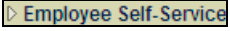

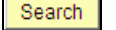

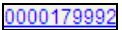



Viewing My Wallet Transaction Details

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expenses link. 
3.	Click the My Wallet link. 
4.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1315685 ".
5.	Click the Search button. 
6.	Assigned: Transactions that are applied to an expense report. Unassigned: Transactions that are not applied to an expense report. Click the Transaction Status list. 
7.	Click the Assigned list item. 
8.	Click the Search button. 
9.	Click an entry in the Expense Type column. 
10.	Click on " Return to My Wallet ".
11.	Click an entry in the ID column. 
12.	Click on the Scrollbar.
13.	Click the Home link. 
14.	Congratulations. You have successfully Viewed My Wallet Transaction Details. End of Procedure.