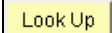

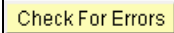

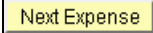

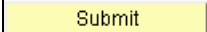
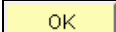



Applying My Wallet Transactions to Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click the Return to Expense Report Entry link. 
7.	Click the Quick Start: list. 
8.	Click the Entries from My Wallet list item. 
9.	Click the GO button. 
10.	Click the Checkbox option for the desired transactions. A program will run nightly to upload all transactions from Bank of America.
11.	Click the Vertical button of the scrollbar.
12.	Click the Done button. 
13.	Enter the desired information into the *Description: field. Enter a valid value e.g. "Conference UPK" .
14.	Click the *Business Purpose: list. 
15.	Select the Conference option from the drop down menu. 
16.	Click the Look up Default Location (Alt+5) graphic. 
17.	Click the Search by: list. 
18.	Select the Description option from the drop down menu. 

19.	Enter the desired information into the Begins with field. Enter a valid value e.g. " %vegas ".
20.	Click the Look Up button. 
21.	Click the Nevada,Las Vegas link. 
22.	Click the Check For Errors button. 
23.	Click the Flag graphic to view the error(s) associated with this expense. 
24.	Enter the desired information into the *Number of Nights: field. Enter a valid value e.g. " 3 ".
25.	Click the Next Expense button. 
26.	Enter the desired information into the *Number of Nights: field. Enter a valid value e.g. " 3 ".
27.	Click the Return to Expense Report link. 
28.	Click the Submit button. 
29.	Click the OK button. 
30.	Click the Home link. 
31.	Congratulations. You have successfully Applied My Wallet Transactions to an Expense Report. End of Procedure.