

## How to:View Expenses in My Wallet

### Solution:

My Wallet stores CUNY T-Card transactions received from Citibank and loads them directly into the Travel and Expense module. T-Cardholders are notified when new transactions are loaded into My Wallet.

Prior to creating an Expense Report, verify that every T-Card transaction including, if applicable, any corresponding credits are in CUNYfirst. This component is also useful to identify the Expense Report ID to which a transaction is assigned.

### Details:

Step	Action
<input type="checkbox"/> 1.	Enter <b><i>https://home.cunyfirst.cuny.edu</i></b> in your browser's address bar: <ul style="list-style-type: none"> <li>· Enter your Username and Password and click the <b>Log In</b> button.</li> <li>· From the <b>Enterprise Menu</b>, select the <b>Financials Supply Chain</b> link.</li> </ul>
<input type="checkbox"/> 2.	Navigate to: <b><i>Employee Self-Service &gt; Travel and Expenses &gt; My Wallet.</i></b>
<input type="checkbox"/> 3.	The <b>Review My Wallet Receipts</b> page displays. In the <b>Search Criteria</b> section, select or enter the <b>From Date</b> field in the mm/dd/yyyy format.  <b>Note: Today's day displays by default.</b>
<input type="checkbox"/> 4.	Select or enter the <b>Through</b> field in the mm/dd/yyyy format.
<input type="checkbox"/> 5.	On the <b>Transaction Status</b> dropdown, select the most appropriate of these three values for your search: <b>All Transaction Statuses</b> – both unassigned and assigned <b>Unassigned</b> – not yet assigned to an expense report <b>Assigned</b> – selected for an expense report
<input type="checkbox"/> 6.	Click <b>Search</b> .
<input type="checkbox"/> 7.	The <b>Review My Wallet Receipts</b> page displays those transactions that meet the entered <b>Search Criteria</b> .  <b>Note: These transaction are view only and may not be modified.</b>
<input type="checkbox"/> 8.	In the <b>ID</b> column to view an assigned transaction's corresponding Expense Report click the link with the Expense Report number.
<input type="checkbox"/> 9.	To retain the entered search criteria, click the <b>Save</b> button.
	<b>End of Procedure.</b>