



My Wallet Functionality and Considerations

CUNYFITS Fully Integrated Resources & Services Tool-

Serving our Students, Faculty & Staff



What is My Wallet?

- My Wallet is a feature of the Travel & Expense module in CUNYfirst that will be available to all current Travel Cardholders
- This feature will enable CUNY's travel card transactions, received from Citibank, to be loaded directly into the Travel and Expense module
- These Travel Card expenses can be included directly on employee Expense Reports by selecting the correct transactions from "My Wallet"
- All Travel Card transaction expenses MUST be included on an Expense Report – even if there are no employee reimbursable expenses





Benefits of My Wallet to Travel Card holders and Supervisors and Approvers

- Travel card transaction expenses that are submitted on an approved <u>expense report</u>, along with the required receipts and business purpose is <u>now the only</u> end user requirement for the Travel Card reconciliation process
- Reconciliation of Travel Card expenses in the Credit Card module and duplicate receipt attachment is no longer required.
- Supervisors and approvers will only have to approve travel card transactions ONCE in the Expense Report





Introducing a new Payment and Billing Type

- Once My Wallet is in production, all Travel Card transactions, when included on a Travel Authorization must be created with a Payment Type and Billing Type = TCard
- When a Travel Card transaction is selected for an Expense Report from My Wallet, it will automatically be entered with a Payment Type and Billing Type = TCard





Creating an Expense Report from My Wallet

Fully Integrated Resources & Services T	eel			
Favorites Main Menu >	Employee Self-Service			
Create Expense Re	eport			
Expense Repor	t Entry	117 - 127 A		
	User Defaults	Report ID:	NEXT	
Quick Start:	A Blank Report GO			
General Information	A Blank Report			
*Description:	A Template A Travel Authorization	Comment:		
*Business Purpose:	An Existing Report	•		
		Reference:		
Default Location:				
		Attachmen	<u>ts</u>	
Accounting Defaults	Apply Cash Advance(s)	More Options:		✓ GO
Details		Personalize	<u>Find</u> View All 🖾 🛗	First 🚺 1-4 of 4 🚺 Last
*Overview				
JUNY first				5
ully Integrated Resources & Servi	ces Tool			· Conving our Students Foculty 9



Expense Types must be changed in My Wallet

	2		Employee Sel	lf-Service			
Create	Ex	oense Re	port				
My W	alle	et					
					Report ID:		NEXT
Polow is	0.00	molate list a	funaccianad	wallat transactions. To	view oll transact	ione el	and an to the
Below Is	aco	antion under	"Other Experied	wallet transactions. To	wew an transact	ions pi	ease go to the
Select	AU	Decelect	Outer Expens	se Functions .			
Selec	All	Deselect	All				
Select it	ems	and select if	a Personal Ex	pense. Press 'Done' t	o add them to the	expen	se report.
Select it <u>Select</u>	ems	and select if <u>Date</u>	a Personal Ex Expense Type	pense. Press 'Done' t <u>Merchant</u>	o add them to the <u>Amount</u>	expen	se report. <u>Personal Exper</u>
Select it <u>Select</u>	ems	and select if <u>Date</u> 02/05/20 / 6	a Personal Ex <u>Expense</u> <u>Type</u> <u>VISA</u> <u>Transactions</u>	pense. Press 'Done' t <u>Merchant</u> NYC-TAXI	o add them to the <u>Amount</u> 51.30	expen USD	se report. <u>Personal Exper</u>
Select if Select	ems	and select if <u>Date</u> 02/05/2016 02/05/2016	a Personal Ex Expense Type VISA Transactions VISA Transactions	pense. Press 'Done' t <u>Merchant</u> NYC-TAXI GREEN IGUANA -10198828	o add them to the <u>Amount</u> 51.30 16.99	expen USD USD	se report. Personal Exper
Select if	ems	and select if <u>Date</u> 02/05/2016 02/05/2016 02/05/2016	a Personal Ex Expense Type VISA Transactions VISA Transactions VISA Transactions	Merchant Merchant NYC-TAXI GREEN IGUANA -10198828 PALM COURT	o add them to the <u>Amount</u> 51.30 16.99 18.05	expen USD USD USD	se report. Personal Exper
Select if	ems	and select if <u>Date</u> 02/05/2016 02/05/2016 02/05/2016 02/05/2016	a Personal Ex Expense Type VISA Transactions VISA Transactions VISA Transactions VISA Transactions VISA Transactions	Merchant Merchant NYC-TAXI GREEN IGUANA -10198828 PALM COURT SIRATA BEACH RESOR	o add them to the Amount 51.30 16.99 18.05 386.46	USD USD USD USD	se report. Personal Exper





Change Expense Type from VISA transactions

CUNY first			
Fully Integrated Resources & Services Tool			
vorites Main Menu > E	mployee Self-Service		
Create Expense Repo	ort		
My Wallet Detail			
		Report ID:	NEXT
	\frown	Toport ID:	
(MOA Transactions		
Expense Type:	VISA Transactions)	
Transaction Date:	02/05/2016		
Payment Type:	TCard		
Merchant:	NYC-TAXI		
Expense Location:			
Cardmember Number:	************0397		
Transaction Amount:	51.30 USD	Country: USA	
Exchange Rate:	1.00000000 Custor	m - Direct	
Reimbursement Amt:	51.30 USD		
Description:			
City:	WOODSIDE		
Return to My Wallet			



Select the Correct Expense Type for the Transaction

Favorites Main Menu > E	mployee Self-Service		
Create Evenena Ban	14		
Create Expense Repo	on		
My Wallet Detail			
		Report ID:	NEXT
Expense Type:	VISA Transactions	~	
Transaction Date:	PSC Local Auto Mileage City	^	
Payment Type:	PSC Local Auto Mileage State		
Merchant:	PSC Mass Transit		
Expanse Location:	PSC Mileage - City Auto		
Expense Location.	PSC Mileage - State Auto		
Cardmember Number:	PSC Parking Fees		
Transaction Amount:	PSC Per Diem Breakfast	ntry: USA	
Exchange Rate:	PSC Per Diem Dinner		
Reimbursement Amt:	PSC Per Diem Local Dinner		
Description	PSC Per Diem Lunch (City)		
Description.	PSC Per Diem Unrcpt Overnt		
61t-	PSC Taxi/Car Service		
City:	PSC Tolls Paid		
Return to My Wallet	PSC Train Ticket		
Itelum to my wanet	VISA Transactions	~	



Transaction appears with correct Expense Type in My Wallet

Fully Inte	IN Ret	Ytirs Hources & Services To					
avorites	Mai	n Menu >	Employee Sel	f-Service			
Create	Exp	ense Rep	port				
My W	alle	et					
					Report ID:		NEXT
		and the list of					
elow is	s a co	mplete list o	f unassigned	wallet transactions. To	view all transact	ons pl	ease go to the
Selec		Deselect	Other Expens	se Functions".			
Selec		Deserect					
Select if	ems	and select if	a Personal Ex	pense. Press 'Done' to	add them to the	expen	se report.
<u>Select</u>		<u>Date</u>	<u>Expense</u> <u>Type</u>	Merchant	<u>Amount</u>		Personal Expense
•		02/05/2010	PSC Taxi/Car Service	NYC-TAXI	51.30	USD	
		02/05/2016	<u>VISA</u> Transactions	GREEN IGUANA -10198828	16.99	USD	
		02/05/2016	<u>VISA</u> Transactions	PALM COURT	18.05	USD	
		02/05/2016 02/05/2016	VISA Transactions VISA Transactions	PALM COURT SIRATA BEACH RESOR	18.05 386.46	USD USD	



Tcard Transaction appears with Payment Type and Billing Type = "Tcard"

CUNY first											
Fully Integrated Resources & Services Technology Integrated Resources & Services Technology (1997)	Employee Self-Servi	ce									
Create Expense Rep	oort										
Expense Report	Entry										
		Use	r Defaults	Rep	port ID:	N	EXT				
 General Information 											
*Description:	Meeting at CUNY			Co	mment		Biz purpo	se goes her	е		
*Business Purpose:	Meeting		~								
				Ret	ference	:					
Default Location:	NY NEW YORK		0	2							
				O.	Attac	hments					
Accounting Defaults	Apply Car	sh Ad	vance(s)	More	Ontions					GO GO	
)etails			runou(o)		Personali	ze Find	View Al		First		ast
*Overview											
Select *Expens	se Type	*E	Expense Date	*Amount	Spent *	Currenc	y *Payme	nt Type	Billing T	vpe	
PSC Tax	ki/Car Service	02	2/05/2016		51.30 L	JSD	TCard		TCard	*Detail	+.
Copy Selected	elete Selected		New Expen	ise		v /	Add	Check For	Errors		
Totale											1
Employee Expenses:		54 20	1160	Du	e Empl	ovee			0.00.11	60	
Non-Reimbursable Expenses.	penses:	0.00	USD	Du	e Vend	or:			51.30 U	SD	
Prepaid Expenses:		0.00	USD								
Vendor Credits:		0.00	USD								
Cash Advances Applie	ed:	0.00	USD								



An Expense Report cannot be saved with a "VISA" Expense Type

General Inform	nation								
*Description:		test		Comment	:				
*Business Pur	pose:	Conference	~						
				Reference				100	
Default Locat	ion:	NY ALBANY	٩						
1	Messa	ge		<i>.</i>					
Accounting D Details *Overview Select	Delete ti	he VISA Transaction(s) and select the correc	t Expense Typ	e(s) in N	ly Wallet. (99999,99	9)	G(2 of 2	Last
	VISA Tr	ansactions	02/05/2016	18.05	USD	TCard	TCard	*Detail	+
	VISA Tr	ansactions	02/05/2016	16.99	USD	TCard	TCard	"Detail	÷
Copy Selected		Delete Selected	Expenses from	n My Wallet	~	Add Check	For Errors		

Action: Delete expense line then go back into My Wallet to re-select the transaction and change to the correct expense type



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

Fully Integrated Resources & Services Too	Employee Self-Serv	ice					
Travel Authorize	tion Dotaila						
Iravel Autroniza	tion Details	User Defaults	A	uthorization):	0000005137		
 General Information 	t.			8-			
Description: Business Purpose: Status: Default Location:	NYS Conference Conference Submission in Proc NY ALBANY	cess	C L	Comment: .ast Updated:	Business Purpos 03/02/2016	By: 2323341	4
	03/02/2010	ale 10. 03/02/20	10	More Options:			v <mark>G0</mark>
Details				Personaliz	e Find 🖾 🕌	First 🚺 1-2 o	of 2 🔯 Last
*Expense Type	Date	*Amount	Currency	*Payment Typ	<u>e</u>	*Billing Type	
PSC Receipted Lodgi	ng 03/02/2016	290.00	USD	TCard		TCard	*Detail
PSC Per Diem Breakf	ast 03/02/2016	15.00	USD	Empl Paid		Empl Paid	*Detail
Totals							
Authorized Amount: Less Non-Approved			305. 0.	00 USD 00 USD			
Due Employee:			305.	00 USD			





My Wallet – Rules of the Road for Expense Reports

- Expense Reports should be created by copying from an approved Travel Authorization except for local travel
 - Travel from work and/or home location is greater than 35 miles
 - 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
 - Users are not permitted to add manual Tcard transactions directly into an Expense Report. All Tcard transactions must be selected from My Wallet
- Expense Reports must be submitted for approval within 5 business days of the completion of the travel event
- Expense Reports must include Travel card transactions, employee reimbursable and non-reimbursable expenses
- If an Expense Report with My Wallet transactions is deleted, the TCard transaction(s) will be returned to My Wallet



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 Re	port						
Expense Repo	rt Entry						
	1	<u>User Defaults</u>	Report ID:	NEX	т		
 General Information 							
*Description:	NYS Conference		Comment:	Bu	siness Purpose	goes here	1
*Business Purpose:	Conference	~]				
			Reference:				
Default Location:	NY ALBANY	Q					
			Authorizatio	on ID: <u>OC</u>	00005137		
			Attach	ments			_
Accounting Defaults	Apply Cash	Advance(s)	More Options:			~ <u>60</u>	
Details			Persor	<u>nalize Find</u>	View All 🖾 🥈	📕 🛛 First 🚺 1-2 of 2	Last 🛛
*Overview 🖽							
Select *Expense	<u>Type</u>	<u>*Expense Date</u>	*Amount Spent	*Currency	*Payment Type	<u>Billing</u> <u>Type</u>	
PSC Rec	eipted Lodging 🛛 🗸	03/04/2016 🛐	290.00	USD 🔍	TCard	✓ TCard *Deta	ail 🖭
PSC Per	Diem Breakfast 🗸 🗸	03/04/2016 🛐	15.00		Empl Paid	✓ Empl Paid *Deta	ail 🖭
Copy Selected	Delete Selected	Expenses f	rom My Wallet	Add	Check F	or Errors	
Totals		Expenses f	rom My Wallet				
Employee Expenses:	305	Multiple Exp	enses			15.00 USD	
Non-Reimbursable Exp	enses: 0	.00 USD	Due Vendo	ir:		290.00 USD	
Employee Credits:	0	.00 USD					
Vendor Credits: Cash Advances Applied	t: 0	.00 USD					
						Lindata Tatata	-
			Definition of	of Totals		Opdate Totals	



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Identify the correct transaction from My Wallet and change the expense type before copying on to the expense report

WY W	all	et					
					Report ID:		NEXT
Below is wallet m Select Select if	s a co ienu (<mark>: All</mark>	mplete list o option under Deselect	of unassigned v "Other Expens All a Personal Ex	wallet transactions. To se Functions". nense. Press 'Done' tr	view all transaction	ons ple	ease go to the
Select		Date	Expense	Merchant	Amount	experi	Personal Expense
			TADE				
		02/05/2016	VISA Transactions	NYC-TAXI	51.30	USD	
		02/05/2016 02/05/2016	VISA Transactions VISA Transactions	NYC-TAXI GREEN IGUANA -10198828	51.30 16.99	USD USD	
		02/05/2016 02/05/2016 02/05/2016	VISA Transactions VISA Transactions VISA Transactions	NYC-TAXI GREEN IGUANA -10198828 PALM COURT	51.30 16.99 18.05	USD USD USD	



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

Create Expense Rep	ort							
Expense Report	t Entry							
	<u>u</u>	lser Defaults	Report ID:	NEXT				
 General Information 								
'Description:	NYS Conference		Comment:	Bus	iness Purpose goes	here		
*Business Purpose:	Conference	~						
			Reference:					
Default Location:	NY ALBANY	9						
			Authorizatio	n ID: <u>000</u>	0005137			
			Attachr	<u>ments</u>				
Accounting Defaults	Apply Cash A	(dvance(s)	More Options:			~	GO	
Details			Person	alize Eind \	View All 🗗 🛗	First 🚺 1-3	of 3 🗈	Last
'Overview 💷								
Select *Expense T	<u>vpe</u>	<u>*Expense Date</u>	<u>*Amount Spent</u>	<u>*Currency</u>	<u>*Payment Type</u>	<u>Billing</u> <u>Type</u>		
PSC Rece	eipted Lodging 🛛 🗸	03/04/2016 🛐	290.00		TCard 🗸	TCard	*Detail	+
PSC Per I	Diem Breakfast 🗸 🗸	03/04/2016 🛐	15.00	USD 🔍	Empl Paid 🗸 🗸	Empl Paid	<u>*Detail</u>	± .
D DSC Recei	ipted Lodging	02/05/2016	386.46	USD	TCard	TCard	<u>*Detail</u>	+
Copy Selected De	elete Selected	Expenses fro	om My Wallet	~ Add	Check For Er	rors		
Totalo								
Employee Evenences	2	48, 1100	Duo Emplo					
Non-Reimbursable Exper	nses: 0.0	40 USD	Due Vendor	:	676	6.46 USD		
Prepaid Expenses: Employee Credits:	0.	00 USD						
Vendor Credits:	0.0	00 USD						
Cash Advances Applied:	0.0	00 USD						



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Expense Report is ready to be submitted

		<u>User Defaults</u>	Report ID:	NEXT			
General Information							
*Description:	NYS Conference		Comment:	Bus	iness Purpose go	es here	
'Business Purpose:	Conference	~	-				
			Reference:				.::
Default Location:	NY ALBANY	Q					
			Authorizatio	n ID: <u>000</u>	0005137		
			👫 Attachr	ments			
Accounting Defaults	Apply Cash	Advance(s)	More Options:			~	GO
etails			Person	alize Find]	View All 🗗 🛗	First 🚺 1.2	2 of 2
*Overview 💷							
elect <u>*Expense</u>	: Туре	<u>'Expense Date</u>	<u>*Amount Spent</u>	<u>*Currency</u>	<u>*Payment Type</u>	<u>Billing</u> <u>Type</u>	
PSC Pe	r Diem Breakfast 🛛 🗸	03/04/2016 讨	15.00	USD 🔍	Empl Paid	Empl Paid	*Deta
D BC Rec	eipted Lodging	02/05/2016	386.46	USD	TCard	TCard	*Deta
Copy Selected	Delete Selected	Expenses fro	om My Wallet	V Add	Check For E	Errors	
-4-1-							
otais							
Employee Expenses: Non-Reimbursable Exp	401 enses: (.46 USD	Due Employ Due Vendor	vee:	3	15.00 USD 86.46 USD	
Prepaid Expenses:	(0.00 USD			0.	00.40 000	
Employee Credits:	0	0.00 USD					
Vendor Credits:		0.00 USD					
Cash Advances Applied	. (0.00 USD					
			Definition of	Totala		Lindate Tot	ale





Rules of the Road – Credit Transactions

- TCard Credit transactions should be processed at the same time as the original expense transaction
 - This will result in the correct net amount reflected in the department budget
 - And the correct replenishment of the umbrella account
- Wait until the expected Credit transaction appears in My Wallet before submitting the Expense Report
- In the event that there is a credit transaction that appears after My Wallet is in Production and the original expense was reconciled in the Credit Card Reconciliation Workbench, AP will work with Production Support to resolve the outstanding credit transaction and ensure that the credit is appropriately reflected





Expenses for Dual Appointment Faculty

- TCard transactions must be included on Expense Reports that are expensed to the Business Unit that issued the TCard!
- If you have one travel event where costs are being split across two schools, separate expense reports need to be created (for example, one for Grad Center and one for Hunter)
- For example:
 - A faculty member is appointed to both the Graduate Center and Hunter college
 - If the TCard has been issued by the Graduate Center, the TCard transactions must be included on an Expense Report processed to the Graduate Center GL (GRD01)
 - Proxies will help create these ER's for the Graduate Center
 - Additional employee reimbursable expenses that will be paid by the Graduate Center can also be added to this expense report
 - If the TCard has been issued by Hunter College, the TCard transactions must be included on an Expense Report processed to Hunter's GL (HTR01)
 - Additional employee reimbursable expenses that will be paid by Hunter can also be added to this expense report





Employee Self-Service Managing My Wallet Transactions

- TCard holders can review all their My Wallet transactions using the Employee Self-Service 'My Wallet' link. Proxies will not be able to see this page.
- Transactions can be filtered based on the transaction status. Statuses include:
 - All transaction statuses
 - Assigned
 - Unassigned
- For transactions that have been already included on an approved Expense Report, the Expense Report ID is listed and available for drill down.
- When an ER with Tcard transactions is deleted, the transactions go back to My Wallet.



Managing Transactions in My Wallet Expense User – all Transactions

	irs	stor								
avorites Main Me	nu	Employee Self-S	ervice > Travel a	nd Expenses > My Wallet						
My Wallet										
Review Mv	Wa	llet Receip	ts							
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,										
Search Criteria										
From Date:		03/04/2015	Through 03/0	4/2016 🛐 Search		-				
Docoint Data So	Irco	All Data Source	es							
Transaction Stat	uce.	All Transactio	n Statuses	~						
mansaction stat	us.					Paragonaliza Find View /	ասջո	1	Einet 🚺 4 4	E at 45 🖸 1 at
Mark for Delete		<u>Date</u>	Expense Type	Merchant	Additional Details	A	mount		Doc Type	
		02/05/2016	<u>VISA</u> Transactions	NYC-TAXI			51.30	USD		
		02/05/2016	<u>VISA</u> <u>Transactions</u>	GREEN IGUANA -10198828			16.99	USD		
		02/05/2016	<u>VISA</u> Transactions	PALM COURT			18.05	USD		
	war	02/05/2016	PSC Receipted Lodging	SIRATA BEACH RESOR			386.46	USD	Exp Report	000001004
		02/05/2016	VISA Transactions	JetBlue Airways			20.00	USD		



Managing Transactions in My Wallet Expense User – Unassigned Transactions

Fully Integrated Resources & Services Tool											
Favorites Main Menu > Employee Self-Service > Travel and Expenses > My Wallet											
My Wallet											
Review My	Wa	llet Receipts	6								
10000											
Search Criteria											
From Date: 03/04/2015 B Through: 03/04/2016 B Search											
From Date.	From Date: III Date Courses										
*Receipt Data So	*Receipt Data Source:		, ,	~							
*Transaction Sta	*Transaction Status: Unassigned ~										
						Personalize Find	View All 🖉	1	First 🗹 1-14	of 14 🗖 Last	
<u>Mark for Delete</u>		<u>Date</u>	Expense Type	<u>Merchant</u>	Additional Details		<u>Amount</u>		<u>Doc Type</u>	D	
		02/05/2016	<u>VISA</u> <u>Transactions</u>	NYC-TAXI			51.30	USD			
		02/05/2016	<u>VISA</u> <u>Transactions</u>	GREEN IGUANA -10198828			16.99	USD			
		02/05/2016	VISA Transactions	JetBlue Airways			20.00	USD			
		02/05/2016	<u>VISA</u> Transactions	PALM COURT			18.05	USD			
		02/04/2016	<u>VISA</u> Transactions	RUMFISH GRILL			20.14	USD			
		02/04/2016	<u>VISA</u> <u>Transactions</u>	THE COMPASS GRILLE			28.10	USD	_		



Managing Transactions in My Wallet Expense User – Assigned Transactions

avorites Main M	enu >	Employee Self-Se	rvice > Trave	l and Expenses > My W	allet				
My Wallet									
Review My	Wall	let Receipts							
Search Criteria From Date:		03/17/2015 🛐	Through: 03/17	7/2016 🛐 Search					
*Receipt Data Source:		All Data Sources		~					
*Transaction Sta	atus:	Assigned		~					
					Personalize F	ind View All 🗗	0 j 🖿	First 🚺 1	-4 of 4 🚺 Last
Mark for Delete	D	late	Expense Type	Merchant	Additional Details	Amount		Doc Type	ID
	0	2/05/2016	PSC Receipted Lodging	SIRATA BEACH RESOR		386.46	USD	Exp Report	0000010041
	0 🔤	2/05/2016	PSC Taxi/Car Service	NYC-TAXI	TAXI	51.30	USD	Exp Report	0000010045
		2/05/2016	PSC Commercial air travel	JetBlue Airways	JET BLUE	20.00	USD	Exp Report	0000010045
		2/04/2016	PSC Per Diem Dinner	RUMFISH GRILL	food	20.14	USD	Exp Report	0000010045



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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

