# PeopleSoft Team Card

Procurement Card Training
Updated April 2018

## Objectives

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

- Review My Wallet Transactions
- Prepare a New Cardholder Statement Expense Report
- Modify an Existing Expense Report
- View an Expense Report Details
- Delete an Expense Report
- Print an Expense Report

## Overview of Course

The **Team Card** process includes:

- Reviewing transactions in My Wallet for expense type and use tax
- Adding relevant information to the transaction
- Creating the Cardholder statement expense report
- Submitting the expense reports for approval
- After approval, the expense report is posted (not covered in this training)

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# Exercise 1: Use the Crosswalk to Verify Chartfield String

## Scenario 1

Prior to creating the Team Card expense report for a cardholder, validate all the chartfield strings required for the statement. For example, a cardholder may request a transaction to be charged to **60020C243.**

## Reference

Refer to the following for assistance in completing the test case:

- Preparing an Expense Report training document

Menu path:

- Main Menu > USC Conversion > USC Chartfield Mapping > USC Department/Fund Inquiry

    ❖ Click in the **USC Department/Fund** field to get started.

## Task 1

This section provides the field data required to complete this test case.

1. Validate the Chartfield String for Scenario 1.
    a. Click in the **USC Department/Fund** field and enter **60020C243**.
    b. Click in the **Fiscal Year** field and enter **2018**.
    c. Click the **Search** button.
    d. Use the table below to make note of the Operating Unit, Fund Code, Department, and Class.

| Oper Unit | Dept. | Fund | Class |
|---|---|---|---|
| | | | |

## Scenario 2

The cardholder has provided the department to be charged, 600209; however, they did not provide the other chartfields such as operating unit, fund and class.

## Reference

Refer to the following for assistance in completing the test case:

- Preparing an Expense Report training document

Menu path:

- Main Menu > USC Conversion > USC Chartfield Mapping > USC Department/Fund Inquiry

  ❖ Click in the **USC Department/Fund** field to get started.

## Task 2

2. Validate the Chartfield String for Scenario 2.
   a. Click in the **Department** field and enter **600209**.
   b. Click in the **Fiscal Year** field and enter **2018**.
   c. Click the **Search** button.
   d. Use the table below to make note of the Operating Unit, Fund Code, Department, and Class.

| Oper Unit | Dept. | Fund | Class |
|---|---|---|---|
| | | | |

## Exercise 2: Verify Expense Type and Use Tax Applicability in My Wallet

### Scenario 1

Bank of America has recently interfaced Visa transactions into the PeopleSoft my wallet page. Review each transaction's expense type and use tax applicability.

### Reference

Refer to the following for assistance in completing the test case:

- Procurement Card – Using My Wallet

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > My Wallet
    - ❖ Click the **Search** button to select a Cardholder from the list to get started (Search by USC ID or Cardholder last name).
    - ❖ Select the Cardholder's Account (card number) and Click Search.

### Tasks

This section provides the field data required to complete this test case.

1. Click the **Expense Type** link (*for example: labeled Hotel and Lodging*).

2. View the **Enhanced Data** if applicable.

3. Verify the **Expense Type**. If it needs to be changed, click the dropdown menu and select the appropriate value. *Note: changing the expense type here in my wallet may eliminate the need to change the GL account downstream.*

4. Verify if the transaction should have use tax or not. Leave the box unchecked if **Use Tax** does not apply otherwise click the checkbox for Apply Use Tax and select the office location.

5. Click **Save**.

6. Click the **Return to My Wallet** link

## Exercise 3: Creating an Expense Report for the Cardholder Statement.

### Scenario 1

It is the beginning of a new team card cycle and some transactions have already been interfaced from Visa into PeopleSoft. It's time to start creating the expense report that will be submitted later at month end. Now create an expense report using one or more of the current my wallet transactions.

### Reference

Refer to the following for assistance in completing the test case:

- Procurement Card – Creating an Expense Report

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

    - ❖ Select a Cardholder using the **Look Up** button and click the **Add** button to get started.
    - ❖ Search by USC ID, Employee ID or Cardholder last name.

### Tasks

This section provides the field data required to complete this test case.

1. From the **Business Purpose** field, select **Team Card**.

2. Enter a **Report Description**.

3. Click **My Wallet** link.

4. **Check the box** for the transaction to be copied into the expense report. Then click **Done.** Select only 2 or 3 transactions at this time.

5. Enter a **Description** for the specific transaction.

6. Add **Notes** if necessary to assist with approval or future audit and analysis.

7. Click the **Save for Later** link to identify any errors that need to be fixed.

8. View Related Content such as enhanced data or accounting details.

9. Expense Report ID______________________________.

## Scenario 2

It is the end of the month. The cardholder has downloaded the statement from Bank of America payment manager, and you also have scanned all the receipts for the statement into one document. Its time to attach the statement and receipts and submit the expense report for approval.

## Reference

Refer to the following for assistance in completing the test case:

- Procurement Card – Creating an Expense Report

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

    - ❖ Select an Cardholder using the **Look Up** button and click the **Add** button to get started.
    - ❖ Search by USC ID, Employee ID or Cardholder last name.

## Tasks

This section provides the field data required to complete this test case.

1. Open the Expense Report created in Scenario 1.
2. Using steps 3 and 4 in scenario 1, select another my wallet transaction.
3. **Attach** the statement and receipts.
4. Click the **Save for Later** link to identify any errors that need to be fixed.
5. View Related Content such as enhanced data or accounting details.
6. When all errors are fixed and the transaction is ready for approval, click the **Summary and Submit** link.
7. Check the certification box and click the **Submit for Approval** button.
8. Refresh the approval status and expand the approval history.

## Exercise 4: Creating an Expense Report with Multiple Lines

### Scenario 1

You are creating an expense report with multiple lines. On each line you are also splitting the accounting distribution between two separate departments.

### Reference

Refer to the following for assistance in completing the test case:

- Procurement Card – Creating an Expense Report

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

  ❖ Select an Employee ID using the **Look Up** button and click the **Add** button to get started.

### Tasks

This section provides the field data required to complete this test case.

1. From the **Business Purpose** field, select **Team Card**.
2. Enter a **Report Description**.
3. Click **My Wallet** link.
4. **Check the boxes** for transactions with the expense types below then click **Done.**
   a. Hotel and Lodging
   b. Air Travel
   c. Other Supplies (Restaurants)
5. Enter a **Description** for each of the transactions.

| | |
|---|---|
| **Hotel/ Lodging** | Overnight stay for competition |
| **Air Travel** | Flight to regional tournament |
| **Other Supplies** | Dinner for the team before the flight back from the tournament |

6. **Attach** all necessary documents.

7. Select **Default Accounting For Report** from the **Actions** menu.

8. Click **Add Chartfield Line** to create another row and enter the information in the appropriate fields.

| | Oper Unit | Dept. | Fund | Class |
|---|---|---|---|---|
| **Line 1** | CL003 | 600209 | CA309 | 805 |
| **Line 2** | CL003 | 600200 | CA200 | 805 |

**Note:** The Account is defaulted based on Expense Type and is changed on the expense report line

9. Change the value in the **% column** on both lines to 50.

10. Click **OK** to add the chartfield string.

11. **Optional:** To change the **Account**, type in another account number or select the account using the **Look Up**.

12. Click the **Save for Later** link to identify any errors that need to be fixed. You will use this Expense Report to modify in Exercise 5.

13. Expense Report ID is __________________________.

## Exercise 5: Modify Existing Report and Submit for Approval

### Scenario 2

On the expense report created in exercise 4, you just received another receipt that will need to be added to the expense report. The expense report was not submitted; therefore, it can be modified.

### Reference

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

  - ❖ Click the **Find an Existing Value** tab to get started.

### Tasks

This section provides the field data required to complete this test case.

1. Enter the Report ID created in Exercise 4 in the **Report ID** field and click the **Search** button.
2. Click the **Expand All** link to view all Expense lines.
3. To add an additional line, click the **My Wallet** link.
4. Select the **Checkbox** for one of the transactions you want to add.
5. Enter a **Description** for the line.
6. **Attach** any new documentation as required.
7. Click the **Save for Later** link to identify any errors that need to be fixed.
8. To add Notes, click the **Summary and Submit** link.
9. Add **Notes**.
10. Select the **Checkbox** certifying transactions submitted comply with policies.
11. Expense Report ID________________________.

# Exercise 6: Reviewing Expense Reports and Details

## Scenario 1

You would like to review an expense report created for one of your teams. The View navigation displays the Expense Report in a read-only mode. Use the Report ID from Exercise 5.

## Reference

Refer to the following for assistance in completing the scenario:

- Preparing an Expense Report training document

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View

    ❖ Enter an Employee ID using the **Look Up** button and click **Search** to get started.

## Tasks

This section provides the field data required to complete this test case.

1. Select the **Expense Report** you would like to view.

2. You can view the following:
    a. Description
    b. Status
    c. Notes
    d. Expense Report Amount
    e. Approval History

3. Click the **Expense Details** link to view the Expense Lines.

4. Click the **Expand All** link to view the Expense Line and Accounting Details.

5. Click the **My Wallet Details** link to view transaction details and **Use Tax**.

6. Click the **Return to Expense Report** link to return to Expense Details.

7. Click the **Summary** link to return to the Summary page.

# Exercise 7: Printing an Expense Report

## Scenario 1

You would like a printed copy of an expense report.

## Reference

Menu path:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print

    - ❖ Enter the **Report ID** for the expense report you would like to print.

## Tasks

1. Select the **Expense Report** you would like to print.
2. Click the **Print Expense Report** link.
3. Click the Print icon to print the PDF version of the report.

## Exercise 8: Delete an Expense Report

### Scenario 1

You created an Expense Report for a team but they gave you the incorrect receipts.

*Note: if an expense report has been submitted, it should be withdrawn first before it can be deleted.*

### Reference

Menu path:

- Main Menu > Employee Self-Service > Travel and Expense > Expense Reports > Delete

    ❖ Enter an **Employee ID** using the **Look Up** button and click the **Search** button to get started.

### Tasks

This section provides the field data required to complete this test case.

1. Select the **Cardholder** first.
2. Select the **Report ID** you would like to Delete.
3. Click the **Delete Selected Report(s)** button.
4. Click **OK.**
5. The report is no longer in the list.