

Expense Report from my Wallet

- My Wallet Overview
- Travel card transaction files from Citibank will be loaded into the Travel and Expense module of CUNYfirst
 - Available to end users via the “My Wallet” function of expense report creation
- Only Travel cards will be loaded into the Travel and Expense module

- HOW TO CREATE AN EXPENSE REPORT FROM MY WALLET
- Log in to CUNYfirst
- From the Enterprise Menu – Select the Financials Supply Chain link
 - Navigate to Employee Self Service
 - Travel & Expense Center
 - Expense Report
 - Create

My Wallet

Quick Start:

General Information

*Description:
*Business Purpose:
Default Location:

Comment:
Reference:

[Attachments](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details [Customize](#) | [Find](#) | [View All](#) | | First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Create a new Expense Report From “Quick Start”

Or

Go to ‘Expenses from My Wallet...’

My Wallet

Create Expense Report

My Wallet

Maximo Patino

Report ID:

NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All

Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Date	Expense Type	Merchant	Amount	Personal Expense
<input type="checkbox"/>	10/08/2015	VISA Transactions	OSU-CAMPUSPARC GARAGES	11.75 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/08/2015	VISA Transactions	EDDIE GEORGE'S GRI	23.81 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/08/2015	VISA Transactions	PILOT	30.20 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/08/2015	PSC Per Diem Dinner	MCDONALD'S F19606	6.73 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2015	PSC Parking Fees	CITY OF MILWAUKEE PRKG ME	3.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2015	VISA Transactions	STARBUCKS IL-T11721537	5.89 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2015	VISA Transactions	STARBUCKS IL-T11721537	8.93 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2015	VISA Transactions	UBER TAP ROOM	11.50 USD	<input type="checkbox"/>
<input type="checkbox"/>	10/07/2015	VISA Transactions	EXXONMOBIL 97554711	14.01 USD	<input type="checkbox"/>

Use the **My Wallet** page to select unassigned credit card transactions to add to expense reports

Use the **VISA Transaction link** and change the Expense Type to the correct expenditure (IE: PSC Parking Fees, PSC Per Diem Dinner, etc).

Must be done **before** you add transactions to Expense Report

New Expense Lines

My Wallet selected transactions are added as expense lines to the expense report. Complete the expense lines as needed.

If you copied from a Travel Authorization, delete the duplicate line
Save for Later

Or
Submit

Expense Report Entry

Maximo Patino [User Defaults](#) Report ID: NEXT

General Information
*Description: Comment:
*Business Purpose: Reference:
Default Location:

Accounting Defaults [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | | First Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	PSC Parking Fees	10/08/2015	11.75 USD	USD	TCard	TCard	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	PSC Per Diem Dinner	10/08/2015	6.73 USD	USD	TCard	TCard	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	PSC Parking Fees	10/07/2015	3.00 USD	USD	TCard	TCard	*Detail <input type="button" value="+"/>

Totals

Employee Expenses:	21.48 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	21.48 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Review My Wallet

My Wallet

My Wallet Detail

Maximo Patino

Find | View All | First | 1 of 26 | Last

Expense Type: PSC Parking Fees Mark for Delete

Transaction Date: 10/08/2015

Payment Type: VISA

***Expense Location:**

Cardmember Number: *****2105

Transaction Amount: 11.75

Currency: USD

Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 11.75 USD

***Description:**

City: COLUMBUS

[Return to My Wallet](#)

Click an existing **Expense Type** to access the **My Wallet Detail** page and review the transaction details

- Allowed to change:
 1. Expense Type:
 2. Expense Location:
 3. Description:
- “Mark for Delete” will be removed or disabled
- “Add Expense will be removed or disabled.

Add Expense

Expense Type:

Review My Wallet

[NEW VV11100](#)

Use the **Review My Wallet Receipts** page to review receipts in My Wallet.

My Wallet

Review My Wallet Receipts

Maximo Patino

Search Criteria

From Date: 12/07/2014 Through: 12/07/2015 Search

*Receipt Data Source: All Data Sources

*Transaction Status: Unassigned

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Amount	Doc Type	ID
<input type="checkbox"/>	10/08/2015	VISA Transactions	OSU-CAMPUSPARC GARAGES		11.75 USD		
<input type="checkbox"/>	10/08/2015	VISA Transactions	EDDIE GEORGE'S GRI		23.81 USD		
<input type="checkbox"/>	10/08/2015	VISA Transactions	PILOT		30.20 USD		
<input type="checkbox"/>	10/03/2015	VISA Transactions	SHELL OIL 57542376801		10.52 USD		
<input type="checkbox"/>	10/03/2015	VISA Transactions	ENTERPRISE RENT-A-CAR		89.05 USD		
<input type="checkbox"/>	10/02/2015	VISA Transactions	PANDA EXPRESS 1542		7.21 USD		
<input type="checkbox"/>	10/02/2015	VISA Transactions	SUBWAY 00111963		7.95 USD		

Add Expense

Expense Type: Add Save

[Return to Travel and Expenses](#)

[Return to Search](#) [Notify](#) [Refresh](#)

- Use the **Transaction Status** list to select a transaction status. Values are:
 - **All Transaction Status:** All expense transactions that are in the specified date range.
 - **Assigned:** Transactions that are applied to an expense report
 - **Unassigned:** Transactions that are not applied

Transactions within CUNYfirst may not be added to or deleted from My Wallet and the page will be appropriately modified

Review My Wallet

My Wallet

Review My Wallet Receipts

Maximo Patino

Search Criteria

From Date: 12/07/2014 Through: 12/07/2015 Search

*Receipt Data Source: All Data Sources

*Transaction Status: All Transaction Statuses

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Amount	Doc Type	ID
<input type="checkbox"/>	10/01/2015	PSC Commercial air travel	Delta		25.00 USD	Exp Report	0000009631
<input type="checkbox"/>	09/30/2015	PSC Per Diem Dinner	FRANCOS PIZZERIA & DELI		30.77 USD	Exp Report	0000009631
<input type="checkbox"/>	10/01/2015	PSC Parking Fees	LAZ PARKING 580560		3.00 USD	Exp Report	0000009631
<input type="checkbox"/>	10/02/2015	PSC Receipted Lodging	SHERATON SYRACUSE UNIVERS		324.49 USD	Exp Report	0000009631
<input type="checkbox"/>	10/08/2015	PSC Per Diem Dinner	MCDONALD'S F19606		6.73 USD	Exp Report	
<input type="checkbox"/>	10/08/2015	VISA Transactions	EDDIE GEORGE'S GRI		23.81 USD		
<input type="checkbox"/>	10/08/2015	VISA Transactions	PILOT		30.20 USD		

- Use the **Transaction Status** list to select a transaction status. Values are:
 - **All Transaction Status:** All expense transactions that are in the specified date range.
 - **Assigned:** Transactions that are applied to an expense report
 - **Unassigned:** Transactions that are not applied

- Transactions that have been included in a paid expense report will have the expense report number indicated on this page.
- If an expense report is deleted the credit card transaction will be returned to My Wallet for use on a new Expense Report – no ER number will be indicated.