



Introducing *My Wallet* Procurement Card Reconciliation

Procurement and Payment Services

Today's Presenters

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Agenda

- *My Wallet* in NUFinancials
- Key Changes
- Benefits
- Process Flow
- Demonstration
- Review Local Business Processes
- Upcoming Training Opportunities
- Additional Resources



***My Wallet* in NUFinancials**

Soon Procurement Card holders (or their proxies) will reconcile transactions using the streamlined *My Wallet* function for Expense Reports in NUFinancials.

My Wallet will go live on January 27 to coincide with the PaymentNet billing cycle.



Key Changes

- Procurement Card transactions will be loaded into *My Wallet* automatically
- No bank login required
- When added to an Expense Report, transaction details will automatically be transferred from My Wallet
- New process is used for accounting and workflow purposes (routing to supervisor)
- Process for unallowable expenses will be similar to return of unspent advances



Benefits

- Uses familiar Expense Report process and workflow
- Chart string entry, transaction review, and approval occur in NUFinancials
- Chart string information is validated upon entry
- Email notification to cardholders and approvers when transactions are ready for processing



Benefits

- Receipts are stored electronically in system
- Default accounting eliminated (no more account code 75695)
- Correction journals significantly reduced
- Greater transparency and controls for departments and the University

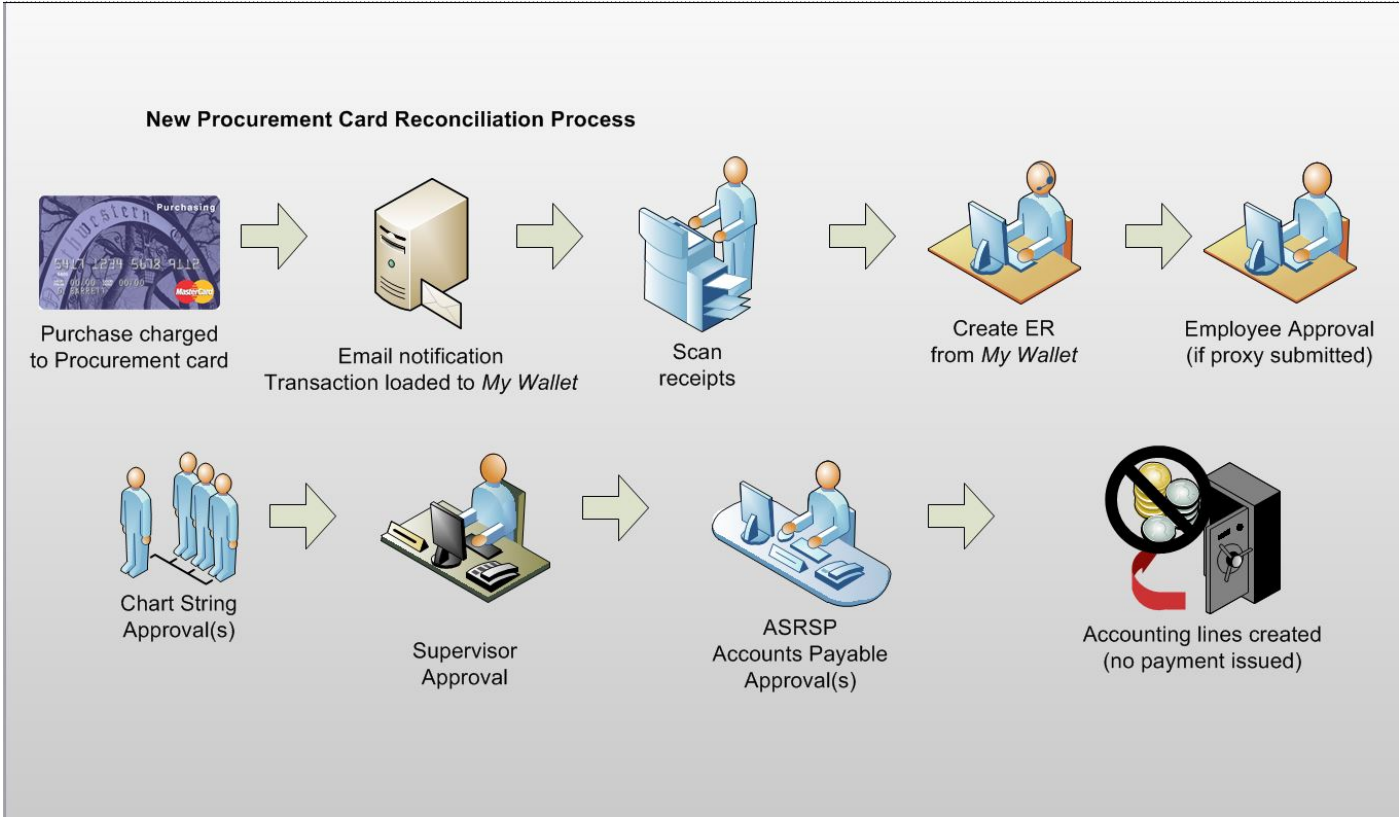


Benefits

- Improved reporting
- Cardholders will be able to view their own (and their proxies') unreconciled transactions on the *My Wallet* page (this information can be exported to Excel)
- Cardholders will be able to run a new report showing unreconciled *My Wallet* transactions.
- Once a *My Wallet* transaction has been processed and approved on an expense report, it will be reflected on the *GL008 – Revenue & Expense Activity Report*.



Process Flow



Demonstration

Northwestern
University

Favorites Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

[User Defaults](#) Report ID: NEXT EmplID 1

Quick Start:

▼ General Information ?

*Description:

*Business Purpose:

Default Location:

Comment:

Reference:

- A Blank Report
- A Template
- A Travel Authorization
- An Existing Report
- Entries from My Wallet

Demonstration

My Wallet

Review My Wallet Receipts

Search Criteria ?

From Date:
Through:

***Receipt Data Source:**

***Transaction Status:**

Details ?

Personalize | Find | View All | First 1.4 of 4 Last

| Mark for Delete | Date | Expense Type | Merchant | Additional Details | Attachments | Amount | Doc Type | ID |
|--------------------------|------------|--------------------------------------|------------------------|--------------------|---------------------|--------------|----------|----|
| <input type="checkbox"/> | 11/16/2015 | Printing/Photos | UPCASE FROM THOUGHTBOT | | Add | 29.00 USD | | |
| <input type="checkbox"/> | 11/16/2015 | Domestic Incidentals | MEDICAL LIB ASSOC | | Add | 450.00 USD | | |
| <input type="checkbox"/> | 11/16/2015 | Domestic Breakfast | FRESHII | | Add | 504.91 USD | | |
| <input type="checkbox"/> | 11/15/2015 | Domestic Breakfast | JIMMY JOHNS - | | Add | 1,000.00 USD | | |

Add Expense ?

Expense Type:

[Return to Travel and Expense Center](#)

Demonstration

Northwestern University
 Favorites Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

User Defaults Report ID: NEXT EmplID

General Information

*Description: Pcard transactions 11/16-11/22 Comment:

*Business Purpose: PCard transactions Reference: Attachments (0)

Default Location:

90-Day Exception
 Other Policy Exception

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Personalize | Find | View All | First 1-4 of 4 Last

| Select | *Expense Type | *Expense Date | *Amount Spent | *Currency | *Payment Type | *Billing Type | | | |
|--------------------------|----------------------|---------------|---------------|-----------|---------------|---------------|--------------------------|---|---|
| <input type="checkbox"/> | Printing/Photos | 11/16/2015 | 29.00 | USD | PCard | NU Expens | <input type="checkbox"/> | → | + |
| <input type="checkbox"/> | Domestic Incidentals | 11/16/2015 | 450.00 | USD | PCard | NU Expens | <input type="checkbox"/> | → | + |
| <input type="checkbox"/> | Domestic Breakfast | 11/15/2015 | 1,000.00 | USD | PCard | NU Expens | <input type="checkbox"/> | → | + |
| <input type="checkbox"/> | Domestic Breakfast | 11/16/2015 | 504.91 | USD | PCard | NU Expens | <input type="checkbox"/> | → | + |

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

| | | | |
|----------------------------|--------------|---------------|----------|
| Employee Expenses: | 1,983.91 USD | Due Employee: | 0.00 USD |
| Non-Reimbursable Expenses: | 0.00 USD | Due Vendor: | 0.00 USD |
| Prepaid Expenses: | 1,983.91 USD | | |
| Employee Credits: | 0.00 USD | | |
| Vendor Credits: | 0.00 USD | | |
| Cash Advances Applied: | 0.00 USD | | |

Check Budget Budget Checking Status: **Not Checked** Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

Review Local Business Processes

- PPS will be reviewing transactions to help ensure that they are being processed in a timely manner
- Your school or department may examine your internal unit policies and procedures for procurement card reconciliation based on this new process
- This may be an opportunity for your unit to streamline your process



Upcoming Training Opportunities

- Online *My Wallet* training will be available beginning in January 2016
- Expense Report training is available on the [FFRA Curriculum *Payments* tab](#)
- Additional help will be available in FFRA open labs, offered weekly on each campus: [FFRA Open Lab Schedule](#)



Additional Resources

My Wallet in NUFinancials Announcement:

<http://ffra.northwestern.edu/announcements/mywallet.html>

IT Support Center:

847-491-4357 (1-HELP), option 2

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