

## Receipt Split in My Wallet

The purpose of this job aid is to explain how perform a receipt split within the My Wallet function of an expense report. Wallet transactions for Travel Lodging must be split into two transactions, one for lodging and one for the expense. See “My Wallet Expense Transaction Processing Job Aid” for how to pull the Wallet transactions into the ER.

1. To perform a receipt split and have already changed the expense line type, select the “Receipt Split” link from the expense report Wallet expense line.

A screenshot of a web form for entering an expense. The form includes fields for Date (04/26/2021), Expense Type (TR-In State-Lodging), Description (room for guest speaker), Billing Type (Expense), and Location (TX IRVING). A red box highlights a button labeled "Receipt Split" next to the description field. Other options like "Per Diem Deductions" and "Non-Reimbursable" are also visible.

2. On the Receipt Detail page, under the Split With Another Expense section, select the appropriate Lodging Tax Expense Type and click the Split button.

A screenshot of the "Expense Information" page. It shows fields for Expense Date (04/26/2021), Payment Type (UTA Travel Card), Billing Type (Expense), Merchant (FAIRFIELD INN & SUIT), Location (TX IRVING), and Description (room for guest speaker). The amount spent is 108.10 USD. At the bottom, there is a section titled "Split With Another Expense" where the "Expense Type" dropdown is set to "TR-In State-Lodging - Tax" and the "Split" button is highlighted with a red box. A "Done" button is also visible at the bottom left.

A new expense line is created in the right-hand, “Current Expenses for Receipt” column.

3. Next, click on the new Lodging-Tax line. Enter the Amount Spent that should be entered for the Lodging Tax line. With the tax amount entered, click the Update button.

(\* - Not available for Supplier supplied receipts)

### Expense Information ?

\*Expense Date: 04/26/2021

\*Payment Type: UTA Travel Card

\*Billing Type: Expense

\*Merchant (Choose One)

Non-preferred: FAIRFIELD INN & SUIT

Description: room for guest speaker

232 characters remaining

Non-Reimbursable

No Receipt

\*Amount Spent: 34.50

\*Currency: USD

\*Exchange Rate: 1.00000000

Default Rate

Base Currency Amount: 0.00 USD

### Current Expenses on Receipt ?

Date	Type	Amount
04/26/2021	TR-In State-Lodging	108.10 USD
04/26/2021	TR-In State-Lodging - Tax	0.00 USD

  

Current Total	108.10 USD
Receipt Total	108.10 USD
Balance	0.00 USD

### Split With Another Expense ?

Expense Type:

Split with another expense will subtract from original expense while leaving current total unchanged.

- a. This will update the amount of the new expense line. The expense amounts are displayed under the Current Expenses on Receipt section.

**Note:** If the wrong Expense Type is selected from "Split with Another Expense", complete the process, delete the line, and the My Wallet transaction will revert to its original state and can be split again.

4. Once the expense line amounts are correct for both the Lodging and the Lodging Tax lines, click the "Done" button to return to the Expense Report.

### Expense Information ?

\*Expense Date: 04/26/2021

\*Payment Type: UTA Travel Card

\*Billing Type: Expense

\*Merchant (Choose One)

Non-preferred: FAIRFIELD INN & SUIT

Description: room for guest speaker

232 characters remaining

Non-Reimbursable

No Receipt

\*Amount Spent: 34.50

\*Currency: USD

\*Exchange Rate: 1.00000000

Default Rate

Base Currency Amount: 34.50 USD

### Current Expenses on Receipt ?

Date	Type	Amount
04/26/2021	TR-In State-Lodging	73.60 USD
04/26/2021	TR-In State-Lodging - Tax	34.50 USD

  

Current Total	108.10 USD
Receipt Total	108.10 USD
Balance	0.00 USD

### Split With Another Expense ?

Expense Type:

Split with another expense will subtract from original expense while leaving current total unchanged.

a. There are now be two lines for this My Wallet transaction.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
04/26/2021	TR-In State-Lodging	room for guest speaker	UTA Travel Card	73.60	USD
*Billing Type: Expense *Location: TX IRVING *Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred FAIRFIELD INN & SUIT ▶ Accounting Details <a href="#">?</a> SpeedChart <input type="text"/>					
232 characters remaining <a href="#">Receipt Split</a> <input checked="" type="checkbox"/> Default Rate    *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable    Base Currency Amount: 73.60 USD <input type="checkbox"/> No Receipt					
04/26/2021	TR-In State-Lodging - Tax	room for guest speaker	UTA Travel Card	34.50	USD
*Billing Type: Expense *Merchant: <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred FAIRFIELD INN & SUIT ▶ Accounting Details <a href="#">?</a> SpeedChart <input type="text"/>					
232 characters remaining <a href="#">Receipt Split</a> <input checked="" type="checkbox"/> Default Rate    *Exchange Rate: 1.00000000 <input type="checkbox"/> Non-Reimbursable    Base Currency Amount: 34.50 USD <input type="checkbox"/> No Receipt					