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I. Objectives

By the end of this procedure, you should be able to:

- Update a my wallet transaction with a justification and description
- Add receipts to the transaction
- Apply use tax and select the correct office location

II. Tips and Tricks

- Unassigned transactions display automatically, change the transaction status to assigned to see transactions already assigned to a procurement card expense report.
- Click on any column to sort the my wallet transactions.
- While on the my wallet details page, remember you can scroll to the previous and next transaction

III. Navigation

Main Menu > Employee Self Service > Travel and Expenses > My Wallet

IV. My Wallet Overview

Procurement and Team Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily. Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement. The following is required for each card transaction:

a. Entering a justification and description for each transaction.
b. Reviewing and updating the use tax applicability.
c. Attaching the receipt to the transaction.

Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the my wallet details page.
V. Procedure Step-by-Step Instructions

Step 1: Navigate to My Wallet

Step 2: Select the Card Holder by searching by USCID, Name or Employee ID
Step 3: Select the Account Number and click Search
Step 4: Review each My Wallet field

Note: simply click on any column to sort the list by that column.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Additional Details</th>
<th>Attachments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3700</td>
<td>03/28/2018</td>
<td>HOTEL AND LODGING</td>
<td>HOLIDAY INN EXPRESS DURH</td>
<td></td>
<td></td>
<td>380.88 USD</td>
</tr>
<tr>
<td>3700</td>
<td>03/29/2018</td>
<td>OTHER SUPPLIES</td>
<td>NEWSK'S - FARRAGUT</td>
<td></td>
<td></td>
<td>169.71 USD</td>
</tr>
<tr>
<td>3700</td>
<td>02/07/2018</td>
<td>AIR TRAVEL</td>
<td>AMERICAN AIR</td>
<td></td>
<td></td>
<td>350.68 USD</td>
</tr>
</tbody>
</table>

a. From and Through Date
When the page is initially displayed, the “From date” will default to today’s date, one year ago, and the “Through date” will default to today’s date. Changing this date will probably not be required for unassigned transactions; however, it may be necessary for My Wallet transactions already assigned to an expense report.

b. Receipt Data Source
The data source for all the Procurement Card Transactions from Bank of America is Visa. The data source for any My Wallet transaction entered manually is “User Input”
c. Transaction Status
Transactions that have not been applied (or assigned) to an expense report are “unassigned”. Those transactions applied to expense reports are “assigned”. When searching for “assigned” transactions, it may be necessary to limit the from and through dates when searching, as there may be many transactions returned.

d. Account Number
Select the credit card account number for the cardholder. Some cardholders may have more than one procurement card or team card. For example a cardholder may have both an Athletics team card and a Purchasing procurement card.

e. Search
Click the search button to display the My Wallet transactions meeting the search criteria (From and Through Date, Data Source and Transaction Status).

f. Mark for Delete
Only Procurement Administrators are permitted to mark a procurement card transaction for deletion. This field is display only for Liaisons and Cardholders.

g. Date
This is the transaction date.

h. Expense Type
All MCC’s (Merchant Category Codes) default to an Expense Type when the procurement card is interfaced from the bank into PeopleSoft.

i. Merchant
This is the merchant name on the Visa transaction which is interfaced into PeopleSoft.

j. Additional Details
This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required.

k. Attachments
These are attachments to the individual procurement card transaction. Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

l. Enhanced Data
Click on the enhanced data to review additional details about the purchase such as line item detail including quantity and price.

m. Amount
The total amount of the procurement card transaction

n. Currency
Card transaction currency

o. Non-Reimbursable
This is not applicable to a procurement card transaction.
p. Days Overdue
If the transaction is older than 30 days, 32 days for example, the days overdue shall display 2

q. Doc Type
When a transaction is assigned to an expense report, this field shall display “Expense Report”

r. ID
When a transaction is assigned to an expense report, this field shall display the Expense Report ID.
Step 5: Update the My Wallet Details

Click on the Expense Type to open the My Wallet Details Page.

The specific procurement card transaction clicked from the my wallet page is displayed; however, each procurement card transaction can be displayed by scrolling to the next or previous transaction. This flexibility permits each transaction to be updated without returning to the my wallet page.

b. Expense Type

Each MCC (Merchant Category Code) defaults to an Expense type; however, this is a default only. The expense type can be changed if required. The expense type defaults the general ledger account on the expense report. Changing the expense type on the my wallet page may prevent the need to change the GL account on the expense report entry page.

c. Mark for Delete

Only Procurement Card Administrators shall be authorized to delete a procurement card transaction. This field shall be display only for all other users.
d. Transaction Date
The procurement card transaction date.

e. Non Reimbursable
Not applicable to procurement card transactions.

f. Payment Type
All procurement card transactions are "Pre-paid" and this field can't be changed by any user.

g. Attachments
See steps documented below.

h. Enhanced Data
See steps documented below.

i. Cardmember number
Displays the cardmember's last 4 digits of the card number. It can't be changed by any user.

j. Merchant
This is the merchant name on the Visa transaction which is interfaced into PeopleSoft. It can't be changed by any user.

k. Transaction Amount
The total amount of the procurement card transaction.

l. Currency, Exchange Rate, Default Rate and Base Currency Amount
These fields are not applicable to USC procurement card transactions.

m. Description (Additional Details on my wallet page)
This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required; however, it may be entered on the expense report later.

n. Apply Use Tax
If Use Tax is applicable, check this box. This field is display only after the use tax entry has been posted to the general ledger. For additional information, see the Use tax section in the Expense Report Posting and Journal Generation procedure.

o. Office Location
Select the office location used to calculate the use tax. This field is required when the use tax checkbox is checked.

p. Receipt Details/Summary/Breakdown
This is not applicable to procurement card transactions.

q. Return to My Wallet
Click this link to return to the my wallet page.

r. Add Expense/Expense Type
Only procurement administrators shall be permitted to add manually entered my wallet transactions.
Step 6: Attach Receipts to a My Wallet Transaction

Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

a. To add a receipt, click the attachment link

![My Wallet Transaction Screen](image-url)
b. Click Add Attachment

![Image of the My Wallet Attachments page with an orange box around the Add Attachment button and a note that says "Click Add attachment."]

c. Click Choose File

![Image of the My Wallet Attachments page with an orange box around the Choose File button and a note that says "Click Choose File." resultant message box showing "Choose File No file chosen" is also visible.]

d. Select the file and click "Open"

![Image of file selection]

1. File name: Avis.jpg
   - Date modified: 2/2/2018 12:11 PM
   - Type: JPG File
   - Size: 61 KB

2. Click Open

---

e. Click Upload

![Image of upload process]

- File name: Avis.jpg
  - Date modified: 2/2/2018 12:11 PM
  - Type: JPG File
  - Size: 61 KB
f. Enter a description (optional), add additional attachments (optional), then click OK

![Image](image_url)

**Adding large attachments can take some time to upload, therefore it is advisable to save the transaction before adding large attachments.**

1. Enter a description
2. Add Attachment
3. OK

---

g. After adding the attachments, the link changes and displays the number of attachments

![Image](image_url)

**Use Tax Applicability**

- Apply Use Tax
- Office Location

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h. On the my wallet page, the attachment logo changes after attachments have been added.
Step 7: Viewing the Enhanced Data

a. Viewing Enhanced Data

Enhanced Data may be displayed for different Expense Types such as airfare (team card) or purchasing details. The information in the enhanced data is sent by the supplier to Visa when the purchase is made; some suppliers provide more information than others.

Click on the enhanced data link on either the “my wallet” page or the “my wallet” details.
b. Airfare (for Team Card)

If submitted by the airline, the enhanced data for airfare displays summary information such as the passenger name and the itemized fare price. In addition, the destination and fare class is displayed in the detail section.
c. Hotel
If provided by the Hotel, the enhanced data displays an itemization of the each charge such as the room rate, number of nights and additional purchases such movie purchases.
d. Car Rental

Car Rental information may display the daily rate, renter name and additional totals such as insurance and fuel.
e. Purchasing Details
The purchasing details displays the supplier name and MCC. Additional details break down the purchase by displaying the item information, qty and price.

f. Shipping
Shipping information such as UPS and FedEx display the tracking number and description.