PeopleSoft Procurement Card
1st Pre Go-Live Webinar

Mike Staton
April 2018
Today’s Agenda

• What is PeopleSoft Procurement Card?
• Why are we implementing it?
• What are the key changes?
• More about My Wallet and Expense Reports
• Demonstration
• Next Steps
PeopleSoft Procurement Card

• What is it?
  – A new process for automatically interfacing all procurement card transactions directly into PeopleSoft, allocating these transactions to the appropriate accounting, reconciling the transactions to receipts, and electronically approving the transactions in the PeopleSoft Expenses module.
PeopleSoft Procurement Card

- Purchase
  - 1-2 Days after purchase
    - Add Receipt and Description to My Wallet
    - Declare Use Tax
    - Create Expense Report
      - Allocate accounting, attach statement, add receipts
        - Electronic Approval, signatures are not required
        - Approve Expense Report
          - Post to the General Ledger
PeopleSoft Procurement Card

• My Wallet
  – The page where all my wallet Procurement card transactions are initially loaded and where one can review the level 3 enhanced data.
  – Use tax is recorded here.

• Expense Report
  – The PeopleSoft page where all Procurement card transactions will be copied.
  – Will typically represent the month end statement.
  – Will be where accounting distributions are allocated.
Why are we implementing it?

• All transaction detail will be available in PeopleSoft to meet financial reporting requirements.
• Facilitates electronic approval and online receipt review.
• For many of us, PeopleSoft Procurement Card leverages the training and experience of the PeopleSoft Travel Implementation.
• Reduces complexity.
What are the key changes?

- Scanned receipts shall be attached to the Expense Report.
  - These can be batched into one or more image documents if necessary.
- Electronic approval by the “department head” and cardholder shall be required and can replace the statement signature.
- Departments shall be granted 1 month past the statement date to accurately complete and approve each Procurement statement expense report.
Process Flexibility

• Liaison Entry and Cardholder Approval
  – The department liaison is responsible for attaching documents and allocating the charges to the expense report.
  – Cardholder approval is then required similar to the travel process.
  – After cardholder approval, the expense report is routed to the department head for final approval.
  – Traditional process model currently use in Works with the addition of required cardholder approval.
Process Flexibility

• Cardholder Entry and Liaison Approval
  – Your organization may want more cardholder involvement in the process.
  – Attachment of statement and receipts and allocation is performed by the cardholder.
  – The expense report is then routed to the liaison for a completeness review and approval
  – After approval by the Liaison, the expense report is routed to the department head for final approval.
### PeopleSoft Procurement Card

### My Wallet

**Review My Wallet Receipts**

Bob Smith (Cardholder)

#### Search Criteria

- **From Date:** 04/29/2017
- **Through:** 04/20/2018
- **Receipt Data Source:** All Data Sources
- **Transaction Status:** Unassigned
- **Account Number:** **********8884

#### Details

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<thead>
<tr>
<th>Mark for Delete</th>
<th>Account Number</th>
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#### Add Expense

- **Expense Type:**
- **Add**
## PeopleSoft Procurement Card

### Modify Expense Report

**Bob Smith (Cardholder)**

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**Alfred Smith (Cardholder)**

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<td>USD</td>
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<tr>
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**Attachments (2)**
PeopleSoft Procurement Card

• Next Steps
  – USCID verification
  – Training in May and June
    • Hands-on training for all Liaisons
    • Webinars for all approvers and cardholders
    • Recorded videos of all training
  – Targeted go live is end of June or the beginning of the July statement period.
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