

Baruch College. Borough of Manhattan Community College. Bronx Community College. Brooklyn College. CUNY School of Law. CUNY Graduate Center. CUNY Graduate School of Journalism. CUNY School of Professional Studies. Hostos Community College. Hunter College. John Jay College. Kingsborough Community College. LaGuardia Community College. Lehman College. Macaulay Honors College. Medgar Evers College. New York City College of Technology. Queens College. Queensborough Community College. The City College. The College of Staten Island. York College. Baruch College. Borough of Manhattan Community College. Bronx Community College. Brooklyn College. CUNY School of Law. CUNY Graduate Center. CUNY Graduate School of Journalism. CUNY School of Professional Studies. Hostos Community College. Hunter College. John Jay College. Kingsborough Community College. LaGuardia Community College. Lehman College. Macaulay Honors College. Medgar Evers College. New York City College of Technology. Queens College. Queensborough Community College. The City College. The College of Staten Island. York College. Baruch College. Borough of Manhattan Community College. Bronx Community College. Brooklyn College. CUNY School of Law. CUNY Graduate Center. CUNY Graduate School of Journalism. CUNY School of Professional Studies. Hostos Community College. Hunter College. John Jay College. Kingsborough Community College. LaGuardia Community College. Lehman College. Macaulay Honors College. Medgar Evers College. New York City College of Technology. Queens College. Queensborough Community College. The City College. The College of Staten Island. York College.

My Wallet Functionality and Considerations



Fully Integrated Resources & Services Tool

My Wallet – Rules of the Road for Travel Authorizations

- Travel Authorizations
 - Travel Authorizations are required for all travel except local travel within 35 miles from your work and/or home location
 - **NEW!** Travel Authorizations will now encumber funds for both employee reimbursements and travel card transactions
 - Travel Authorizations must have ‘Tcard’ as payment type if line will be paid with a travel card
 - **Ensure there is sufficient budget for all elements of a travel event by running budget queries**
 - DEPT_BUDGET_CHECK_SR (Senior colleges)
 - CU_FSPO_BUDGET_OVERVIEW (Community colleges)
- When Travel Authorizations are copied to an Expense Report, be sure that the TCard transactions from the Travel Authorization are **deleted** from the Expense Report
 - **TCard transactions must be selected from My Wallet!**
 - Deleting the Tcard transactions from the ER will release the encumbrance once the ER is budget checked

Creating a TA for an Expense Report that contains Travel Card transactions

CUNYfirst
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Employee Self-Service

View Travel Authorization

Travel Authorization Details

[User Defaults](#) Authorization ID: 0000005137

General Information

Description: NYS Conference **Comment:** Business Purpose goes here

Business Purpose: Conference

Status: Submission in Process **Last Updated:** 03/02/2016 **By:** 23233414

Default Location: NY ALBANY

***Date From:** 03/02/2016 **Date To:** 03/02/2016

More Options:

Details							Personalize	Find	First	1-2 of 2	Last
*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type						
PSC Received Lodging	03/02/2016	290.00	USD	TCard	TCard						*Detail
PSC Per Diem Breakfast	03/02/2016	15.00	USD	Empl Paid	Empl Paid						*Detail

Totals

Authorized Amount: 305.00 USD

Less Non-Approved: 0.00 USD

Due Employee: 305.00 USD

When copying a TA with Tcard expenses to an Expense Report, delete the Tcard entries from the TA and replace with the correct entries from My Wallet

Create Expense Report
Expense Report Entry

[User Defaults](#) **Report ID:** NEXT

General Information

***Description:** NYS Conference **Comment:** Business Purpose goes here

***Business Purpose:** Conference **Reference:**

Default Location: NY ALBANY **Authorization ID:** 0000005137

[Attachments](#)

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

Details Personalize | Find | View All | [Icons] First 1-2 of 2 Last

***Overview** [Filter]

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Receipted Lodging	03/04/2016	290.00	USD	TCard	TCard	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	03/04/2016	15.00	USD	Empl Paid	Empl Paid	*Detail +

Copy Selected Delete Selected Expenses from My Wallet... [Dropdown] Add Check For Errors

Totals

Employee Expenses:	305.00 USD					
Non-Reimbursable Expenses:	0.00 USD					
Prepaid Expenses:	0.00 USD					
Employee Credits:	0.00 USD					
Vendor Credits:	0.00 USD					
Cash Advances Applied:	0.00 USD					
					Due Vendor:	15.00 USD
						290.00 USD

[Definition of Totals](#) **Update Totals**

Add the transaction from My Wallet and delete the row copied from the Travel Authorization

Create Expense Report
Expense Report Entry

[User Defaults](#) Report ID: NEXT

General Information

***Description:** NYS Conference **Comment:** Business Purpose goes here

***Business Purpose:** Conference **Reference:**

Default Location: NY ALBANY **Authorization ID:** 0000005137

[Attachments](#)

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

Details Personalize | Find | View All | [Icons] First 1-3 of 3 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Received Lodging	03/04/2016 [BT]	290.00	USD	TCard	TCard	*Detail +
<input type="checkbox"/>	PSC Per Diem Breakfast	03/04/2016 [BT]	15.00	USD	Empl Paid	Empl Paid	*Detail +
<input type="checkbox"/>	PSC Received Lodging	02/05/2016	386.46	USD	TCard	TCard	*Detail +

Copy Selected **Delete Selected** Expenses from My Wallet... [Dropdown] **Add** **Check For Errors**

Totals

Employee Expenses:	691.46 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	676.46 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		



Expense Report is ready to be submitted

Create Expense Report

Expense Report Entry

[User Defaults](#) **Report ID:** NEXT

General Information

***Description:** **Comment:**

***Business Purpose:** **Reference:**

Default Location:

Authorization ID: [0000005137](#)

[Attachments](#)

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

Details [Personalize](#) | [Find](#) | [View All](#) | | First 1-2 of 2 Last

***Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	Billing Type	
<input type="checkbox"/>	PSC Per Diem Breakfast	03/04/2016 <input type="button" value="📅"/>	15.00	USD <input type="button" value="🔍"/>	Empl Paid	Empl Paid	*Detail <input type="button" value="⊕"/>
<input type="checkbox"/>	PSC Received Lodging	02/05/2016	386.46	USD	TCard	TCard	*Detail <input type="button" value="⊕"/>

 Expenses from My Wallet...

Totals

Employee Expenses:	401.46 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	386.46 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Managing Transactions in My Wallet Expense User – Unassigned Transactions

Fully Integrated Resources & Services Tool

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 [Employee Self-Service](#) >
 [Travel and Expenses](#) >
 My Wallet

My Wallet

Review My Wallet Receipts

Search Criteria

From Date:
Through:

***Receipt Data Source:**

***Transaction Status:**

[Personalize](#) |
 [Find](#) |
 [View All](#) |
 |

 First Last

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Amount	Doc Type	ID
<input type="checkbox"/>	02/05/2016	VISA Transactions	NYC-TAXI		51.30 USD		
<input type="checkbox"/>	02/05/2016	VISA Transactions	GREEN IGUANA -10198828		16.99 USD		
<input type="checkbox"/>	02/05/2016	VISA Transactions	JetBlue Airways		20.00 USD		
<input type="checkbox"/>	02/05/2016	VISA Transactions	PALM COURT		18.05 USD		
<input type="checkbox"/>	02/04/2016	VISA Transactions	RUMFISH GRILL		20.14 USD		
<input type="checkbox"/>	02/04/2016	VISA Transactions	THE COMPASS GRILLE		28.10 USD		

Travel & Expense Proxies – My Wallet

- T&E proxies will continue to create Travel Authorizations and Expense Reports using the Travel & Expense Center link
- When creating an Expense Report, proxies can view and select the Tcard transactions in My Wallet for the expense user for whom they are creating the ER.
- Proxies can use the query CU_FSTE_My_Wallet_Trans to identify any transactions for an expense user that have not yet been included on an approved ER
- Proxies **do not** have access to review the travelers My Wallet transactions using the Employee Self-Service ‘My Wallet’ link