PROCESS WEX CARD TRANSACTIONS

EX

QUICK REFERENCE GUIDE EX-13

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**).
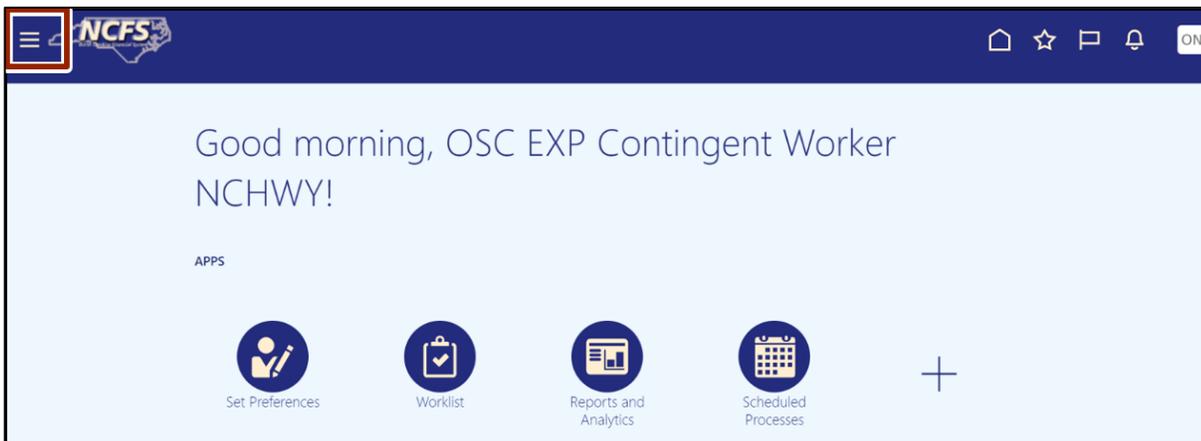
Introduction and Overview

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.
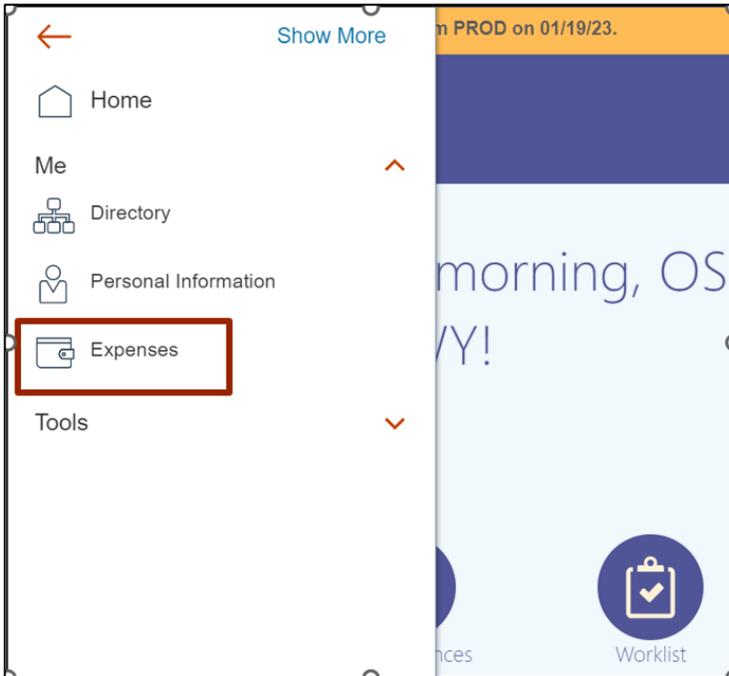
Process WEX Card Transactions

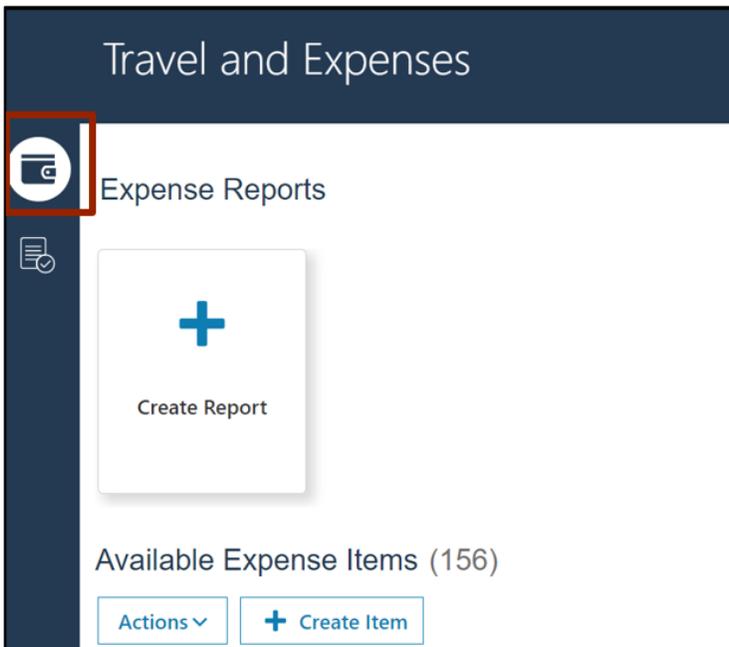To Process WEX Card Transactions in NCFS, please follow the steps below:

1. Click the **Navigator [☰]** icon.

2. Click the **Expenses** button.

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

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

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

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

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

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

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.

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.

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.

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