

Pulling in My Wallet Transaction Job Aid

The purpose of this job aid is to explain how to pull My Wallet transactions into an expense report. Wallet transactions are processed for payment to CitiBank as expense lines on an expense report.

Steps to pull in Travel Card Charges

1. Login to UTShare using your NetID and password.
2. To Create a Travel Expense Report, navigate to the Travel & Expense Homepage and click the **Create Expense Report** tile.

Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**
3. The **Expense Report** page is displayed. From the **Add a New Value** page, enter or lookup the traveler's **Empl ID** of the person receiving the reimbursement and click **Add**.
4. The Create Expense Report page will populate. From the Quick Start, Populate From the drop-down menu, select **A Travel Authorization**, and click **Go**.
5. A list of approved Travel Authorizations will appear. Click the **Select** button for the Travel Authorization for the applicable trip. If the Travel Authorization does not appear, verify the dates on the Copy from Approved Travel Authorization screen are appropriate for the trip dates.

Note: *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*

The screenshot shows the 'Budget Information' section with 'Budget Status' as 'Not Chk'd' and 'Budget Options' visible. The 'Quick Start' section has a 'Populate From' dropdown menu with a 'GO' button next to it. The dropdown menu is open, showing options: 'A Template', 'A Travel Authorization' (highlighted with a red box), 'An Existing Report', and 'Entries from My Wallet'. A red arrow points from the 'GO' button to the 'Copy from Approved Travel Authorization' window. This window has a search bar with 'From Date' (04/29/2020) and 'To' (08/29/2021) fields, and a 'Search' button. Below the search bar is a table with columns: 'Travel Auth Description', 'Authorization ID', 'Date From', 'Date To', 'Amount', and 'Currency'. The table contains two rows: 'WOMEN'S TENNIS TEAM TRAVEL' and 'MEN'S TENNIS TEAM TRAVEL', both with an amount of 1500.00 USD. A 'Select' button is highlighted with a red box next to the first row. A 'Return' button is at the bottom of the window.

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
WOMEN'S TENNIS TEAM TRAVEL	0000153121	09/01/2020	08/31/2021	1500.00	USD
MEN'S TENNIS TEAM TRAVEL	0000153120	09/01/2020	08/31/2021	1500.00	USD

6. The Expense Report will now be populated with information from the Travel Authorization, along with the Travel Authorization Encumbrance line.
7. Click **Save for Later** in the top right corner. The Report ID# will be displayed.

8. Delete the Travel Authorization Encumbrance line using the minus symbol (-) at the right of the line.

The screenshot shows the 'Expenses' interface. At the top, it says 'Expand All | Collapse All' and 'Add: My Wallet (0) | Quick-Fill'. The total amount is '1,500.00 USD'. A transaction is listed with the following details:

- *Date: 09/01/2021
- *Expense Type: TA-Travel-Auth-Encumbrance-Amt
- *Description: WOMEN'S TENNIS TEAM TRAVEL
- *Payment Type: Paid By Employee
- *Amount: 1,500.00
- *Currency: USD

 A red box highlights the minus sign button (-) at the end of the transaction line. Other options like 'Billing Type', 'Receipt Split', 'Default Rate', 'Non-Reimbursable', and 'No Receipt' are also visible.

9. Click on the **My Wallet** link to access the transactions available to process. The number indicates how many transactions are available.

The screenshot shows the 'Create Expense Report' form for user 'Sam Maverick'. Fields include:

- *Business Purpose: NT-Other (Specify)
- *Report Description: Supplies for Recruiting Dinner
- Reference: (empty)
- Comment: adding stuff for wallet screenshots
- Default Location: (empty)
- Attachments: (empty)

 Below the form, the 'Expenses' section shows 'Expand All | Collapse All' and 'Add: My Wallet (3) | Quick-Fill'. A red arrow points to the 'My Wallet (3)' link, which is also enclosed in a red box. Below this, the start of an expense line is visible with fields for *Date, *Expense Type, Description (254 characters remaining), and *Payment.

10. Select the My Wallet transactions to process on the expense report by clicking the **Select** box. If all transactions are to be processed, select the **Select All** button. Once the transactions are selected, click the **Done** button.

Note: Clicking on the Expense Type on the My Wallet screen will display further information regarding the credit card transaction.

Create Expense Report

My Wallet

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	Logo	Date	Expense Type	Merchant	Amount	Currency	Non-Reimbursable
<input checked="" type="checkbox"/>		05/13/2021	Wallet Incidentals	CHEVRON 0351942	53.67	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>		05/12/2021	Wallet Incidentals	SAMSClub.COM	367.18	USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>		04/26/2021	Wallet Lodging	FAIRFIELD INN & SUIT	108.10	USD	<input type="checkbox"/>

Done

11. The selected Wallet transactions will be pulled into the Expense Report. There are actions to take on each expense line.

- Update the **Expense Type** to the appropriate Expense Type. Every line must be changed from a **Wallet** expense type to a Travel (TR) expense type.
- When using My Wallet charges for regular travel meals, be sure to use the Meals Actuals Expense type, but these charges cannot exceed the allowed per diem for that location for the day.
- If utilizing Entertainment Meals, per diem rules do not apply and an [Official Occasion form](#) must be completed, referenced and attached on the Expense Report.
- When required, enter the expense line **Description** (requirement indicated by an asterisk and determined by the Expense Type selected).

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 528.95 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/26/2021	TR-In State-Lodging	room for guest speaker	UTA Travel Card	108.10	USD

232 characters remaining

*Billing Type: Expense Receipt Split *Default Rate *Exchange Rate: 1.00000000

*Location: TX IRVING Per Diem Deductions Non-Reimbursable Base Currency Amount: 108.10 USD

*Merchant: Preferred Non-Preferred No Receipt

FAIRFIELD INN & SUIT

Accounting Details SpeedChart

12. Depending on the Expense Type selected, fill out all other required fields marked with an asterisk *.

13. Click the Accounting Detail drop-arrow to view or modify the chartfield values for the expense line.

Note: A default chartfield string will automatically populate on the expense report based on the Travel Profile.

- a. Use the + and – links to the right of the line to add additional accounting lines as needed.