PeopleSoft Team Card
Pre Go-Live Webinar

Mike Staton
April 2018
PeopleSoft Team Card

• Today’s Agenda
  – What is PeopleSoft Team Card?
  – Why are we implementing it?
  – What are the key changes?
  – More about My Wallet and Expense Reports
  – Demonstration
  – Next Steps
PeopleSoft Team Card

• What is it?
  – A new process for automatically interfacing all Team 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 Team Card

1. Purchase
2. 1-2 Days after purchase
3. Add Receipt and Description to My Wallet
4. Declare Use Tax
5. Create Expense Report
6. Allocate accounting, attach statement, add receipts
7. Electronic Approval
8. Approve Expense Report
9. Post to the General Ledger
PeopleSoft Team Card

• My Wallet
  – The page where all Team 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 Team card transactions will be copied
  – Will typically represent the month end statement
  – Will be where accounting distributions are allocated
PeopleSoft Team Card

• 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 Team Card leverages the training and experience of the PeopleSoft Travel Implementation
  – Reduces complexity
PeopleSoft Team Card

• 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” 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 Team card expense report
## PeopleSoft Team Card

### Review My Wallet Receipts

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<table>
<thead>
<tr>
<th>Mark for Delete</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant</th>
<th>Additional Details</th>
<th>Attachments</th>
<th>Amount</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02/24/2018</td>
<td>OTHER SUPPLIES</td>
<td>WM SUPERCENTER #4183</td>
<td></td>
<td>Enhanced Data</td>
<td>21.37 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02/24/2018</td>
<td>OTHER SUPPLIES</td>
<td>SHELL OIL 54218850094</td>
<td></td>
<td>Enhanced Data</td>
<td>31.69 USD</td>
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<td>02/24/2018</td>
<td>OTHER SUPPLIES</td>
<td>ZOES - 00319</td>
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<td>Enhanced Data</td>
<td>864.68 USD</td>
<td></td>
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<tr>
<td></td>
<td>02/26/2018</td>
<td>OTHER SUPPLIES</td>
<td>CHEVRON 0376590</td>
<td></td>
<td>Enhanced Data</td>
<td>14.40 USD</td>
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<tr>
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<td>02/26/2018</td>
<td>OTHER SUPPLIES</td>
<td>CHEVRON 0376590</td>
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<td>Enhanced Data</td>
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<tr>
<td></td>
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<td>OTHER SUPPLIES</td>
<td>JASON’S DELI BCS #</td>
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<td>Enhanced Data</td>
<td>770.02 USD</td>
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<tr>
<td></td>
<td>02/24/2018</td>
<td>OTHER SUPPLIES</td>
<td>WAL-MART #4183</td>
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<td>Enhanced Data</td>
<td>215.16 USD</td>
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<td>OTHER SUPPLIES</td>
<td>WAL-MART #4183</td>
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<td>Enhanced Data</td>
<td>24.74 USD</td>
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</tbody>
</table>

### Add Expense

- **Expense Type**: Dropdown menu
- **Add**: Button

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**Return to Search** | **Previous in List** | **Next in List** | **Notify** | **Refresh**
### PeopleSoft Team Card

**Modify Expense Report**

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<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/2018</td>
<td>59520 ATH TEAM TRAVEL</td>
<td><em>Water for regionals</em></td>
<td>Prepaid Payments</td>
<td>21.37</td>
<td>USD</td>
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<tr>
<td>02/23/2018</td>
<td>59521 ATH TEAM LODGING</td>
<td>lodging for regionals</td>
<td>Prepaid Payments</td>
<td>16,500.00</td>
<td>USD</td>
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**Accounting Details**

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Exchange Rate</th>
<th>Oper Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Account</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC01</td>
<td>18506.00 USD</td>
<td></td>
<td>1.00000000000</td>
<td>CL003</td>
<td>600209</td>
<td>CA200</td>
<td>59521</td>
<td>805</td>
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</table>
PeopleSoft Team Card

• Next Steps
  – Training in April
    • Hands-on training for all Liaisons
    • Webinars for all approvers
  – Targeted go live is end of April
    • This may change based on testing results in March