

## Procurement and Team Card Procedure Creating a Card Statement Expense Report

I.	Objectives .....	4
II.	Tips and Tricks .....	4
III.	Navigation .....	4
IV.	Card Statement Expense Report Overview .....	4
V.	Valid Chartstrings .....	5
	Step 1: After accessing the page, click in the USC Department/Fund field and enter the appropriate legacy system Department and Fund codes. ....	5
	Step 2: Click in the Fiscal Year field and enter the current fiscal year. ....	5
	Step 3: Click the Search button. ....	5
	Step 4: The valid chartfield combinations are displayed. ....	5
VI.	Searching for USC ID .....	6
	Step 1: Click the Add a New Value tab. ....	6
	Step 2: Click the Look Up USC ID button. ....	6
	Step 3: Click in the Name field and enter the appropriate last name. ....	6
	Step 4: Click the Look Up button. ....	6
	Step 5: Click the Name link and this will populate the USC ID field with your ID. ....	6
VII.	Attaching Documentation .....	7
VIII.	Creating an Expense Report - Procedure Step-by-Step Instructions.....	8
	Step 1: Navigate to the Expense Report.....	8
	Step 2: Click the Add a New Value tab .....	8
	Step 3: Verify the USC ID you are creating the Expense Report for is correct. Change the USC ID if needed....	8
	Step 4: Click the Add button .....	8
	Step 5: Verify you are creating the Expense Report for the correct person.....	9
	Step 6: Click the dropdown for the Business Purpose field to select either Procurement Card or Team Card...	9
	Step 7: In the Report Description field, enter an appropriate description.....	10
	Step 8: From the Quick Start dropdown menu, select "Entries from My Wallet" and click the GO button.....	10
	Step 9: The my wallet page is displayed.....	11
	Step 10: Click the Expense Type link to display more information about the transaction. ....	11
	Step 11: After clicking the "Expense Type" link, the "My Wallet Detail" page is displayed.....	12
	Step 12: From the list of my wallet transactions, click the Enhanced Data link.....	13
	Step 13: The Enhanced Data page is displayed. ....	14
	Step 14: Check the transactions to be copied into the expense report. ....	15

Step 15:	After selecting the transactions to be reconciled, click the Done button.....	16
Step 16:	You may also click the “My Wallet” link to copy transactions into the expense report. ....	17
Step 17:	Type in a Description for the expense.....	18
Step 18:	Attachments: Documentation can be attached at the line (on each transaction) or batched together at the top of the expense report (near the Default Location field). ....	18
Accounting Details .....		19
Step 19:	Review the Accounting Details (Chartfields) on each line for accuracy and update accordingly. ....	19
Step 20:	Changing all lines at once.....	20
Step 21:	Change the chartfields if necessary and click “OK” .....	20
Step 22:	Click the Summary and Submit link at the top right of the page if you’re ready to submit the card statement expense report for approval.....	21
Step 23:	To return to the expense lines, click the Expense Details link in the top right of the page. ....	22
Step 24:	Certify the expenses submitted are accurate and comply with policy. ....	22
Step 25:	Click the Submit Expense Report button. ....	23
Step 26:	The “Expense Report Submit Confirm” page will be displayed. Click the OK button.....	23
Step 27:	Notice the message indicating the Expense Report has been submitted for approval. ....	24
Step 28:	Click “Refresh Approval Status” to update the status to Submitted.....	24
Step 29:	The Report status is “Submitted for Approval” and the expense report page displays the submitter. 25	
Step 30:	Click the triangle to expand the Approval History section to review the Approval levels. ....	25
IX.	Correcting Errors when Creating an Expense Report.....	26
X.	Withdrawing an Expense Report.....	30
Step 1:	Navigate to Employee Self Service > Travel and Expenses > Expense Reports > View.....	30
Step 2:	Open the Expense Report to be withdrawn. ....	30
Step 3:	Click the “Withdraw Expense Report” button.....	30
Step 4:	The status indicates the Expense Report has been withdrawn.....	31
Step 5:	Please note: as the preparer or liaison, you may also receive the following email. ....	32
XI.	Viewing Related Content on an Expense Report.....	33
Step 1:	Save the Expense Report or open a previously saved Expense Report. ....	33
Step 2:	Click Related Content .....	33
Step 3:	Select “View Enhanced Data” .....	33
Step 4:	The page is split and the related content is displayed .....	33
Step 5:	Move the separator up to see more rows.....	34
Step 6:	Click on other related content such as the accounting details.....	34
Step 7:	Export the grid of any related content to Excel if necessary.....	35

Step 8: Close the related content.....	35
XII. Reviewing an Expense Report.....	36
Step 1: Navigation .....	36
Step 2: Search by any field, for example, select the business purpose "Procurement Card" and click Search.	37
Step 3: The Expense Summary page is displayed. ....	38
Step 4: Click on Expense Details to see the expense details .....	38
Step 5: The Expense Details page is displayed .....	38
XIII. Delete an Expense Report.....	39
Step 1: Navigation .....	39
Step 2: Select the Cardholder first.....	39
Step 3: Check the report to be deleted and click the Delete Selected Report(s) button. ....	40
Step 4: Click OK.....	40
XIV. Printing an Expense Report.....	41
Step 1: Navigation .....	41
Step 2: Search by entering the report ID or use the Advanced Search. ....	41
Step 3: Select the Expense Report you would like to print. ....	41
Step 4: Click the Print Expense Report link.....	41
Step 5: Click the Print icon to print the PDF version of the report. ....	42

## I. Objectives

By the end of this procedure, you should be able to successfully enter a Card Statement expense report and submit for approval.

## II. Tips and Tricks

- As the Liaison, your USC ID will default. Be sure to **change** if creating on behalf of the cardholder.
- 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 may be added at the end of the month before the expense report is submitted.

## III. Navigation

A user is able to access Procurement card transactions via multiple paths in PeopleSoft. It's recommended the user follows one of the 2 paths below:

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

**Main Menu > Employee Self Service > Travel and Expenses > My Wallet**

## IV. Card Statement Expense Report Overview

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 the user will create. The following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the sales tax applicability.
- c. Attaching the receipt to the transaction. *Note: your department may prefer to scan all receipts on to one image document and attach this overall receipt image to the procurement card expense report.*

The Procurement or Team Card expense report can be started at the beginning of the month. As additional transactions are interfaced from Bank of America into PeopleSoft, they may be added into the expense report. There is no need to wait until the end of the month to create the expense report statement for each cardholder.

## V. Valid Chartstrings

To retrieve a valid chartfield combination navigate to:

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

Use the "USC Department/Fund" page to enter a legacy system Department, Fund code and fiscal year to identify your current PeopleSoft Chartfield combinations. When using the Crosswalk be sure to enter the current fiscal year to ensure you are using the correct chartfield combination. You can perform a search using any of the fields at the top of the page to further refine your results.

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

Step 1: After accessing the page, click in the **USC Department/Fund** field and enter the appropriate legacy system Department and Fund codes.

Step 2: Click in the **Fiscal Year** field and enter the current fiscal year.

Step 3: Click the **Search** button.

Step 4: The valid chartfield combinations are displayed.

The screenshot displays the 'USC Dept/Fund Inquiry' page. At the top, a breadcrumb trail reads: 'Main Menu > USC Conversion > USC Chartfield Mapping > USC Department/Fund Inquiry'. The page header includes the University of South Carolina logo and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the header, the search criteria are entered: 'USC Department/Fund' is '21100E001', 'Fiscal Year' is '2018', and the 'Search' button is highlighted. The results table below shows one entry:

	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity
1	21100	E001	SURVEY RESEARCH LABORATORY	2018	CL071	211070	E2452	202			



## VI. Searching for USC ID

After you have the valid chartfield combination (accounting information), navigate to the Create/Modify Expense report page. You will need to first populate the USC ID field. To do this, use the Look Up button for the USC ID field and search by last name. This search will find the USC ID linked to a USC employee.

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

Step 1: Click the **Add a New Value** tab.

Step 2: Click the **Look Up** USC ID button.

Step 3: Click in the **Name** field and enter the appropriate last name.

Step 4: Click the **Look Up** button.

Step 5: Click the **Name** link and this will populate the USC ID field with your ID.

- a. When entering an expense transaction on someone's behalf, be sure to select their USC ID here.

The screenshot shows the 'Expense Report' page with the 'Add a New Value' tab selected. A 'Look Up USC ID' dialog box is open, allowing a search by name. The search results show one entry for 'CIGULLA, ARJUN' with a corresponding USC ID.

Empl ID	USC ID	Name
1077541	1032771002	CIGULLA, ARJUN

**Step 6:** Notice the USC ID is now populated with the ID for the appropriate individual.

The screenshot shows the 'Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A 'New Window | Help' link is also present. The 'Expense Report' section contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, a text field for 'USC ID' is populated with the value 'K32771002'. A red circle with the number '6' is placed over the USC ID field. An 'Add' button is located below the text field. At the bottom of the form, the same 'Find an Existing Value' and 'Add a New Value' buttons are repeated.

## VII. Attaching Documentation

To attach documents to an expense line, click the paperclip between the Payment Type and Amount fields. After the page displays for the attachments, click the Add Attachment button. The File Attachment page will show, click the Browse button. Navigate to the location where the file you want to upload is stored, select it and click the Open button. Back on the File Attachment page the path for the document should be displayed, click the Upload button. If the user wants to type in a description of the attachment they can but the field is not required. Click OK to save the attachment and return to the Expense Report.

## VIII. Creating an Expense Report - Procedure Step-by-Step Instructions

### Step 1: Navigate to the Expense Report

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

### Step 2: Click the Add a New Value tab

### Step 3: Verify the USC ID you are creating the Expense Report for is correct. Change the USC ID if needed.

### Step 4: Click the Add button

Expense Report

Find an Existing Value | **Add a New Value**

USC ID: W79459244 x 🔍

**Add**

Find an Existing Value | Add a New Value



Step 5: Verify you are creating the Expense Report for the correct person.

Step 6: Click the dropdown for the **Business Purpose** field to select either Procurement Card or Team Card.

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

The screenshot shows the 'Create Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The University of South Carolina logo is on the left. The page title is 'Create Expense Report'. Below the title, it says 'Liaison 01 Pcard' with a help icon. The main form area contains several fields: a red-bordered dropdown for '\*Business Purpose' currently showing 'Team Card', a text field for '\*Report Description' with 'March Statement' entered, and a 'Reference' field with a search icon. To the right, there is a 'Default Location' field and an 'Attachments' link with a paperclip icon.

Step 7: In the **Report Description** field, enter an appropriate description.

It's encouraged to create one expense report for each month so describing the report as "March Statement" may help during the reconciliation process.

University of South Carolina

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

### Create Expense Report

Liaison 01 Pcard ?

\*Business Purpose: Team Card

\*Report Description: March Statement

Default Location:

Attachments

Reference:

#### Loading the Transactions into the Expense Report

Note: You may either utilize the Quick Start dropdown menu at the top right of the page to copy the transaction(s) from My Wallet or select the My Wallet link near the Expenses line. The My Wallet link is only displayed if the business purpose is "procurement card" or "team card".

Step 8: From the Quick Start dropdown menu, select "Entries from My Wallet" and click the GO button.

University of South Carolina

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

### Create Expense Report

Liaison 01 Pcard ?

\*Business Purpose: Team Card

\*Report Description: March Statement

Default Location:

Attachments

Reference:

Quick Start:

GO

Populate From

Entries from My Wallet

Step 9: The my wallet page is displayed.

For specific details about the my wallet, please review the procedure document – “Using My Wallet”.

- a. Note: You may click any column to sort the my wallet transactions by that column. For example, click on “Account Number” to sort the list by the credit card account number.

University of South Carolina  
Create Expense Report  
My Wallet  
Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All Deselect All

Select items and select if a Personal Expense. Press "Done" to add them to the expense report.

Select	Logo	Account Number	Date	Expense Type	Merchant	Amount	Currency	Non-Refundable
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURHAM	1,310.98	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURHAM	119.18	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT	189.71	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHLUS UNCC	155.37	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHLUS UNCC	148.32	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>

Done

Step 10: Click the Expense Type link to display more information about the transaction.

University of South Carolina  
Create Expense Report  
My Wallet  
Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All Deselect All

Select items and select if a Personal Expense. Press "Done" to add them to the expense report.

Select	Logo	Account Number	Date	Expense Type	Merchant	Amount	Currency	Non-Refundable
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURHAM	1,310.98	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURHAM	119.18	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT	189.71	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHLUS UNCC	155.37	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHLUS UNCC	148.32	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	350.68	USD	<input type="checkbox"/>

Done

Step 11: After clicking the “Expense Type” link, the “My Wallet Detail” page is displayed.

For example, if it’s for hotel and lodging it may show data such as the number of nights charged, the city where the transaction occurred and possibly other relevant data for accommodations.

- a. The Expense Type may be changed on the My Wallet Detail. Changing the expense type may prevent the need to change the GL account after the transaction is copied into the expense report.
- b. The description may be entered or updated on this page, or you may wait and enter/update the description after the my wallet transaction has been copied into the expense report.

University of South Carolina

Create Expense Report

My Wallet Detail

Report ID: NEXT

Unassigned Wallet Entries

Expense Type: HOTEL AND LODGING ☐ Non-Reimbursable

Transaction Date: 03/28/2018

Payment Type: Prepaid Payments

Merchant: HOLIDAY INN EXPRESS DURH

Expense Location

Number of Nights: 1

Cardmaster Number: \*\*\*\*\*3700

Transaction Amount: 1,310.98 USD

Country: USA

Exchange Rate: 1.00000000 Custom - Direct

Base Currency Amount: 1,310.98 USD

Description:

254 characters remaining

City: DURHAM

[Receipt Details/Summary/Breakdown](#)

[Return to My Wallet](#)

- c. Click “Return to My Wallet” link to return to the list of my wallet transactions.

Country: USA

Exchange Rate: 1.00000000 Custom - Direct

Base Currency Amount: 1,310.98 USD

Description:

254 characters remaining

City: DURHAM

[Receipt Details/Summary/Breakdown](#)

[Return to My Wallet](#)

Step 12: From the list of my wallet transactions, click the Enhanced Data link.

University of South Carolina

Home | Worklist | Performance Trace | Add to Favorites | Sign out

Related Content | New Window | Help | Personalize Page

### Create Expense Report

#### My Wallet

Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All | Deselect All

Select items and select if a Personal Expense. Press "Done" to add them to the expense report.

#### Unassigned Wallet Entries

Select	Logo	Account Number	Date	Expense Type	Merchant	Enhanced Data	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data	1,310.98	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data	119.18	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT		169.71	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHILI'S UNCC		155.37	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/26/2018	OTHER SUPPLIES	CHILI'S UNCC		148.32	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	350.68	USD	<input type="checkbox"/>

Done



Step 13: The Enhanced Data page is displayed.

The **Enhanced Data** link will display detailed information about that transaction. For example, Air Travel expenses can show the path of a flight (destination codes of airports, hotel and lodging can show a break down of the charges (room rate, telephone, other service charges), or it could display a listing of each item purchased. Click the "Return" button to return to the list of my wallet transactions.

Enhanced Data

Transaction Date 03/28/2018

Expense Type HOTEL AND LODGING

Transaction Amount 1310 98 USD

Merchant HOLIDAY INN EXPRESS DURH

Enhanced Data

Summary Lodging Information

Hotel Folio 11123839

Check In Date 03/27/2018

Room Rate 0.00

Number of Nights 1

Summary Lodging Totals

Mini Bar 0.00

Business Center 0.00

Telephone 0.00

Prepaid 0.00

Gift Shop 0.00

Room Tax 0.00

Laundry 0.00

Other Charges 0.00

Valet 0.00

USC Travel Advance 0.00

Movie 0.00

Health Club 0.00

Food & Bev 0.00

Detail Lodging Totals

Detail Lodging

Lodging Detail 1

Lodging Detail 2

PDF

Charge Date	Room Rate	Mini Bar	Telephone	Gift Shop	Laundry	Valet	Movie	Health Club	Food & Bev
03/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Return

Step 14: Check the transactions to be copied into the expense report.

Favorites ▾


Main Menu ▾

Employee Self-Service ▾

Travel and Expenses ▾

Expense Reports ▾

Create/Modify



UNIVERSITY OF  
SOUTH CAROLINA

Create Expense Report

My Wallet

Report ID NEXT








Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All

Deselect All

Select items and select if a **Personal** Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries ?

Select	Logo	Account Number	Date	Expense Type	Merchant	
<input checked="" type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data
<input checked="" type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWKS - FARRAGUT	
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC	
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC	
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data

Step 15: After selecting the transactions to be reconciled, click the **Done** button.











This will return to the Create Expense Report page and display the selected transactions on individual lines.

menu option under "Other Expense Functions".

Select All      Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them.

**Unassigned Wallet Entries** ?

Select	Logo	Account Number	Date	Expense
<input checked="" type="checkbox"/>		*****3700	03/28/2018	HOTEL
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL
<input checked="" type="checkbox"/>		*****3700	03/23/2018	OTHER
<input type="checkbox"/>		*****3700	02/20/2018	OTHER
<input type="checkbox"/>		*****3700	02/20/2018	OTHER
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR

**Done**

Step 16: You may also click the "My Wallet" link to copy transactions into the expense report.

University of South Carolina

### Create Expense Report

Cardholder 01 Pcard ?

\*Business Purpose: Team Card

\*Report Description: March Statement

Reference:

Default Location:

Attachments

#### Expenses ?

Expand All | Collapse All

Add: **My Wallet (32)**

*Date	*Expense Type	*Description	*Payment Type
03/23/2018	OTHER SUPPLIES		Prepaid Paym

\*Billing Type: AVAILABLE

254 characters remaining

Default Rate

## Reviewing and Reconciling Card Transactions

Begin reviewing each transaction, fill in the appropriate fields and, as needed, correct any fields already populated.

Step 17: Type in a **Description** for the expense.

This can be information that will help others reconcile, review or audit the transactions. The description is required.

Step 18: **Attachments:** Documentation can be attached at the line (on each transaction) or batched together at the top of the expense report (near the Default Location field).

See section VII for instructions on how to attach documentation.

**Create Expense Report**

Cardholder 01 Pcard

\*Business Purpose: Team Card

\*Report Description: March Statement

Reference

Default Location

Attachments

Expenses

Expand All | Collapse All | Add | My Wallet (32)

\*Date: 03/23/2018

\*Expense Type: OTHER SUPPLIES

\*Description: 254 characters remaining

\*Payment Type: Prepaid Payments

\*Amount: 169.71

\*Currency: USD

\*Billing Type: AVAILABLE

\*Merchant: Preferred

\*Non-Preferred: NEWKS - FARRAOUT

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
169.71	USC01	169.71 USD	1.00000000	CL003	600201	CA200	33009	805		

03/28/2018 HOTEL AND LODGING

254 characters remaining

Prepaid Payments

1,480.69 USD



## Accounting Details

Step 19: Review the **Accounting Details (Chartfields)** on each line for accuracy and update accordingly.

The user's default accounting information will populate the GL Unit, Oper Unit, Dept, Fund and Class fields. The account number is populated based on the transaction's expense type. Reference Section V above for finding valid Chartstrings if you need help identifying the correct chartfield combination.

**University of South Carolina**

**Create Expense Report**

Cardholder #1 PCard

Business Purpose: Team Card  
Report Description: March Statement  
Reference

Default Location: Attachments

Expenses

Expand All | Collapse All | Add | My Wallet (32)

Total: 1,489.69 USD

Expense Line 1:

Date: 01/13/2018  
Expense Type: OTHER SUPPLIES  
Destination: 254 characters remaining  
Payment Type: Prepaid Payments  
Amount: 169.71 USD  
Currency: USD  
Billing Type: AVAILABLE  
Merchant: Preferred  
NEWYS - FARRADUT  
Accounting Details: Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Unit
169.71	USC01	169.71 USD	USD	1.00000000	CL003	600201	CA700	53009	805	

Expense Line 2:

Date: 01/26/2018  
Expense Type: HOTEL AND LODGING  
Destination: 254 characters remaining  
Payment Type: Prepaid Payments  
Amount: 1,319.98 USD  
Currency: USD

Expand All | Collapse All

Total: 1,489.68 USD

## Changing the accounting on all Expense Report Lines.

Step 20: Changing all lines at once.

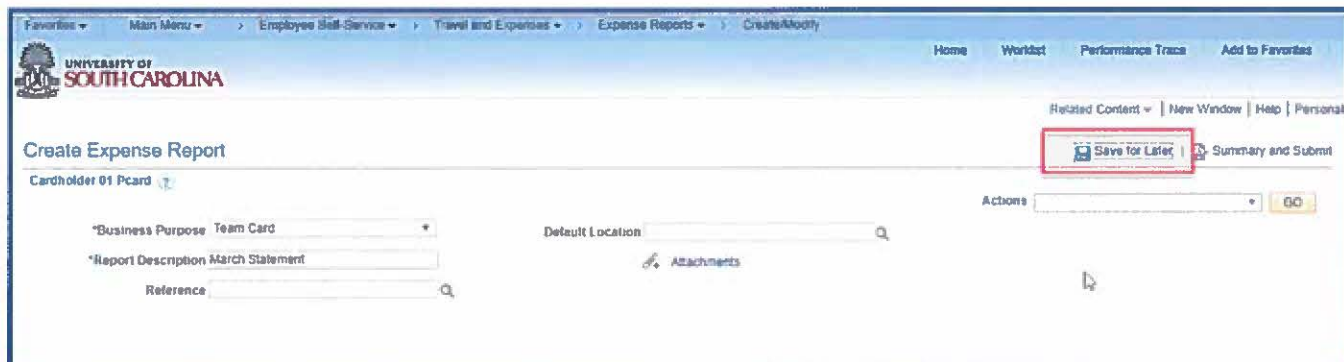
To change the accounting on all expense report lines, select "Default Accounting For Report" and click "Go"

The screenshot shows the 'Create Expense Report' page in the University of South Carolina system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. Below the title, there are fields for 'Cardholder 01 Pcard', '\*Business Purpose' (Team Card), '\*Report Description' (March Statement), and 'Reference'. There is also a 'Default Location' field and an 'Attachments' link. On the right side, there is an 'Actions' dropdown menu. The menu is open, showing options: 'Choose an Action', 'Default Accounting For Report' (highlighted), 'Expense Report Project Summary', and 'Export to Excel'. A 'Go' button is highlighted in the top right corner of the 'Actions' menu.

Step 21: Change the chartfields if necessary and click "OK"

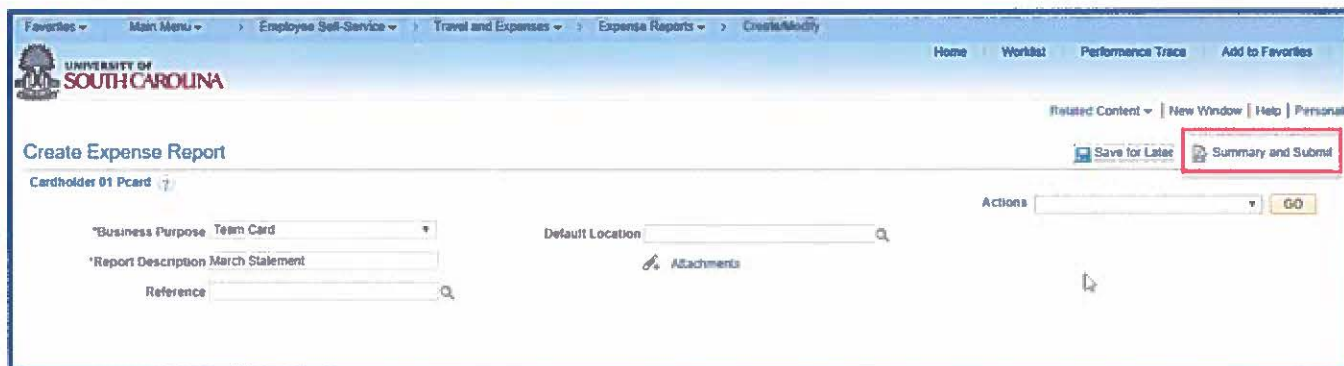
The screenshot shows the 'Accounting Defaults' page in the University of South Carolina system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report' and the subtitle is 'Accounting Defaults'. Below the subtitle, there is a 'Report ID' field and a 'NEXT' button. The 'Accounting Summary' table is visible, showing columns: %, \*GL Unit, Oper Unit, Dept, Fund, Class, PC Bus Unit, Project, Activity, Cost Share, Product, and Funding Source. The table has one row with values: 100.00, USC01, CL003, 600201, CA200, 805, and several empty fields. Below the table, there are buttons for 'Add ChartField Line' and 'Load Defaults'. At the bottom left, there is an 'OK' button highlighted with a red box.

**Note:** Now would be a good time to click the **Save for Later** button. This will create a Report ID allowing you to modify the expense report at any time until you submit for approval. This action may cause red boxes to appear in all required fields that have errors; they will no longer be displayed red as you correct each field.



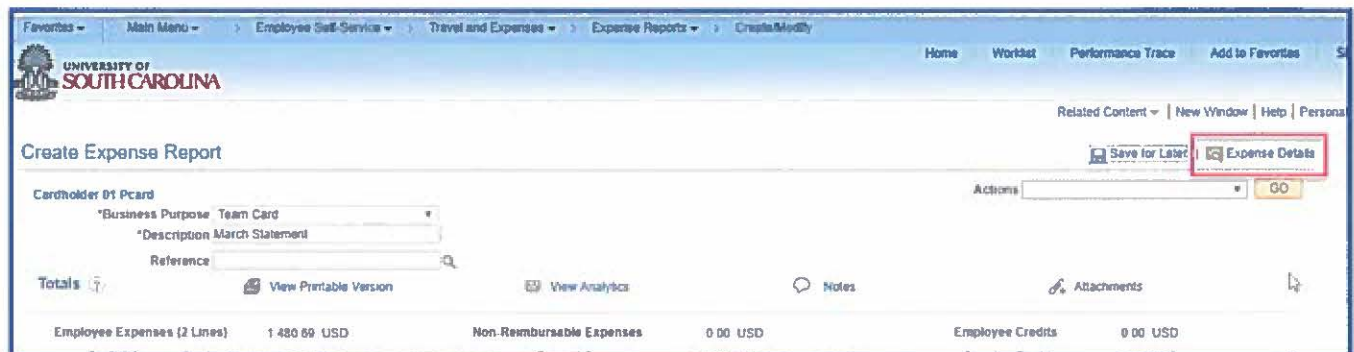
The screenshot shows the 'Create Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. Below the title, there is a 'Cardholder 01 Pcard' link. The form contains several input fields: '\*Business Purpose' with a dropdown menu showing 'Team Card', '\*Report Description' with the text 'March Statement', and a 'Reference' field. There is also a 'Default Location' field and an 'Attachments' icon. On the right side, there is an 'Actions' dropdown menu and a 'GO' button. Two buttons are highlighted with red boxes: 'Save for Later' and 'Summary and Submit'.

**Step 22:** Click the **Summary and Submit** link at the top right of the page if you're ready to submit the card statement expense report for approval.



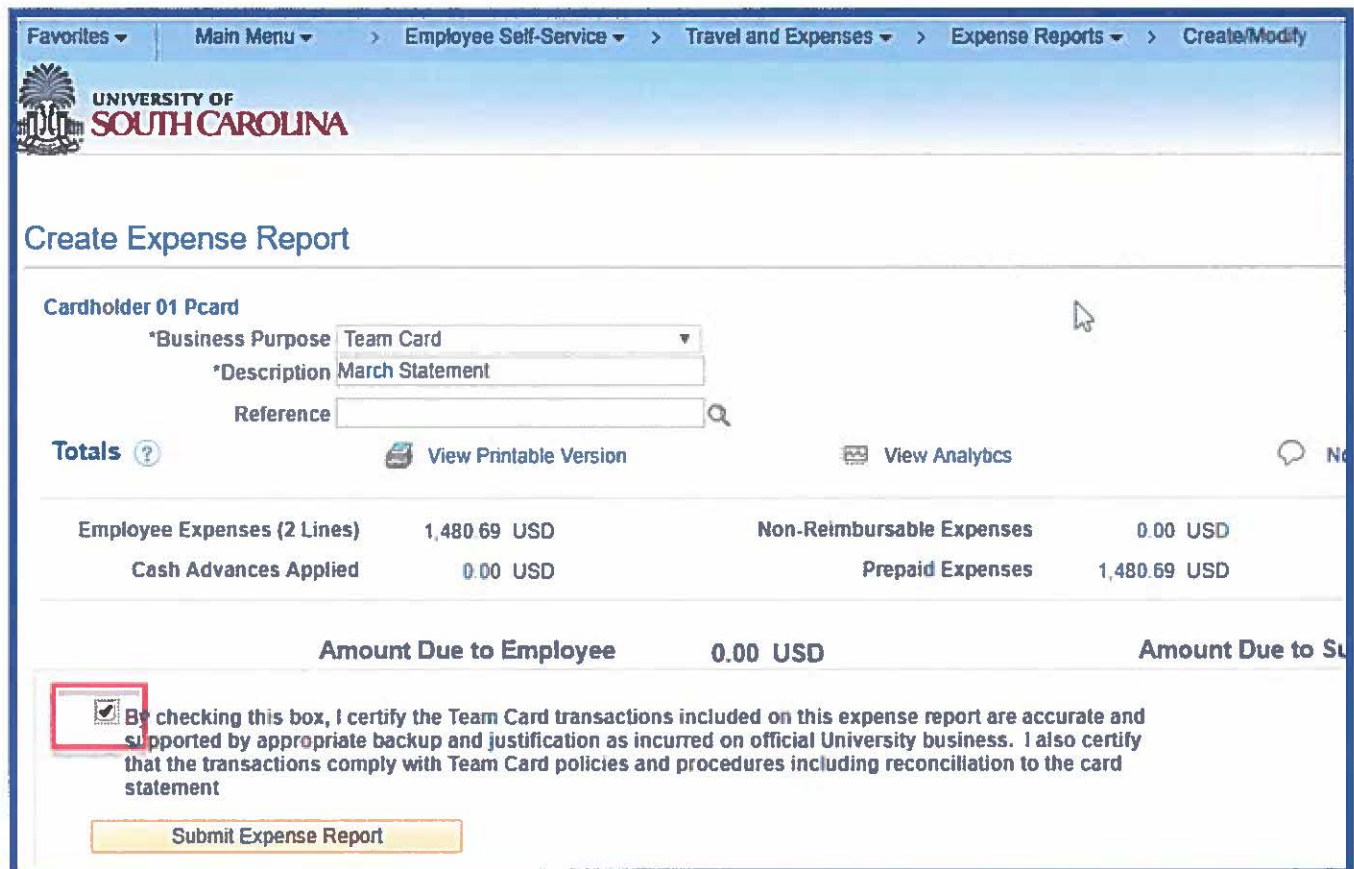
This screenshot is identical to the one above, showing the 'Create Expense Report' page. The 'Summary and Submit' button is now highlighted with a red box, while the 'Save for Later' button is no longer highlighted.

Step 23: To return to the expense lines, click the **Expense Details** link in the top right of the page. Stay on the page to submit the report for approval.



University of South Carolina Expense Reports page. The page title is "Create Expense Report". The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page shows the "Expense Details" link in the top right corner, which is highlighted with a red box. The form includes fields for Cardholder (01 Pcard), Business Purpose (Team Card), Description (March Statement), and Reference. The "Totals" section shows: Employee Expenses (2 Lines) 1,480.69 USD, Non-Reimbursable Expenses 0.00 USD, and Employee Credits 0.00 USD. The "Expense Details" link is highlighted in the top right corner.

Step 24: Certify the expenses submitted are accurate and comply with policy.



University of South Carolina Expense Reports page. The page title is "Create Expense Report". The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page shows the "Submit Expense Report" button in the bottom left corner, which is highlighted with a red box. The form includes fields for Cardholder (01 Pcard), Business Purpose (Team Card), Description (March Statement), and Reference. The "Totals" section shows: Employee Expenses (2 Lines) 1,480.69 USD, Non-Reimbursable Expenses 0.00 USD, and Employee Credits 0.00 USD. The "Expense Details" link is highlighted in the top right corner.



Step 25: Click the **Submit Expense Report** button.

If there are any errors or missing data, the Expense Details page will be displayed and the fields requiring attention will be highlighted in red.

**University of South Carolina**

### Create Expense Report

Cardholder 01 Pcard

\*Business Purpose: Team Card

\*Description: March Statement

Reference:

**Totals** [View Printable Version](#) [View Analytics](#)

Employee Expenses (2 Lines)	1,480.69 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,480.69 USD

**Amount Due to Employee** 0.00 USD **Amount Due to Supplier** 0.00 USD

☒ By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

**Submit Expense Report**

Step 26: The "Expense Report Submit Confirm" page will be displayed. Click the OK button.

**Expense Report Submit Confirm**

Expense Report

Save Confirmation

Cardholder 01 Pcard

**Totals**

Employee Expenses (2 Lines)	1,480.69 USD	Non Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,480.69 USD	Supplier Credits	0.00 USD

**Amount Due to Employee** 0.00 USD **Amount Due to Supplier** 0.00 USD

**OK** **Cancel**



Step 27: Notice the message indicating the Expense Report has been submitted for approval.

Step 28: Click "Refresh Approval Status" to update the status to Submitted.

The screenshot shows the 'View Expense Report' page in the University of South Carolina's system. At the top, a navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. The University of South Carolina logo is on the left. A red-bordered box highlights a message: 'Cardholder 02 Pcard Your expense report 3000000781 has been submitted for approval.' Below this, the report details are shown: 'Business Purpose Team Card', 'Description March Statement - Demo', and 'Reference'. A 'Totals' section includes links for 'View Printable Version' and 'View Analytics', and a 'Notes' icon. A table lists expenses: 'Employee Expenses (2 Lines)' for 13,200.13 USD, 'Cash Advances Applied' for 0.00 USD, 'Non-Reimbursable Expenses' for 0.00 USD, and 'Prepaid Expenses' for 13,200.13 USD. Below the table, it shows 'Amount Due to Employee' as 0.00 USD and 'Amount Due to Supplier'. A checkbox is checked, with text certifying the accuracy of the Team Card transactions. At the bottom, there are three buttons: 'Submit Expense Report', 'Refresh Approval Status' (highlighted with a red box), and 'Save Changes'. An 'Approval History' link is also visible.

View Expense Report

Cardholder 02 Pcard  
Your expense report 3000000781 has been submitted for approval.

Business Purpose Team Card  
Description March Statement - Demo  
Reference

Totals ? View Printable Version View Analytics Notes

Employee Expenses (2 Lines)	13,200.13 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	13,200.13 USD

Amount Due to Employee 0.00 USD Amount Due to Supplier

☒ By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

Submit Expense Report Refresh Approval Status Save Changes

Approval History

Step 29: The Report status is "Submitted for Approval" and the expense report page displays the submitter.

Step 30: Click the triangle to expand the Approval History section to review the Approval levels.

The screenshot displays the 'View Expense Report' page in the University of South Carolina's Employee Self-Service system. The report is for Cardholder 03 Pcard, with a Business Purpose of 'Team Card' and a Description of 'March Statement - Demo'. The report status is 'Submitted for Approval', and it was created on 04/07/2018 by Liaison 03 Pcard. The report details show a total of 141.54 USD in Employee Expenses, with 0.00 USD in Non-Reimbursable Expenses and 0.00 USD in Prepaid Expenses. The report is submitted on 04/07/2018 by Liaison 03 Pcard. The Approval History section is expanded, showing the report is in 'Pending' status, with 'Multiple Approvers' and 'Department Head Approval' required.

University of South Carolina

View Expense Report

Cardholder 03 Pcard

Business Purpose Team Card

Description March Statement - Demo

Reference

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (2 Lines)	141.54 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	141.54 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD

Amount Due to Supplier 0.00 USD

By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement.

Submit Expense Report

Withdraw Expense Report

Submitted On 04/07/2018

Submitted By Liaison 03 Pcard

Save Changes

Approval History

Expense Report Approval 2

SHEET\_ID=3000000782:Pending

Department Head Approval

Pending

Multiple Approvers

Department Head Approver

## IX. Correcting Errors when Creating an Expense Report

When you attempt to “save for later” or “submit” the expense report for approval, and a transaction line has missing or invalid information, red flags and red boxes may be displayed. You may save an expense report with missing or invalid information; however, you cannot submit an expense report for approval with missing or invalid information. Additionally, once the expense report is submitted for approval, no additional changes can be made to the expense report unless the Approver returns your expense report for updates and corrections, or if you withdraw the expense report before it is budget checked.

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

**Step 1:** Click the **Missing or invalid information was found** icon to access the Expense Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line.

**Modify Expense Report**

ALJUN CHIGULLA

**Business Purpose:** Employee Travel  
**Report Description:** AICPA Controller Conf. MCO  
**Travel Authorization ID:**

**Report:** 000000184 Pending  
**Default Location:** Out of State  
**Attachments:** (1)

**Expenses**  
Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

**Total:** 1,838.48 USD

**Transaction Line:**

Date	Expense Type	Description	Payment Type	Amount	Currency
09/04/2017	Hotel and Lodging	254 characters remaining	Personal Reimbursement	189.64	USD

**Billing Type:** INTERNAL  
**Location:** Out of State

**Default Rate:** ☒  
**Non-Reimbursable:** ☐  
**No Receipt:** ☐

**Exchange Rate:** 1.00000000  
**Base Currency Amount:** 189.64 USD

**Accounting Details**

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Line Unit
189.64	USC01	189.64	USD	1.00000000	CL071	211070	E2452	52024	202	

**Step 2:** Read the message carefully. The system indicates what needs to be entered or updated.

**Step 3:** Click the **Return** button to fix the error. Keep in mind that correction of one error could create another error. Simply continue reviewing and correct errors until fully resolved.

The screenshot displays the 'Modify Expense Report' interface for ARJUN CIGULLA. The system shows a report with a 'Business Purpose' of 'Employee Travel' and a 'Report' number of '000000184' in a 'Pending' status. The 'Report Description' is 'AICPA Controller Conf. MCO'. A modal window titled 'Expense Report Line Errors' is open, displaying the message: 'Please enter or update the following information:'. Below this message, two error items are listed: 'Missing Description' (marked with a red circle and the number 2) and 'Return' (marked with a red circle and the number 3). The background interface includes fields for 'Date' (09/04/2017), 'Expense Type' (Hotel and Lodging), 'Billing Type' (INTERNAL), and 'Location' (Out of State). The 'Accounting Details' section shows a table with columns for Amount, OL Unit, Monetary Amount, Currency Code, Exchange Rate, Oper Unit, Dept, Fund, Account, Class, and PC Bus Unit. The table contains one row with values: 189.84, USC01, 189.84 USD, 1.00000000, CLJ71, 211070, E2452, 52024, 202, and an empty PC Bus Unit field. The total amount is 1,838.48 USD.

Amount	OL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.84	USC01	189.84 USD	1.00000000	CLJ71	211070	E2452	52024	202		

**Step 4:** Click in the **Description** field for Hotel/ Lodging and enter an appropriate description for the expense.

**Step 5:** Click the **Save for Later** button.

**Modify Expense Report**

ARJUN CHULLA

Business Purpose: Employee Travel

Report Description: ACPA Controller Conf. MCO

Travel Authorization ID:

Report: 0000000164 Pending

Default Location: Out of State

Attachments (1)

Actions: ...Choose an Action GO

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total: 1,539.48 USD

Date	Expense Type	Description	Payment Type	Amount	Currency
09/04/2017	Hotel and Lodging	Hotel Staycation Orlando	Personal Reimbursement	189.54	USD

Billing Type: INTERNAL

Location: Out of State

Exchange Rate: 1.00000000

Base Currency Amount: 189.54 USD

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Amount	Class	PC Bus Unit
189.54	USC01	189.54	USD	1.00000000	CL071	211070	E2452	52024	202	



**Step 6:** Notice the **Missing or invalid information was found** icon and **red box** is no longer displayed because the error has been fixed.

The Expense Report is now ready to submit for approval.

**Modify Expense Report**  
ARJUN CIGULLA

**Business Purpose** Employee Travel  
**Report Description** ACPA Controller Conf. MCO  
**Travel Authorization ID**

**Report** 0000000184 Pending  
**Default Location** Out of State  
**Attachments** (1)

**Expenses**  
 Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
09/04/2017	Hotel and Lodging	Hyatt Regency Orlando 233 characters remaining	Personal Reimbursement	189.64	USD

**\*Billing Type** INTERNAL  
**\*Location** Out of State

**\*Exchange Rate** 1.00000000  
**\*Base Currency Amount** 189.64 USD

**Accounting Details**

Amount	*OL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.64	USC01	189.64 USD	USD	1.00000000	CL071	211070	E2452	52024	202	

## X. Withdrawing an Expense Report

After an expense report has been submitted for approval, it cannot be opened in the "Create/Modify" page; the expense report must either be sent back by the approver or withdrawn in order for it to be edited again.

To withdraw an expense report, complete the following steps.

**Step 1:** Navigate to Employee Self Service > Travel and Expenses > Expense Reports > View

**Step 2:** Open the Expense Report to be withdrawn.

**Step 3:** Click the "Withdraw Expense Report" button

View Expense Report

Cardholder 01 Pcard

Business Purpose: Team Card

Description: March Statement

Reference:

Totals: View Printable Version View Analytics Notes

Employee Expenses (3 Lines)	1,831.37 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,831.37 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 0.00 USD Amount Due to Supplier: 0.00 USD

☒ By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

Submit Expense Report **Withdraw Expense Report** Submitted On: 04/09/2018 Submitted By: MICHAEL STATON

Save Changes

Approval History

Previous in List Next in List

Step 4: The status indicates the Expense Report has been withdrawn.

The screenshot shows the University of South Carolina FCFG (Financial Card Gateway) interface. The top navigation bar includes links for Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, and View. The University of South Carolina logo and name are displayed on the left. The page title is "View Expense Report". A red-bordered box highlights a message: "Your expense report 3000000785 has been withdrawn from the approver's queue." Below this message, there is a table with the following headers: Business Purpose, Description, and Reference. The table contains one row with the value "Team Card" under Business Purpose and "March Statement" under Description. At the bottom of the page, there are links for Totals, View Printable Version, and View Analytics.

Cardholder-01 Pcard


**Your expense report 3000000785 has been withdrawn from the approver's queue.**


Business Purpose	Description	Reference
Team Card	March Statement	


Totals ? View Printable Version View Analytics


**Step 5: Please note: as the preparer or liaison, you may also receive the following email.**


This email is necessary when an approver sends back the expense report for correction; however, it is also sent for withdrawals. Please ignore the email if necessary when withdrawing an expense report.

 Reply

 Reply All

 Forward

 IM




SM

Mon 4/9/2018 2:00 PM

mbstaton@mailbox.sc.edu

Team Card Expense report for 1831.37 USD has been sent back for revision.

To  STATON, MICHAEL

The following expense report has been sent back for revision:

Employee ID:	1000015
Employee Name:	Pcard,Cardholder 01
Submission Date:	2018-04-09
Report Description:	March Statement
Report ID:	3000000785
Business Purpose:	Team Card
From Date	
To Date	
Trip Location	
Amount:	1831.37 USD

This email is sent to the Liaison or preparer when an expense report is either sent back or withdrawn.

You can navigate directly to the page for more information by clicking the link below:

[https://fms-cfg.ps.sc.edu/psp/FCFG/EMPLOYEE/ERP/c/ADMINISTER\\_EXPENSE\\_FUNCTIONS.TE\\_EXPENSE\\_SHEET.GBL?Action=U&SHEET\\_ID=3000000785](https://fms-cfg.ps.sc.edu/psp/FCFG/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?Action=U&SHEET_ID=3000000785)

## XI. Viewing Related Content on an Expense Report.

Related content may be helpful to review additional information concerning the expense report such as the card transaction enhanced data or the accounting details displayed in a grid format.

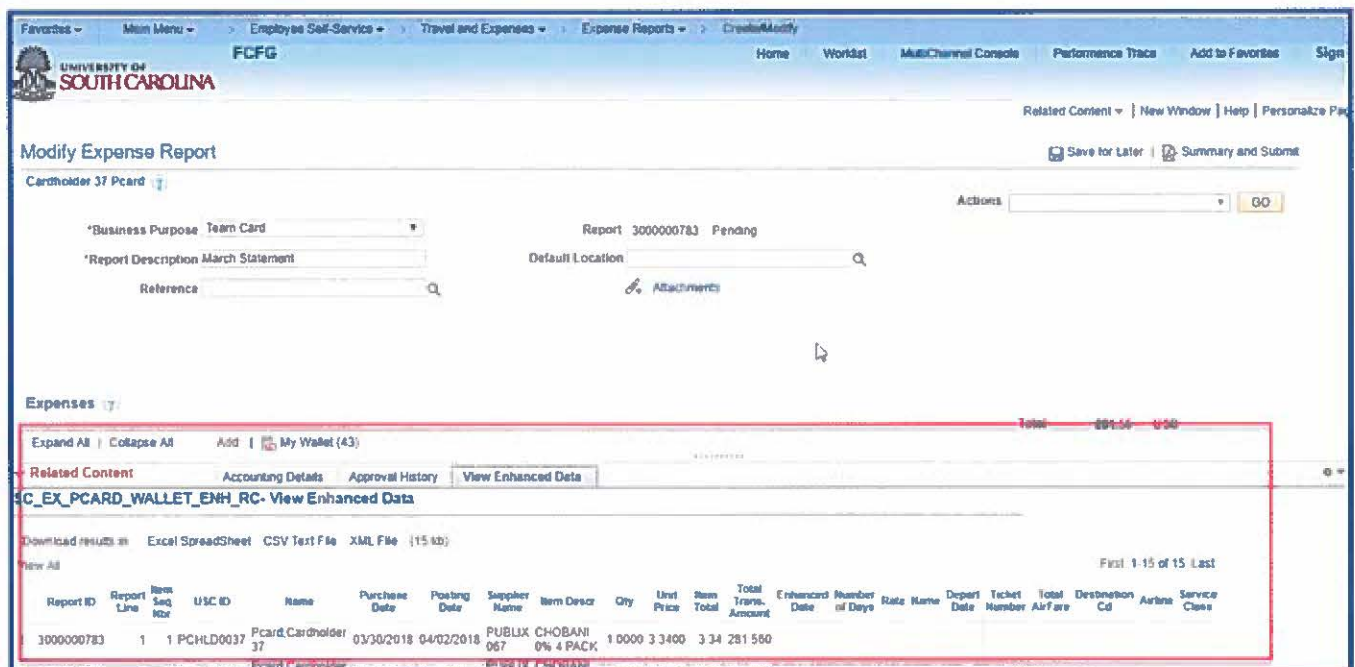
Step 1: Save the Expense Report or open a previously saved Expense Report.

Step 2: Click Related Content

Step 3: Select "View Enhanced Data"



Step 4: The page is split and the related content is displayed



Report ID	Report Line	Item Seq Nbr	USC ID	Name	Purchase Date	Posting Date	Supplier Name	Item Descr	Qty	Unit Price	Item Total	Total Trans. Amount	Enhanced Date	Number of Days	Rate	Name	Depart Date	Ticket Number	Total Airfare	Destination Cd	Airline	Service Class
3000000783	1	1	PCHLD0037	Pcard Cardholder 37	03/30/2018	04/02/2018	PUBLIX	CHOBANI 0% 4 PACK	1.0000	3.3400	3.34	281.550										



Step 5: Move the separator up to see more rows

**Modify Expense Report**

Cardholder 37 Pcard

\*Business Purpose: Team Card  
 \*Report Description: March Statement  
 Reference: [Search]  
 Report: 3000000783 Pending  
 Default Location: [Search]  
 Attachments

**Related Content** | Accounting Details | Approval History | View Enhanced Data

SC\_EX\_PCARD\_WALLET\_ENH\_RC- View Enhanced Data

Download results in: Excel Spreadsheet | CSV Text File | XML File (15 kb)

View All

Report ID	Report Line	Item Seq Nbr	USC ID	Name	Purchase Date	Posting Date	Supplier Name	Item Descr	Qty	Unit Price	Item Total	Total Trans. Amount	Enhanced Date	Number of Days	Rate	Name	Depart Date	Ticket Number	Total Airfare	Destination Cd	Airline	Service Class
1	3000000783	1	PCHLD0037	Pcard Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1	0000 3.3400	3.34	281.560										
2	3000000783	1	PCHLD0037	Pcard Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1	0000 3.3300	3.33	281.560										
3	3000000783	1	PCHLD0037	Pcard Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1	0000 3.3300	3.33	281.560										

Step 6: Click on other related content such as the accounting details

**Modify Expense Report**

Cardholder 37 Pcard

\*Business Purpose: Team Card  
 \*Report Description: March Statement  
 Reference: [Search]  
 Report: 3000000783 Pending  
 Default Location: [Search]  
 Attachments

**Related Content** | Accounting Details | Approval History | View Enhanced Data

SC\_EX\_EXP\_RPT\_ACCOUNTING\_DETAILS- Expense Report Accounting Details RC

Download results in: Excel Spreadsheet | CSV Text File | XML File (1 kb)

View All

Expense Report	Report Descr	Line	Distribution LI	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account Class	PC Bus Unit	Project Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	App
1	3000000783	March Statement	1	1	53009	0	Supplies for Team Travel	USC01	SM000	952002	00200	53009	502		281.560	04/08/2018			

Step 7: Export the grid of any related content to Excel if necessary.

**Modify Expense Report**

Cardholder 37 Pcard

\*Business Purpose: Team Card  
 \*Report Description: March Statement  
 Reference: [Search]  
 Report: 3000000783 Pending  
 Default Location: [Search]  
 Attachments: [Icon]

**Related Content** | Accounting Details | Approval History | View Enhanced Data

**SC\_EX\_EXP\_RPT\_ACCTG\_DETAILS- Expense Rpt Accounting Detl RC**

Download results in: **Excel Spreadsheet** | CSV Text File | XML File (1 kb)

View All

Expense Report	Report Descr	Line	Distribution LI	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account Class	PC Bus Unit	Project Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	App
1 3000000783	March Statement	1	1 53009			0	Supplies for Team Travel	USC01	SM000	962002	D0200	53009	502		281.560	04/08/2018			

Step 8: Close the related content

**Modify Expense Report**

Cardholder 37 Pcard

\*Business Purpose: Team Card  
 \*Report Description: March Statement  
 Reference: [Search]  
 Report: 3000000783 Pending  
 Default Location: [Search]  
 Attachments: [Icon]

**Related Content** | Accounting Details | Approval History | View Enhanced Data

**SC\_EX\_EXP\_RPT\_ACCTG\_DETAILS- Expense Rpt Accounting Detl RC**

Download results in: Excel Spreadsheet | CSV Text File | XML File (1 kb)

View All

Expense Report	Report Descr	Line	Distribution LI	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account Class	PC Bus Unit	Project Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	Applied Station
1 3000000783	March Statement	1	1 53009			0	Supplies for Team Travel	USC01	SM000	962002	D0200	53009	502		281.560	04/08/2018			N

## XII. Reviewing an Expense Report

Expense reports may be reviewed at any time. For example, after they have been posted to the General Ledger.

### Step 1: Navigation

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

The screenshot shows the 'Expense Report' search page in the University of South Carolina system. At the top, a breadcrumb trail reads: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View. The University of South Carolina logo is on the left. The page title is 'Expense Report'. Below the title, a message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Realtime Search' (selected) and 'Keyword Search'. A 'Search Criteria' section contains several search fields: 'Report ID' (begins with), 'Report Description' (begins with), 'Name' (begins with), 'Empl ID' (begins with), 'USC ID' (begins with), 'Business Purpose' (begins with), 'Report Status' (=), and 'Creation Date' (=). Each field has a dropdown menu for the search type and a text input box. The 'Empl ID' and 'Business Purpose' fields have a magnifying glass icon. Below these fields is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Realtime Search Keyword Search

▼ Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

USC ID begins with

Business Purpose begins with

Report Status =

Creation Date =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria



Step 2: Search by any field, for example, select the business purpose "Procurement Card" and click  
**Search**

All Expense Reports for your cardholders will be displayed.

**UNIVERSITY OF SOUTH CAROLINA**  
**MBSTATON - FTST**

Report Description:

Name: begins with

Empl ID: begins with

USC ID: begins with

Business Purpose: begins with  PCARD

Report Status: =

Creation Date: =

☐ Case Sensitive

**Search Results**

View All First 1-36 of 36 Last

Report ID	Report Description	Name	Empl ID	USC ID	Business Purpose	Report Status	Creation Date
3000000181	Testing Business Purpose	STATON, MICHAEL	1071808	K64787130	Procurement Card	Pending	04/05/2018
3000000177	Testing JG - Pcard	BOSWELL, PENNY	1055316	Y63182507	Procurement Card	Paid	04/03/2018
3000000176	Testing Journal Generation	BOSWELL, PENNY	1055316	Y63182507	Procurement Card	Paid	04/03/2018
3000000173	test link to MW page	STILES, JAMES	1060500	W79459244	Procurement Card	Pending	04/02/2018
3000000170	test link to my wallet	STILES, JAMES	1060500	W79459244	Procurement Card	Pending	04/02/2018
3000000169	test	STILES, JAMES	1060500	W79459244	Procurement Card	Pending	03/30/2018
3000000168	test	STILES, JAMES	1060500	W79459244	Procurement Card	Pending	03/28/2018
3000000167	Testing Business Purpose	ROSE, KIM	1019089	W07467946	Procurement Card	Pending	03/27/2018
3000000158	Sample Approval ER	STATON, MICHAEL	1071808	K64787130	Procurement Card	Submitted	03/26/2018

Step 3: The Expense Summary page is displayed.

Step 4: Click on Expense Details to see the expense details

**View Expense Report**

Cardholder 03 Pcard

Business Purpose Team Card  
Description March Statement - Demo  
Reference

**Totals** View Printable Version View Analytics Notes

Employee Expenses (2 Lines)	141.54 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	141.54 USD	Supplier Credits	0.00 USD
Amount Due to Employee		0.00 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement.

Submit Expense Report Withdraw Expense Report Submitted On: 04/07/2018 Submitted By: Liaison 03 Pcard Save Changes

Expense Details

Step 5: The Expense Details page is displayed

**View Expense Report**

Cardholder 03 Pcard

Business Purpose Team Card  
Report Description March Statement - Demo  
Reference

Report 3000000782 Submitted for Approval Attachments

**Expenses**

Expand All Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/02/2018	OTHER SUPPLIES	Supplies for Team Travel 230 characters remaining My Wallet Details	Prepaid Payments	15.66	USD
02/01/2018	OTHER SUPPLIES	Supplies for Team Travel 230 characters remaining My Wallet Details	Prepaid Payments	125.88	USD

Expand All Collapse All

Total 141.54 USD



### XIII. Delete an Expense Report

Step 1: Navigation

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

Step 2: Select the Cardholder first.

University of South Carolina

### Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with

USC ID begins with

Name begins with

☐ Case Sensitive

**Search** **Clear** Basic Search Save Search Criteria

### Search Results

View All First 1-2 of 2 Last

Empl ID	USC ID	Name
1000015	PCHLD0001	Pcard, Cardholder 01
1000067	PCLIA0001	Pcard, Liaison 01

Step 3: Check the report to be deleted and click the Delete Selected Report(s) button.

University of South Carolina

Travel and Expense

Delete an Expense Report

Cardholder 01 Pcard

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	3000000780	March Statement	04/07/2018	1480.69	USD

Delete Selected Report(s)

Step 4: Click OK.

University of South Carolina

Travel and Expense

Delete Confirmation

Cardholder 01 Pcard

✓ The selected transaction(s) have been deleted.

OK

#### XIV. Printing an Expense Report

##### Step 1: Navigation

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

##### Step 2: Search by entering the report ID or use the Advanced Search.

The screenshot shows the 'Expense Report' search interface. At the top is a navigation breadcrumb: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print. Below this is the University of South Carolina logo and the title 'Expense Report'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and a 'Search Criteria' dropdown. Below the dropdown, the 'Search by' section has a dropdown menu set to 'Report ID' and a text field for 'begins with'. At the bottom are two buttons: 'Search' and 'Advanced Search', with the latter highlighted by a red box.

##### Step 3: Select the Expense Report you would like to print.

##### Step 4: Click the Print Expense Report link.

The screenshot shows the 'Expense Report' details page. At the top is a navigation breadcrumb: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print. Below this is the University of South Carolina logo and the title 'Expense Report'. A 'Print Expense Report' link is highlighted with a red box. The page displays details for a specific report: Cardholder 02 Pcard, Description: March Statement - Demo, Report: 3000006781, Pending, USC ID: PCHLD0002. Below this is a table with columns: Date, Expense Type, Non-Reimbursable, No Receipt, Receipt Required, Payment Type, Transaction Amt, Exchange Rate, and Amount. The table contains two rows of data: 03/28/2018 HOTEL AND LODGING (Lodging for Team Travel) and 03/24/2018 OTHER SUPPLIES (Supplies for Team Travel). At the bottom, there is a summary table with columns: Employee Expenses, Cash Advances Applied, Non-Reimbursable Expenses, Prepaid Expenses, Amount Due to Supplier, and Amount Due to Employee.

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amt	Exchange Rate	Amount
Description			Additional Information			Merchant	Location	
03/28/2018	HOTEL AND LODGING				Prepaid Payments	13,140.00 USD	1.00000000	13,140.00 USD
	Lodging for Team Travel		Number of Nights: 1			HOME2 BY HILTON		
03/24/2018	OTHER SUPPLIES				Prepaid Payments	60.13 USD	1.00000000	60.13 USD
	Supplies for Team Travel					WM SUPERCENTER #1183		

Employee Expenses	Cash Advances Applied	Non-Reimbursable Expenses	Prepaid Expenses	Amount Due to Supplier	Amount Due to Employee
13,200.13 USD	0.00 USD	0.00 USD	13,200.13 USD	0.00 USD	0.00 USD

Step 5: Click the Print icon to print the PDF version of the report.

**ORACLE Expense Report**

PeopleSoft Expenses EXC4506

Report 3000000781	
Employee Cardholder 02 Pcard	USCID PCHLD00002
Reference	Business Purpose Team Card
From Date	To Date
Trip Location	

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant		Location		
03/28/2018	HOTEL AND LODGING			<input checked="" type="checkbox"/>	Prepaid Payments	13,140.00 USD	1.00	13,140.00 USD
Lodging for Team Travel		Number of Nights: 1			HOME7 BY HILTON			
03/24/2018	OTHER SUPPLIES			<input checked="" type="checkbox"/>	Prepaid Payments	60.13 USD	1.00	60.13 USD
Supplies for Team Travel					WAL SUPERCENTER #1183			

Employee Expenses	13,200.13 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	13,200.13 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	0.00 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	912201	PCARD LIAISON02		04/07/2018	4/7/2018	Page 1 of 1