

# Adding One Card charges from My Wallet 9.2

## PeopleSoft Financials 9.2

You will need to make sure you have created an Expense Report:

If you chose the "Entries from My Wallet" Quick start option, you will be thrown directly into adding expenses from your One Card. Also you can use the link to "My Wallet" which shows the number of unassigned transactions.

Christopher Alger

Business Purpose: [Dropdown]  
Report Description: [Text Field]  
Reference: [Text Field]

Default Location: [Text Field] Attachments: [Icon]

Quick Start: [Populate From] [GO]

Expenses: [Expand All] [Collapse All] [Add | My Wallet (4) | Quick Fill] Total: 0,000 USD

You will be brought to the screen below, and presented with the following columns:

- **Date:** the date the expense was incurred.
- **Expense Type:** the system will select an expense type based on the Merchant Category Code that the merchant supplies. **This may or may not be correct, so be sure to verify the selected Expense Type. (Refer to Correcting the expense type in My Wallet 9.2)** You may need to change the expense type if the expense type is not correct, if the expenses is a personal one, or if the expense is a meal that comes within your Per Diem for the day.
- **Merchant:** the Merchant name as supplied on the credit card file.
- **Amount and Currency Code:** the amount in US Dollars, even if you incurred the expense in a foreign currency.

Check Select All to transfer all charges or the Select box(es) for the charges that are related to the current expense report. Click Done to proceed.

My Wallet

Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

[Select All] [Deselect All]

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Logo	Date	Expense Type	Description	Merchant	Amount	Currency
<input type="checkbox"/>		01/31/2017	Entertainment - Meals - US	card #3340	SERGIS	26.530	USD
<input type="checkbox"/>		01/26/2017	Entertainment - Meals - US	card #3340	LITTLE ITALY - POTSDAM	50.550	USD
<input type="checkbox"/>		01/25/2017	Conference/Registration-US	card #3340	NACUBO	675.000	USD
<input type="checkbox"/>		01/20/2017	2430 Supplies Office	card #3340	CYBERSOURCE	303.960	USD

[Done]

Your expenses from My Wallet will be displayed in your Details grid on the Create Expense Report home page.