

# 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:** Entries from My Wallet GO

**General Information**

\*Description:  **Comment:**

\*Business Purpose:  **Reference:**

Default Location:   [Attachments](#)

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

**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="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

Expenses from My Wallet...

**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	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	PSC Per Diem Dinner	10/08/2015	6.73 USD	USD	TCard	TCard	<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	PSC Parking Fees	10/07/2015	3.00 USD	USD	TCard	TCard	<a href="#">*Detail</a> <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.