Procurement and Team Card Procedure Approving a Procurement Card Expense Report

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| Арр | roving a | a Card Statement Expense Report.docx 1 | Last Update: 2018-05-23 |

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I. Objectives

By the end of this procedure, you should be able to:

- Access email or worklist to approve a Procurement Card Expense Report
- Review the chartfield string using the Related Content
- Review the Procurement Card My Wallet Details
- Approve the Expense Report
- Send back expense transactions

II. Overview

Procurement Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily. Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement. The following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the use tax applicability.
- c. Attaching the receipts to the expense report. The individual receipt may be attached to the transaction or all receipts batched and attached to the expense report.
- d. Properly distributing the transaction to the appropriate accounting chartfields.

As the approver, you are responsible for ensuring the Procurement card transactions are entered correctly, are within policy and reconcile to the Bank of America Statement.

III. Procurement Card Approval

All Procurement Card Expense Reports require "Department Head" approval. A "Department Head" approver is defined as the following:

- The approver assigned to the department as either a Level 1 or Level 2 approver for Requisitions, Payment Requests and Travel
- The approver that has been assigned the Procurement Card approver workflow role in PeopleSoft

All Procurement Card Expense Reports entered by a Cardholder (should your department decide to implement this process) must be approved by the Cardholder's Liaison.

All Procurement Card Expense Reports entered by the Liaison must be approved electronically by the Cardholder. **Note**, any exceptions to this process must be approved by the Purchasing Department and Procurement Card Administrator.

IV. Tips and Tricks

- Make sure Email User and/or Worklist is checked on your **My System Profile** page to receive notification that an expense transaction needs your approval.
- If you plan to be out of the office for a several days please remember to select an alternate user to review and approve transactions using the **My System Profile** page in PeopleSoft.

V. Prerequisites

Before approving expense transactions be sure to have the following:

- The approval role in PeopleSoft.
- Email User and/or Worklist User checked on your **My System Profile** page to receive emails asking you to approve expense transactions prepared on your behalf.

VI. Navigation

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

VII. Approving an Expense Report Using Email

Use email to approve a Procurement Card Expense Report

As an approver:

- Verify the Cardholder
- Review Expense Report details
- Verify the charges to the accounting distribution is correct
- Verify the transaction reconciles to the statement.
- Verify the charges are within the Procurement Card Policy
- Approve the transaction
- Or, Send back the transaction for revision

- Step 1: Review the Email description to see if this is for Procurement Card, Team Card or Travel
- Step 2: Open and review the Approval Request in your email.
- Step 3: Log in to PeopleSoft using your Network ID and password, then click the link.

| Reply Reply All Groward Thu 3/15/2018 11:43 AM SM Thu 3/15/2018 11:43 AM mbstaton@mailbox.sc. Thu 3/15/2018 11:43 AM Team Travel Card Expense report 3000000355 for STILES, JAMES requires your attention To © STATON, MICHAEL | > |
|--|---|
| An expense report has been submitted that requires your action: | |
| Employee ID: 1060500 Employee Name: STILES, JAMES Submission Date: 2018-03-15 Report Description: adasd Report ID: 3000000355 Business Purpose: Team Travel Card From Date To Date Trip Location Total Amount: 140.00 USD Reimbursement Amount: 140.00 USD You can navigate directly to the approval page by clicking the link below: | |
| https://fms-dev.ps.sc.edu/psp/FDEV/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL? Action=U&SHEET_ID=3000000355 | |
| | |
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Step 4: The Expense Report Approval page is displayed.

| UNIVERSITY OF | ROLINA | | | | | | | Sign |
|----------------|---|-------------------------------|--------------|------------------------|---------------------|-------------|---------------|----------|
| | | | | | Related Content - N | ew Window | Help Persona | alize Pa |
| oprove Exper | nse Report - Expense Summary | | | | | | | |
| NMOY ROY | | | | | | Actions | Choose an Act | tion |
| Busines | s Purpose Procurement Card | Repor | t 300000368 | Submitted for Approval | | | | |
| D | escription March Statement | | d 03/16/2018 | MICHAEL STATON | | | | |
| | Reference | - | 03/16/2018 | MICHAEL STATON | | | | |
| | get Status Not Budget Checked Budget Opti | | | | 2 | <i>.</i> | | |
| otals 🕐 | | 3 | View Analyt | tics | Notes 8 | Attachme | nts | Q |
| Employee Expe | nses (2 Lines) 444.39 USD | Non-Reimbursable Expense | es 0.0 | 00 USD | Employee Cr | edits | 0.00 USD | |
| Cash Adva | ances Applied 0.00 USD | Prepaid Expense | es 444.3 | 39 USD | Supplier Cr | edits | 0.00 USD | |
| | Amount Due to Employee | 0.00 USD | Δm | nount Due to Suppli | er 0.00 USD | | | |
| Approval Histo | • • | 0.00 USD | | nount Due to Suppl | 0.00 030 | | | |
| | ly | | | | | | | |
| Comments | | | | | | | | |
| | | | | | | | | |
| Approve | Send Back | Hold | | | Save Changes | | | |
| | | | | | 5 | | | |
| Expense Line | 2 | | | | | | | |
| Expense Line I | Items | | | | | Personalize | Find 🗖 | |
| Date | Expense Type | Description | | Reimburse Amt | Currency | | Approve | |
| 03/16/2018 | OFFICE SUPPLIES | Office Supplies for 4th floor | raining room | 172.24 | | ß | 1 | |
| 03/10/2016 | OFFICE SUFFLIES | Onice Supplies for 4th floor | | | | | | |
| | MAINTENANCE SUPPLIES | | inventory | 272.15 | | ß | 1 | |

Step 5: On the approval page, you may view the following fields. All fields on the page are explained below; however, important fields are checked.

- a. Cardholder Name 🗸
- b. Business Purpose The Business Purchase helps you understand if this is a Procurement Card, Team Travel Card or Travel Expense Report. ✓
- c. Report ID This is a sequential ID assigned by the system
- d. Description Procurement Card Expense Reports typically will match the credit card statements. This field is entered by either the cardholder or liaison to clearly identify the group of transactions on the report.
- e. Created The date the report was created and the creator of the report.
- f. Last Updated The date the report was last updated and by whom.
- g. Reference Not used at USC for Card Transactions
- h. Budget Status Valid, Not Checked, or Error
- i. Budget Options There is no need to select this link. The budget check runs frequently throughout the day.
- j. View Analytics This is not applicable for non-Travel purchases.
- k. Notes If notes are entered, the icon changed to Open notes and add additional notes if necessary to collaborate with the Liaison, Cardholder or Approver. Notes may also be used to assist with downstream analysis or audit.
- Attachments This icon and link represent the header attachments. If your department scans all receipts into one image document, they will be attached here. Receipts are required for all Procurement Card Expense Reports. ✓
- m. Expense Report Details Click this link to see the Expense Report Details page described in detail below this section. ✓
- n. Employee Expenses (2 Lines) This indicates the number of lines (procurement card transactions) and the total. This is useful for reconciliation with the statement. ✓
- o. Non-Reimbursable Expenses Not applicable for Procurement Card Transactions.
- p. Employee Credits Not applicable for Procurement Card Transactions.
- q. Cash Advances Applied Not applicable for Procurement Card Transactions.
- r. Prepaid Expenses Equal to the total Expense Lines \checkmark
- s. Supplier Credits Not applicable for Procurement Card Transactions.
- t. Amount Due to Employee Not applicable for Procurement Card Transactions.
- u. Amount Due to Supplier Not applicable for Procurement Card Transactions.
- v. Approval History Expand to see the Approval Status Monitor This is explained later in this document. 🗸
- w. Comments The Approval Comments Entry is required for Send Back Only \checkmark
- x. Approval Buttons Approval Buttons Explained later in this document \checkmark
- y. Receipt Information Not applicable for Procurement Card Transactions.
- z. Expense Line See field descriptions below
- aa. Date Procurement Card Transaction date
- bb. Expense Type Each transaction defaults to an Expense Type; this expense type can be modified by the Cardholder or Liaison either on the My Wallet page or on the Expense Report page.

Approving a Card Statement Expense Report.docx 7

- cc. Description This justification or explanation is required and can be entered either on the my wallet page or the expense report page. ✓
- dd. Reimburse Amt Total amount of the transaction
- ee. Currency USD
- ff. Attachment Icon Individual receipt attachments. If your department requires individual receipts attached to each transaction, they are visible by clicking this icon. ✓
- gg. Approve checkbox Always checked for Procurement Card Expense Reports.

Step 6: Click the Related Content link to review the accounting details for this transaction.

Step 7: Click the Accounting Details option.

| Favorites | |
|---|--|
| Mac Stiles - FTST | Home Worklist MultiChannel Console Add to Favorites Sign out |
| Mac Stiles - FTST | Related Content V New Window Help Personalize Page |
| Approve Expense Report - Expense Summary | Accounting Details |
| | |
| Business Purpose Procurement Card Report 3000000140 Submitted for Approval | |
| Description March Statement Created 03/18/2018 MICHAEL STATON Reference Last Updated 03/18/2018 MICHAEL STATON | |
| Budget Status Not Budget Checked Budget Options | |
| | |
| Totals 👔 🔛 View Analytics 📿 | Notes & Attachments Report Detail |
| Employee Expenses (2 Lines) 17.09 USD Non-Reimbursable Expenses 0.00 USD | Employee Credits 0.00 USD |
| Cash Advances Applied 0.00 USD Prepaid Expenses 17.09 USD | Supplier Credits 0.00 USD |
| Amount Due to Employee 0.00 USD Amount Due to Supplier | - 0.00 USD |
| Approval History | |
| ▼ Comments | |
| | 200 |
| Approve Send Back Hold | Save Changes |
| ▼ Receipt Information | |
| Receipts Received | |
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Step 8: Review the Accounting Details for this transaction.

| Favorites - | Main Men | u 👻 | > Wo | orklist 🗸 | > Work | klist | | | | | | | | | | | | | | | | | |
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| A B | | | | | | | | | | | | | | | | | | Related C | ontent v | New | v Windov | w Help Persor | nalize Page |
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| Approve | Expense | Re | port - Ex | xpens | se Sum | mary | | | | | | | | | | | | | | | | | |
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| | Business Pur | pose | Procurem | nent Card | d | | | R | eport 3 | 0000001 | 40 SI | ubmitted f | for Appro | oval | | | | | | | | | |
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| | | 10_ | | - Lype | inse ripi | Accou | nung Details | | | | | | | | | | | | | | | | |
| Download resu | ults in : Excel | Spre | adSheet (| CSV Tex | t File XM | IL File (2 | kb) | | | | | | | | | | | | | | | | |
| View All | | | | | | | | | | | | | | | | | | | | First 1 | 1-2 of 2 | Last | |
| Expense Report | Report Descr | Line | Distribution Li | Туре | Ticket Number | Distance | Long Descr | GL Unit | t Oper Unit | Dept | Fund | Account | Class P | PC Bus Unit | Project | Activity | Expense line Amt | Created | Travel Auth ID | Adv Al | pplied D | GL Distrib Status | 3 |
| 1 3000000140 | March | 1 | 1 | 53009 | | 0 | Replacement parts for | USC01 | CL012 | 622300 | A0001 | 53009 | 603 | | | | 7.000 | 03/18/2018 | | | N | | |
| | Statement March | | | | | | inventory Shipping Costs for | | | | | | | | | | - | | | | | | |
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Step 9: Click the Pagelet Settings icon to close the Accounting Details window.

Step 10: Click the Close option.

| Favorites 🗸 | Main Men | l 🕶 | > Wo | rklist - | > Work | list | | | | | | | | | | | | | | | | | | |
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| Approve I | Expense | Rep | oort - Ex | pens | se Sum | mary | | | | | | | | | | | | | | | | | | |
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| | | | March Sta | | | | | | |)3/18/20 ⁻ | | ICHAEL | | | | | | | | | | | | |
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| Download resu | Its in : Excel | Spre | adSheet C | CSV Tex | t File XM | L File (2 | kb) | | | | | | | | | | | | | | | | | |
| View All | | | | | | | | | | | | | | | | | | | | First | 1-2 of 2 | 2 Last | | - |
| Expense Report | Report Descr | Line | Distribution Li | Туре | Ticket Number | Distance | Long Descr | GL Unit | Oper Unit | Dept | Fund | Account | Class | PC Bus Unit | Project | Activity | Expense Line Amt | Created | Travel Auth ID | Adv ID | Applied | GL Distrib Status | | |
| | March Statement | 1 | 1 | 53009 | | 0 | Replacement parts for inventory | USC01 | CL012 | 622300 | A0001 | 53009 | 603 | | | | 7.000 | 03/18/2018 | | | | N | | |
| | March Statement | 4 | 1 | 52010 | | 0 | Shipping Costs for special part | USC01 | CL012 | 622300 | A0001 | 52010 | 603 | | | | 10.090 | 03/18/2018 | | | | N | | |
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Step 11: Click the Related Content to view the enhanced data for each expense line.



Step 12: Review the use tax applicability and line item description for each transaction.

| | vorites 🗸 | | Mer | | Worklist 🗸 > V | /orklist | | | | | | | | | | | | | | | | |
|-----------|---|---------------------|-----------------------|----------------------------------|-------------------------|------------------|-----------------|-------------------------|---------------|-------------------|-------------------|----------------|-----------------------|----------|------------|---------------|------------------|---------------------------|-------------------|------------|-----------------|-------------|
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| 6 | 10 | | | | | | | | | | | | | | | | Relate | d Content 🖥 | New \ | Vindow H | lelp Personal | lize Page |
| Ap | prove E | xpens | se F | Report - I | Expense De | tails | | | | | | | | | | | | | D- E | Expense Re | eport Summary | , |
| Ca | ardholder 03 | Pcard | ? | | | | | | | | | | | | | | | | | | | · . |
| | | | | | | | | | | | | | | | | Actio | nsCho | ose an Acti | on | • | GO | |
| | Bu | isiness | Purp | oose Team C | ard | | | | Repor | t 30000 | 000794 | Subm | itted for Approva | al | | | | | | | | |
| SC_ Do | Related Con _EX_PCAR wwnload result | R Itent RD_WA | efere ALLI Exce | Acco ET_ENH_R I SpreadShee | | XML File (| 72 kb) | Review Ta applica | x abilit | e V | | Use | | | | | details | w line s for isacti | each on | | | 0 |
| | Report ID | Report Line | Seq | USC ID | Name | Purchase Date | Posting Date | Supplier Name | Use Tax? L | Office ocation | Use Tax Amount | Tax Post of | Item Descr | Qty | Unit Price | Item Total | Trans. Amount | Enhanced Date | Number of Days | Rate | Name | Depa Dat |
| 1 | 3000000794 | 1 | 1 | PCHLD0003 | Pcard, Cardholder 03 | 04/14/2018 | 04/15/2018 | TRAIN PUBLIX 067 | | | | | HVR RANCH SALAD DR | 6.0000 | 6.6900 | 40.14 | 2766.220 | | | | | |
| 2 | 3000000794 | 1 | 2 | PCHLD0003 | Pcard,Cardholder 03 | 04/14/2018 | 04/15/2018 | TRAIN PUBLIX 067 | | | | | C/LGT ON THE GO MX | 12.0000 | 2.9900 | 35.88 | 2766.220 | | | | | |
| 3 | 3000000794 | 1 | 3 | PCHLD0003 | Pcard, Cardholder 03 | 04/14/2018 | 04/15/2018 | TRAIN PUBLD 067 | | | | | KBLR GRHM CRUMBS | 4.0000 | 2.8900 | 11.56 | 2766.225 | | | | | |
| 4 | 3000000794 | 1 | 4 | PCHLD0003 | Pcard,Cardholder 03 | 04/14/2018 | 04/15/2018 | TRAIN PUBLD 067 | | | | | NES MINI MORSELS | 3.0000 | 3.1900 | 9.57 | 2766.220 | | | | | |
| 5 | 3000000794 | 1 | 5 | PCHLD0003 | Pcard, Cardholder 03 | 04/14/2018 | 04/15/2018 | TRAIN PUBLIX 067 | | | | | M&M MINIS | 6.0000 | 2.9100 | 17.46 | 2766.220 | | | | | |

Step 13: If your department bundles receipts together in one image document, open it from the Attachment link on

the Expense Summary page

| Favorites - Main Menu - > Worklist -> Worklist | | | |
|---|-------------------------------|---------------------------------|--------------------------------------|
| Mac Stiles - FTST | Hom | e Worklist MultiChannel Console | Add to Favorites Sign out |
| SOUTH CAROLINA | | | |
| | | Balatad Contant - Nau | v Window Help Personalize Page 🔺 |
| | | Neialed Content + New | window help reisonalize rage - |
| Approve Expense Report - Expense Summary | | | |
| JAMES STILES | | ActionsChoose an A | Action T GO |
| Business Purpose Procurement Card Report 3000 | 000140 Submitted for Approval | | |
| Description March Statement Created 03/18 | 2018 MICHAEL STATON | | |
| Reference Last Updated 03/18 | 2018 MICHAEL STATON | | |
| Budget Status Not Budget Checked Budget Options | | | |
| Totals 👔 🕮 Viev | Analytics 📿 Notes | 🖉 Attachments (1) | 🔯 Expense Report Detail |
| Employee Expenses (2 Lines) 17.09 USD Non-Reimbursable Expenses | 0.00 USD | Employee Credits 0.00 USD |) |
| Cash Advances Applied 0.00 USD Prepaid Expenses | 17.09 USD | Supplier Credits 0.00 USD | |
| Amount Due to Employee 0.00 USD | Amount Due to Supplier | 0.00 USD | |
| Approval History | | | |
| ▼ Comments | | | |
| | | | 200 |
| | | | - |
| | | | |
| Approve Send Back Hold | Save Chan | ges | |
| ▼ Receipt Information | | | |
| Receipts Received | | | |
| 4 | | | • • • |

Step 14: Click the File Name to view

| Favorites 👻 Main Menu 👻 | > Worklist -> Worklist | | | | | |
|--|--|---|-------------------|-----------------------------------|-----------------------------|------------------------------------|
| UNIVERSITY OF | Mac Stiles - FTST | | | Home Wo | rklist MultiChannel Console | Add to Favorites Sign out |
| SOUTH CAROLIN | Α | | | | | |
| | | | | | Related Content - New W | 'indow Help Personalize Page 🔺 |
| Approve Expense Re | port - Expense Summary | 1 | | | | |
| JAMES STILES | Expense Report Attachments | | | | Chasse on Asli | T GO |
| Business Purpose | Expense report automnent | , | | | Н | lelp |
| Description Reference Budget Status | Report ID 3000000140 | | | | | |
| Totals @ | Details | | | Personalize Find View All 🔄 | 🖪 🛛 First 🕚 1 of 1 🕑 Last | Expense Report Detail |
| | File Name | Description | User | Name | Date/Time Stamp | Expense report betain |
| Employee Expenses (2 _i Cash Advances App | samplereceipt.jpg | March Statement Receipts | | | - | |
| | Adding large attachments can take s transaction before adding large attac | ome time to upload, therefore, it is advis hments. | sable to save the | | | |
| A | Add Attachment | | | 45 | | |
| Approval History | OK Cancel | | | | | |
| Comments | | | | | | |
| | | | | | | : <mark>2</mark> * |
| | | | | | | 1 |
| Approve | Send Back | Hold | | Save Changes | | |
| Receipt Information | | | | | | |
| Receipts Received | | | | | | - |
| javascript:submitAction_win0(docum | nent.win0,'VIEWBUTTON\$0'); | | | | | • |

Step 15: Review the sample attachment.

Note: The attachment may open in a separate browser window or page. Make sure pop-up blockers are configured correctly to view attachment images.

Step 16: After reviewing the sample attachment, close to continue approving the Expense Report.

Step 17: Click OK to return to the Expense Report Page

| Favorites 👻 Main Menu 👻 | > Worklist -> Worklist | | | | | |
|---|---|--|------------------|---------------------------------------|-----------------------------|---------------------------------------|
| SOUTH CAROLIN | Mac Stiles - FTST A | | | Home Work | klist MultiChannel Console | Add to Favorites Sign out |
| Approve Expense Rep | port - Expense Summary | | | | Related Content 👻 New Win | dow Help Personalize Page 🔺 |
| JAMES STILES | Expense Report Attachments | | | | Chasse on Astion | × GO |
| Business Purpose Descriptior Reference Budget Status | Report ID 3000000140 | | | | He | q |
| Totals (?) | Details | | | Personalize Find View All 💷 🞚 | First 🕚 1 of 1 🕑 Last | Expense Report Detail |
| | File Name | Description | User | Name | Date/Time Stamp | |
| Employee Expenses (2 Li Cash Advances App | samplereceipt.jpg | March Statement Receipts | | | | |
| Approval History | Adding large attachments can take so transaction before adding large attach Add Attachment OK Cancel | ome time to upload, therefore, it is advis ments. | able to save the | 6 | | |
| Approve Receipt Information Receipts Received | Send Back | Hold | | Save Changes | | |
| javascript:submitAction_win0(docum | nent.win0,'VIEWBUTTON\$0'); | | | | | · · · · · · · · · · · · · · · · · · · |

Step 18: Click the Notes link to view and add notes.

| Favorites Main Menu Worklist Worklist | |
|--|------------------------|
| Mac Stiles - FTST Home Worklist MultiChannel Console Add to Fa | avorites Sign out |
| | |
| Related Content - New Window He | p Personalize Page 🔺 |
| Annual Francis Breat Francis | |
| Approve Expense Report - Expense Summary | |
| JAMES STILES ActionsChoose an Action | ▼ GO |
| Business Purpose Procurement Card Report 300000140 Submitted for Approval | |
| Description March Statement Created 03/18/2018 MICHAEL STATON | |
| Reference Last Updated 03/18/2018 JAMES STILES Budget Status Not Budget Checked Budget Options | |
| | |
| Totals 👔 🕮 View Analytics 🦃 Notes 🖋 Attachments (1) 📓 Exper | ise Report Detail |
| Employee Expenses (2 Lines) 17.09 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 USD | |
| Cash Advances Applied 0.00 USD Prepaid Expenses 17.09 USD Supplier Credits 0.00 USD | |
| | |
| Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD | |
| Approval History | |
| Comments | |
| 20 | |
| | |
| | |
| Approve Send Back Hold Save Changes | |
| ▼ Receipt Information | |
| Receipts Received | |
| | • |

Step 19: Review any notes already added by the proxy or other approvers.

| Favorites Hain Menu Hain Menu | FTST Home Worklist MultiChannel Console Add to Favorites Sign out |
|--|--|
| Approve Expense Report - Expense | Related Content - New Window Help Personalize Page - |
| JAMES STILES Business Purpose Procurement Card Description March Statement | Expense Notes x Choose an Action x 60 |
| Reference Budget Status Not Budget Checke | nts (1) 🔯 Expense Report Detail |
| Employee Expenses (2 Lines) 17.09 Cash Advances Applied 0.00 | Add Notes 0.00 USD Notes Personalize Find 🖉 🗮 First 🚯 1 of 1 🛞 Last 0.00 USD Notes Name Role |
| Amount Due to En Approval History Comments | |
| | |
| Approve Send Back Receipt Information | Hold Save Changes |
| Receipts Received | |

Step 20: Click in the Text field to add a new note.

Step 21: Click the Add Notes button.

| Favorites Hain Menu | | Home | Worklist MultiChannel Console Add to Favorites Sign out |
|---|---|---|---|
| Approve Expense Report - Expense | Summary Expense Notes | | Related Content 		 New Window Help Personalize Page ▲ |
| JAMES STILES Business Purpose Procurement Card Description March Statement Reference Budget Status Not Budget Checke Totals @ Employee Expenses (2 Lines) 17.09 | This note was entered by the approver | | Help nts (1) Cxpense Report Detail 0.00 USD |
| Cash Advances Applied 0.00 Amount Due to En Approval History Comments | Notes Notes This statement only contains two transactions OK Cancel | Personalize Find Image: First Name Role Action Date/ MICHAEL STATON Employee 03/18/2018 | |
| Approve Send Back Receipt Information Receipts Received | Hold | Save Changes | |

Step 22: Notice the note is added.

Step 23: Click the OK button to return to the Expense Report approval page.

Step 24: Expand the Approval History section

| Favorites Main Menu Vorklist Mac Stiles UNIVERSITY OF SOUTH CAROLINA | | | | Home Worklist | MultiChann | el Console Add to Favorites Sign out |
|---|---|----------------|-------------------------------|-------------------|---------------|--|
| | er Gummanu | | | | Related Conte | ent 🔻 New Window Help Personalize Page 🔺 |
| Approve Expense Report - Expens | Expense Notes | | | | × | hoose an Action T GO |
| Business Purpose Procurement Ca Description March Statemen Reference Budget Status Not Budget Chec Totals 🕢 | | | | | | (1) 🔯 Expense Report Detail |
| Employee Expenses (2 Lines) 17.0 Cash Advances Applied 0.0 | Add Notes Notes Notes | Pe | rsonalize Find 년기 Role | First I -2 of 2 | 🕑 Last | 0.00 USD |
| Amount Due to I | This note was entered by the approver | JAMES STILES | Employee | 03/18/2018 8:40PM | | |
| Approval History Comments | This statement only contains two transactions OK Cancel | MICHAEL STATON | | 03/18/2018 8:37PM | | |
| Approve Send Back | Hold | <u> </u> | | Save Changes | .: | |
| Receipt Information Receipts Received | | | | | | |
| • | | | | | | • • • |

Step 25: Click Review Expense Details to review the expense details

| Favorites Main Menu | |
|--|---|
| Mac Stiles - FTST | Home Worklist MultiChannel Console Add to Favorites Sign ou |
| INVERSITY OF | |
| | Related Content V New Window Help Personalize Page |
| | Related Content • New Window Help Personalize Page |
| Approve Expense Report - Expense Summary | |
| JAMES STILES | ActionsChoose an Action v GO |
| Business Purpose Procurement Card Report 3000000140 Submitted for Approval | |
| Description March Statement Created 03/18/2018 MICHAEL STATON | \searrow |
| Reference Last Updated 03/18/2018 JAMES STILES | |
| Budget Status Not Budget Checked Budget Options | |
| Totals 👔 View Analytics 🗇 No | lotes 🥖 Attachments (1) 🐼 Expense Report Detail |
| | |
| Employee Expenses (2 Lines) 17.09 USD Non-Reimbursable Expenses 0.00 USD | Employee Credits 0.00 USD |
| Cash Advances Applied 0.00 USD Prepaid Expenses 17.09 USD | Supplier Credits 0.00 USD |
| | |
| Amount Due to Employee 0.00 USD Amount Due to Supplier | 0.00 USD |
| Approval History | |
| ▼ Comments | |
| | 200 |
| | |
| | li li |
| Approve Send Back Hold Sav | ve Changes |
| Receipt Information | |
| | |
| Receipts Received | |
| | • |

Step 26: The Expense Details page may be used to display additional line information such as the Merchant and view

the accounting details.

| Favorites 🗸 | Main Menu 🗸 | > Worklis | st ▼ > W | Vorklist | | | | | | | | | | | | |
|-------------|--------------------|--------------------------------|---------------------|-----------------|------------------|------------------------------|--------------------|--------------|----------|-----------|------------|------------------|---------------------|-------------|-------------------|---------|
| | ERSITY OF | | | | | | | He | ome | Worklis | st MultiC | Channel Console | Performance Tra | ice Add | to Favorites | Sign o |
| SO SO | VERSITY OF | ĮA | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Rela | ited Content 🔻 No | ew Window | Help Personalia | ze Page |
| | Expense Rep | oort - Expe | ense Det | tails | | | | | | | | | | 🚴 Expense F | eport Summary | |
| Cardholder | 03 Pcard 👔 | | | | | | | | | | | Actions Co | noose an Action | | GO | |
| | Business Purpose | Team Card | | | | R | Report 30000007 | 94 Submitted | 1 for An | proval | | | loose an Action | | • 00 | |
| | Report Description | | ent | | | | | iments (1) | | | | | | | | |
| | Reference | | Sint | | | | 0 11110 | | | | | | | | | |
| | Reference | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Expenses | s ?) | | | | | | | | | | | | | | | |
| Europed All | | | | | | | | | | | | Tot | al 3,590.42 | USD | | |
| Expand All | Collapse All | | | | | | | | | | | | | | | |
| Receipt I | | | | | | | | | | | | | | | | |
| - Receip | ts Received | | | | | | | | | | | | | | | |
| | *Date | *Expense Type | • | | | *Description | | | | | ent Type | | *Amount | *Currency | | |
| - | 04/14/2018 | 59520 ATH TE | EAM TRAVE | L | | Band-Florida | | | /2 | Prepai | d Payments | Ø+ | 2,766.22 | USD | + - | |
| | | | | | | 231 characte | rs remaining | | | | | | | | | |
| | | e AVAILABLE F | | | | | | | Def | ault Rate | | Exchange Ra | te 1.0000000 | | | |
| | Merchan | t Preferred | | Non-Preferred | | | | | | n-Reimbur | rsable Ba | se Currency Amou | nt 2,766.22 | USD | | |
| | - Acc | TRAIN PUBLI ounting Details | | | | | | | - No | Receipt | | | | | | |
| | + 400 | | | | | | | | | | | | | | | |
| | | Chartfields | VAT Am | nounts 📼 | 0 | Entra | | | | | | | | | | |
| | | Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | e Oper Unit | Dept | | Fund | Account | Class | PC Bus Unit P | | | |
| | | 2766.22 | _ | 2766.22 | 2 USD | 1.0000 | 000 CL003 | 600201 | | CA200 | 59520 | 805 | | | | |
| | | | • | | | | | | _ | | | | | | | |
| | | | | | | | | | | | | | | | | |
| • | | 50500 4711 75 | | | * | Band-Florida | a Trip Ground Tran | 15 | 12 | | | Ø+ | | | + - | |
| | 04/14/2018 | 59520 ATH TE | AM TRAVE | :L | | 224 characte | | | _// | Prepai | d Payments | Ø+ | 105.90 | USD | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | Deed Flatid | Tria United | | 7 | | | ^ | | | + - | |
| r | 04/14/2018 | HOTEL AND L | LODGING | | | Band-Florida 231 characte | | | | Prepai | d Payments | Ø+ | 508.30 | USD | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| • | 04/14/2018 | AIR TRAVEL | | | | | Trip-Missouri | | // 7 | Prepai | d Payments | <i>I</i> + | 210.00 | USD | + - | |
| | | | | | | 231 characte | rs remaining | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Expand All | Collapse All | | | | | | | | | | | Tot | al 3,590.42 | USD | | |

Step 27: Now that you have reviewed the Expense Report details and all is good, click the Approve button.

| Favorites - Main Menu - > Worklist - > Worklist | | |
|---|-------------------------|------------------------------------|
| UNIVERSITY OF | Home Worklist | Add to Favorites Sign out |
| | | |
| | Related Content - New W | /indow Help Personalize Page 🔺 |
| | | |
| Approve Expense Report - Expense Summary | | |
| TANMOY ROY | Actions Choose an Acti | on 🔻 GO |
| Business Purpose Procurement Card Report 300000368 Submitted for Approval | | |
| Description March Statement Created 03/16/2018 MICHAEL STATON | | |
| Reference Last Updated 03/16/2018 MICHAEL STATON | | |
| Budget Status Not Budget Checked Budget Options | | |
| Totals 🛞 🕮 View Analytics 🖗 Notes 😓 d | Attachments | Expense Report Detail |
| Employee Expenses (2 Lines) 444.39 USD Non-Reimbursable Expenses 0.00 USD Employee Cr | edits 0.00 USD | |
| Cash Advances Applied 0.00 USD Prepaid Expenses 444.39 USD Supplier Cr | redits 0.00 USD | |
| Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD | | |
| Approval History | | |
| ▼ Comments | | |
| | | |
| | | |
| | | |
| Approve Send Back Hold Save Changes | | |
| ▼ Receipt Information | | |
| Receipts Received | | |
| | | • • • |

Step 28: Click the OK button to confirm the approval.

| 🗋 Worklist | × | () Mildia | a – | ٥ | х |
|-------------------|--|-----------|--------|-----------|------|
| ← → C 🔒 Se | cure https://fms-dev.ps.sc.edu/psp/FDEV/EMPLOYEE/ERP/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName= | WORKLIST | | ☆ | : |
| Favorites 🗸 🛛 Mai | in Menu 🗸 > Worklist 🗸 > Worklist | | | | |
| UNIVERSITY O | Save Confirmation | | × tes | Sign | out |
| SOUTH CA | | | Help | | |
| | Approve Expense Report | | Person | alize Pag | je 🔺 |
| Approve Expe | Submit Confirmation | | | | |
| TANMOY ROY | TANMOY ROY Report ID 300000368 | | | GO | |
| Busines | Totals @ | | | | |
| E | Employee Expenses (2 Lines) 444.39 USD Non-Reimbursable Expenses 0.00 USD Employee Credits | 0.00 USD | | | |
| Bud | Cash Advances Applied 0.00 USD Prepaid Expenses 444.39 USD Supplier Credits | 0.00 USD | | | |
| | | | _ | Detail | |
| Totals 👔 | Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD | | Report | Detail | |
| Employee Expe | 3 | | | | |
| Cash Adv | This report will be approved. | | | | |
| | | | | | |
| | | | | | |
| Approval Histor | OK Cancel | | | | |
| Comments | | | | | |
| | | | | | |
| | | | | | |
| Approve | | | | | |
| Receipt Inform | | | | | |
| Receipt Inform | | | | | |
| | 4 | | | | • • |

Now that you have approved the Expense Report, it is ready to move to the next level in the approval workflow.

VIII. Approving Expense Reports Using the Worklist

Use the Worklist to approve a Procurement Card Expense Report. The Worklist is where you will find a prioritized list of the work you have to do. To work on an item, select it from the worklist and the appropriate page will open to begin work.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's worklist.

Step 1: Click the Worklist link

| Favorites • Main Menu • UNIVERSITY OF SOUTH CAROLINA | | | Home Worklist | Add to Favorites Sign out |
|--|------------------|-------------------------------|------------------------|---------------------------|
| | | | Personalize | e Content Layout ? Help |
| USC Requisition Status | 0 0 - | USC Purchase Order Status | | 0 0 - |
| * - (?) | | Ö - (2) | | |
| | Expand All 📡 🗐 | | Expand All 📡 🗐 | |
| Requester (All) VI Hold Status (All) | * | Hold Status (All Hold Status) | PO Type (All PO Types) | |
| Total | | Year 2018 | Period (Acct Period) | |
| + All | | Buyer (All Buyers) 🗸 | | |
| • All 4047 | | Total POs | | |
| | | All Budget Status | | |
| | | All PO Status 6108 | | |
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Step 2: Click the Date From link to view most recent. You may need to click this a couple of time to see the most

recent at the top.

| | Main Menu 🗸 🔷 👌 | Worklist 🗸 > Worklist | | | |
|------------------------------|-----------------|-----------------------|--------------------|------------|--|
| | CAROLINA | | | | |
| Worklist | | | | | |
| Worklist for MB | STATON: Michael | Staton | | | |
| Detail View | | | Worklist Filters | | ▼ S Feed - |
| Worklist Iterns | | | | | Personal |
| From | Date From | Work Item | Worked By Activity | Priority | Link |
| Tanmoy Roy | 03/16/2018 | Approval Reassign | Approval Workflow | 2-Medium V | ERApproval, 293, USC01, 1901-01- 17, N, 0, SHEET ID:3000000363 RDC:RS,0,A, |
| Ashwin Dhurve- L:20180315 | 03/12/2018 | Approval Routing | Approval Workflow | 2-Medium V | ERApproval, 256, USC01, 1901-01- 16, N, 0, SHEET ID:3000000341 RDC:RA,0,A, |
| Ashwin Dhurve- L:20180315 | 03/12/2018 | Approval Routing | Approval Workflow | 2-Medium V | ERApproval, 254, USC01, 1901-01- 16, N, 0, SHEET ID:3000000339 RDC:RA,0,A, |
| Ashwin Dhurve- L:20180315 | 03/06/2018 | Approval Routing | Approval Workflow | 2-Medium V | ERApproval, 236, USC01, 1901-01- 16, N, 0, SHEET ID:3000000327 RDC:RA,0,A, |
| Refresh | | | | | |

Step 3: Click the link for the Expense Report you would like to approve.

| Favorites 🗸 | Main Menu 👻 🔷 🚿 | Worklist -> Worklist | | | |
|------------------------------|------------------|----------------------|--------------------|----------|--|
| UNIVERSIT | VOF | | | | |
| SOUTH | CAROLINA | | | | |
| KEK. | | | | | |
| Worklist | | | | | |
| Worklist for ME | 3STATON: Michael | Staton | | | |
| Detail View | | | Worklist Filters | | ▼ S Feed - |
| | | | | | |
| Worklist Items | • | | | | Personalize I |
| From | Date From | Work Item | Worked By Activity | Priority | Link |
| Tanmoy Roy | 03/16/2018 | Approval Reassign | Approval Workflow | 2-Medium | ▼ ERApproval, 293, USC01, 1901-01- 17, N, 0, SHEET ID:3000000363 RDC:RS,0,A, |
| Ashwin Dhurve- L:20180315 | 03/12/2018 | Approval Routing | Approval Workflow | 2-Medium | ▼ <u>16, N, 0, SHEET ID:300000341</u> RDC:RA,0,A, |
| Ashwin Dhurve- L:20180315 | 03/12/2018 | Approval Routing | Approval Workflow | 2-Medium | ERApproval, 254, USC01, 1901-01- |
| Ashwin Dhurve- L:20180315 | 03/06/2018 | Approval Routing | Approval Workflow | 2-Medium | ▼ ERApproval, 236, USC01, 1901-01- 16, N, 0, SHEET ID:3000000327 RDC:RA,0,A, |
| Refresh | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

The Expense Report approval page is displayed. Follow the additional steps in the section above to complete the approval process.

IX. Approving Procurement Card Expense Reports Using the Approve Transactions page

The Approve Transaction page is where you will find all expense reports requiring your approval. Use the Expense Report Approve Transactions page to approve, place on hold or budget check Procurement Card Expense Reports. For details about the Send Back or Hold functionality, see the corresponding sections later in the document.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's list of transactions to approve.

Step 1: Navigate to the Expense Report Approval page

Main Menu 🗸 > Travel and Expenses -> Approve Transactions -> Approve Transactions UNIVERSITY OF SOUTH CAROLINA
 Overview
 Expense Reports
 Time Reports
 Time Adjustments
 Travel Authorizations
 USC Travel Advances
 Errors
 Search Pending Transactions (2) Change Sort Order (2) Select All Clear All Approve Send Back Hold Refresh List Budget Check Transactions to Approve 👔 Personalize | View All | 💷 | 🔜 🛛 First 🕚 1-5 of 5 🛞 Last Date Submitted Select Transaction Type Total Unit Name Employee ID Description Transaction ID Status Role Expense Report 4121.13 USD STILES, JAMES 1060500 March Statement JN 300000139 03/19/2018 Submitted for Approval Level 1 Approval June Statement - James Expense Report 649.41 USD STILES, JAMES 1060500 300000141 03/19/2018 Submitted for Approval Level 1 Approval Expense Report 226.17 USD ROSE KIM 1019089 February Statement 3000000147 03/21/2018 Submitted for Approval Level 1 Approval 3464.77 USD O'CONNELL.REBECCA Expense Report 1005980 Expense report for Becky 300000151 03/22/2018 Submitted for Approval Level 1 Approval MORITZ, MORITZ Expense Report 854.23 USD 1043949 March Moritz 300000152 03/22/2018 Submitted for Approval Level 1 Approval Select All Clear All Approve Send Back Hold Refresh List Budget Check Comments Return to Approval List Employee Expense History verview | Expense Reports | Time Reports | Time Adjustments | Travel Authorizations | USC Travel Advances | Errors

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Step 2: Click the link in the Description or Transaction ID column

Click one of the links to view the Expense Report Summary Approval page and access more details. ** See steps above on <u>Approving an Expense Report Using Email</u> for detailed instructions on using this page.

| Overview | Expense Reports | Time Reports | Time | Adjustments Travel Authorizations | USC Travel | Advances <u>E</u> rrors | | | | |
|-----------|---------------------|--------------|-------|-----------------------------------|-------------|----------------------------------|----------------|-------------------|------------------------|------------------|
| Search | h Pending Transacti | ions 🕜 | | | | | | | | |
| Chang | je Sort Order 🕜 | | | | • | | | | | |
| Select | t All 🔲 Clear All | Approve | | Send Back Hold | | Refresh List Budget | Check | | | |
| Transacti | ons to Approve 🕐 | | | | · \ | | | / | Personalize View All | 💷 🔜 👘 Fir |
| Select | Transaction Type | Total | Unit | Name | Employee ID | Description | Transaction ID | Date Submitted | Status | Role |
| | Expense Report | 4121.13 | USD | STILES, JAMES | 1060500 | March Statement JN | 300000139 | 03/19/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 649.41 | USD | STILES, JAMES | 1060500 | June Statement - James Stiles | 300000141 | 03/19/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 3464.77 | ' USD | O'CONNELL,REBECCA | 1005980 | Expense report for Becky | 300000151 | 03/22/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 854.23 | USD | MORITZ,MORITZ | 1043949 | March_Moritz | 300000152 | 03/22/2018 | Submitted for Approval | Level 1 Approval |

Step 3: Return to the Approval List

Click the link Return to Approval List to Approve, Send Back or place an Expense Report on Hold.

| SOUTH CA | nse Report - Expense Summ | nary | | | | |
|--|---|---------------------------|-----------------------------|---------------------------|------------------|---------------------|
| MROSE | | | | Actions | Choose an Actio | n 🗸 🕻 |
| Busines | ss Purpose Procurement Card | Report 300000 | 0147 Submitted for Approval | | | |
| D | escription February Statement | Created 03/20/2 | | | | |
| | Reference | Last Updated 03/21/2 | 018 MICHAEL STATON | | | |
| | Iget Status Valid Budg | et Options | - | | | _ |
| otals 🕐 | | View / | Analytics 🖓 Notes | 🔏 Attachme | ents | Expense Report Deta |
| Employee Expe | enses (3 Lines) 226.17 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD | |
| Cash Adva | ances Applied 0.00 USD | Prepaid Expenses | 226.17 USD | | | |
| Approval Histo Comments | Amount Due to Employee | 0.00 USD | Amount Due to Supplier | Supplier Credits 0.00 USD | 0.00 USD | |
| Approve | Amount Due to Employee | | | 0.00 USD | 0.00 USD | |
| Approve | Amount Due to Employee | 0.00 USD | Amount Due to Supplier | 0.00 USD | 0.00 USD | |
| Approve Receipt Informa Receipts Rece | Amount Due to Employee | 0.00 USD | Amount Due to Supplier | 0.00 USD | | |
| Comments Approve Receipt Informa Receipts Receip | Amount Due to Employee ry Send Back ation eived ② | 0.00 USD | Amount Due to Supplier | 0.00 USD | | |
| Comments Approve Receipt Informa Receipts Receipts Receipts Receipts Receipts Receipts Receipts Line Expense Line I | Amount Due to Employee | 0.00 USD Hold | Amount Due to Supplier | 0.00 USD | e Find 🖉 🌉 | |
| Comments Approve Receipt Informa Receipts Receip | Amount Due to Employee ry Send Back ation eived ② | 0.00 USD | Amount Due to Supplier | 0.00 USD | e Find 🖉 🌉 | |
| Approve Approve Receipt Informa Receipts Receipt | Amount Due to Employee ry Send Back ation eived @ Expense Type | 0.00 USD Hold | Amount Due to Supplier | 0.00 USD | e Find 🖾 🔜 | |

Step 4: Approve, Send Back, or place an Expense Report on Hold

Select the checkbox on the line of the expense report you're working and click the associated button above or below the list of Transactions to Approve.

| Favorites - | | | | | | | | | |
|---------------------------------|---|-------------|-------------------|-------------|----------------------------------|----------------|-------------------|------------------------|---------------------------------|
| UNIVERSITY OF COUTH CAROLINA | | | | | | | | | |
| Overview | | | | | | | | | |
| Search Pending Transactions | | | | | | | | | |
| Change Sort Order (2) | | | | | | | | | |
| Select | Select All Clear All Approve Send Back Hold Refresh List Budget Check | | | | | | | | |
| Transactio | ons to Approve(| 2 | | | | | | Personalize View All | 🗷 🔢 🛛 First 🕚 1-5 of 5 🕑 Last |
| Select | Transaction Type | Total Unit | Name | Employee ID | Description | Transaction ID | Date Submitted | Status | Role |
| | Expense Report | 4121.13 USD | STILES, JAMES | 1060500 | March Statement JN | 300000139 | 03/19/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 649.41 USD | STILES, JAMES | 1060500 | June Statement - James Stiles | 300000141 | 03/19/2018 | Submitted for Approval | Level 1 Approval |
| V | Expense Report | 226.17 USD | ROSE,KIM | 1019089 | February Statement | 300000147 | 03/21/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 3464.77 USD | O'CONNELL,REBECCA | 1005980 | Expense report for Becky | 300000151 | 03/22/2018 | Submitted for Approval | Level 1 Approval |
| | Expense Report | 854.23 USD | MORITZ, MORITZ | 1043949 | March_Moritz | 300000152 | 03/22/2018 | Submitted for Approval | Level 1 Approval |
| Select | t All 🔲 Clear All | Approve | Send Back Hold | | Refresh List Budget | Check | | | |
| Comm | ents | | | | | | | | |
| | Return to Approval List Employee Expense History | | | | | | | | |
| Overview Exp | Overview Expense Reports Time Reports Time Adjustments Travel Authorizations USC Travel Advances Errors | | | | | | | | |

Step 5: Click OK to confirm the approval

Click OK to confirm you want to approve the transaction. After clicking OK, the item will be removed from the list of Transactions to Approve.

| Summary Approvals Confirmation | 1 | | | | | |
|--------------------------------------|-----|--|--|--|--|--|
| Approve Transactions | | | | | | |
| Approval Action Confirmat | ion | | | | | |
| | | | | | | |
| March 23, 2018 01:51 PM EST | | | | | | |
| Approval Transaction Selected | | | | | | |
| Expense Reports | 1 | | | | | |
| Time Reports | 0 | | | | | |
| Time Adjustments | 0 | | | | | |
| Travel Authorizations | 0 | | | | | |
| Cash Advances | 0 | | | | | |
| Total Transactions | 1 | | | | | |
| | | | | | | |
| V These transactions will be Approve | d | | | | | |
| OK Cancel | | | | | | |
| | | | | | | |
| | | | | | | |

X. Send Back an Expense Transaction

If you want the person who originated (the Proxy) the Expense Report to make a change to it and resubmit it, you can make that happen by clicking the **Send Back** button. **Only by clicking the Send Back** button can you allow the Proxy to gain access to the report again. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

Step 1: Step Click in the Comment textbox at the bottom of the report and add the reason for sending back.

The purpose of this is to inform the Cardholder or Liaison why you are sending the form back, and what should be corrected before the report is resubmitted. *The system will not allow you to send back the report without typing an explanation.*

| | ROLINA | | | | | |
|--|---|--|----------------------------|------------------|----------------------------|---------------------|
| | | | | Related | Content 👻 New Window H | elp Personalize P |
| prove Expension | se Report - Expense Summa | агу | | | | |
| HAK SONI | | | | Action | sChoose an Action | ▼ G(|
| Business | Purpose Team Travel Card | Report 3000000 | 363 Submitted for Approval | | | |
| De | scription TESTWF | Created 03/16/20 | 18 ARJUN CIGULLA | | | |
| | eference | Last Updated 03/16/20 | 18 MICHAEL STATON | | | |
| Budg | et Status Not Budget Checked Budget | Options | | | | |
| tals 🕐 | | View Ar | alytics 🖓 I | Notes 🦧 Attaci | hments 🔯 Expe | ense Report Detail |
| Employee Exper | nses (1 Line) 210.00 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD | |
| Cash Advar | nces Applied 0.00 USD | Prepaid Expenses 2 | 10.00 USD | Supplier Credits | 0.00 USD | |
| | Amount Due to Employee | 0.00 USD | Amount Due to Supplier | 0.00 USD | | |
| | | 0.00 080 | Amount Due to Supplier | 0.00 0.50 | | |
| Approval History | 1 | | | | | |
| Comments | | | | | | |
| This should have be | een charged to project 10001234. Please c | orrect the accounting distribution and resubmit for approv | val, thanks! | | 20 | |
| | | | | | | |
| | | | | | / | |
| | Send Back | Hold | Si | ave Changes | | |
| Approve | lon | | | | | |
| Approve Receipt Informat | 1011 | | | | | |
| | | | | | | |
| Receipt Informat | ved | | | | | |
| Receipt Informat | ved | | | Persona | alize Find 💷 🌉 | |
| Receipt Informat Receipts Recei Expense Line | ved | Description | Reimburse Amt Curre | | alize Find 🔄 🔣 | |

Step 2: Click the send back button.

| Favorites - Main Men | u 🕶 > Worklist 🕶 > Worklist | | | | | |
|--|---|-----------------------------------|----------------------------------|---------------|-------------------------|----------------------------------|
| UNIVERSITY OF | | | | | Home Worklist | Add to Favorites Sign ou |
| SOUTH CARO | LINA | | | | | |
| | | | | | Related Content - New \ | Window Help Personalize Page |
| Approve Expense | Report - Expense Summary | | | | | |
| MEHAK SONI | | | | | ActionsChoose an Ac | tion • GO |
| Business Pur | pose Team Travel Card | Report | 3000000363 Submitted for Approva | al | | |
| | otion TESTWF | | 03/16/2018 ARJUN CIGULLA | | | |
| Refere Budget Si | ence tatus Not Budget Checked Budget Options | Last Updated | 03/16/2018 MICHAEL STATON | | | |
| Totals @ | Budget Options | | View Analytics | O Notes | Attachments | Expense Report Detail |
| | | | , then relatively also | - 110100 | 7 | |
| Employee Expenses | (1 Line) 210.00 USD | Non-Reimbursable Expenses | 0.00 USD | Employee C | redits 0.00 USD | |
| Cash Advances | Applied 0.00 USD | Prepaid Expenses | 210.00 USD | Supplier C | redits 0.00 USD | |
| | Amount Due to Employee 0.00 | USD | Amount Due to Supp | lier 0.00 USD | | |
| Approval History | | | | | | |
| ▼ Comments | | | | | | |
| This should have been of | charged to project 10001234. Please correct the acc | ounting distribution and resubmit | for approval, thanks! | | | |
| | | | | | | |
| | | | | | | |
| Approve | Send Back Hold | | | Save Changes | | |
| Receipt Information. | | | | | | |
| Receipts Received | | | | | | |
| ▼ Expense Line ? | | | | | | |
| Expense Line Items | | | | | Personalize Find 💷 | |
| Date | Expense Type | Description | Reimburse Amt | Currency | Approve | |
| 12/12/2017 | AIR TRAVEL | test | 210.00 | USD | <i>I</i> + | |
| | | | | | | |
| invaccintmAction win0(docum | ent.win0,'EX_SRCH_WRK_COMMENTS\$hmodal', 0, 0, | 'Commont'ly | | | | |
| JavasenpumAcuon_win0(docum | IEIGWING, EA_SRUE_WRA_COMINIENTS\$000001, U, U, | comment fi | | | | |

Step 3: To complete sending the form back, click the OK button on the Submit Confirmation page.

| | in Menu 🗸 > Worklist 🗸 > Worklist | | |
|------------------|--|------|----------------|
| UNIVERSITY OF | Save Confirmation | × | tes Sign out |
| SOUTH CA | | Help | |
| Totals (2) | Approve Expense Report | | AREPORT Detail |
| | Submit Confirmation | | Ceport Detail |
| Employee Exp | | | |
| Cash Adv | Totals @ | | |
| | Employee Expenses (1 Line) 210.00 USD Non-Reimbursable Expenses 0.00 USD Employee Credits 0.00 U | JSD | |
| | Cash Advances Applied 0.00 USD Prepaid Expenses 210.00 USD Supplier Credits 0.00 U | JSD | |
| Approval Histo | | | |
| Comments | Amount Due to Employee 0.00 USD Amount Due to Supplier 0.00 USD | | |
| This should have | | | |
| | ✓ This report will be sent back for revision. | | |
| Approve | | | |
| Receipt Inform | | | |
| Receipts Rec | | | |
| Expense Line | | | |
| | | | _ |
| Expense Line I | | | |
| Date | | | |
| 12/12/2017 | | | |
| | | | |
| 4 | | | |
| ▲ | | | · · · |

When a transaction is sent back for modifications, the Liaison or Cardholder will see the comment.

Note: Pending status indicates the transaction can be modified and submitted again for approval.

| Favorites - Main Menu - | > Travel and Expenses • > | Expense Report -> View Q | | | | |
|---------------------------|---------------------------|---|---|---------------|----------------|----------------------------|
| | | | | Ho | me Worl | dist Add to Favorites |
| UNIVERSITY OF | NA | | | | | |
| Soomerate | et . | | | | | |
| | | | Ν | Rela | ated Content 🔻 | New Window Help Person |
| | | | G | | | <u></u> |
| View Expense Repor | t | | | | | Summary and Submit |
| MEHAK SONI (?) | | | | | | |
| Sent Back For Revision | By: STATON, MICHAEL | This should have been charged to project 10001234. Please | | Actions | | |
| | _, | | • | ActionsChoose | an Action | ▼ GO |
| Business Purpose | e Team Travel Card | Report 3000000363 Pending | | | | |
| Report Description | TESTWF | <i>∅</i> ₊ Attachments | | | | |
| Reference | • | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Evenena a | | | | | | |
| Expenses 🕜 | | | | Total | 242.00 | |
| Expand All Collapse All | | | | Total | 210.00 | USD |
| Expand An T Collapse All | | | | | | |
| | | | | | | |

XI. Hold an Expense Transaction

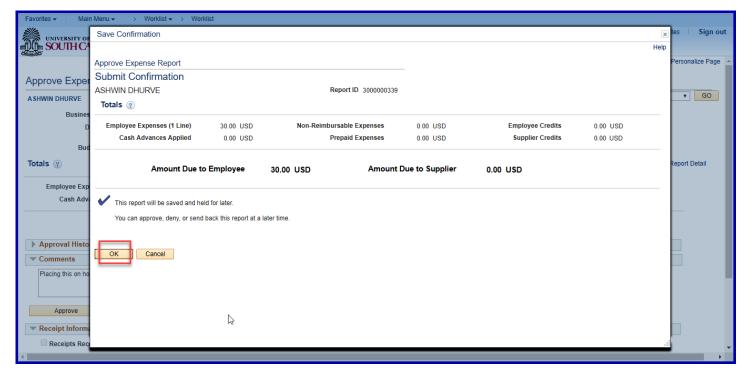
Holding an expense report claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

Step 1: Click in the Comment textbox at the bottom of the report and. The purpose of this is to inform the Proxy why the transaction is being held.

Step 2: Click the Hold button.

| Favorites Main Menu Worklist Worklist | | | | | | |
|---|-------------------------|--------------------------|------------------|----------------------|-----------------------|----------|
| UNIVERSITY OF | | | Home | Worklist Ad | dd to Favorites | Sign out |
| SOUTH CAROLINA | | | | | | |
| | | | Delated Or | ontent 🔻 🛛 New Windo | w Luein Demonali | To Dogo |
| | | | Related Ct | intent • New Windo | w Help Fersonali. | Zeraye - |
| Approve Expense Report - Expense Summary | | | | | | |
| ASHWIN DHURVE | | | Actions | Choose an Action | T | GO |
| Business Purpose Procurement Card | Report 300000033 | 9 Submitted for Approval | | | | |
| Description travel | Created 03/12/2018 | ASHWIN DHURVE | | | | |
| Reference | Last Updated 03/12/2018 | | | | | |
| Budget Status Not Budget Checked Budget Options | | | | | | |
| Totals (2) | Wew Anal | | s 🔏 Attachm | anta 🖾 | Expense Report De | tail |
| | | | | ento Ecq | Compense Nepoli De | lan |
| Employee Expenses (1 Line) 30.00 USD Non-Rein | nbursable Expenses 0 | .00 USD | Employee Credits | 0.00 USD | | |
| Cash Advances Applied 0.00 USD | Prepaid Expenses 0 | .00 USD | Supplier Credits | 0.00 USD | | - 1 |
| Amount Due to Employee 30.00 USD | A | mount Due to Supplier | 0.00 USD | | | - 1 |
| Approval History | | | | | | - 1 |
| ▼ Comments | | | | | | |
| Placing this on hold until the discrepancy in the statement is addressed. Don't approve | until Ashwin responds. | | | | 200 | |
| | . T | _ | | | | |
| | | | | 11 | | |
| Approve Send Back Hold | 1 | Save 0 | Changes | | | |
| | | | | | | |
| ▼ Receipt Information | | | | | | |
| Receipts Received | | | | | | - |
| 4 | | | | | | |
| | | | | | | |

Step 3: Click the OK button to complete the HOLD.



When a transaction is held for further review, the Liaison or Cardholder can see that the Status has been updated to **On Hold** on the view pages.

When research complete, click the **Approve** button to remove the Hold allowing the transaction to move to the next level in the approval workflow