

## **My Wallet Expense Transaction Processing**

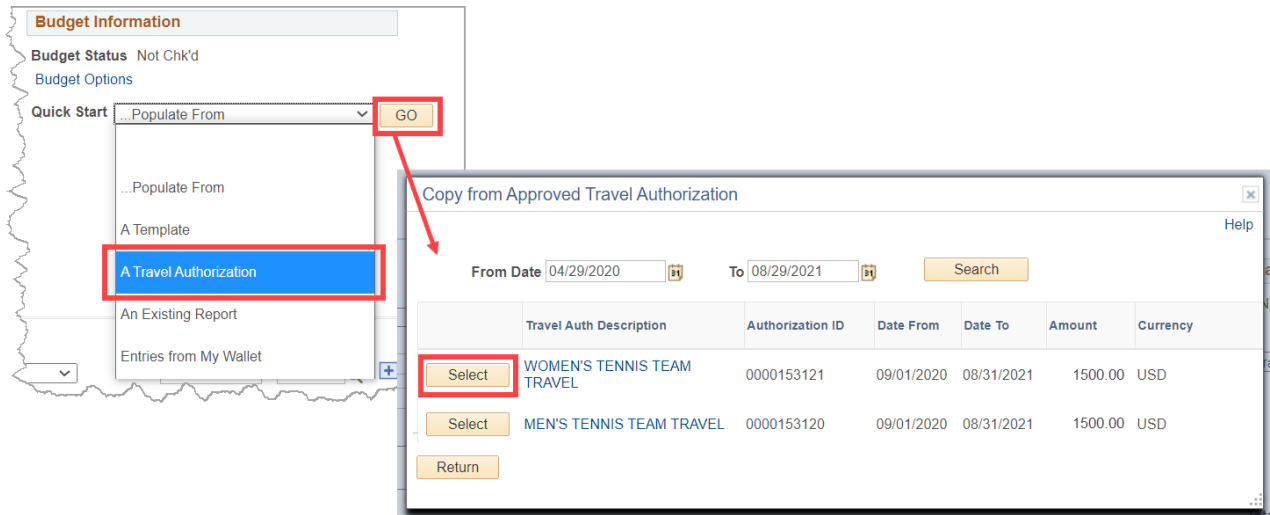
The purpose of this job aid is to explain how to process transactions from My Wallet on an Expense Report in UTShare.

Credit Card charges made on the UTA Travel Card are imported from Citibank into the UTShare Wallet. Wallet transactions are processed for payment to the vendor as expense lines on an expense report. The steps below detail how to pull a My Wallet transaction into an expense report, complete the expense report, and submit the expense report for payment to the vendor.

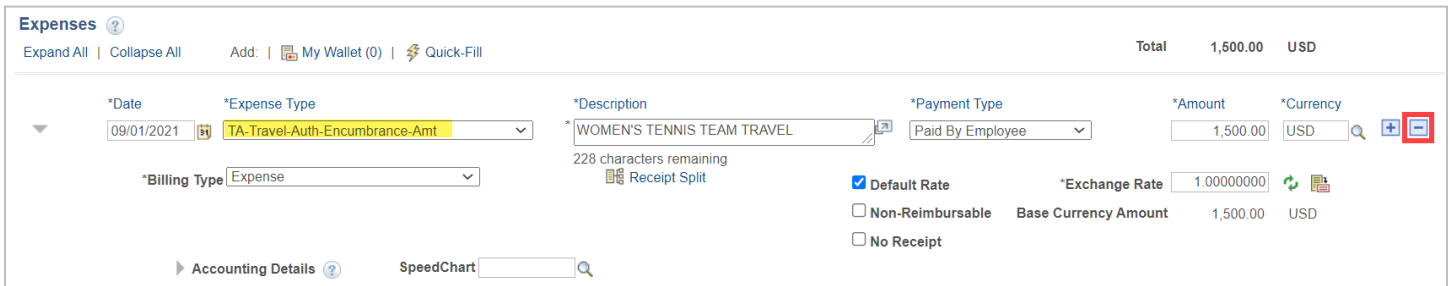
1. Login to UTShare using your NetID and password.
2. Navigate to the Create Expense Report page using one of these two options:
  - a. Travel and Expense Homepage, then click on the Create Expense Report tile
  - b. NavBar > Menu > Travel and Expenses > Expense Report > Create/Modify
3. Enter the traveler's EMPL ID number, click "Add". If the ID number is not known, click the magnifying glass, enter the traveler's name and click "Look Up", then click on the traveler's name.
4. A blank expense report will populate. From the Quick Start Populate From drop-down menu, select "A Travel Authorization" and click the Go button.

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.

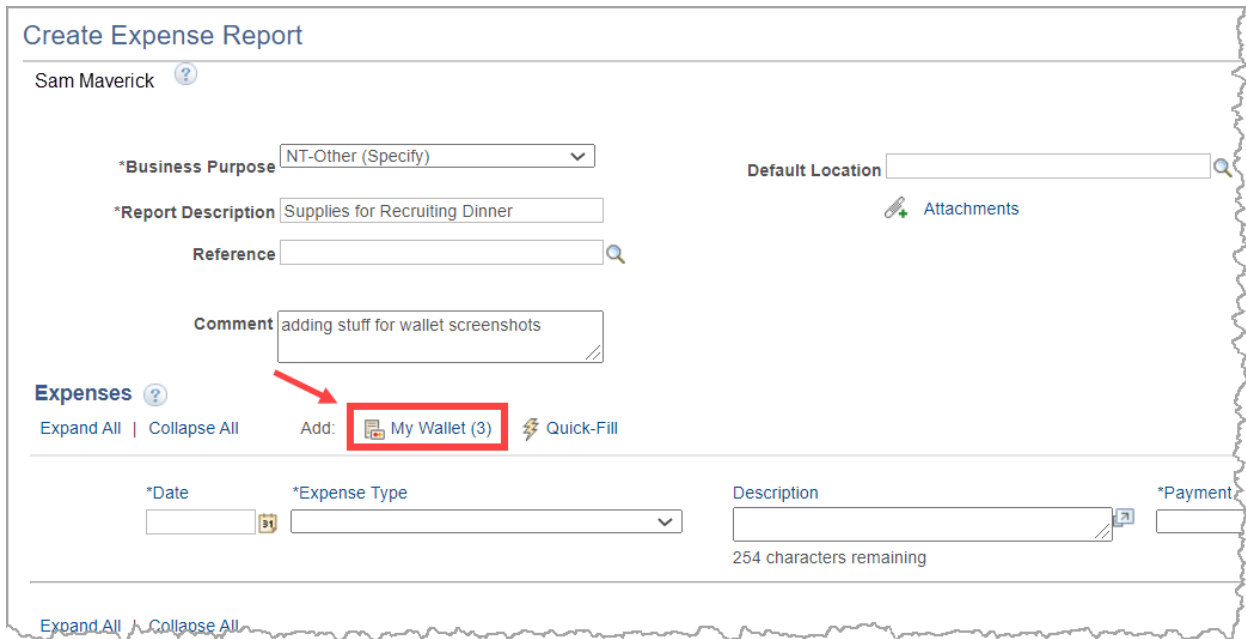
**Note:** *If the Travel Authorization for the trip does not appear in the appropriate date range, confirm that the Travel Authorization has been fully approved and has not already been applied to another Expense report.*



- i. Delete the Travel Authorization expense line from the expense report using the “-” button.



5. Click on the “My Wallet” link to access the transactions available to process. The number indicates how many transactions are available.



**Create Expense Report**

Sam Maverick ?

\*Business Purpose: NT-Other (Specify) [v]  
 \*Report Description: Supplies for Recruiting Dinner  
 Reference: [ ]  
 Comment: adding stuff for wallet screenshots

Default Location: [ ]  
 Attachments

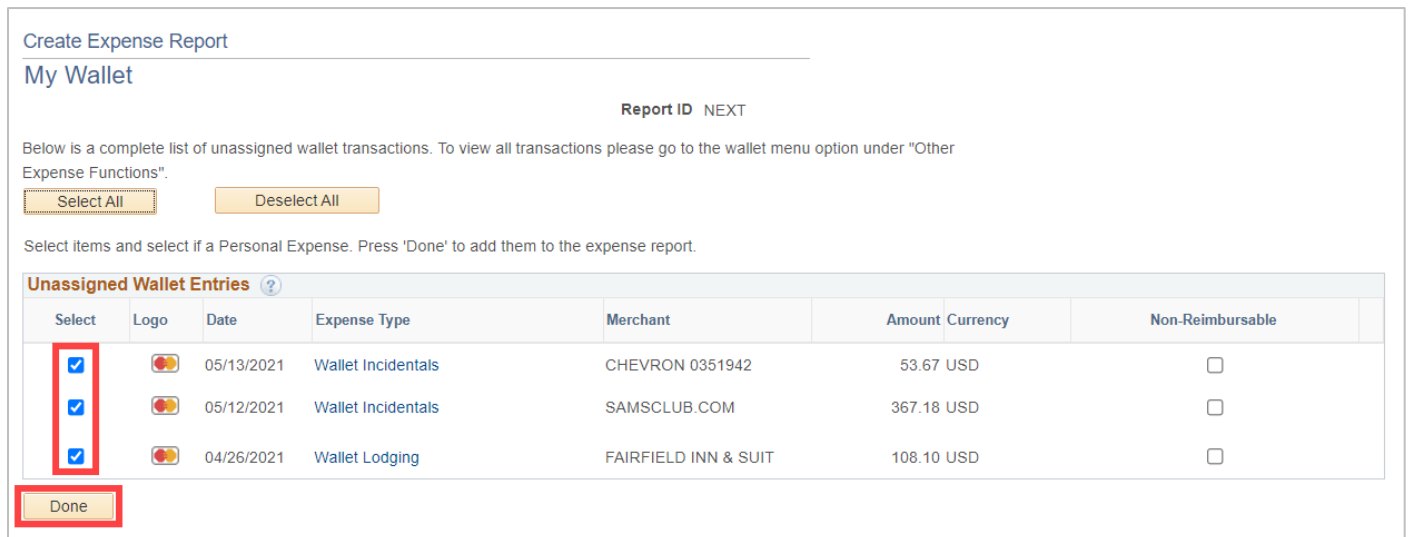
**Expenses** ?  
 Expand All | Collapse All | Add: **My Wallet (3)** Quick-Fill

\*Date: [ ] \*Expense Type: [v] Description: [ ] \*Payment: [ ]  
 254 characters remaining

Expand All | Collapse All

6. 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

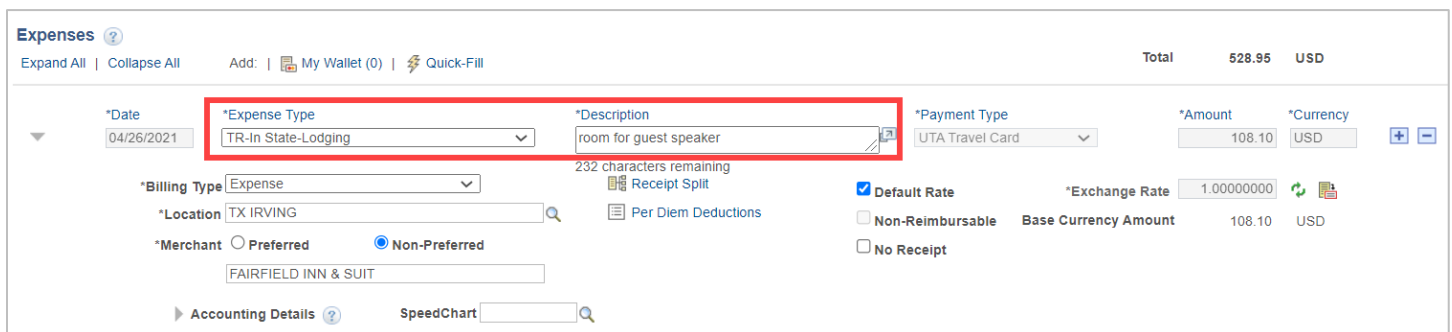
Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

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	SAMSLUB.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

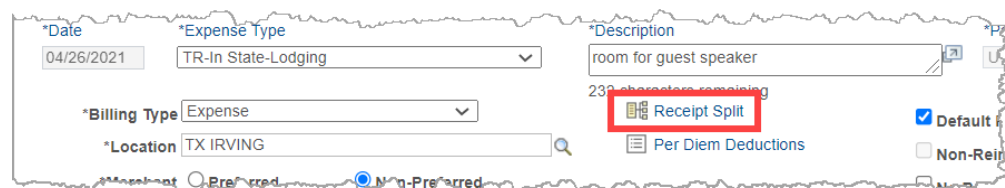
7. The selected Wallet transactions will be pulled into the Expense Report. There are actions to take on each expense line.

- 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 and attached to the Expense Report.***
- When required, enter the expense line “Description” (requirement indicated by an asterisk and determined by the Expense Type selected).



The screenshot shows the 'Expenses' form in the UTA system. At the top, it displays 'Total 528.95 USD'. The main form area includes fields for \*Date (04/26/2021), \*Expense Type (TR-In State-Lodging), \*Description (room for guest speaker), \*Payment Type (UTA Travel Card), \*Amount (108.10), and \*Currency (USD). Below these are sections for \*Billing Type (Expense), \*Location (TX IRVING), \*Merchant (FAIRFIELD INN & SUIT), and various checkboxes for Default Rate, Non-Reimbursable, and No Receipt. A 'Receipt Split' link is visible below the description field.

- My Wallet transactions for Travel Lodging must be split into two transactions – one for the lodging expense and one for the lodging tax expense. To split the transaction, click the “Receipt Split” link.



This close-up screenshot highlights the 'Receipt Split' link, which is represented by a small icon and the text 'Receipt Split'. It is located directly below the \*Description field in the expense form.

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

Expense Information ?

\*Expense Date

\*Payment Type

\*Billing Type

\*Merchant (Choose One)

Non-preferred

\*Location

Description

232 characters remaining

Non-Reimbursable

No Receipt

\*Amount Spent

\*Currency

\*Exchange Rate

Default Rate

Base Currency Amount    108.10    USD   

Split With Another Expense ?

Expense Type

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

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

- 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

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

Done

Update

- 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.

- 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 Update

Split With Another Expense

Expense Type:   Split

Done

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

**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

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

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

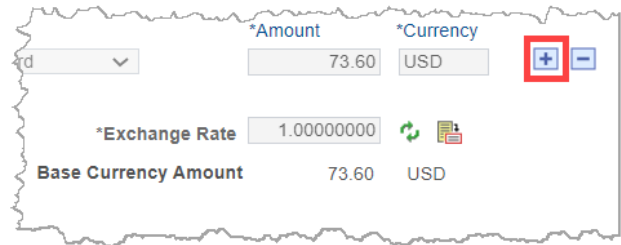
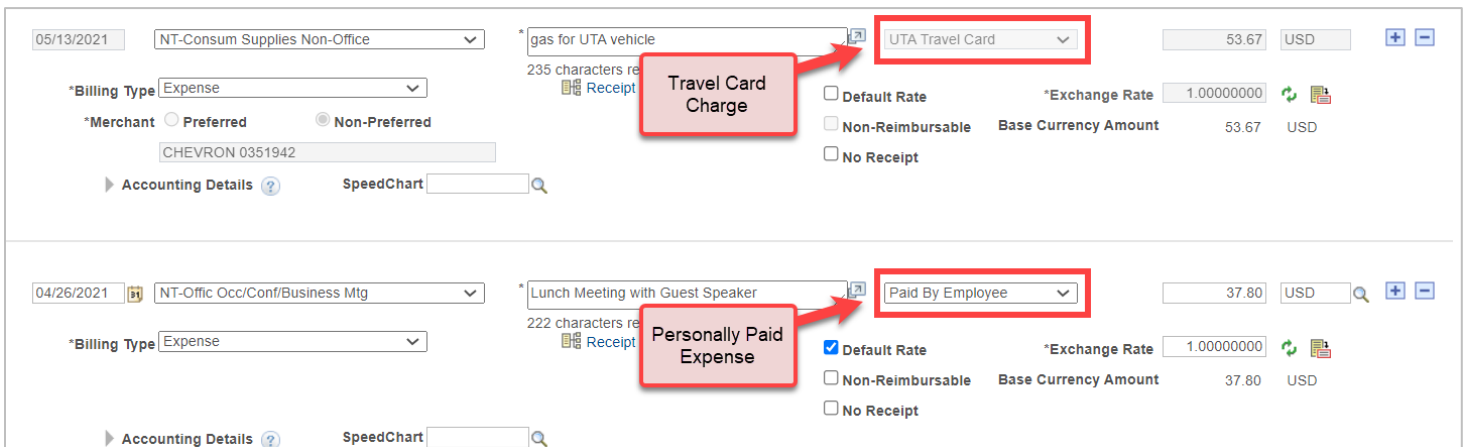
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04/26/2021	TR-In State-Lodging - Tax	room for guest speaker	UTA Travel Card	34.50	USD
*Billing Type Expense		232 characters remaining	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	
*Merchant <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred FAIRFIELD INN & SUIT		<input type="checkbox"/> Receipt Split	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount 34.50	USD
▶ Accounting Details		SpeedChart			

8. Personally paid expenses to be reimbursed to the traveler can be added to the expense report if needed. These expense lines should be entered as normal Expense Report expense lines, using the Payment Type of Paid By Employee.

## My Wallet Expense Transaction Processing Job Aid

Click the “+” button to add a new expense line to the Expense Report. Complete the expense line fields as necessary, per expense type.

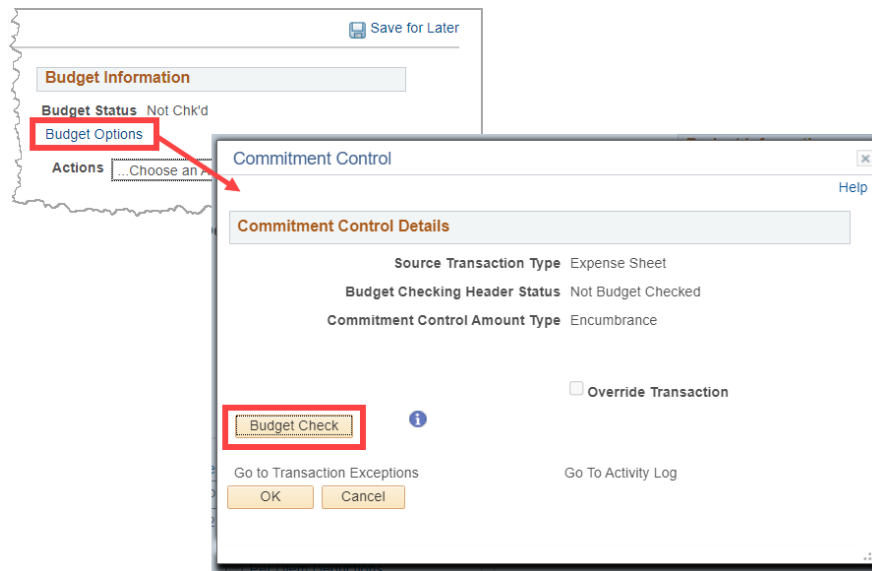
**Note:** For expense reports with both My Wallet and personal transactions, the Summary screen will detail how much will be paid to the employee and how much will be paid to the My Wallet credit card vendor.

9. Depending on the Expense Type selected, fill out all other required fields marked with an asterisk \*.
10. Click the Accounting Detail drop-arrow to view or modify the chartfield values for the expense line.

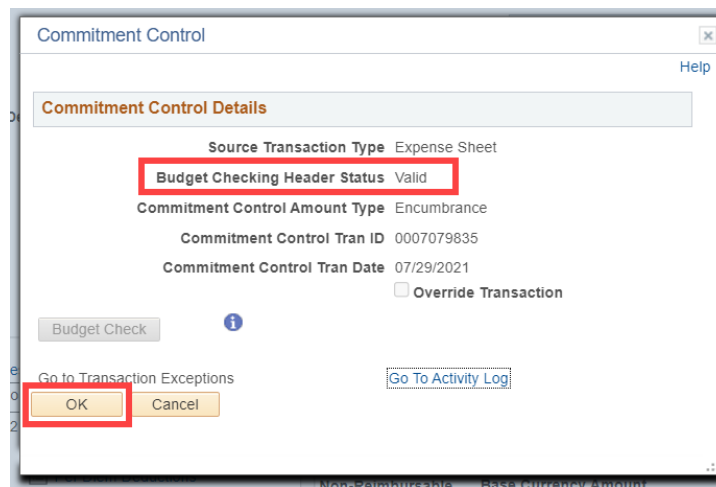
**Note:** A default chartfield string will automatically populate on the expense report based on the Travel Profile.

- a. Use the + and – links to the right of the line to add additional accounting lines as needed. + -
11. Once all required fields are completed, run a Budget Check on the expense report.
  - a. Click the Budget Options link.
  - b. Click the Budget Check button.





12. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”. Click OK to return to the main page of the ER.



**Note:** If budget checking is unsuccessful, click Cancel and verify/correct the Chartfield information, then re-run the budget checking process.

13. Once the ER is successfully budget checked, click the Summary and Submit link in the top right corner.
14. From the Summary and Submit page, review the information and click Submit Expense Report.

Modify Expense Report [Save for Later](#) | [Expense Details](#)

**Sam Maverick** Actions

\*Business Purpose  Report 0000269691 Pending

\*Description  Created 07/29/2021 Sara Barton

Reference  Last Updated 07/29/2021 Sara Barton

Post State Not Applied

Totals [View Printable Version](#) [View Analytics](#) [Attachments](#)

<b>Employee Expenses (5 Lines)</b> 566.75 USD	Non-Reimbursable Expenses 0.00 USD	Employee Credits 0.00 USD
Cash Advances Applied 0.00 USD	<b>Prepaid Expenses</b> 528.95 USD	Supplier Credits 0.00 USD

**Warning**

<b>Amount Due to Employee</b> 37.80 USD	<b>Amount Due to Supplier</b> 0.00 USD
-----------------------------------------	----------------------------------------

**Outstanding Cash Advance** **Balance** 4,499.00 USD

There are available Cash Advances that can be applied to this expense report.  
 Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

**Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.

15. Submit Confirmation is displayed detailing the person being reimbursed and the Amount Due. Click **Ok** to complete the Expense Report into workflow approvals.