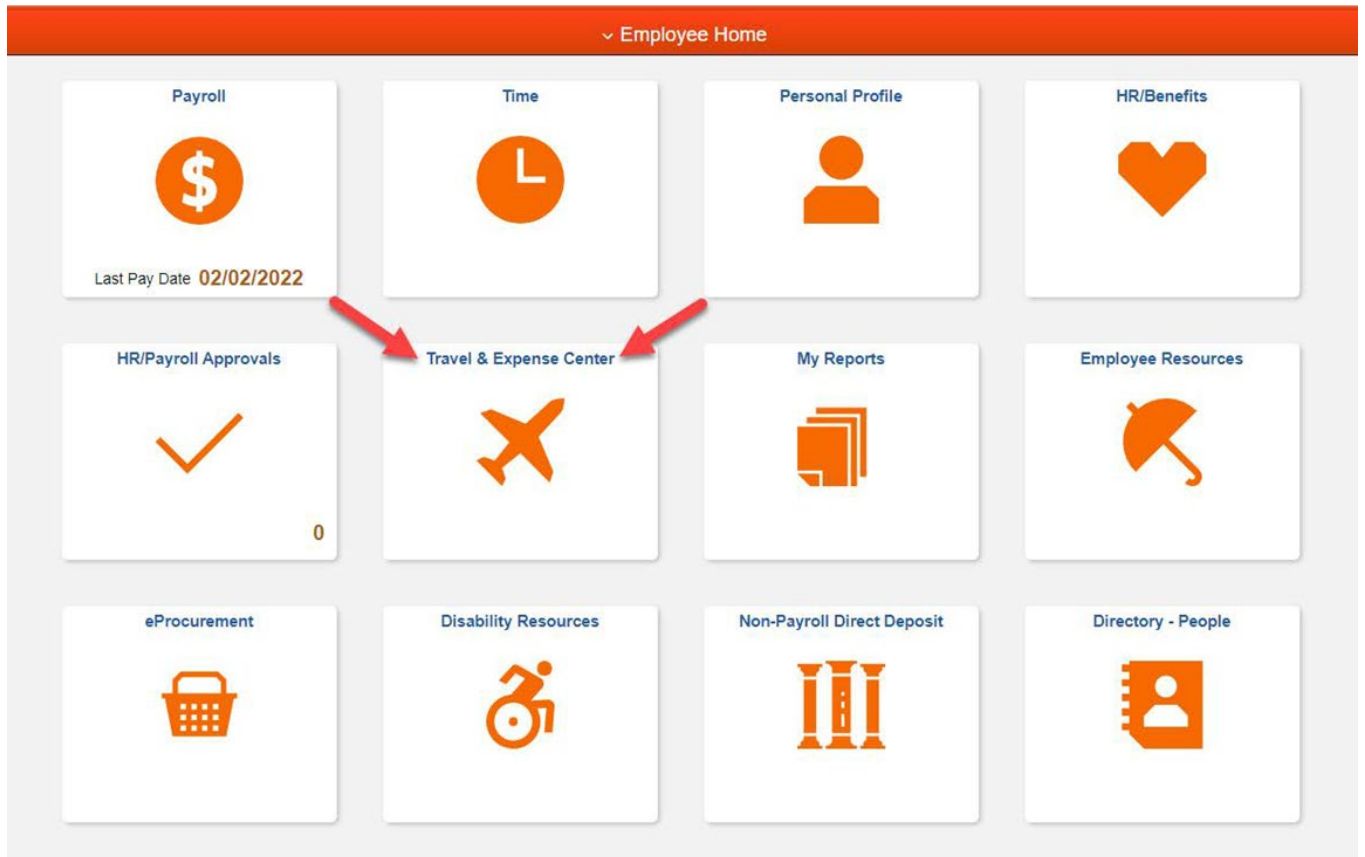


My Wallet Delegate View

If an employee is delegated to enter credit card transactions for other employees, they can use this feature to preview all the unexpensed transactions in each employee's "My Wallet".

Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



Click on the “My Wallet” link (1) under the “Expenses WorkCenter”.

Note: If it is only displaying your own “My Wallet” transactions, then click “Return to Search” (2) or can click on the My Wallet link (1) twice.

The screenshot shows the Expenses WorkCenter interface. On the left sidebar, the 'My Wallet' link is highlighted with a red arrow and the number 1. The main content area is titled 'My Wallet' and 'Review My Wallet Receipts'. It shows search criteria for Matthew O'Keefe, including 'From Date' (03/15/2021) and 'Through' (03/15/2022). Below the search criteria is a table with columns: Mark for Delete, Date, Expense Type, Merchant, Additional Details, Attachments, and Amount. The table contains one row with an amount of 0.000. At the bottom, there is an 'Add Expense' section with a 'Save' button and a 'Return to Search' button, both highlighted with red arrows and the number 2.

Click on “Search” and select the employee you would like to see credit card transactions from their “My Wallet”.

The screenshot shows the Expenses WorkCenter interface with the 'My Wallet' search results page. The left sidebar has the 'My Wallet' link highlighted with a red arrow. The main content area is titled 'My Wallet' and contains a search form. The search criteria include 'Empl ID' (begins with) and 'Name' (begins with). There is a 'Search' button and a 'Clear' button. Below the search form, there is a 'Search Results' section with a table showing the results. The table has columns 'Empl ID' and 'Name'. The results show one entry: 'Pendergast, Brian W', which is highlighted with a red arrow.

Now you will see the employee's name under "Review My Wallet Receipts" to confirm you have selected the correct person, as well as a view of the unexpensed transactions from their "My Wallet".

My Wallet

Review My Wallet Receipts

Brian Pendergast

Search Criteria ?

From Date 03/15/2021

Through 03/15/2022

Search

Receipt Data Source All Data Sources

Transaction Status Unassigned

Details ?



Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments	Amount
<input type="checkbox"/>	02/15/2022	Shipping/Freight	FEDEX			100.87
<input type="checkbox"/>	02/09/2022	Tolls	ERAC TOLL 4YBLDX			29.00
<input type="checkbox"/>	02/09/2022	Fuel	EXXONMOBIL 47483490			36.66
<input type="checkbox"/>	02/09/2022	Car Rental	ENTERPRISE RENT-A-CAR			261.83
<input type="checkbox"/>	02/09/2022	Parking	227 COURTLAND PARKING - T			20.00
<input type="checkbox"/>	02/09/2022	Hotel/Lodging	HILTON			801.69
<input type="checkbox"/>	02/09/2022	Booking Fees	AGENT FEE			50.00
<input type="checkbox"/>	02/09/2022	Air Travel	DELTA			909.47