Procurement Other P-Card and Expenses

Quick Reference Guide

View Expenses in My Wallet

My Wallet stores CUNY T-Card transactions received from Citibank and loads them directly into the Travel and Expense module. T-Cardholders are notified when new transactions are loaded into My Wallet.

Prior to creating an Expense Report, verify that every T-Card transaction including, if applicable, any corresponding credits are in CUNYfirst. This component is also useful to identify the Expense Report ID to which a transaction is assigned.

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<th>Step</th>
<th>Action</th>
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| 1. | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the Financials Supply Chain link. |
| 2. | Navigate to: Employee Self-Service > Travel and Expenses > My Wallet. |
| 3. | The Review My Wallet Receipts page displays. In the Search Criteria section, select or enter the From Date field in the mm/dd/yyyy format.  
*Note: Today’s day displays by default.* |
| 4. | Select or enter the Through field in the mm/dd/yyyy format. |
| 5. | On the Transaction Status dropdown, select the most appropriate of these three values for your search:  
- All Transaction Statuses – both unassigned and assigned  
- Unassigned – not yet assigned to an expense report  
- Assigned – selected for an expense report |
| 6. | Click Search. |
| 7. | The Review My Wallet Receipts page displays those transactions that meet the entered Search Criteria.  
*Note: These transaction are view only and may not be modified.* |
| 8. | In the ID column to view an assigned transaction’s corresponding Expense Report click the link with the Expense Report number. |
| 9. | To retain the entered search criteria, click the Save button. |

End of Procedure.