



Business Process Document
PS FIN Travel Expenses: Viewing My Wallet
Transaction Details

Department	
Responsibility/Role	
File Name	Viewing My Wallet Transaction Details_BUSPROC.doc
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Status	

Viewing My Wallet Transaction Details

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

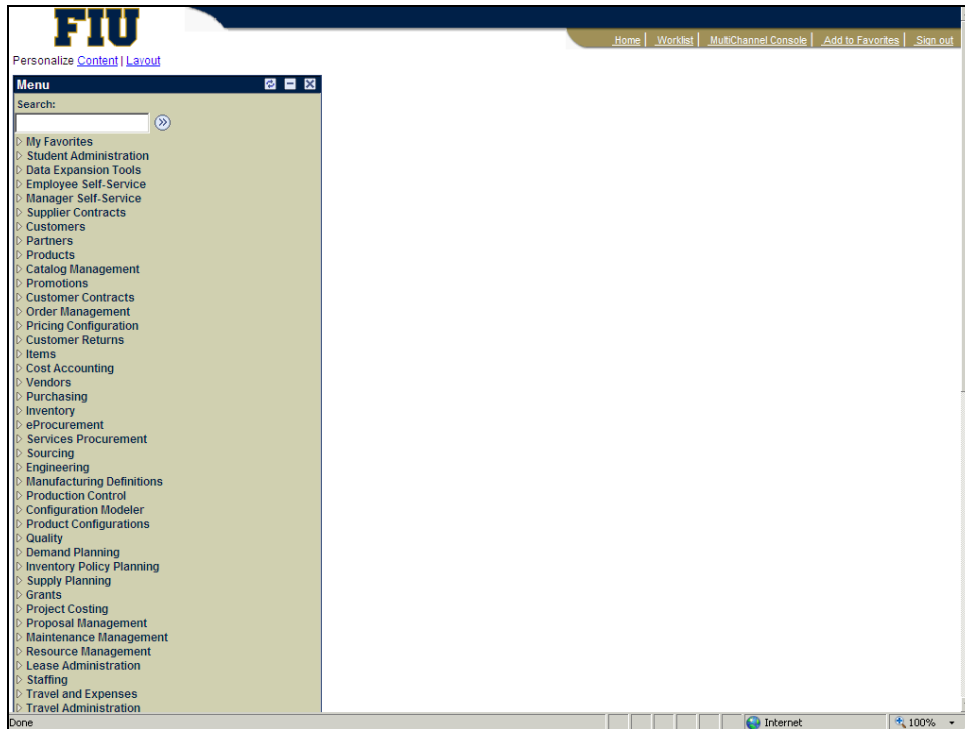
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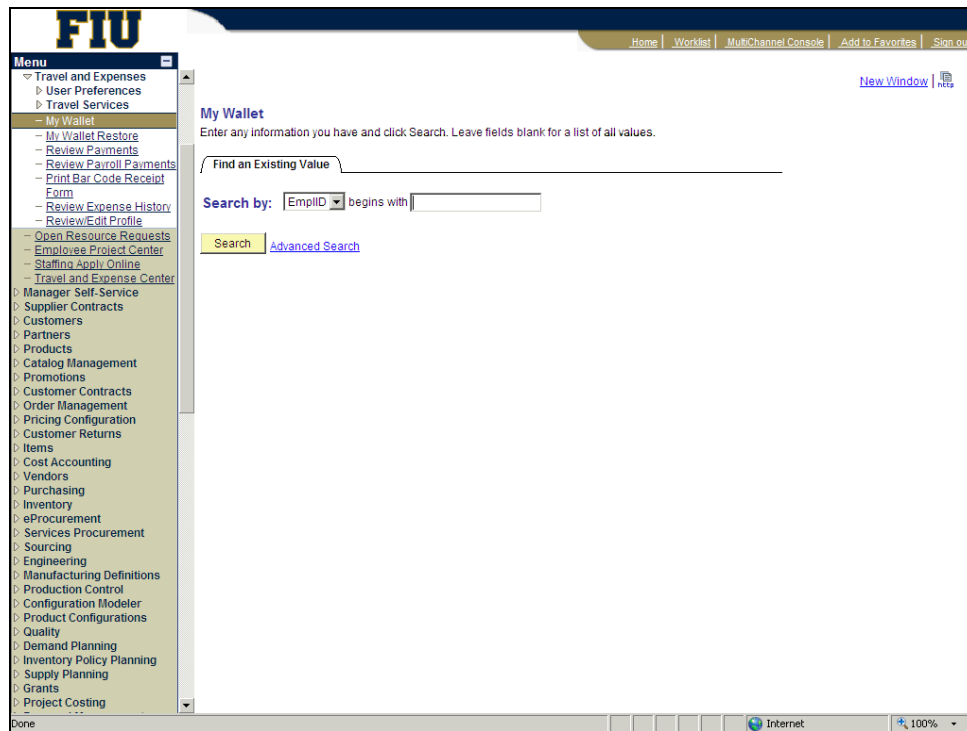


Procedure

In this topic, you will be Viewing My Wallet Transactions Details.



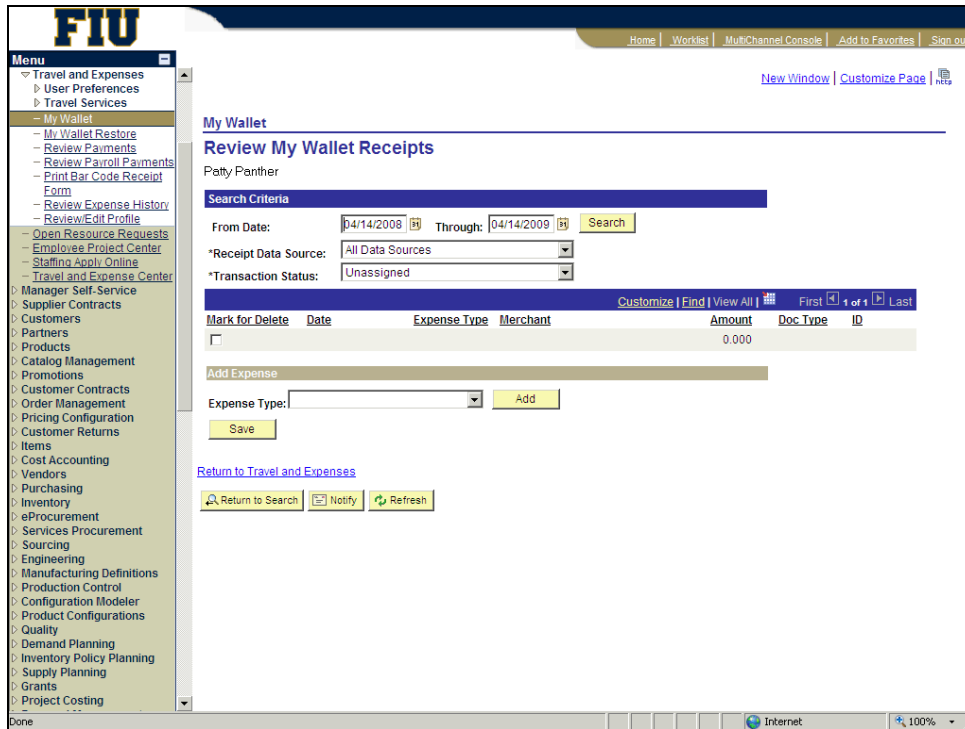
Step	Action
1.	Click the Employee Self- Service link. Employee Self-Service
2.	Click the Travel and Expenses link. Travel and Expenses
3.	Click the My Wallet link. My Wallet



Step	Action
4.	Enter the desired information into the begins with field. Enter " 1315685 ".
5.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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Step	Action
6.	<p>Assigned: Transactions that are applied to an expense report.</p> <p>Unassigned: Transactions that are not applied to an expense report.</p> <p>Click the Transaction Status list.</p> <p><input type="text" value="Unassigned"/></p>



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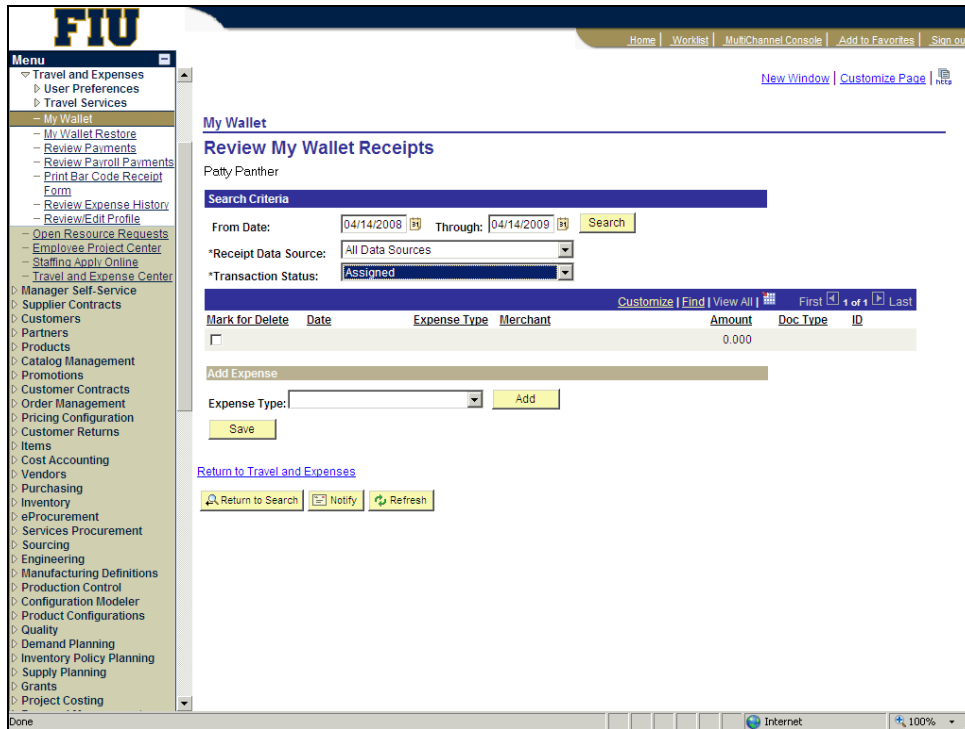
The screenshot shows the 'My Wallet' section of the FIU system. The user is Patty Panther. The search criteria are set to 'From Date: 04/14/2008' and 'Through: 04/14/2009'. The 'Receipt Data Source' is 'All Data Sources' and the 'Transaction Status' is 'Assigned'. The table below shows one item with a status of 'Assigned' and an amount of '0.000'. There are buttons for 'Return to Search', 'Notify', and 'Refresh'.



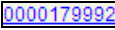
Mark for Delete	Date	Amount	Doc Type	ID
<input type="checkbox"/>	Unassigned	0.000		

Step	Action
7.	Click the Assigned list item. <input type="text" value="Assigned"/>

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Step	Action
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.



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The screenshot displays the 'My Wallet' transaction details for a P-Card Report. The user is Patty Panther, and the report ID is 0000179992. The transaction is dated 01/12/2009, for an amount of 535.68 USD, categorized as 'Materials and Supplies'. The payment type is 'DO NOT USE - CONTROLLER'S', and the billing type is 'Non-Travel'. The totals section shows Employee Expenses of 535.68 USD and Non-Reimbursable Expenses of 0.00 USD. The action history shows the report was submitted on 01/23/2009 at 12:00:00 AM.

Step	Action
13.	Click the Home link.
14.	Congratulations. You have successfully Viewed My Wallet Transaction Details. End of Procedure.