CUNYfirst
Fully Integrated Resources & Services Tool

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.

Step	Action
1.	Enter *__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.