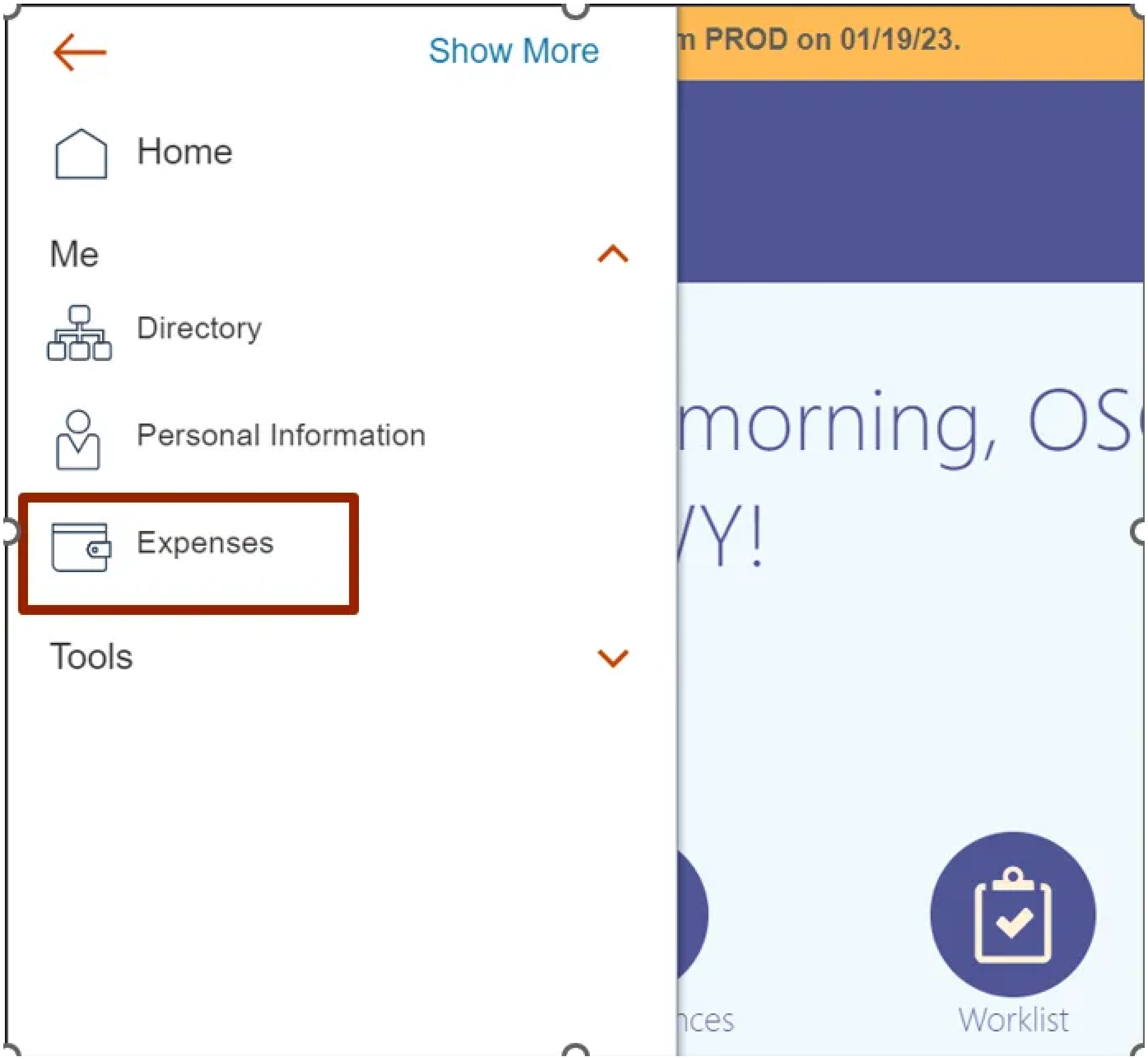
Step 1. Click the **Navigator** icon.

Image




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

Image


Show More
Home
Me
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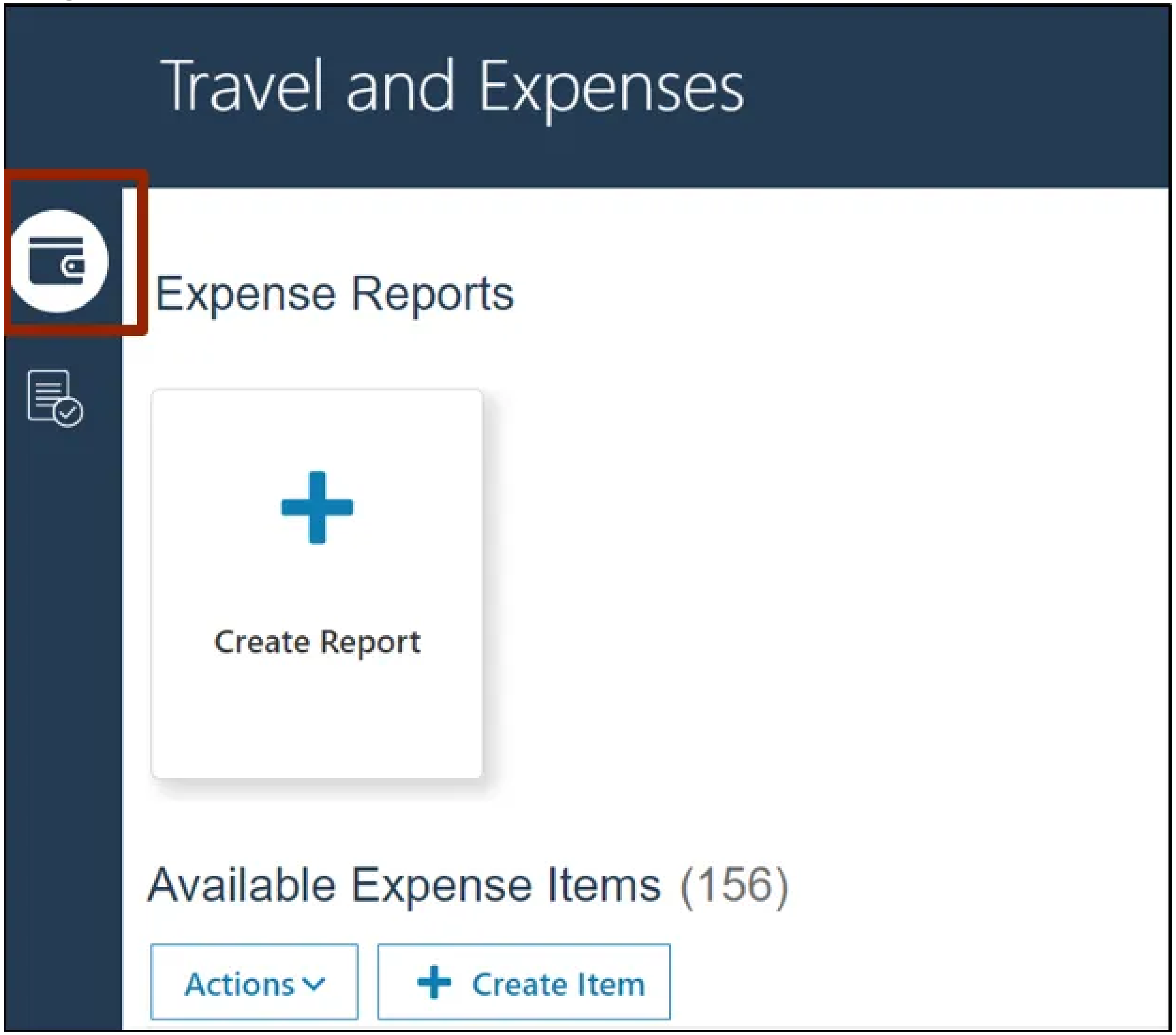
Worklist

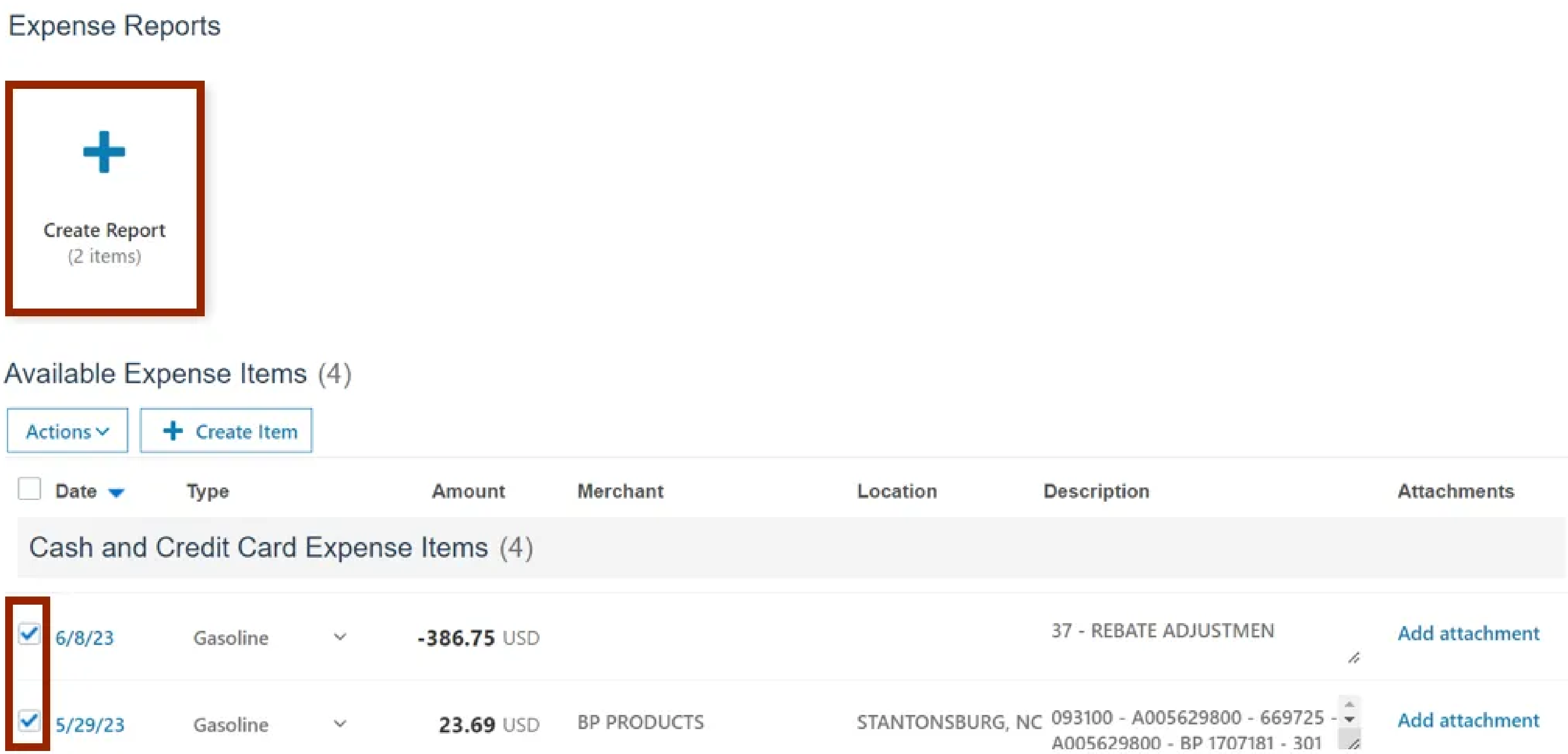
Step 3. Click the **Travel & Expense** wallet icon.

Image



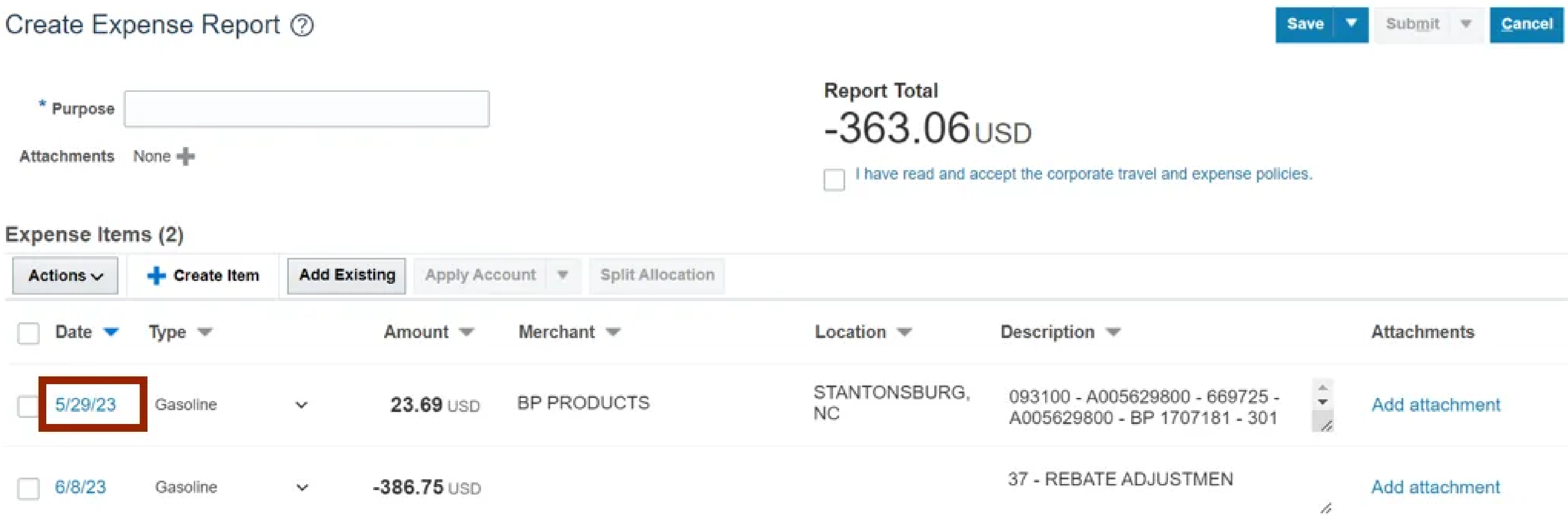
Step 4. On the ***Available Expense Items*** section select expense(s) and click the **Create Report** tab to create a report.

Image



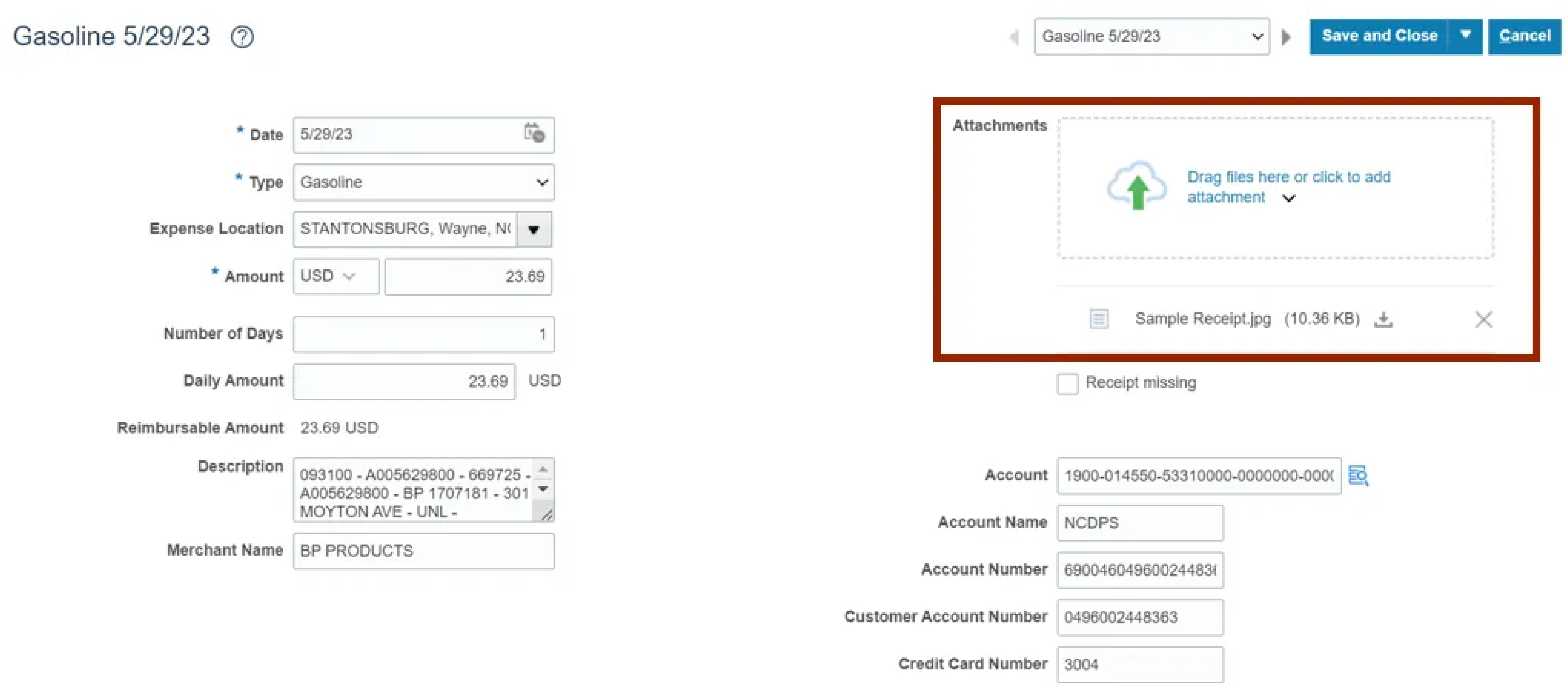

Step 5. Click the **Date** link on the Expense Items line item to view the expense line in detail.

Image



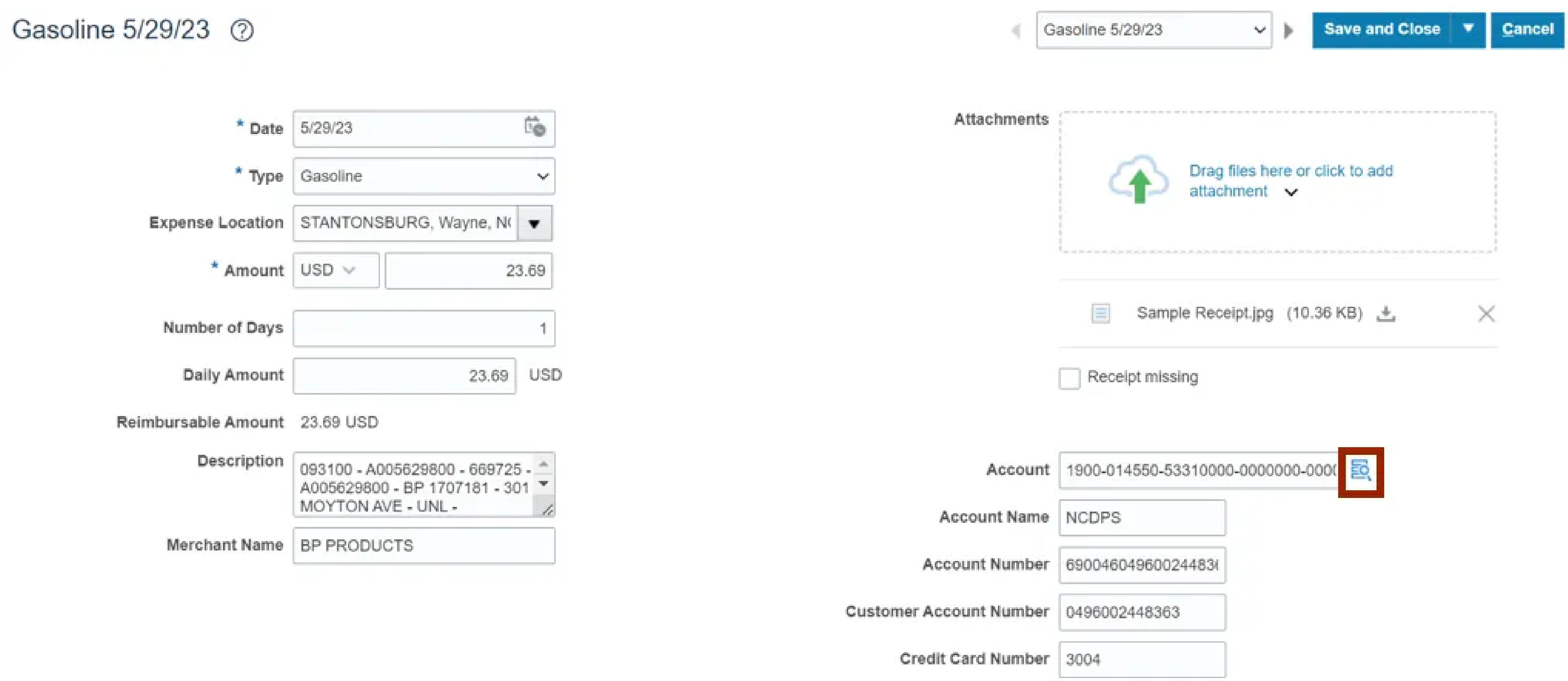

Step 6. Validate the information and add the required **Attachments**.

Image



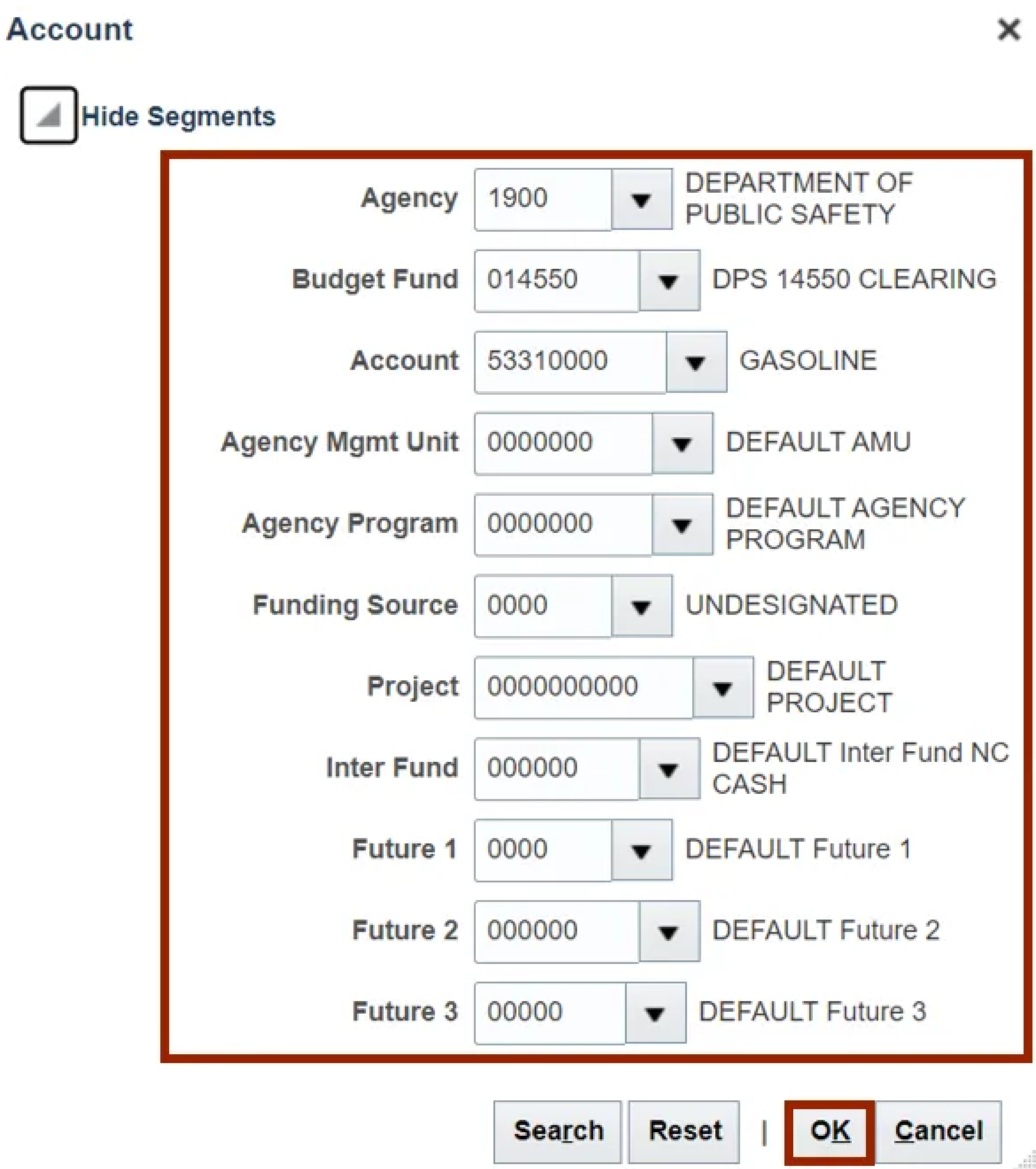

Step 7. Click the **Search** icon to validate and edit the **Account** details if required.

Image




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
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0000
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Future 2
000000
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Future 3
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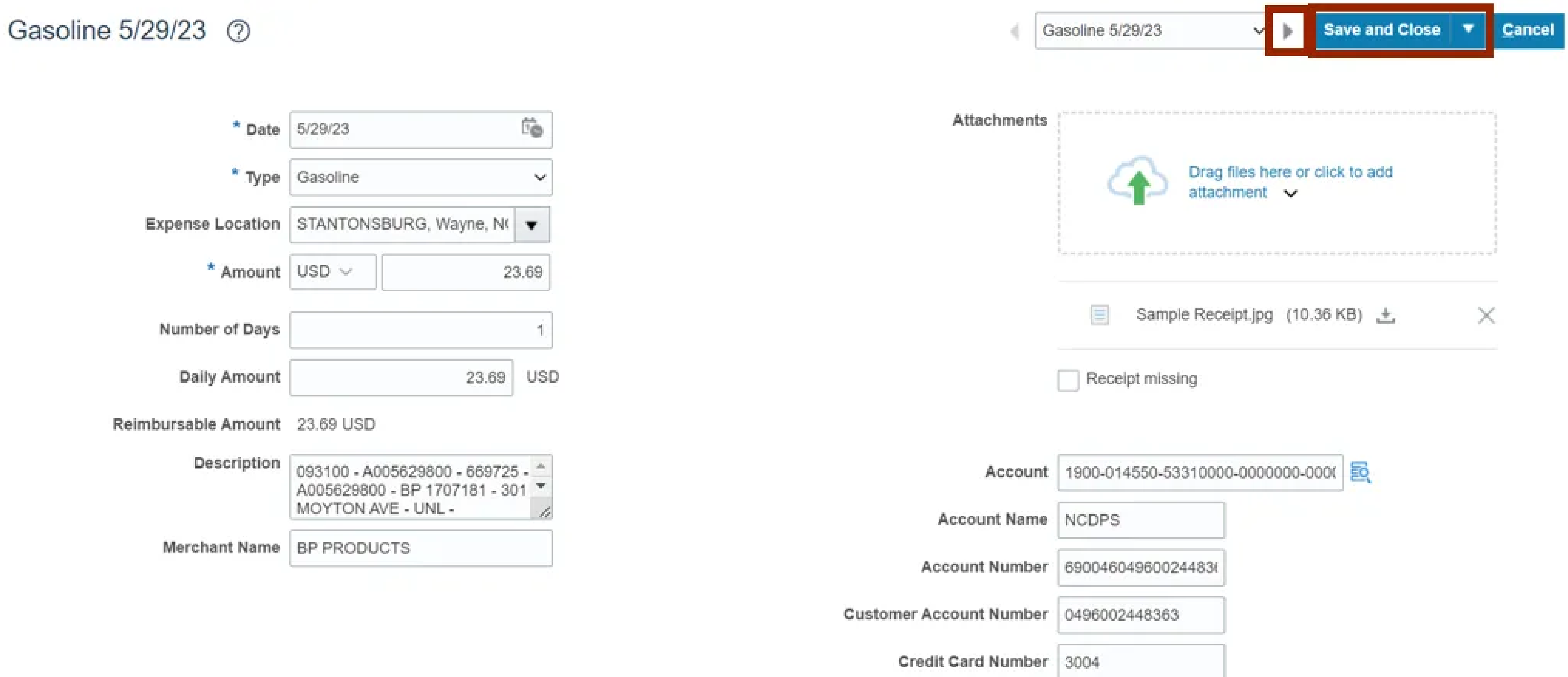
Search
Reset
OK
Cancel

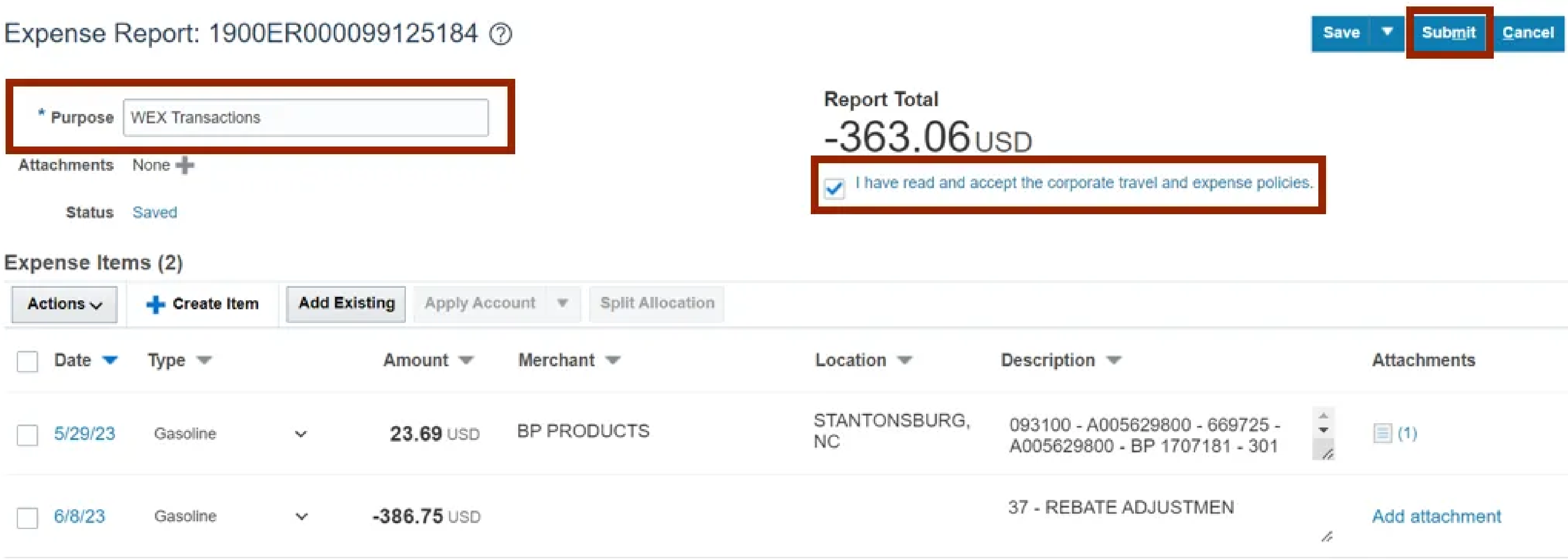
Step 9. You can press the right-arrow icon to go to the next line or **Save and Close** to go back to the report header.

Image




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.

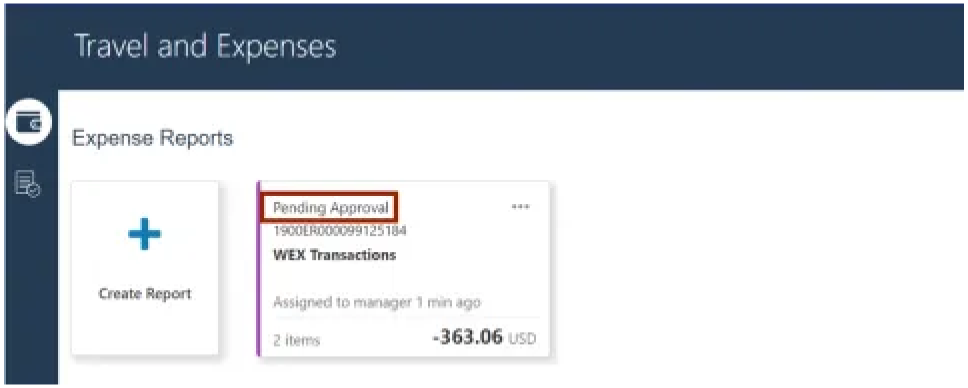
Image




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

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