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How to Create a PeopleSoft Expense Report
P-Card and Team Card Programs

March 2021

Today's Agenda

- Card Programs – Quick Review

- What is My Wallet

- How to use My Wallet

- Use Tax

- My Wallet Demo

- What is an Expense Report

- Expense Report Demo

- Card Violations

- Important Notifications

- Where to Find Resources

- Contacts

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Procurement Card Program

- An efficient method for purchasing and paying for supplies, contractual services, memberships, fees and dues (with appropriate signature authority) up to a total value of $4,999.99.

- It can be used to purchase non-restricted commodities from vendors in person, by phone, fax or internet directly.

- It eliminates the need for issuing low-dollar purchase orders, reduces blanket purchase orders and minimizes the use of Payment Requests.

Team Card Program

- Used only to make purchases for the legitimate team travel business benefit of USC.

- To be used for team travel related expenses- examples: hotel, transportation, meals, gas.

- Can be used for purchases of unforeseen incidentals related to team travel: i.e., snacks, supplies.

- Travel related Merchant Category Code

What is My Wallet

- Procurement and Team 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.

- Please allow 1-2 additional days to interface into PeopleSoft.

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How to use My Wallet

- The following can be updated using My Wallet:
  - Entering a justification and description for each transaction
  - The Expense Type may be changed to prevent the need to change the GL account after the transaction is copied into the expense report
  - Reviewing and updating the use tax applicability
  - Attaching the receipt to the transaction
- All updates made in My Wallet carry over to the Expense Report.
- Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the My Wallet details page.

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Use Tax

- Most purchases of tangible property are subject to sales or use tax

- If sales tax is charged on the invoice, do not check the "use tax" box in my wallet as this adds use tax to the purchase.

- If it is necessary to apply use tax to a purchase made with your p-card, you can do so in my wallet by checking the "use tax" box.

My Wallet -Demo

Expense Report

- The PeopleSoft page where all Procurement card and Team card transactions, that typically represent the month end statement, will be copied.

- As the Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder.

- It is important to select the correct **business purpose**. After entering the expense report, the business purpose can't be changed.

- Use the Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).

- Begin your expense report early in the month and add my wallet transactions to it periodically.

- If your department scans all receipts on to one document; this attachment can be added at the end of the month before the expense report is submitted.

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Creating an Expense Report from My Wallet - Demo

Compliance

- Expense Reports must be fully approved in PeopleSoft within 30 days after the last day of the billing cycle.

- Cards will be suspended if transactions are not processed timely.

- Be sure to complete a monthly audit/review before certifying.

- Please remember expense reports are subject to external and internal audit and transactions are reported on spend transparency.

Expense Report Status

Pending Status: not submitted for approval. This expense report can be modified and deleted.

Submitted for Approval: the expense report is submitted, waiting for approval.

In Process: the expense report is in approval workflow.

Approved: approval for the expense report is complete and waiting on processing.

Paid: the expense report is processed and complete.

P-Card Card Violations

Violations of policies/procedures include (but are not limited to):

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the University of South Carolina.
- The Cardholder allows the card to be used by another individual.
- The Cardholder fails to provide Department Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all the Purchasing Card policies and procedures.

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Team Card Violations

Violations of policies/procedures include (but are not limited to):

- Making personal or non-team related transactions on the card.
- Failing to provide receipts or documentation in a timely manner.
- Failing to return unused portion of cash advance.
- Allowing another person to use the team card.
- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action including possible employment termination.

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Important Notifications

The following automated alerts are sent to the Liaisons every Wednesday:

- Listing of Expense Report Approval Reminders
- Listing of Un-submitted Expense Report Reminder
- Listing of Unassigned My Wallet Reminders

Quarterly Report

- Report provides a list of outstanding P-card transactions that are currently delinquent.
- Cards are suspended throughout the year if expense reports are not processed timely.
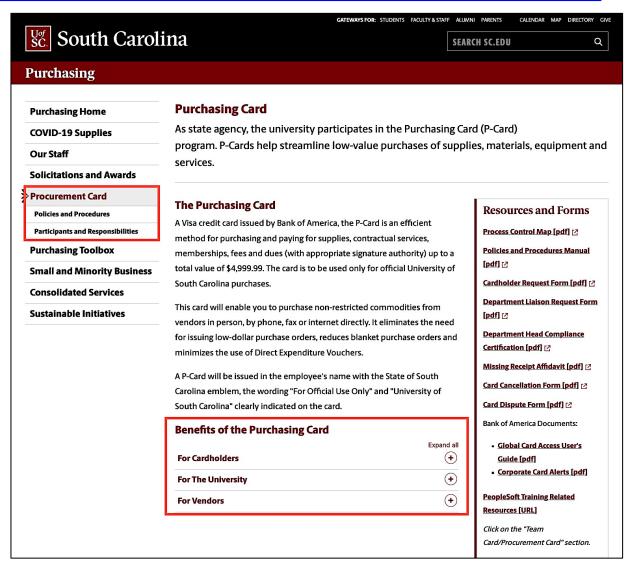
P-Card Resources

Purchasing website:

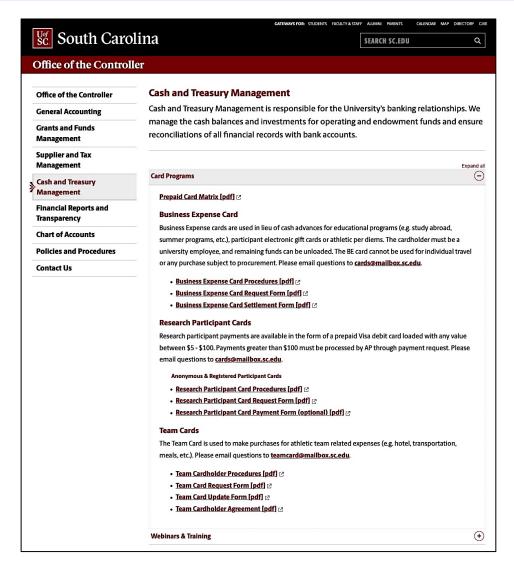https://sc.edu/about/offices_and_divisions/purchasing/purchasing_card/index.php

Team Card Resources

Controller's Office website:

https://sc.edu/about/offices_and_divisions/controller/cash_and_treasury/index.php

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Contacts

For P-Card related questions, please contact purchasing@sc.edu.

For Team Card related questions, please contact teamcard@mailbox.sc.edu.

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Questions

Thank you for joining us today!

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