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 > Navigator > Travel and Expenses > Expense Report > Create/Modify
3. Enter the traveler’s EMPL ID number. 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 should populate. Complete the top section of the expense report. For assistance, see the Create Travel Expense Report Job Aid.
5. Click on the “My Wallet” link to access the transactions available to process. The number indicates how many transactions are available.
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.

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) or Non-Travel (NT) expense type.
   - When required, enter the expense line “Description” (requirement indicated by an asterisk and determined by the Expense Type selected).
• 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.

  o 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 new expense line is created. Next, enter the Amount Spent that should be entered for the Lodging Tax line. With the tax amount entered, click the Update button.

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

Note: If needed, the information for either expense line can be accessed by clicking on the Type link in this section. Then the information for that expense line will be displayed on the left-side of the page and can be changed. Once
changes have been made, click the Update button to update the expense line information.

- 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.

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

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. With the My Wallet transactions entered as expense lines, continue to process the Expense Report through to submission. For assistance completing the Expense Report, see the Expense Report Job Aid.