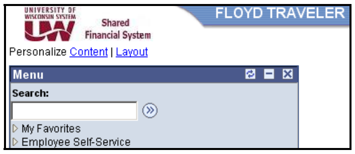
Review/Modify Credit Card Receipts in My Wallet

UW-Madison employee, Floyd Traveler, is a cardholder of the US Bank Corporate Travel credit card. Floyd wants to find out whether his credit card transactions have been transferred from US Bank into e-Reimbursement so he can apply them to expense reports.

In e-Reimbursement, the term, *My Wallet*, describes the storage area for each cardholder's credit card transactions.

In this example, we will demonstrate how to review credit card receipts stored in the *My Wallet* area and modify, if needed.

1. From the main Menu:



Click the **Employee Self-Service** link. ▷ Employee Self-Service

2. From the **Employee Self-Service** menu, **Travel and Expenses** area:

Travel and Expenses

Submit/review expense reports, cash advance requests, or travel authorizations.

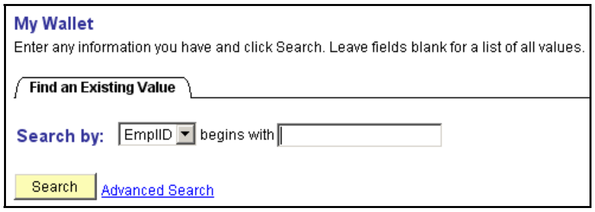
User Preferences

My Wallet

Click the **My Wallet** link. My Wallet

3. **For Alternates/Delegates of Traveler:**

The **My Wallet** screen, **Find an Existing Value** tab displays if you are an alternate or delegate for one or more travelers.



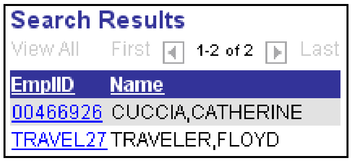
My Wallet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: EmplID begins with

a. Click the **Search** button Search to display a *Search Results* list of travelers.



Search Results

View All First 1-2 of 2 Last

EmplID	Name
00466926	CUCCIA,CATHERINE
TRAVEL27	TRAVELER,FLOYD

b. In the **Search Results** screen, click on the hyperlink for the desired traveler (*e.g.* Floyd Traveler).

4. The **My Wallet, Review My Wallet Receipts** screen displays for the traveler.

My Wallet
Review My Wallet Receipts
FLOYD TRAVELER

<u>For Alternates/Delegates of Traveler:</u> Verify this is the correct person. If not, click the **Home** hyperlink Home at the top right portion of the screen, and start over at Step 1.

5. You can gain more viewing area on the screen by collapsing the main Menu on the left.

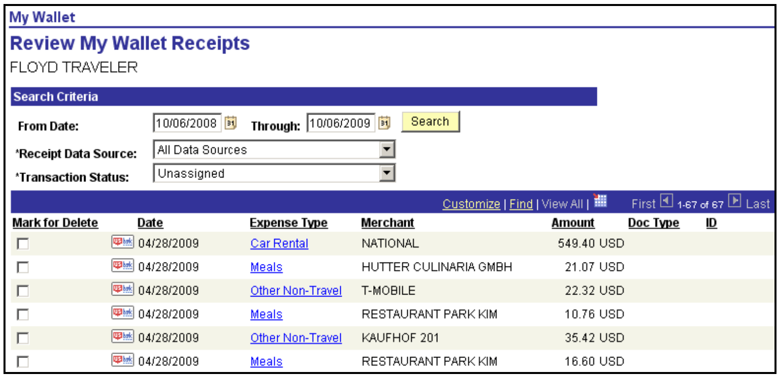
Click the **Collapse Menu** button ⊟ or press **(Ctrl+Y)**.

6. When the main Menu is collapsed, it displays as a computer screen icon. ▤▸

To display the main Menu again, click on the icon or press **Ctrl + Y**.

For our example, we will not show the main Menu.

7. The **Review My Wallet Receipts** screen shows all the credit card transactions that have not yet been assigned (*e.g.* added) to an expense report.



My Wallet
Review My Wallet Receipts
FLOYD TRAVELER

Search Criteria
From Date: 10/06/2008 Through: 10/06/2009 Search
*Receipt Data Source: All Data Sources
*Transaction Status: Unassigned

Customize | Find | View All | First 1-67 of 67 Last

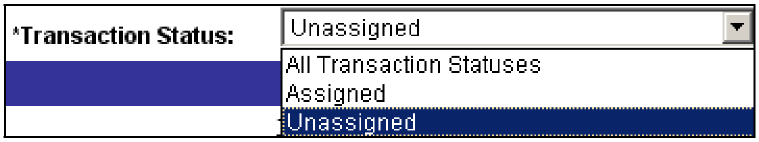
Mark for Delete		Date	Expense Type	Merchant	Amount	Doc Type	ID
☐		04/28/2009	Car Rental	NATIONAL	549.40 USD		
☐		04/28/2009	Meals	HUTTER CULINARIA GMBH	21.07 USD		
☐		04/28/2009	Other Non-Travel	T-MOBILE	22.32 USD		
☐		04/28/2009	Meals	RESTAURANT PARK KIM	10.76 USD		
☐		04/28/2009	Other Non-Travel	KAUFHOF 201	35.42 USD		
☐		04/28/2009	Meals	RESTAURANT PARK KIM	16.60 USD		

In the *Search Criteria* section, the **date range** indicates one full year, based on the current date. Modify, if needed.

Note: If you do not see your credit card transactions listed, contact the DoIT Help Desk at 608-264-4357, option #2 or by email at help@doit.wisc.edu.

8. Verify that the **Receipt Data Source** field indicates **All Data Sources**.

9. In the **Transaction Status** field:

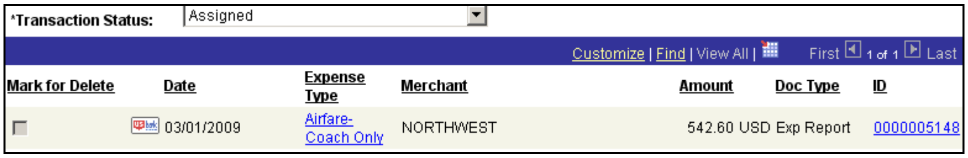

*Transaction Status: Unassigned

Unassigned = Transactions not applied to an expense report or cash advance. (Default value)

Assigned = Transactions that were applied to an expense report or cash advance.

All Transaction Statuses = Both assigned and unassigned for the specified date range.

10. **Example of Transaction Status = Assigned**


*Transaction Status: Assigned

Mark for Delete	Date	Expense Type	Merchant	Amount	Doc Type	ID
☐	03/01/2009	Airfare-Coach Only	NORTHWEST	542.60 USD	Exp Report	0000005148

a. The **Doc Type** column indicates whether the transaction was applied to an expense report or cash advance.

b. The **ID** column displays a hyperlink for the document number.

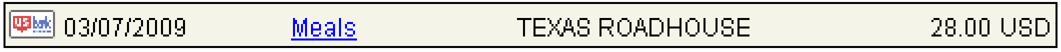
Note: ATM (Automated Teller Machine) charges are associated with a cash advance.

11. **Sort Columns**

Any of the columns may be sorted in ascending or descending order by clicking on the column heading name (*e.g.* **Date**, **Expense Type**, **Merchant**, **Amount**, *etc.*).

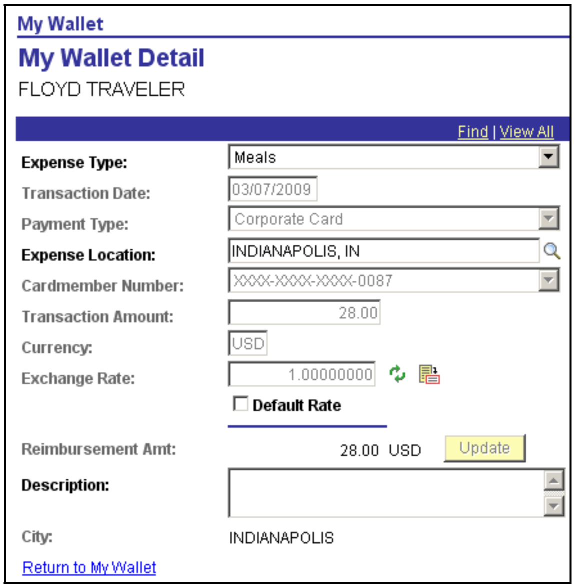
To sort by date, click the **Date** column header. Date

12. To view more information about the **Meals** expense type dated 03/07/2009 from merchant, Texas Roadhouse:


03/07/2009 Meals TEXAS ROADHOUSE 28.00 USD

Click the **Meals** hyperlink. Meals

13. In the **My Wallet Detail** screen:



My Wallet

My Wallet Detail

FLOYD TRAVELER

Expense Type: Meals
Transaction Date: 03/07/2009
Payment Type: Corporate Card
Expense Location: INDIANAPOLIS, IN
Cardmember Number: XXXX-XXXX-XXXX-0087
Transaction Amount: 28.00
Currency: USD
Exchange Rate: 1.00000000
☐ **Default Rate**
Reimbursement Amt: 28.00 USD
Description:
City: INDIANAPOLIS

a. Review the information listed. Modifiable fields appear in bold (*e.g.* **Expense Type**, **Expense Location**, **Description**). Non-changeable fields are grayed out.

b. If necessary, make changes to any of the modifiable fields; scroll down to the bottom of the screen, and click **Save**. Save

c. When finished, click the **Return to My Wallet** hyperlink. Return to My Wallet

14. **Verify the Other Non-Travel Expense Type**

We recommend sorting the **Expense Type** column to quickly locate any expense types categorized as **Other Non-Travel**. The *Other Non-Travel* expense type should only be used for miscellaneous retail purchases where special approvals are not required.

04/08/2009	Other Non-Travel	WEGMANS #025 SE1	26.00 USD
04/16/2009	Other Non-Travel	T-MOBILE	9.84 USD
04/16/2009	Other Non-Travel	T-MOBILE	9.83 USD
04/20/2009	Other Non-Travel	PAYMENT - THANK YOU	-7,194.98 USD
04/28/2009	Other Non-Travel	WWW.FEE-PPS21.DE	650.83 USD
04/28/2009	Other Non-Travel	T-MOBILE	22.32 USD
04/28/2009	Other Non-Travel	KAUFHOF 201	35.42 USD
04/28/2009	Other Non-Travel	ANTIQUARIAT THIEME	-110.62 USD

If you see an expense type listed as *Other Non-Travel*, it is a good idea to verify that the expense type is correctly categorized as **Other Non-Travel**. Sometimes the credit card transactions are inadvertently mislabeled and need to be changed to a more suitable expense type (*e.g.* Meals).

We will demonstrate how to locate the *Other Non-Travel* expense type and change it to a more suitable category.

15. To sort the **Expense Type** column, click the **Expense Type** column header.

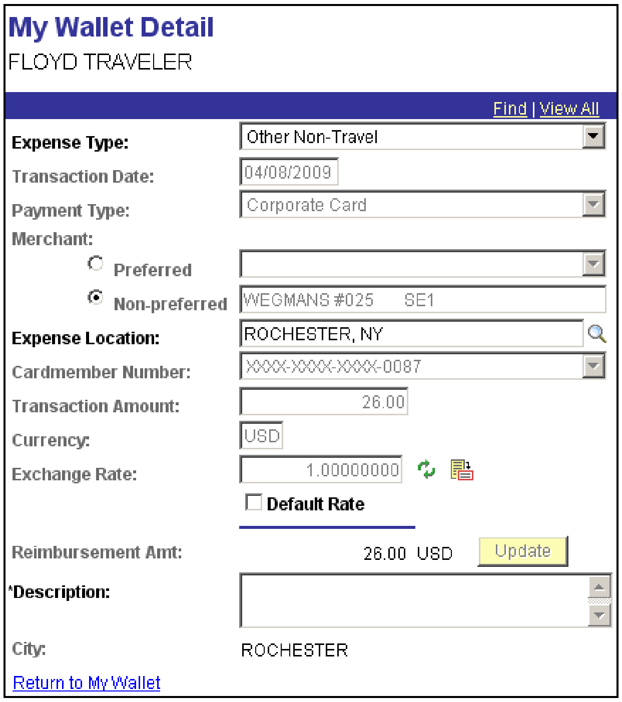
16. Locate all of the **Other Non-Travel** expense types, if any.
Note: You may need to scroll down to the bottom of the screen.

17. For merchant, Wegmans, dated 04/08/2009, in the amount of $26:


04/08/2009 Other Non-Travel WEGMANS #025 SE1 26.00 USD

Click the **Other Non-Travel** hyperlink.

18. In the **My Wallet Detail** screen for the *Other Non-Travel* expense type:


My Wallet Detail
FLOYD TRAVELER

Expense Type: Other Non-Travel
Transaction Date: 04/08/2009
Payment Type: Corporate Card
Merchant:
○ Preferred
● Non-preferred WEGMANS #025 SE1
Expense Location: ROCHESTER, NY
Cardmember Number: XXXX-XXXX-XXXX-0087
Transaction Amount: 26.00
Currency: USD
Exchange Rate: 1.00000000
☐ Default Rate
Reimbursement Amt: 26.00 USD

*Description:
City: ROCHESTER

Review the information listed.

In our example, the merchant, Wegman's is a grocery store in Rochester, NY, where the traveler purchased food. Therefore, the expense type of **Other Non-Travel** needs to be changed to a more appropriate category, such as **Meals**.

Modifiable fields are: **Expense Type**, **Expense Location,** and **Description**.

19. In the **Expense Type** field, click on the drop-down arrow. Click the **Meals** list item.


Expense Type: Other Non-Travel

20. Click in the ***Description** field. Type a brief description of the **Meals** expense such as, "**purchased food for breakfast and lunch**."


*Description: purchased food for breakfast and lunch

21.	To save your modifications, scroll down to the bottom of the screen, and click the **Save** button. 
22.	To return to the **Review My Wallet Receipts** screen, click the **Return to My Wallet** hyperlink. 
23.	In the **Review My Wallets Receipts** screen:  My Wallet Review My Wallet Receipts FLOYD TRAVELER The $26.00 expense dated 04/08/2009 from Merchant, *Wegmans*, is now categorized correctly as a **Meals** expense type.  04/08/2009 Meals WEGMANS #025 SE1 26.00 USD
24.	To return to the previous screen, click the **Return to Employee Self-Service** link. 
25.	You have successfully reviewed credit card receipts stored in the **My Wallet** area, and made modifications when necessary. **Next Steps** a. Add credit card receipts from *My Wallet* to an expense report. b. Click here to view or print the job aid, *Add Corporate Credit Card Receipts to Expense Report*. **End of Procedure.**