



UNIVERSITY OF
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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



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.



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.



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



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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.



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.



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.



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

Uof SC

South Carolina

SEARCH SC.EDU

Purchasing

Purchasing Home

COVID-19 Supplies

Our Staff

Solicitations and Awards

Procurement Card

Policies and Procedures

Participants and Responsibilities

Purchasing Toolbox

Small and Minority Business

Consolidated Services

Sustainable Initiatives

Purchasing Card

As state agency, the university participates in the Purchasing Card (P-Card) program. P-Cards help streamline low-value purchases of supplies, materials, equipment and services.

The Purchasing Card

A Visa credit card issued by Bank of America, the P-Card is 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. The card is to be used only for official University of South Carolina purchases.

This card will enable you 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 Direct Expenditure Vouchers.

A P-Card will be issued in the employee's name with the State of South Carolina emblem, the wording "For Official Use Only" and "University of South Carolina" clearly indicated on the card.

Benefits of the Purchasing Card

For Cardholders

For The University

For Vendors

Expand all

Resources and Forms

Process Control Map [pdf]

Policies and Procedures Manual [pdf]

Cardholder Request Form [pdf]

Department Liaison Request Form [pdf]

Department Head Compliance Certification [pdf]

Missing Receipt Affidavit [pdf]

Card Cancellation Form [pdf]

Card Dispute Form [pdf]

Bank of America Documents:

- Global Card Access User's Guide [pdf]
- Corporate Card Alerts [pdf]

PeopleSoft Training Related Resources [URL]

Click on the "Team Card/Procurement Card" section.

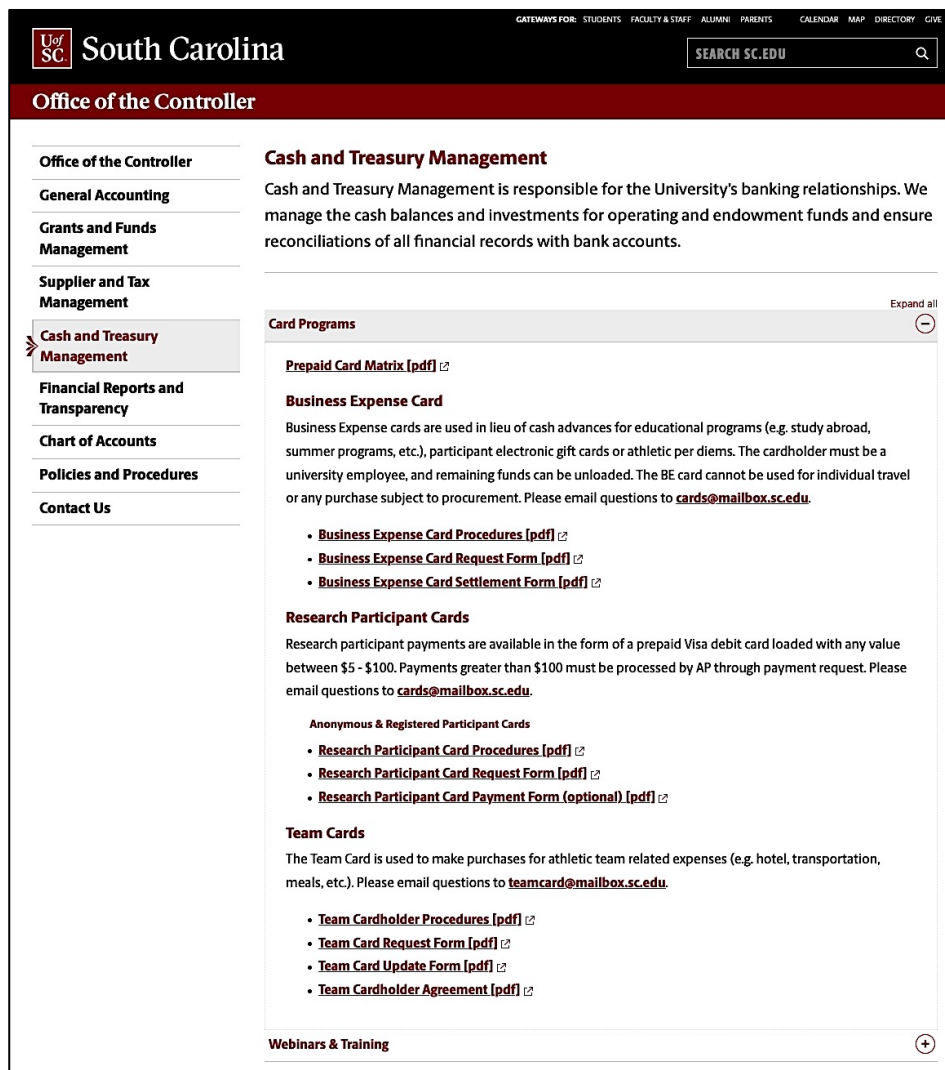
The logo of the University of South Carolina, featuring a stylized palmetto tree and the year 1865.

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Team Card Resources

Controller's Office website:

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



The screenshot shows the University of South Carolina Office of the Controller website. The header includes the Uof SC logo, the text "South Carolina", and a search bar. The main navigation bar lists various gateways for students, faculty, alumni, and parents. The left sidebar contains a list of office functions, with "Cash and Treasury Management" highlighted. The main content area is titled "Cash and Treasury Management" and describes the office's responsibilities. It features a section for "Card Programs" with expandable sub-sections for "Prepaid Card Matrix", "Business Expense Card", "Research Participant Cards", and "Team Cards". Each sub-section contains links to various forms and procedures. The bottom of the page has a "Webinars & Training" section.

Uof SC South Carolina

Office of the Controller

Cash and Treasury Management

Cash and Treasury Management is responsible for the University's banking relationships. We manage the cash balances and investments for operating and endowment funds and ensure reconciliations of all financial records with bank accounts.

Card Programs

Prepaid Card Matrix [pdf]

Business Expense Card

Business Expense cards are used in lieu of cash advances for educational programs (e.g. study abroad, summer programs, etc.), participant electronic gift cards or athletic per diems. The cardholder must be a university employee, and remaining funds can be unloaded. The BE card cannot be used for individual travel or any purchase subject to procurement. Please email questions to cards@mailbox.sc.edu.

- **Business Expense Card Procedures [pdf]**
- **Business Expense Card Request Form [pdf]**
- **Business Expense Card Settlement Form [pdf]**

Research Participant Cards

Research participant payments are available in the form of a prepaid Visa debit card loaded with any value between \$5 - \$100. Payments greater than \$100 must be processed by AP through payment request. Please email questions to cards@mailbox.sc.edu.

Anonymous & Registered Participant Cards

- **Research Participant Card Procedures [pdf]**
- **Research Participant Card Request Form [pdf]**
- **Research Participant Card Payment Form (optional) [pdf]**

Team Cards

The Team Card is used to make purchases for athletic team related expenses (e.g. hotel, transportation, meals, etc.). Please email questions to teamcard@mailbox.sc.edu.

- **Team Cardholder Procedures [pdf]**
- **Team Card Request Form [pdf]**
- **Team Card Update Form [pdf]**
- **Team Cardholder Agreement [pdf]**

Webinars & Training



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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.



Questions

**Thank you for joining us
today!**



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