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

## 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***

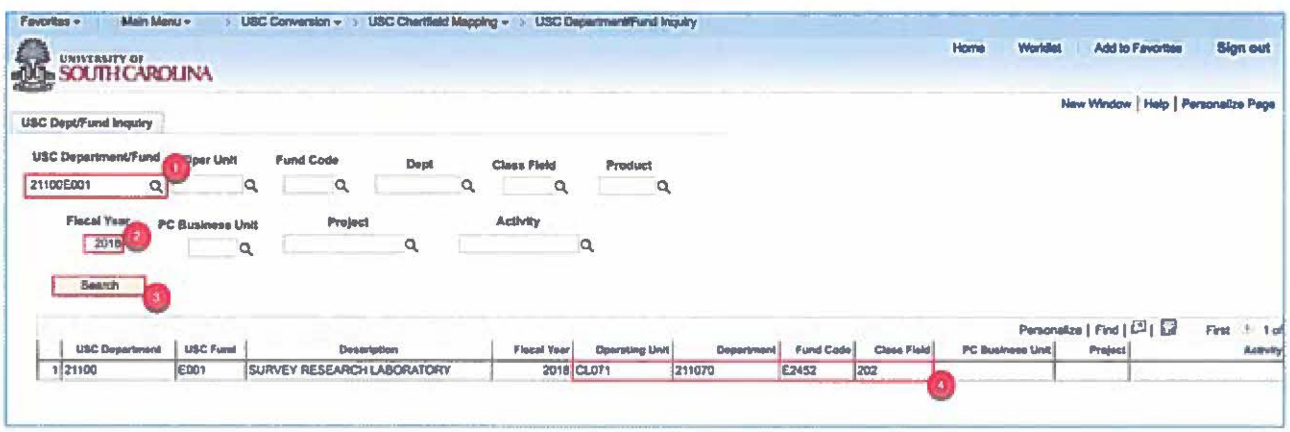
Use the "USC Department/Fund" page to enter a legacy system Department, Fund code and fiscal year to identify your current PeopleSoft Chartfield combinations. When using the Crosswalk be sure to enter the current fiscal year to ensure you are using the correct chartfield combination. You can perform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


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.



## 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.

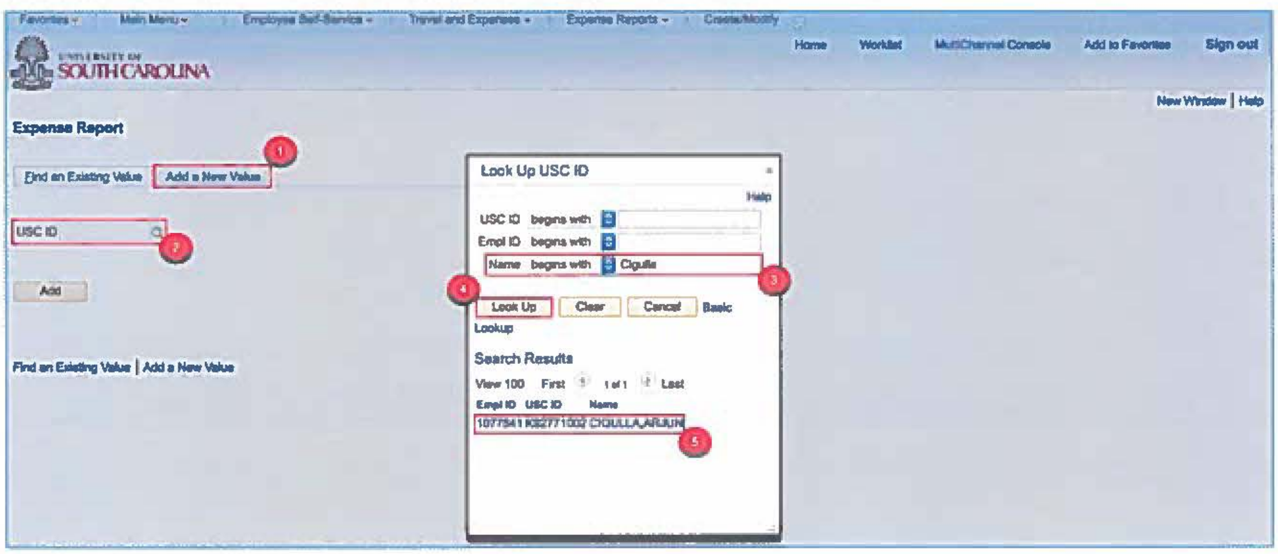
Step 2: Click the **Look Up** USC ID button.

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.



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


## 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

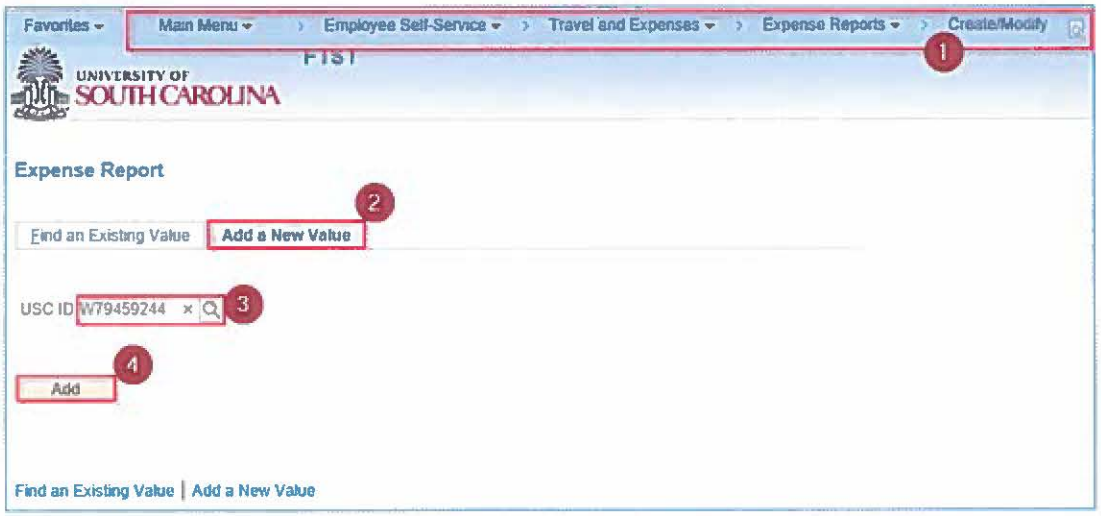
Step 1: Navigate to the **Expense Report**

*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.

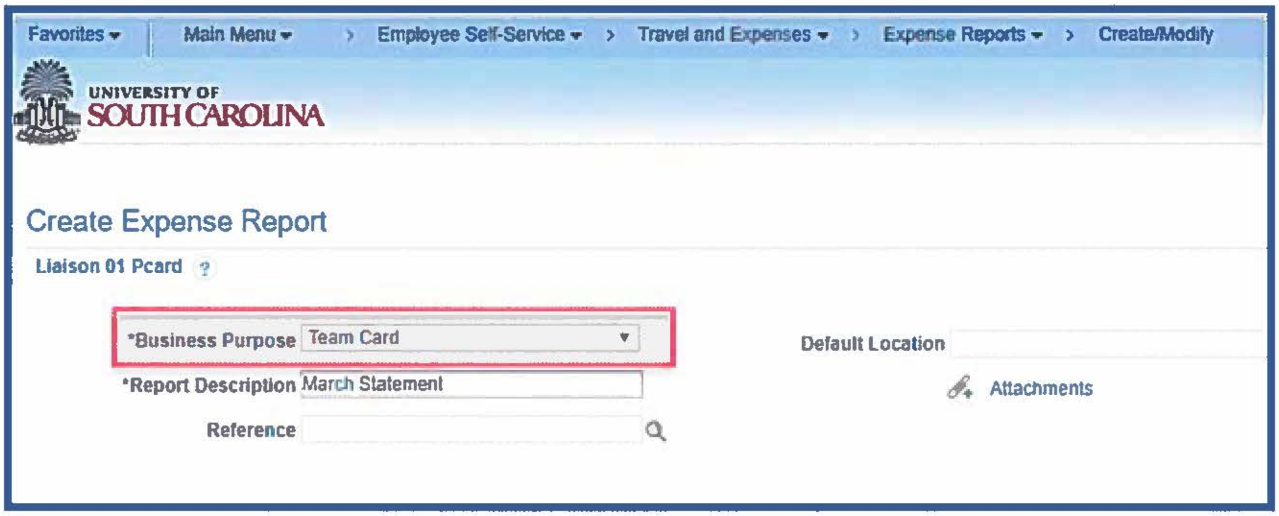
Step 4: Click the **Add** button



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

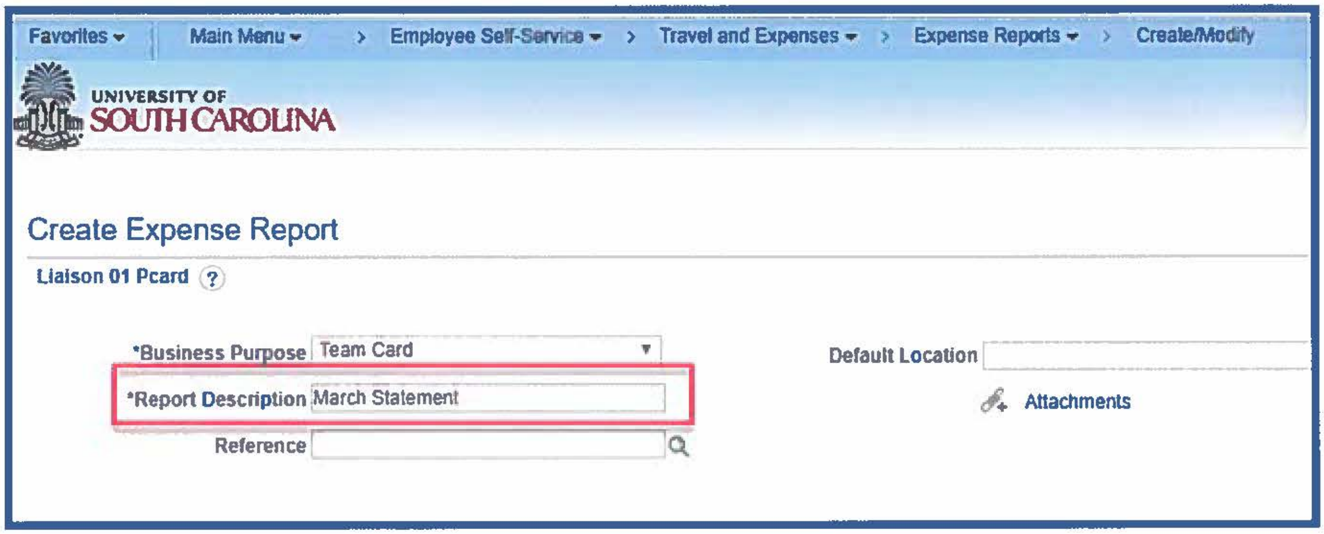
Step 6: Click the dropdown for the **Business Purpose** field to select either Procurement Card or Team Card.

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



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

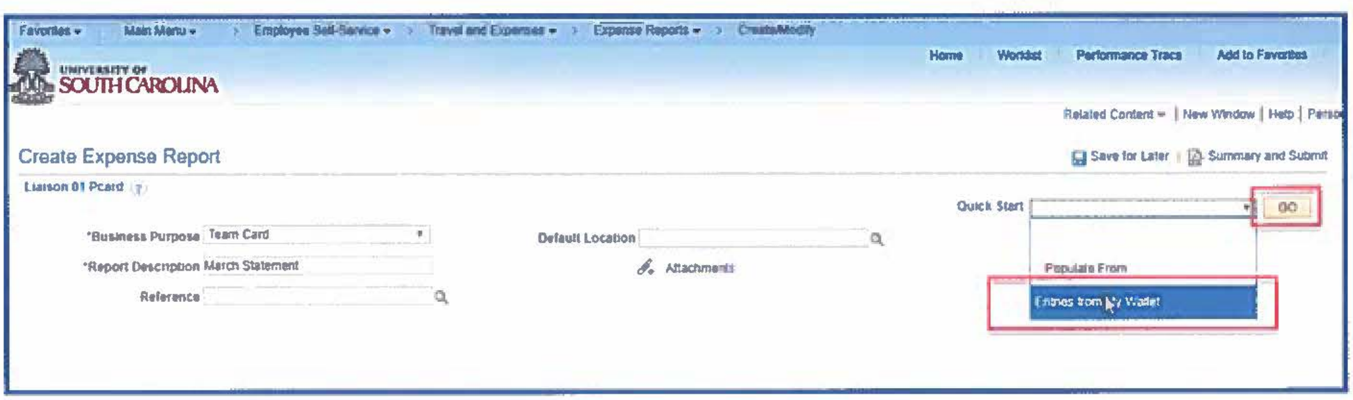
It's encouraged to create one expense report for each month so describing the report as "March Statement" may help during the reconciliation process.




**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".

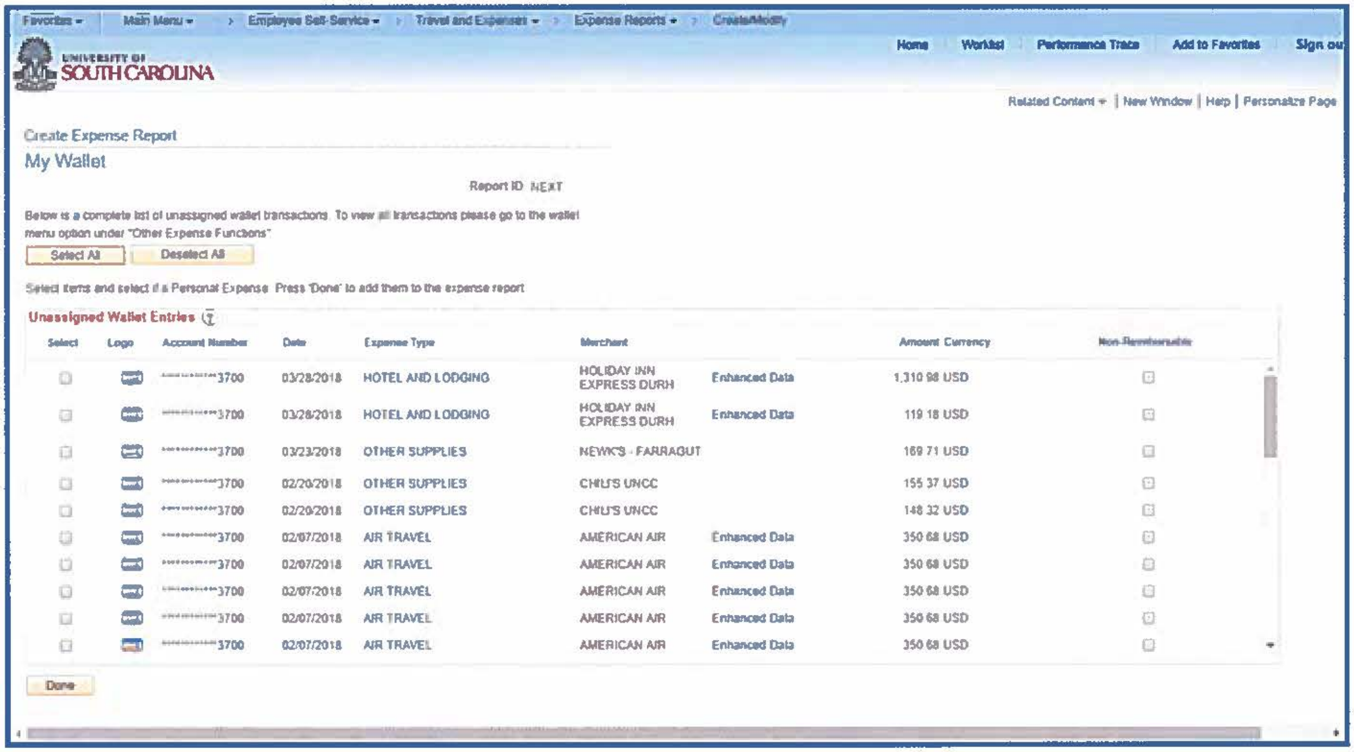
Step 8: From the Quick Start dropdown menu, select "Entries from My Wallet" and click the GO button.



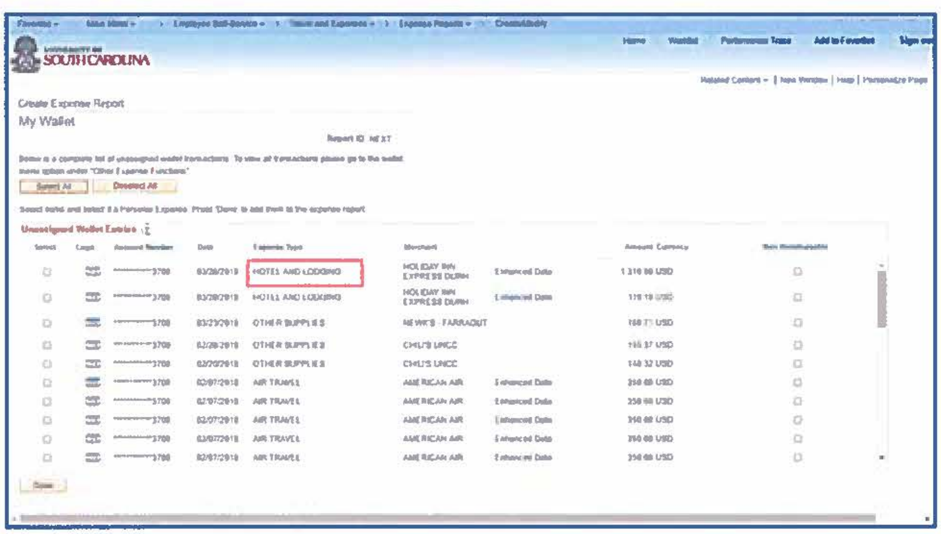
Step 9: The my wallet page is displayed.

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.



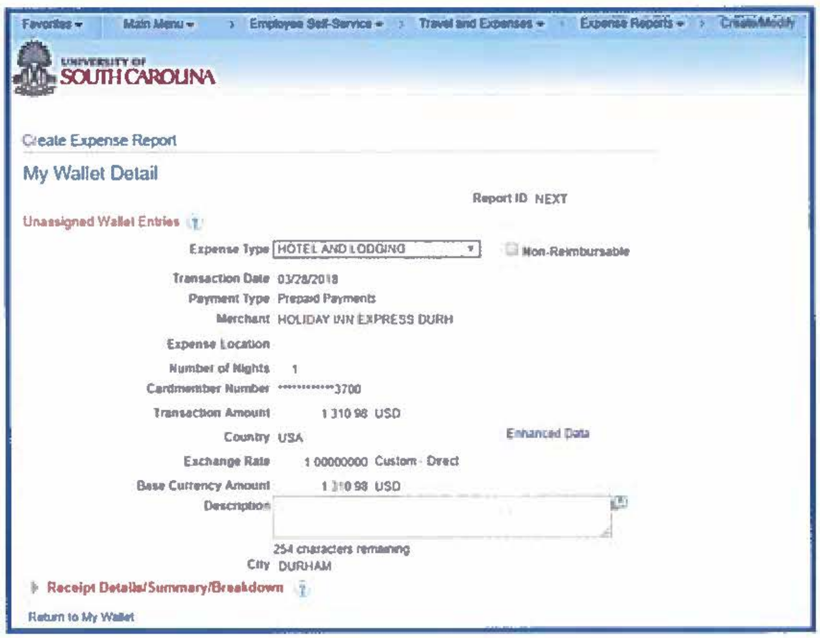

Step 10: Click the Expense Type link to display more information about the transaction.



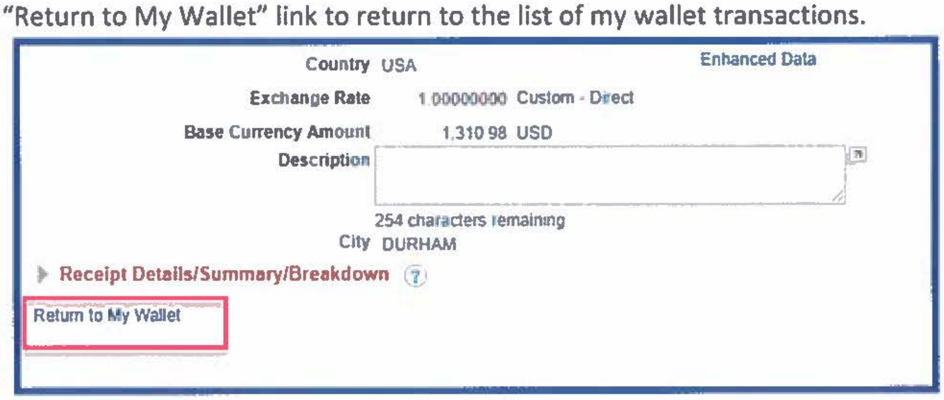
Step 11: After clicking the "Expense Type" link, the "My Wallet Detail" page is displayed.

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.

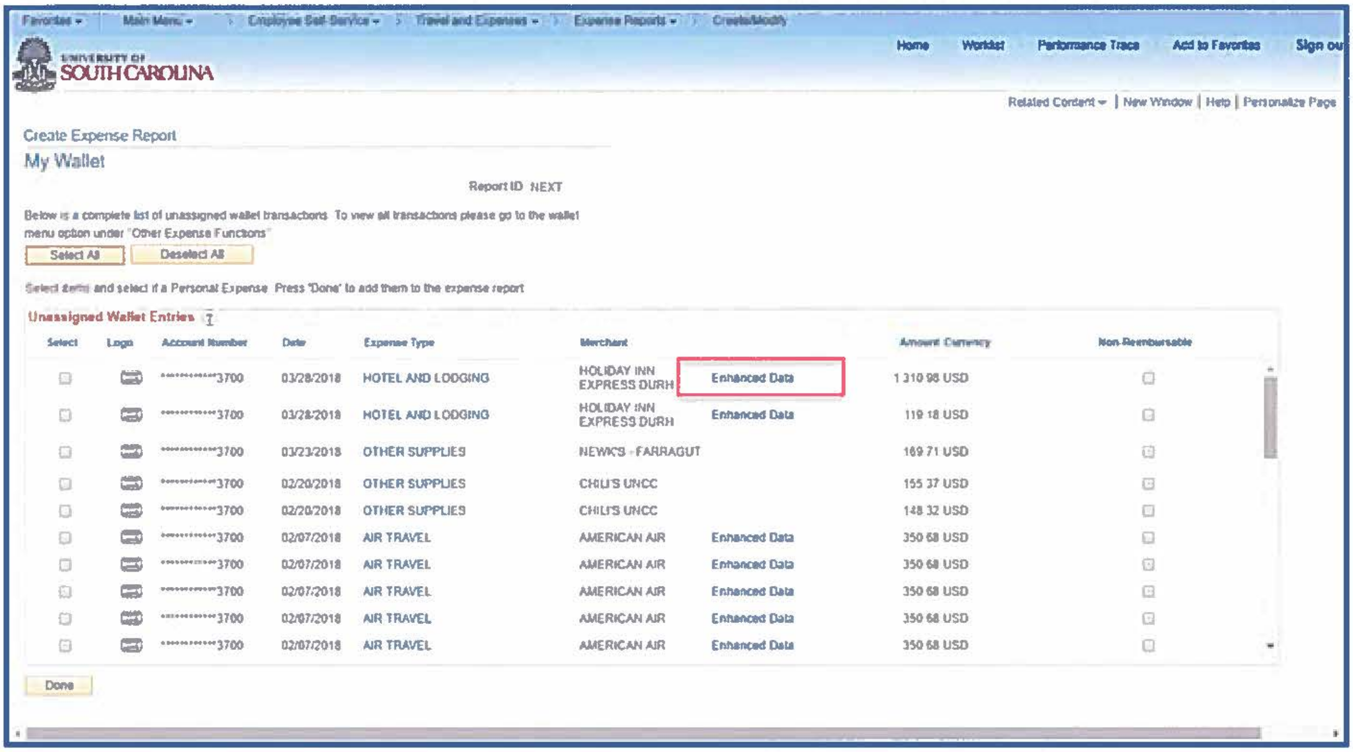
a. The Expense Type may be changed on the My Wallet Detail. Changing the expense type may prevent the need to change the GL account after the transaction is copied into the expense report.
b. The description may be entered or updated on this page, or you may wait and enter/update the description after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




c. Click "Return to My Wallet" link to return to the list of my wallet transactions.



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



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 (destinaction 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

Hel

Transaction Date 03/28/2018
Transaction Amount 1310.98 USD
Expense Type HOTEL AND LODGING
Merchant HOLIDAY INN EXPRESS DURH

Enhanced Data

Summary Lodging Information

Hotel Folio 11123839
Room Rate 0.00
Check In Date 03/27/2018
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

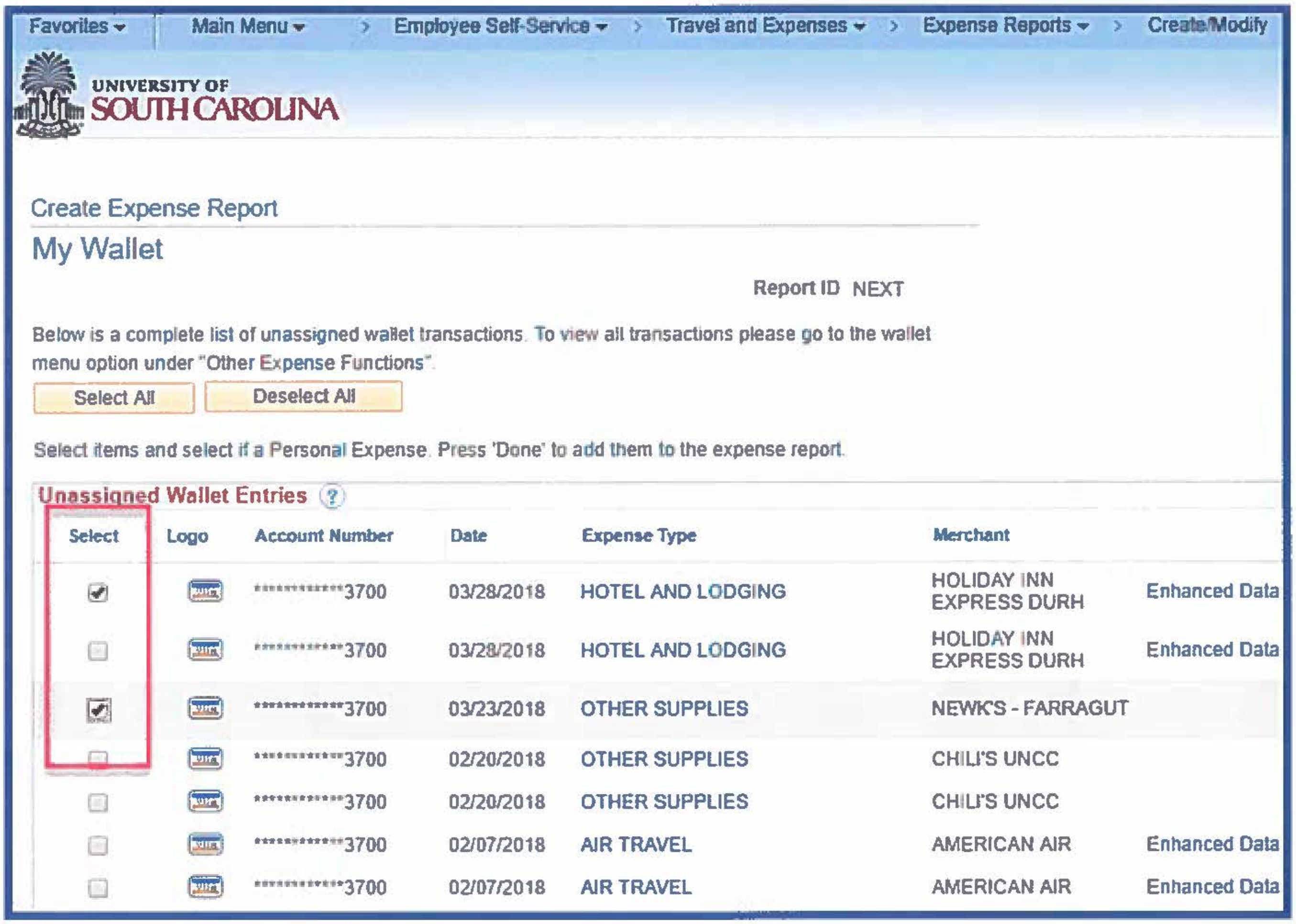
Detail Lodging

Lodging Detail 1 | Lodging Detail 2

| 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 |

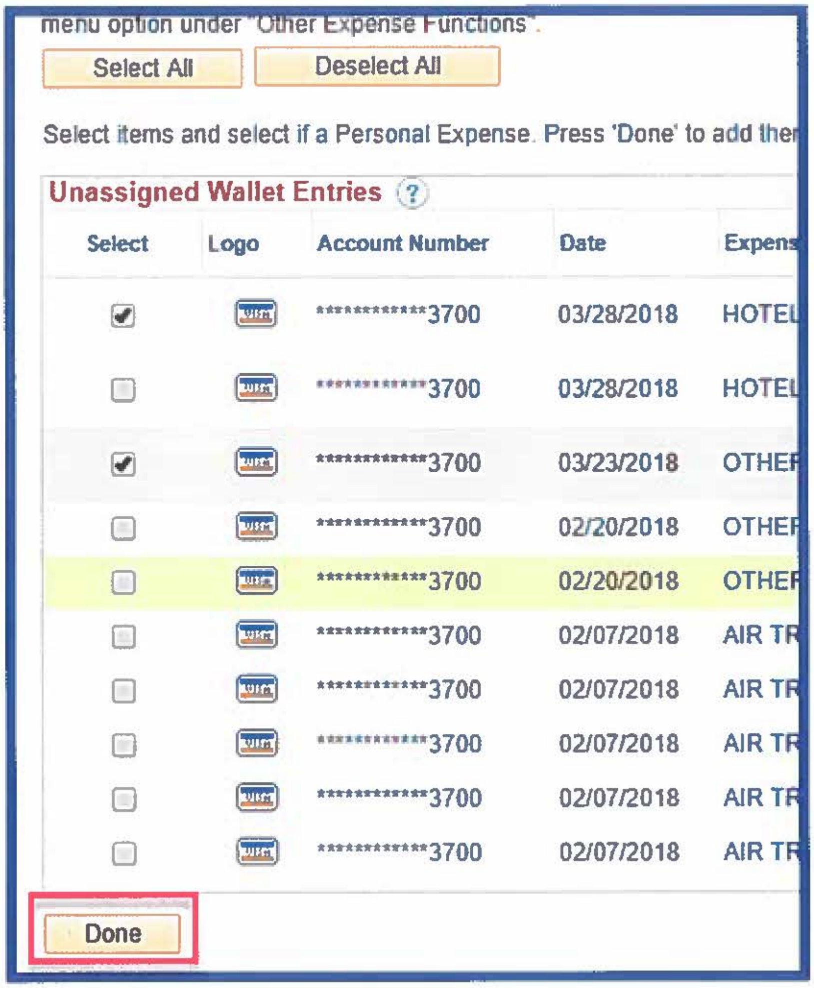
Return

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

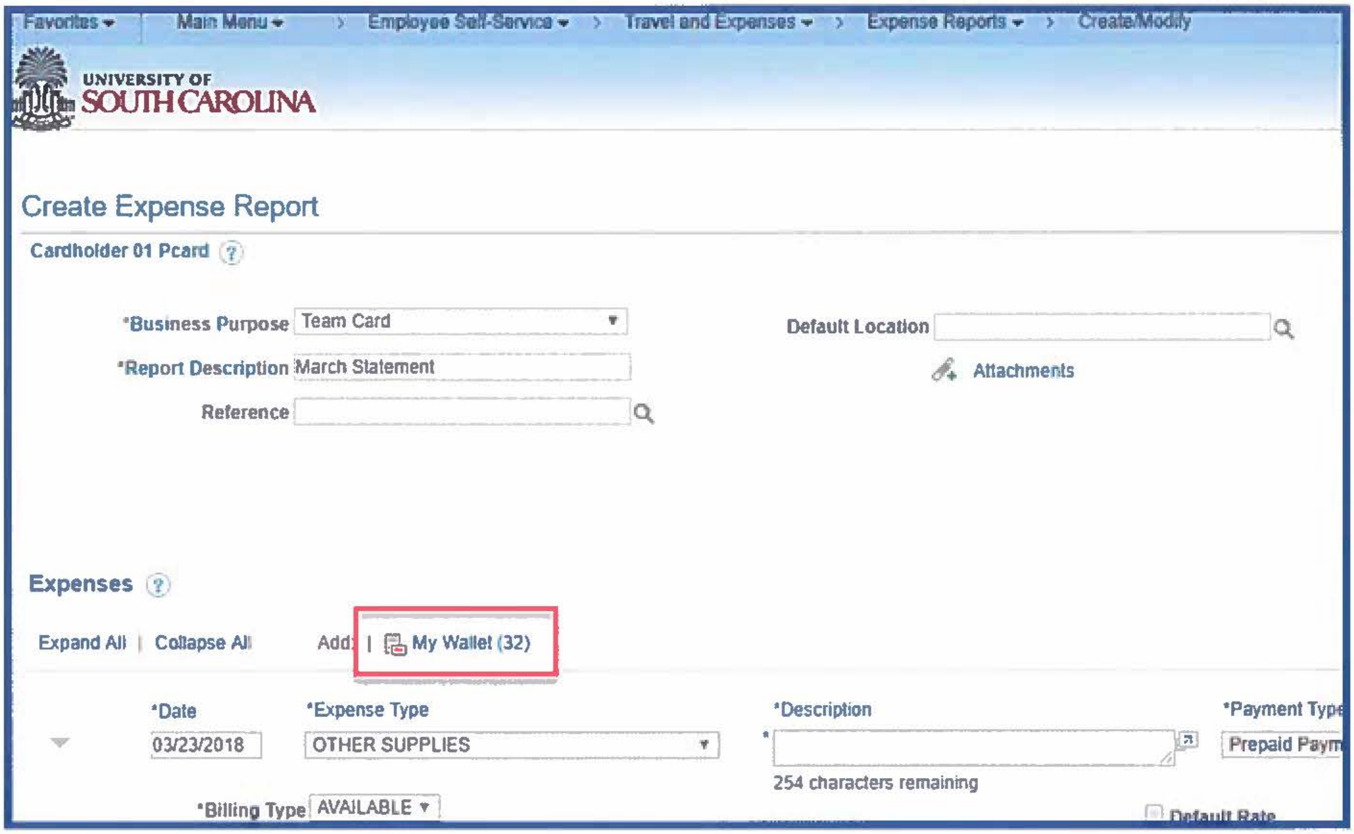


Step 15: After selecting the transactions to be reconciled, click the **Done** button.

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



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



**Reviewing and Reconciling Card Transactions**

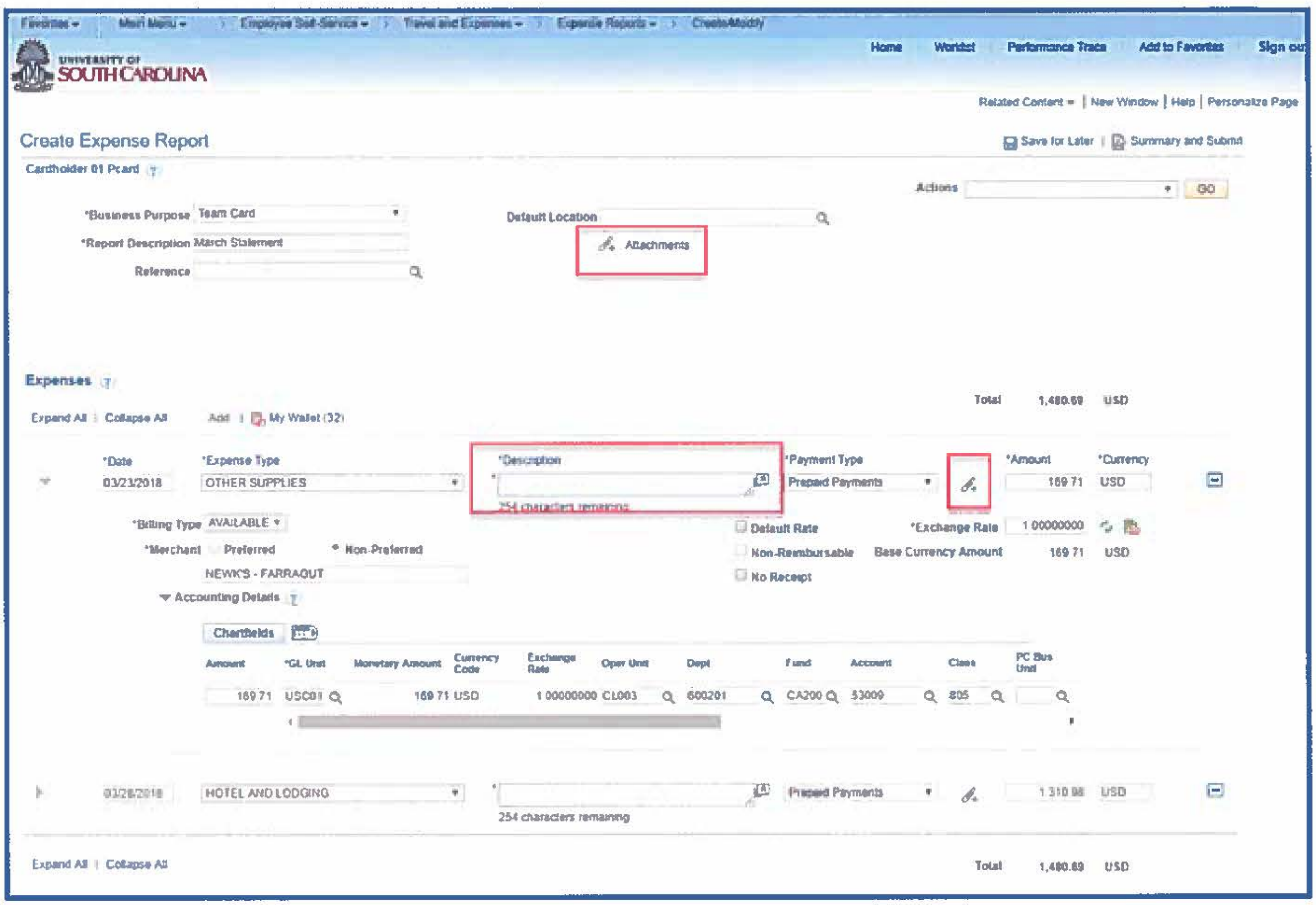
Begin reviewing each transaction, fill in the appropriate fields and, as needed, correct any fields already populated.

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).

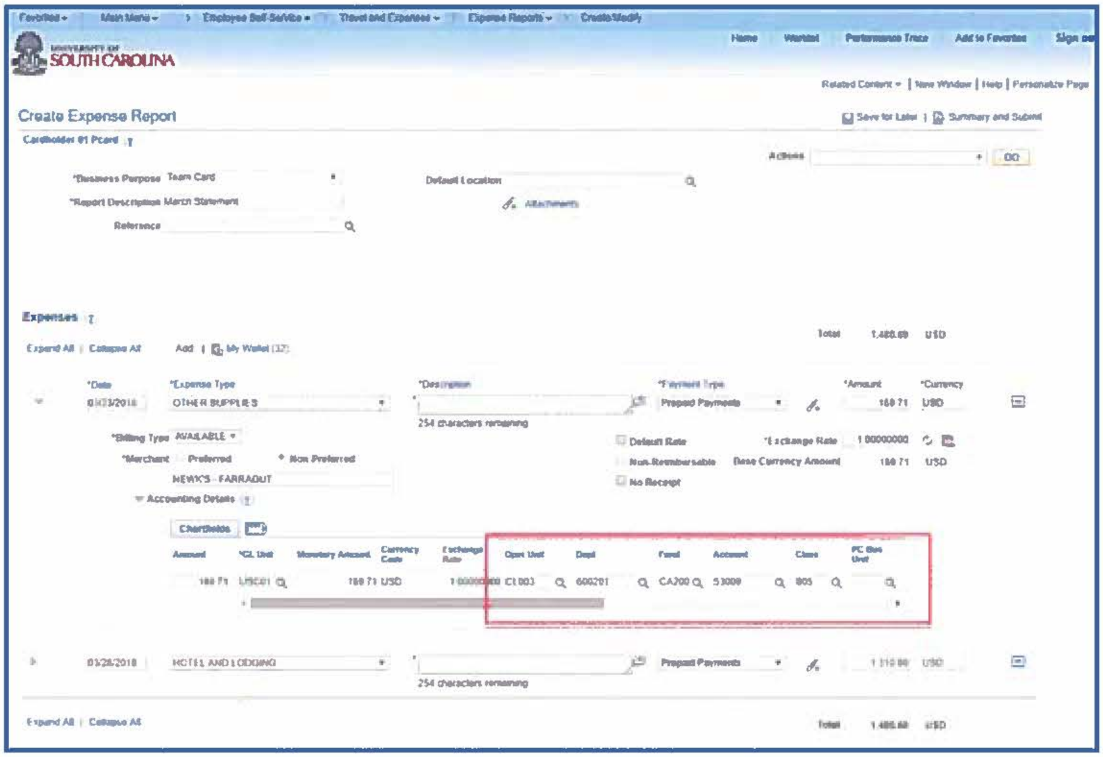
See section VII for instructions on how to attach documentation.



**Accounting Details**

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

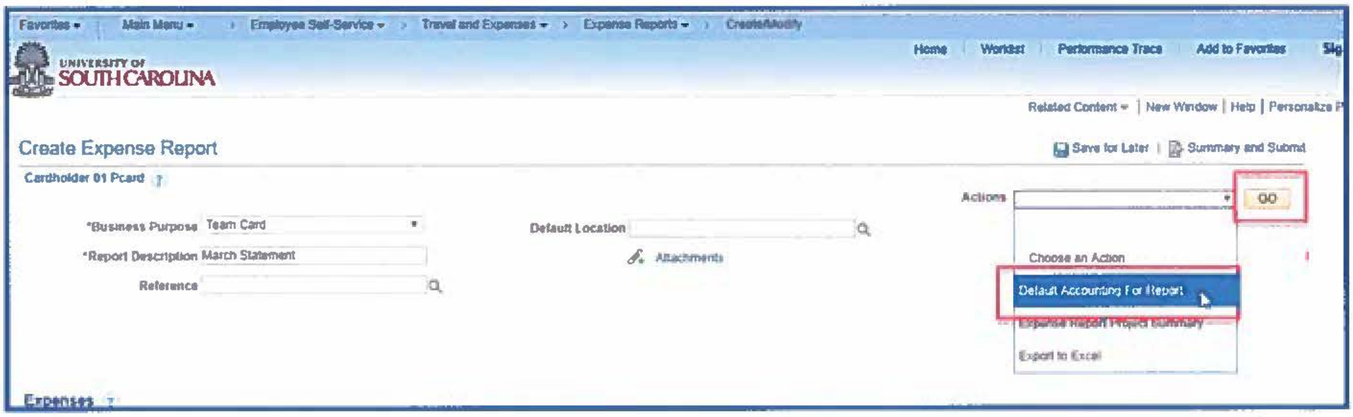
The user's default accounting information will populate the GL Unit, Oper Unit, Dept, Fund and Class fields. The account number is populated based on the transaction's expense type. Reference Section V above for finding valid Chartstrings if you need help identifying the correct chartfield combination.



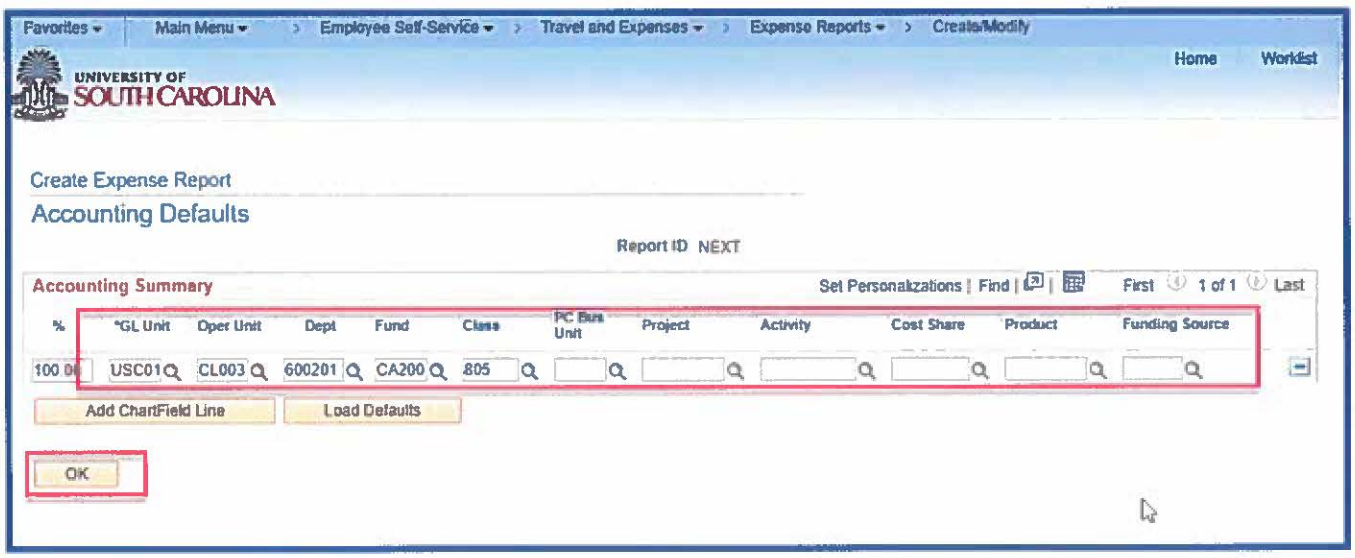
**Changing the accounting on all Expense Report Lines.**

Step 20: Changing all lines at once.

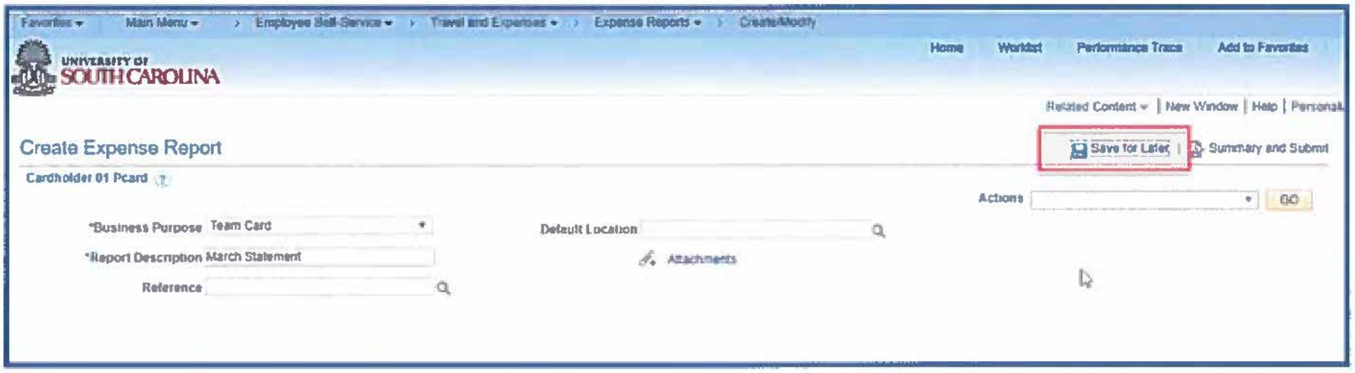
To change the accounting on all expense report lines, select "Default Accounting For Report" and click "Go"



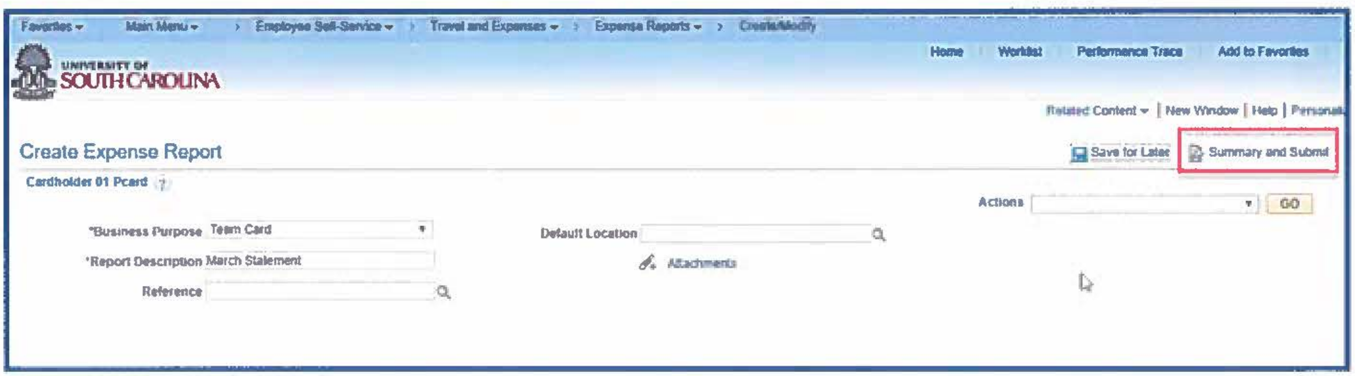

Step 21: Change the chartfields if necessary and click "OK"



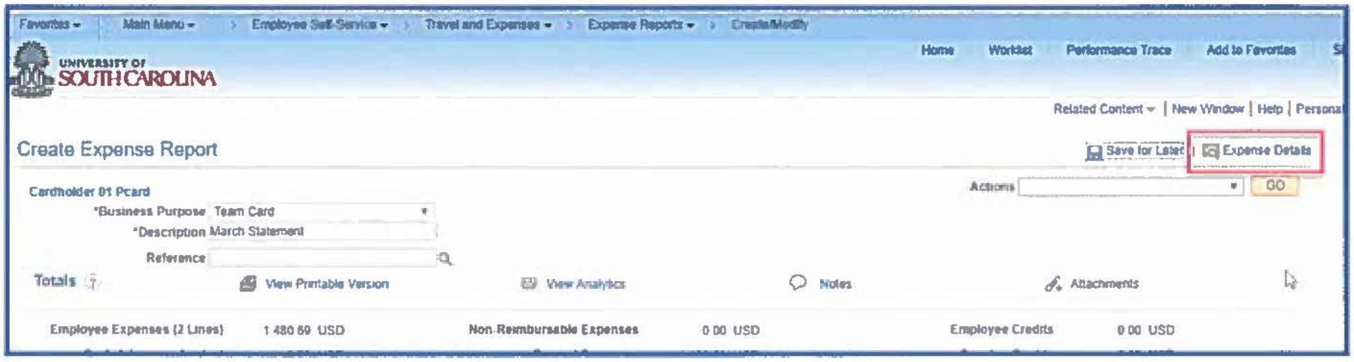
**Note:** Now would be a good time to click the **Save for Later** button. This will create a Report ID allowing you to modify the expense report at any time until you submit for approval. This action may cause red boxes to appear in all required fields that have errors; they will no longer be displayed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



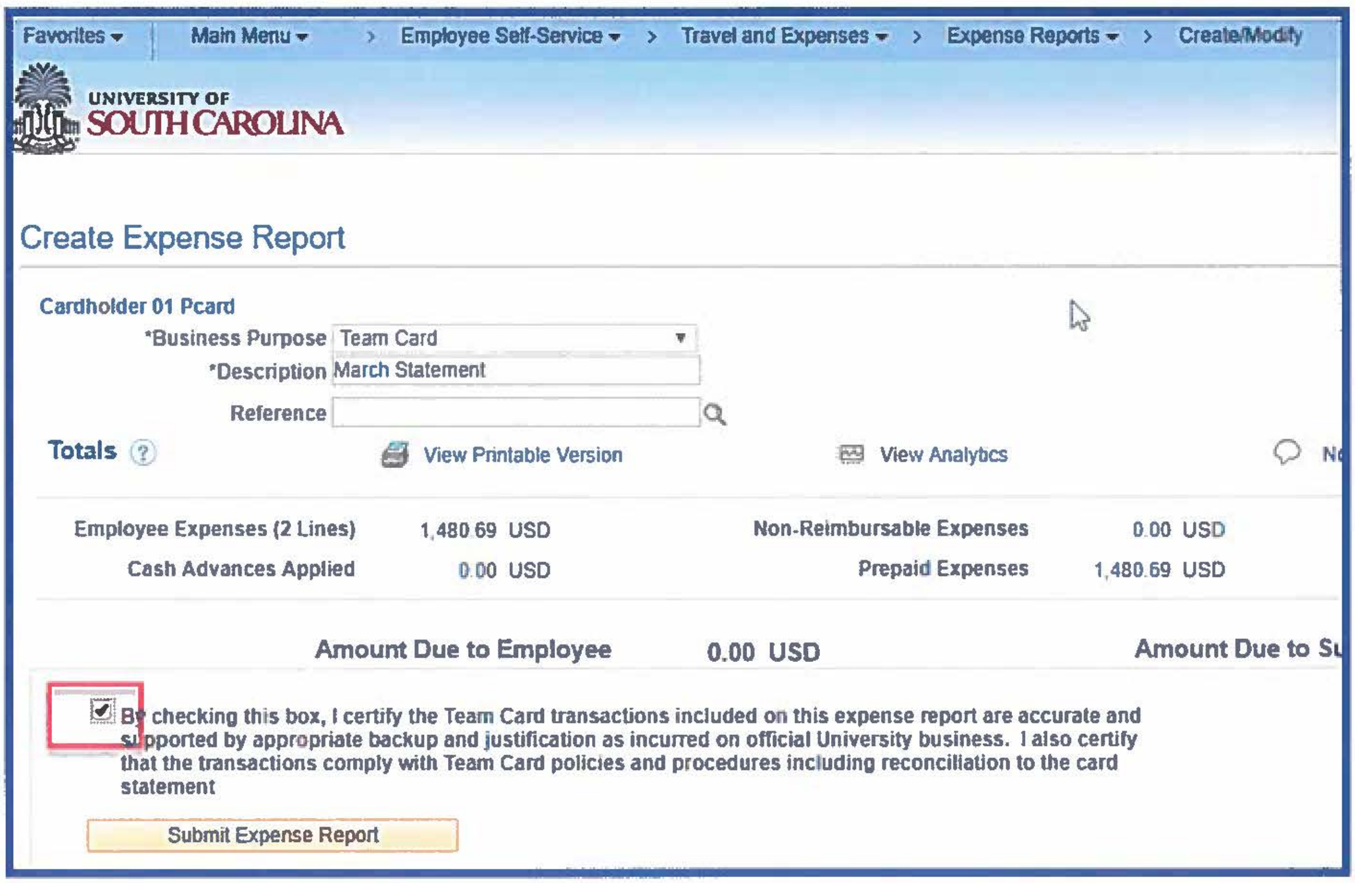

Step 22: Click the **Summary and Submit** link at the top right of the page if you're ready to submit the card statement expense report for approval.



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.

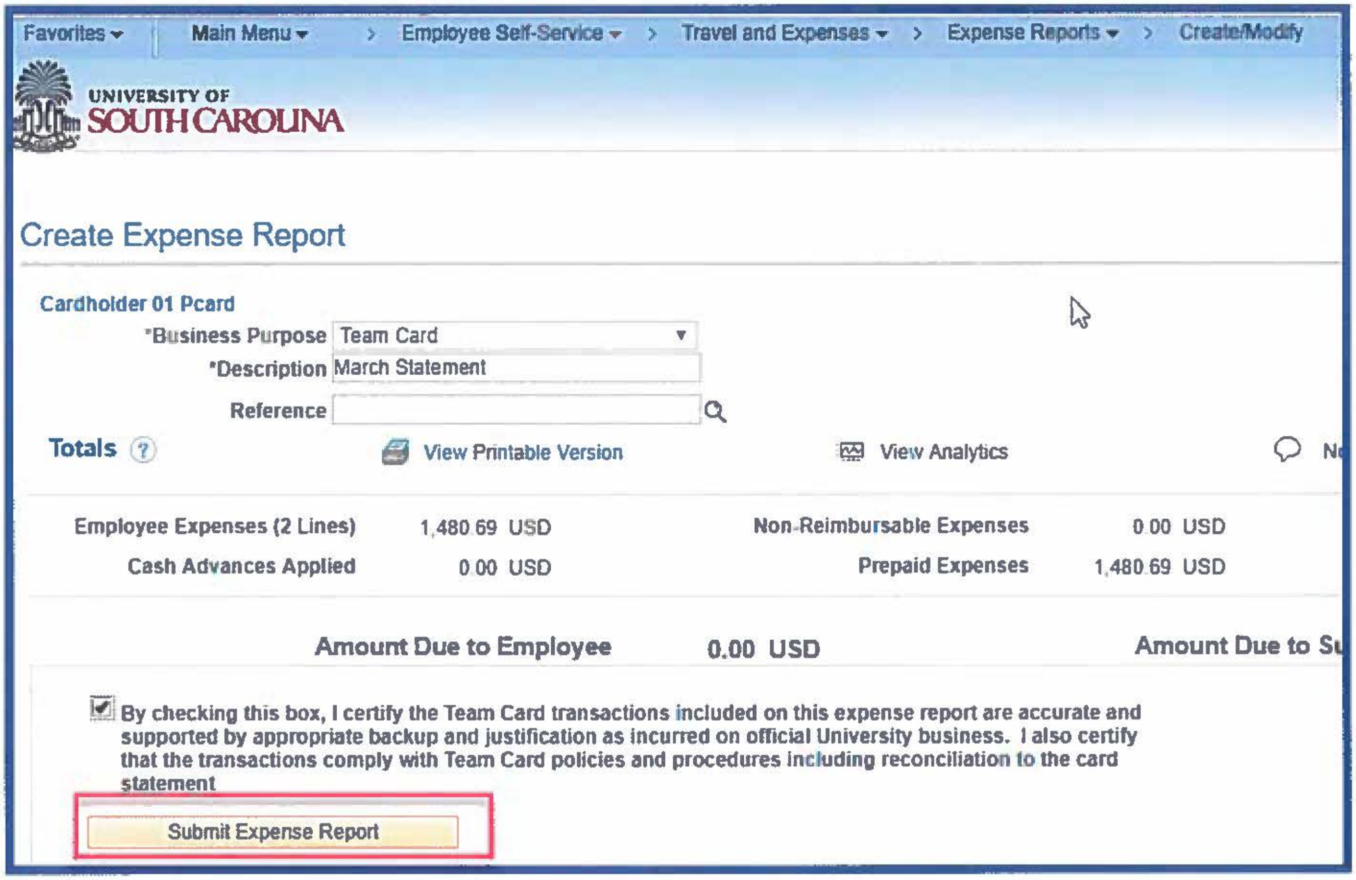



Step 24: Certify the expenses submitted are accurate and comply with policy.

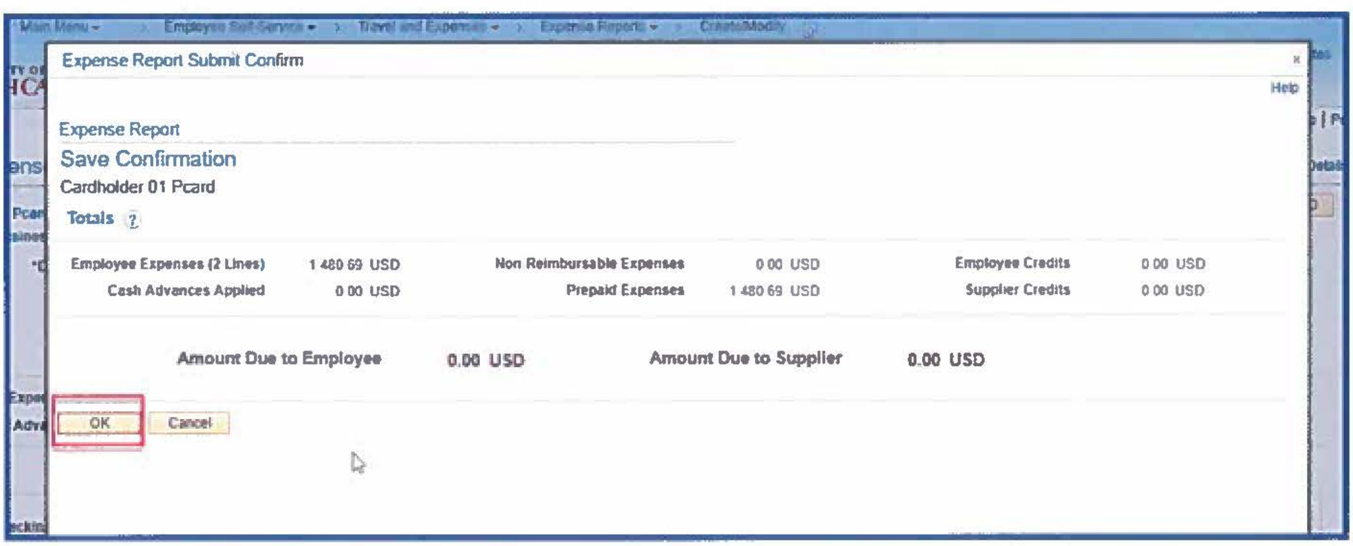


Step 25: Click the **Submit Expense Report** button.

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.

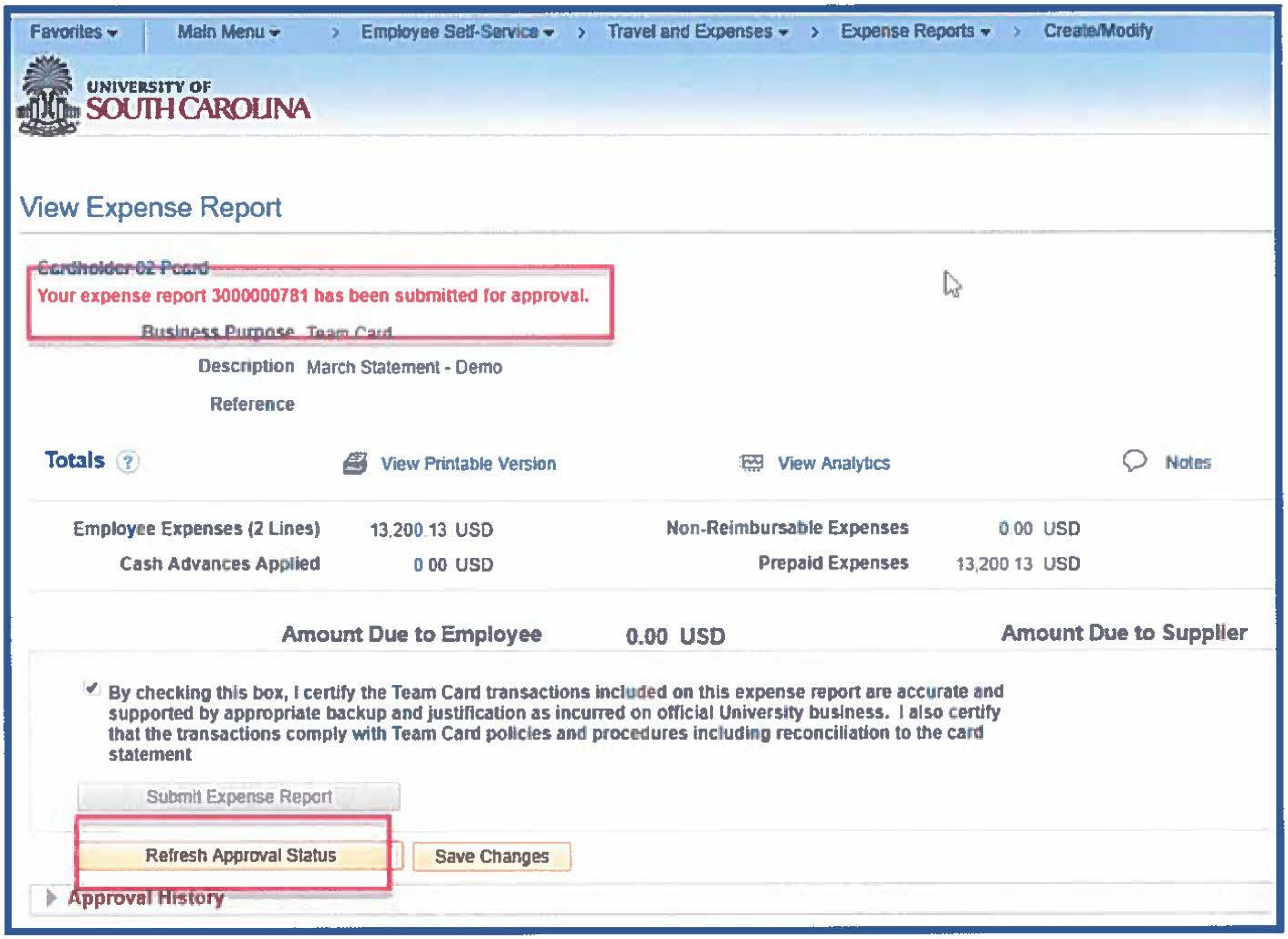



Step 26: The "Expense Report Submit Confirm" page will be displayed. Click the OK button.



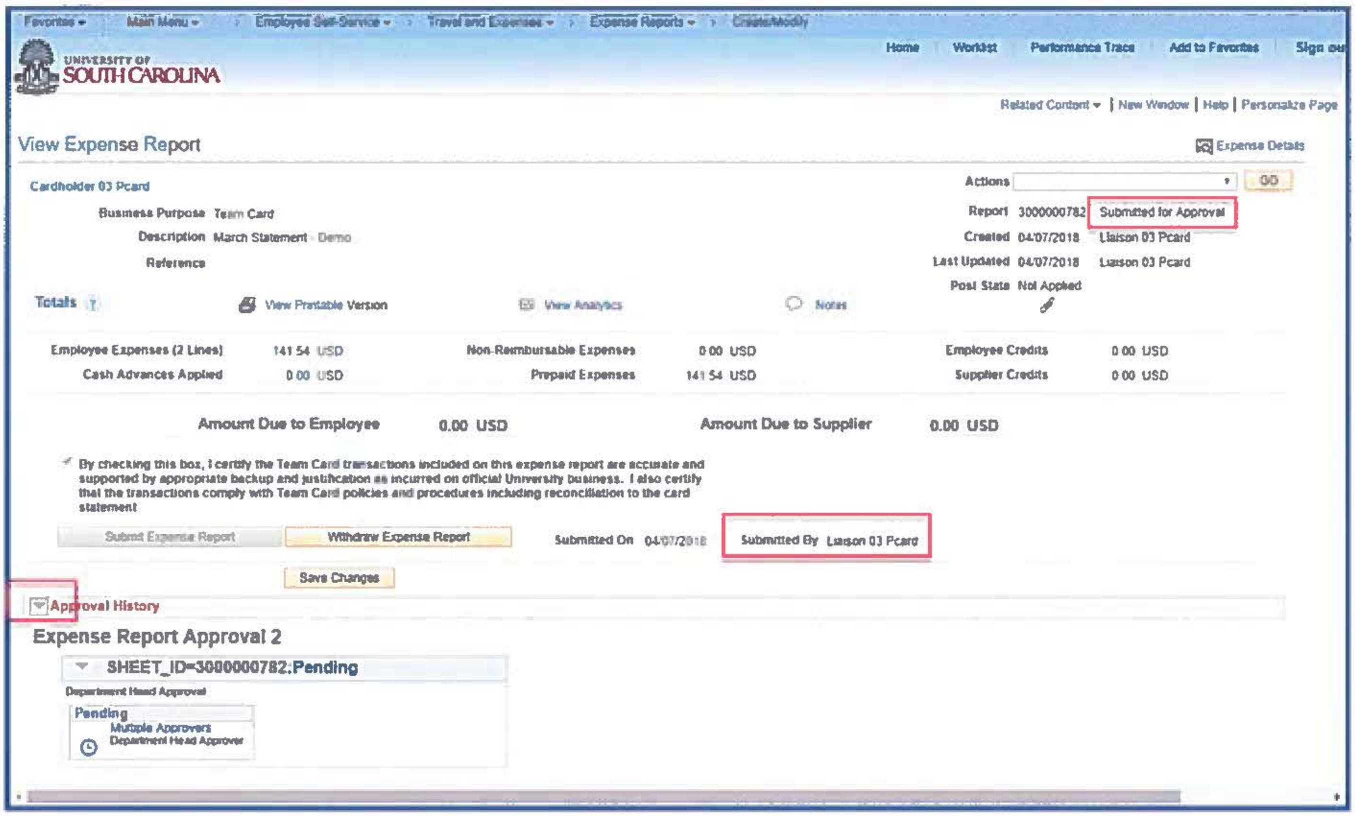
Step 27: Notice the message indicating the Expense Report has been submitted for approval.

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



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.

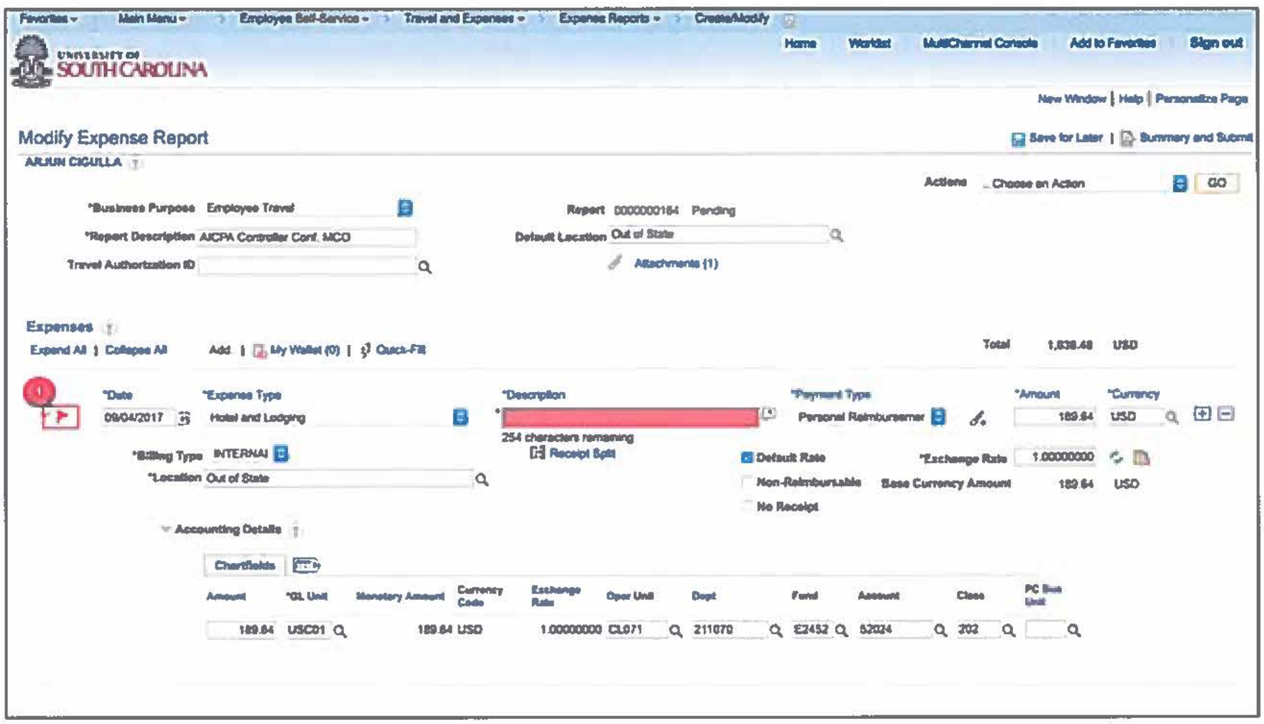


## IX. Correcting Errors when Creating an Expense Report

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.

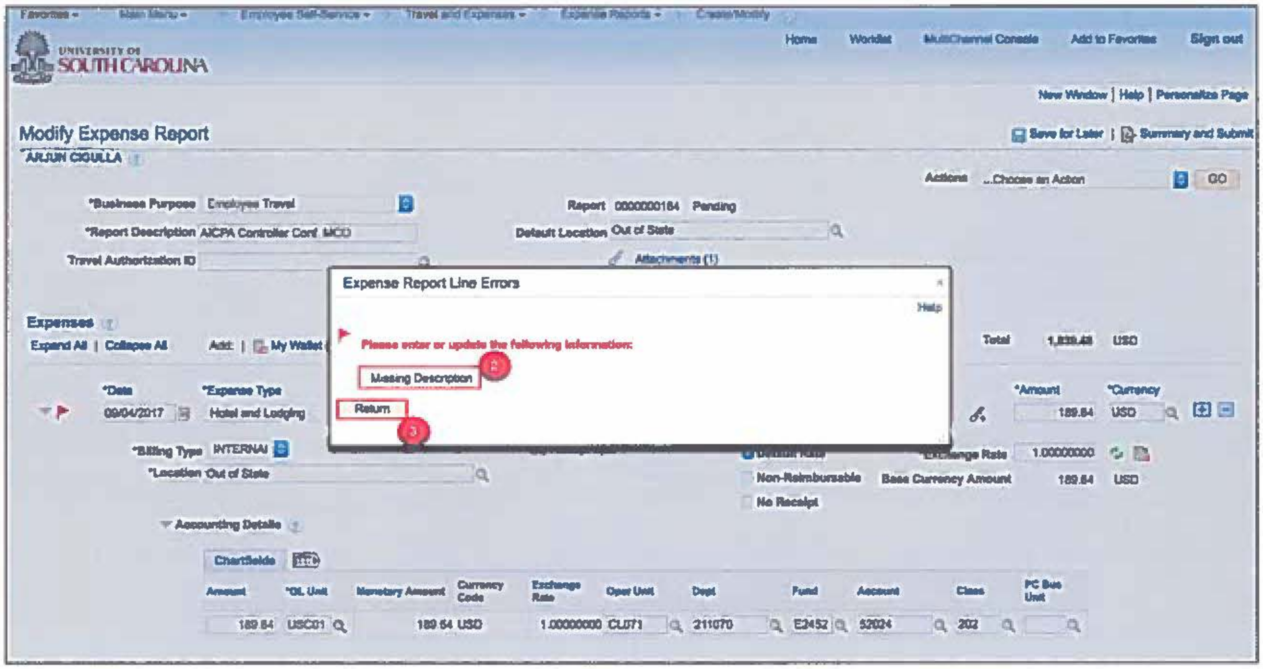
***Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify***

**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.



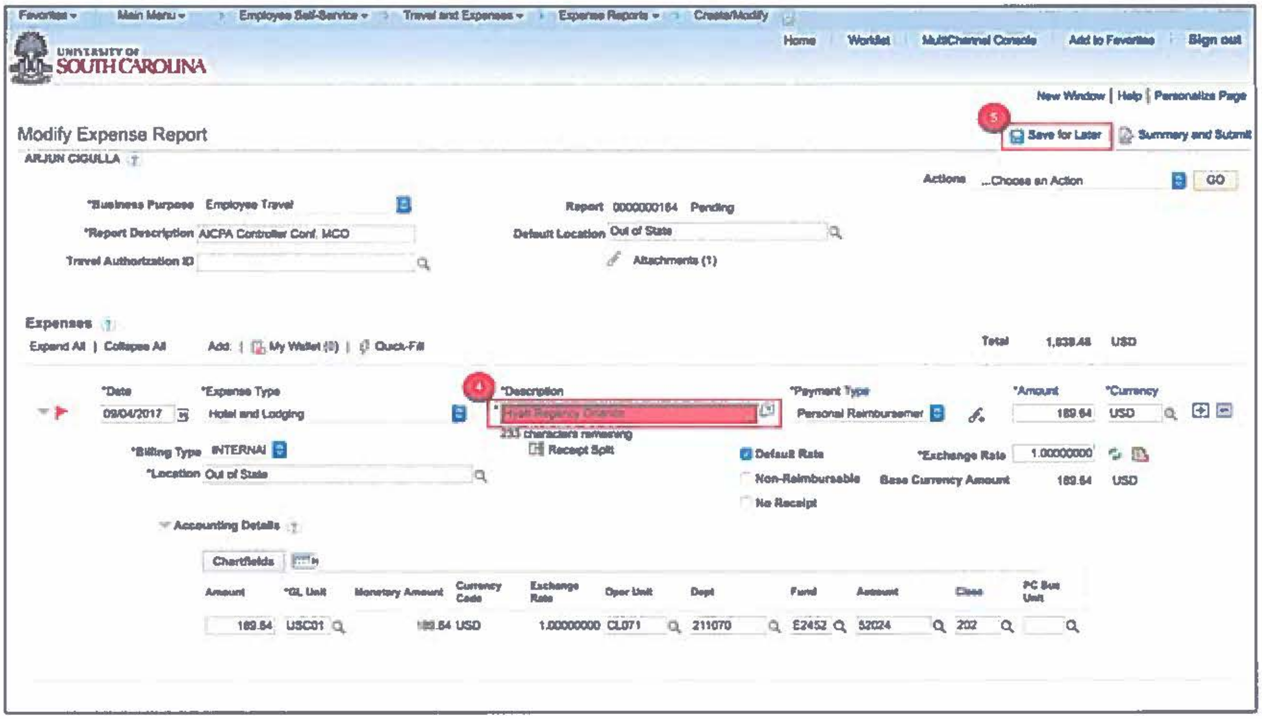
**Step 2:** Read the message carefully. The system indicates what needs to be entered or updated.

**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.



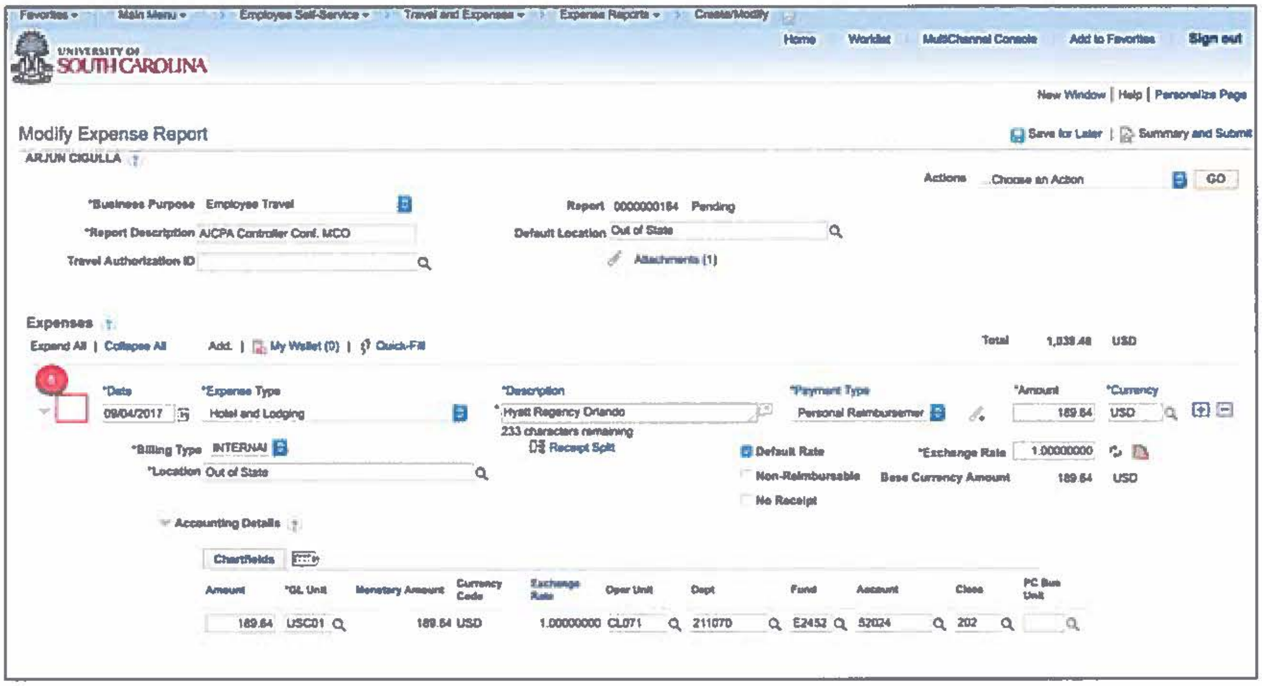
**Step 4:** Click in the **Description** field for Hotel/ Lodging and enter an appropriate description for the expense.

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



**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.**



## X. Withdrawing an Expense Report

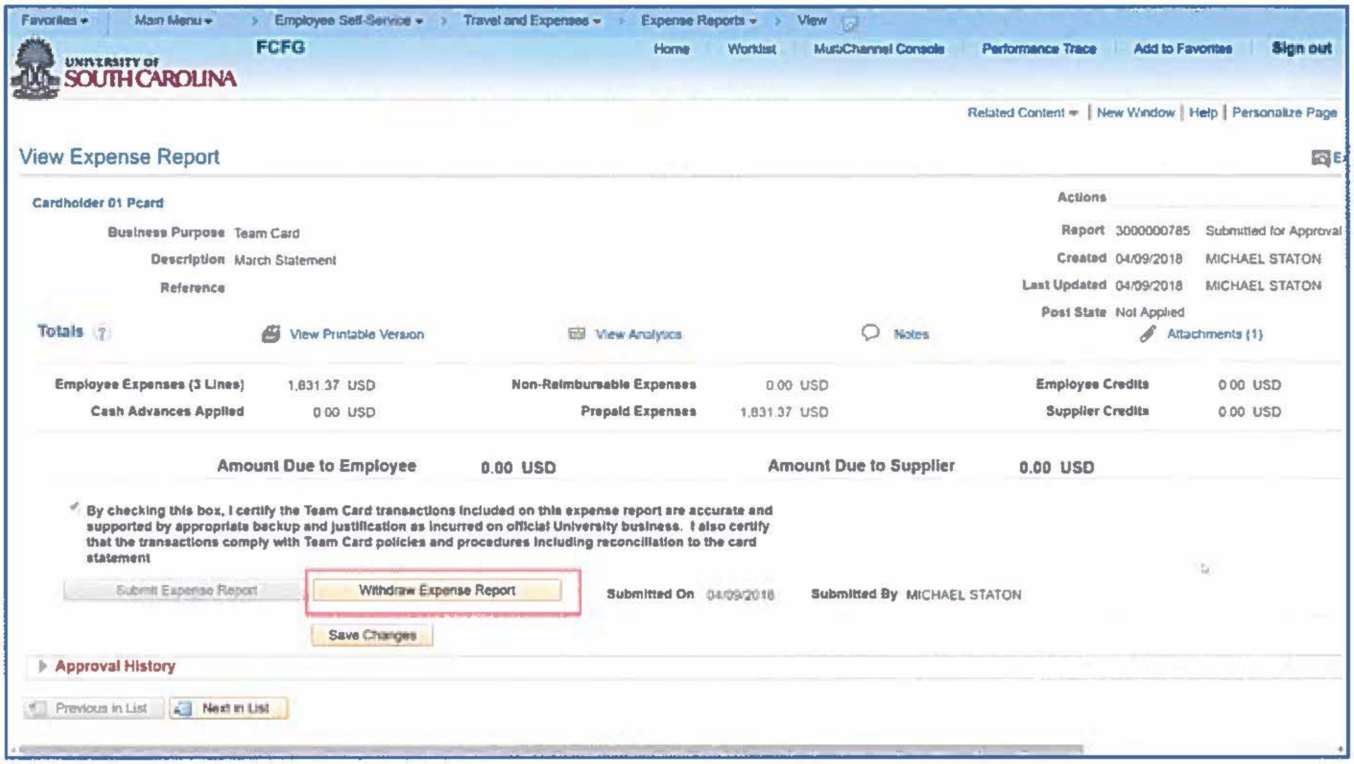
After an expense report has been submitted for approval, it cannot be opened in the "Create/Modify" page; the expense report must either be sent back by the approver or withdrawn in order for it to be edited again.

To withdraw an expense report, complete the following steps.

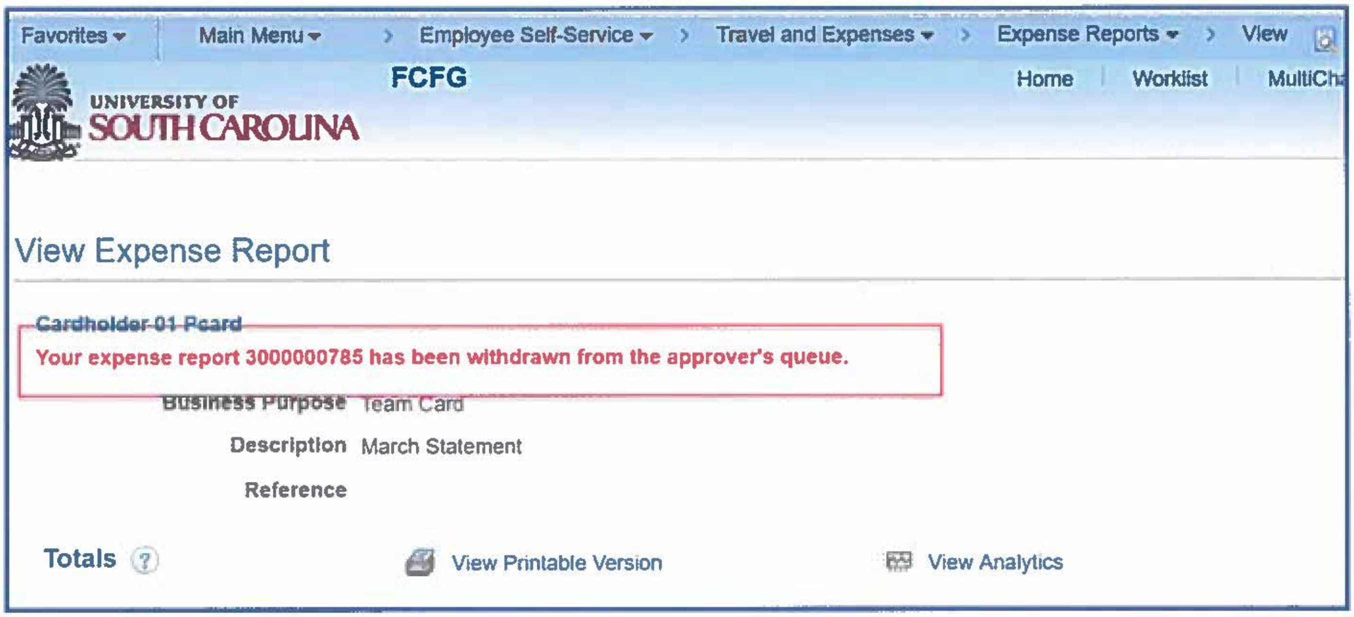
**Step 1: Navigate to Employee Self Service > Travel and Expenses > Expense Reports > View**

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

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



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



**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 withdrawls. 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

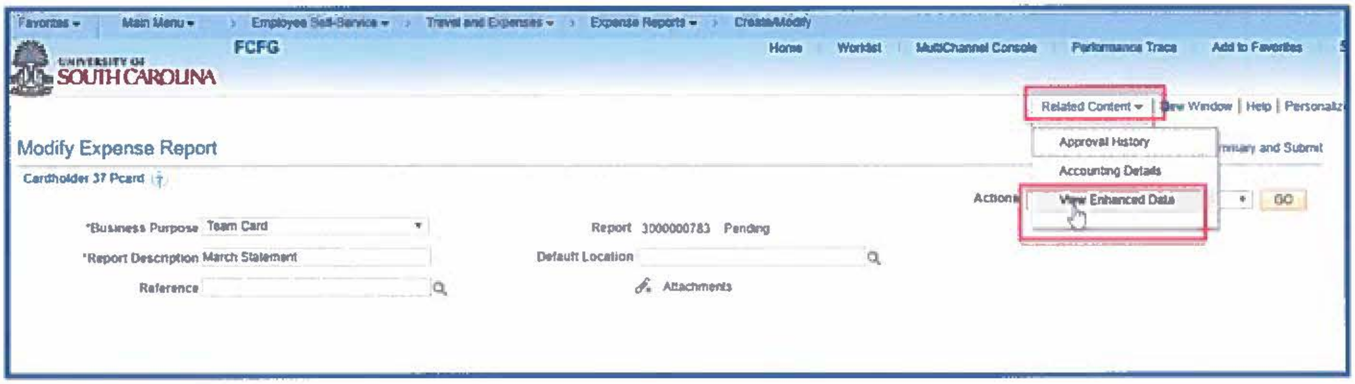
## XI. Viewing Related Content on an Expense Report.

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.

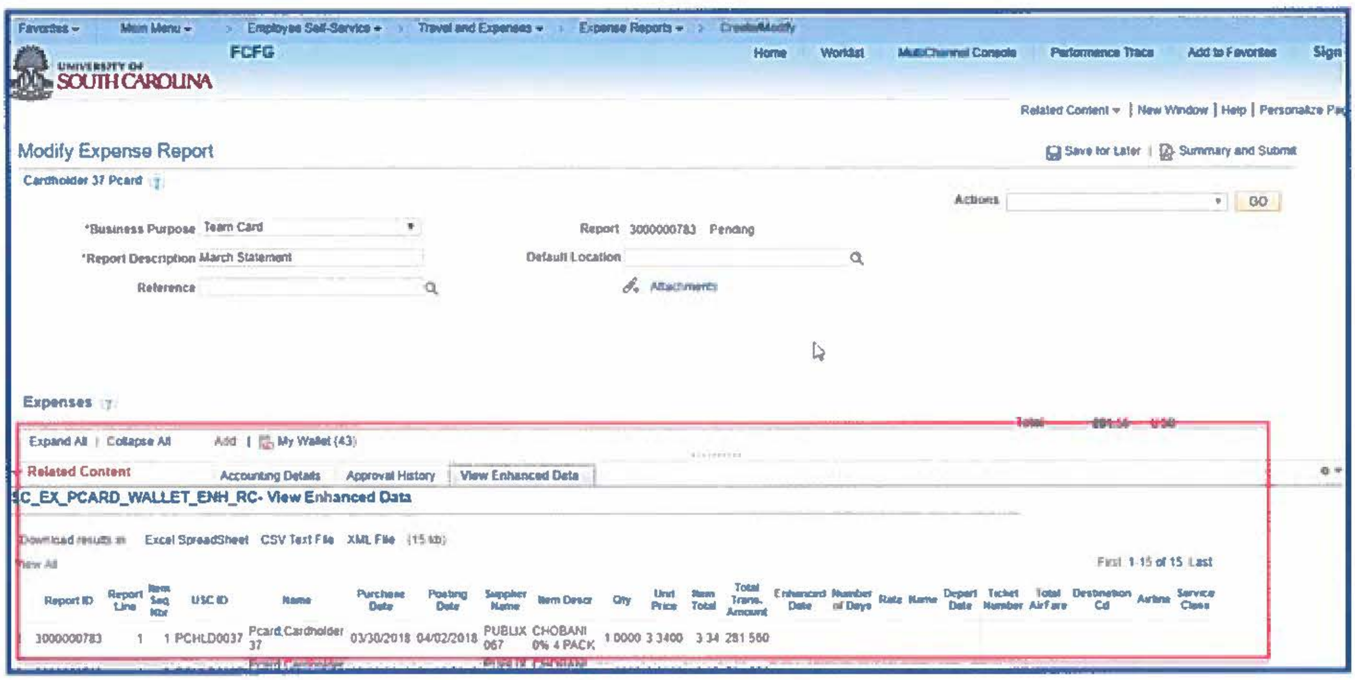
Step 1: Save the Expense Report or open a previously saved Expense Report.

Step 2: Click Related Content

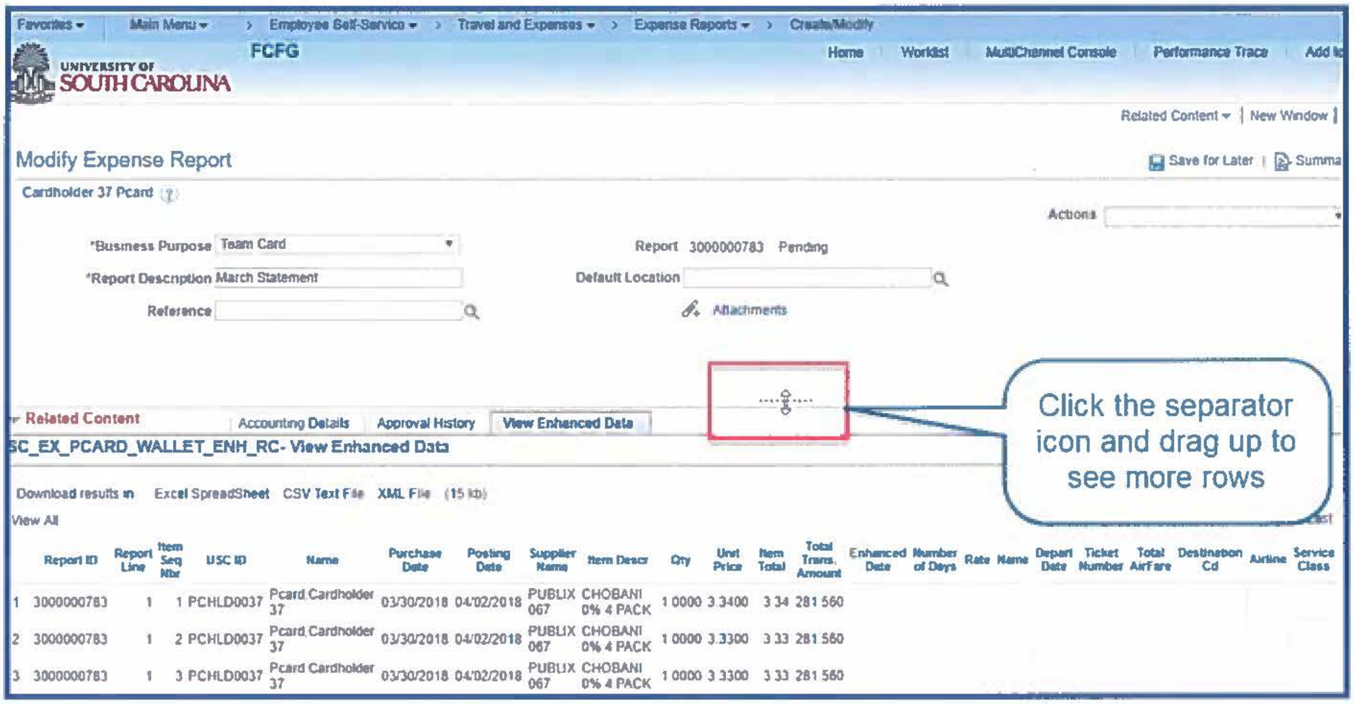
Step 3: Select "View Enhanced Data"



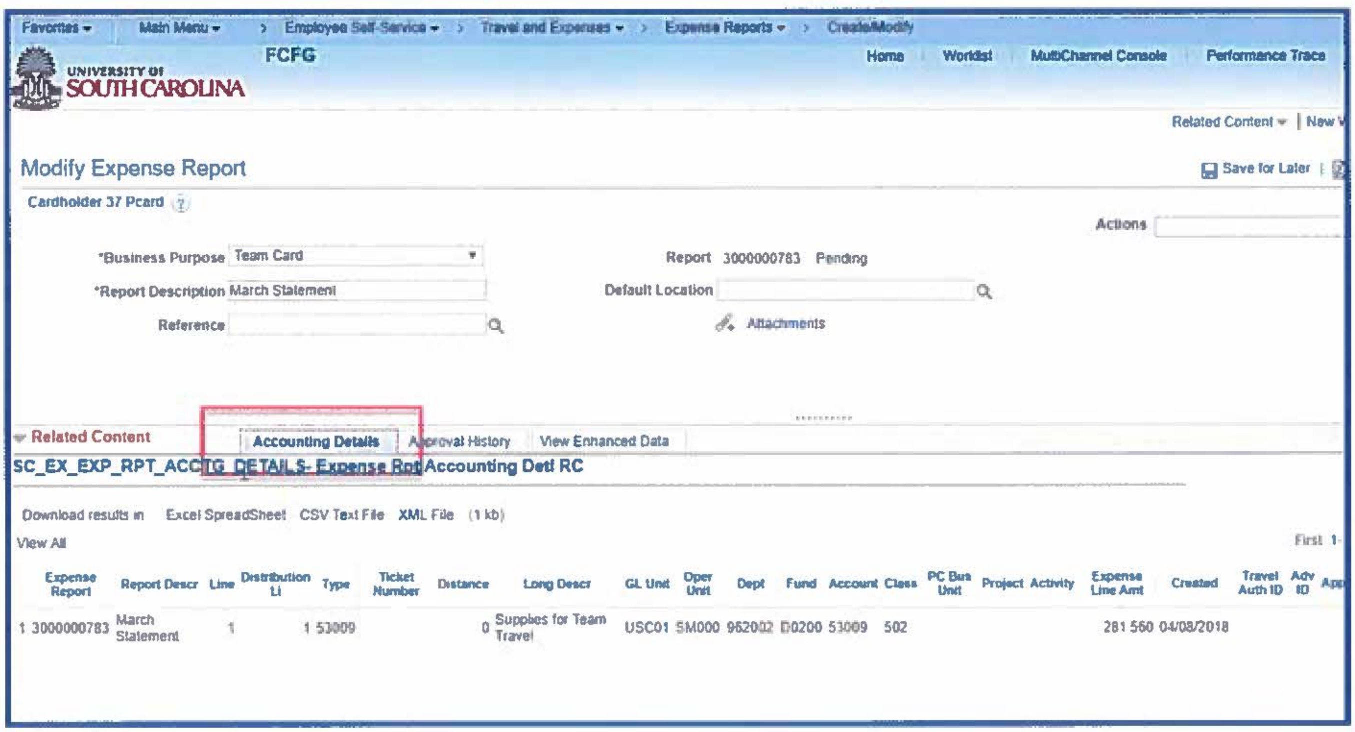

Step 4: The page is split and the related content is displayed



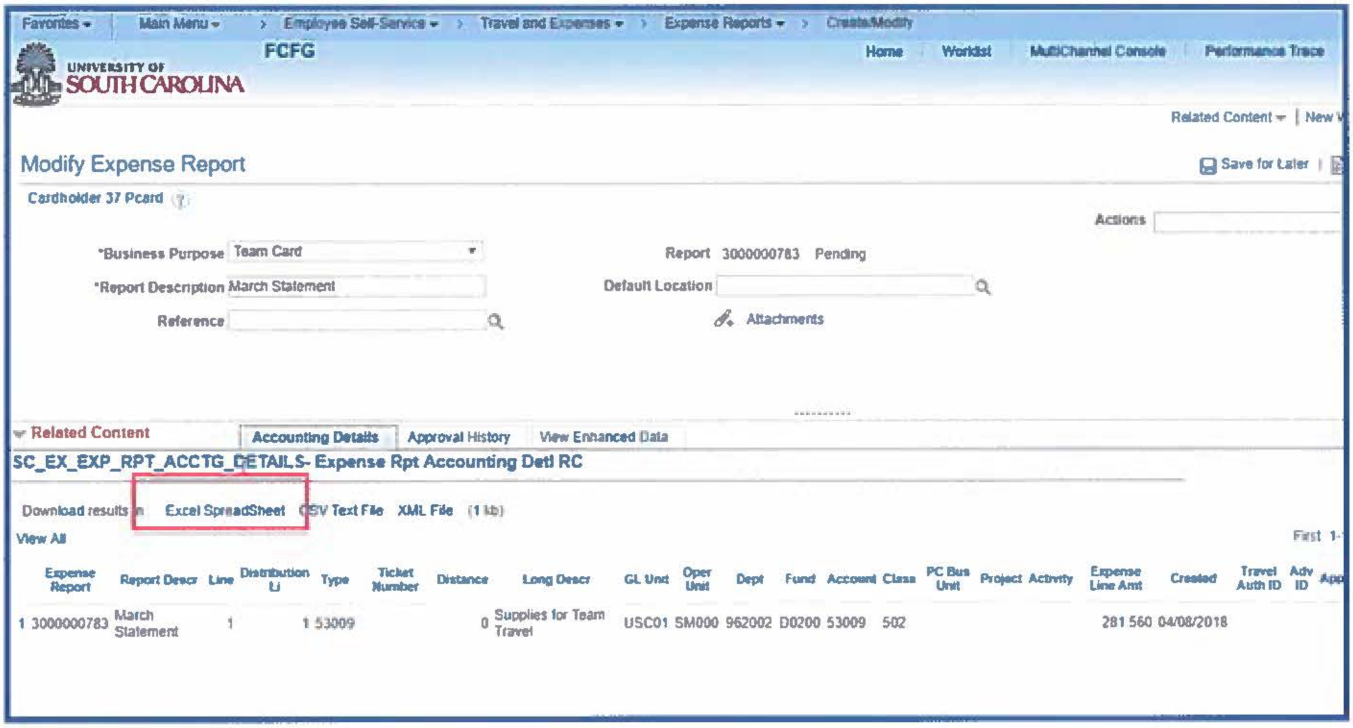
Step 5: Move the separator up to see more rows



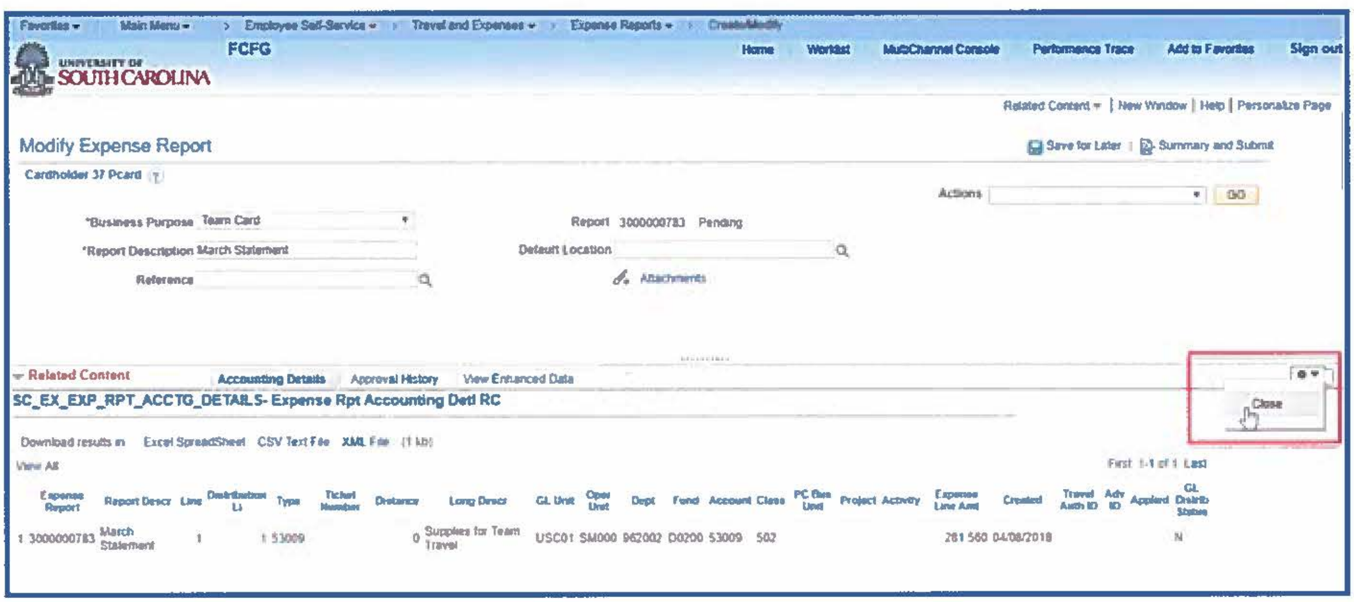

Step 6: Click on other related content such as the accounting details



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




Step 8: Close the related content

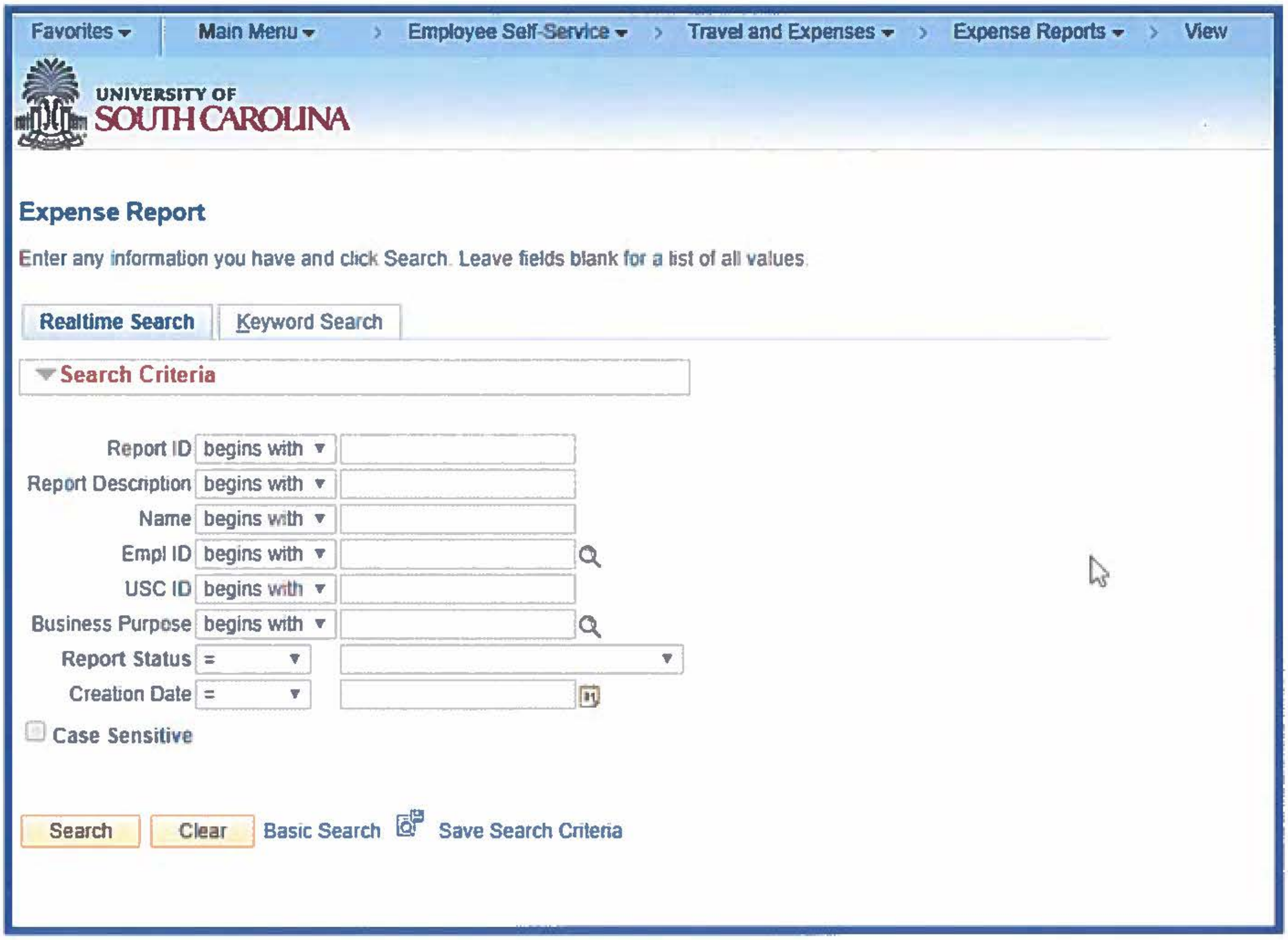


## XII. Reviewing an Expense Report

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

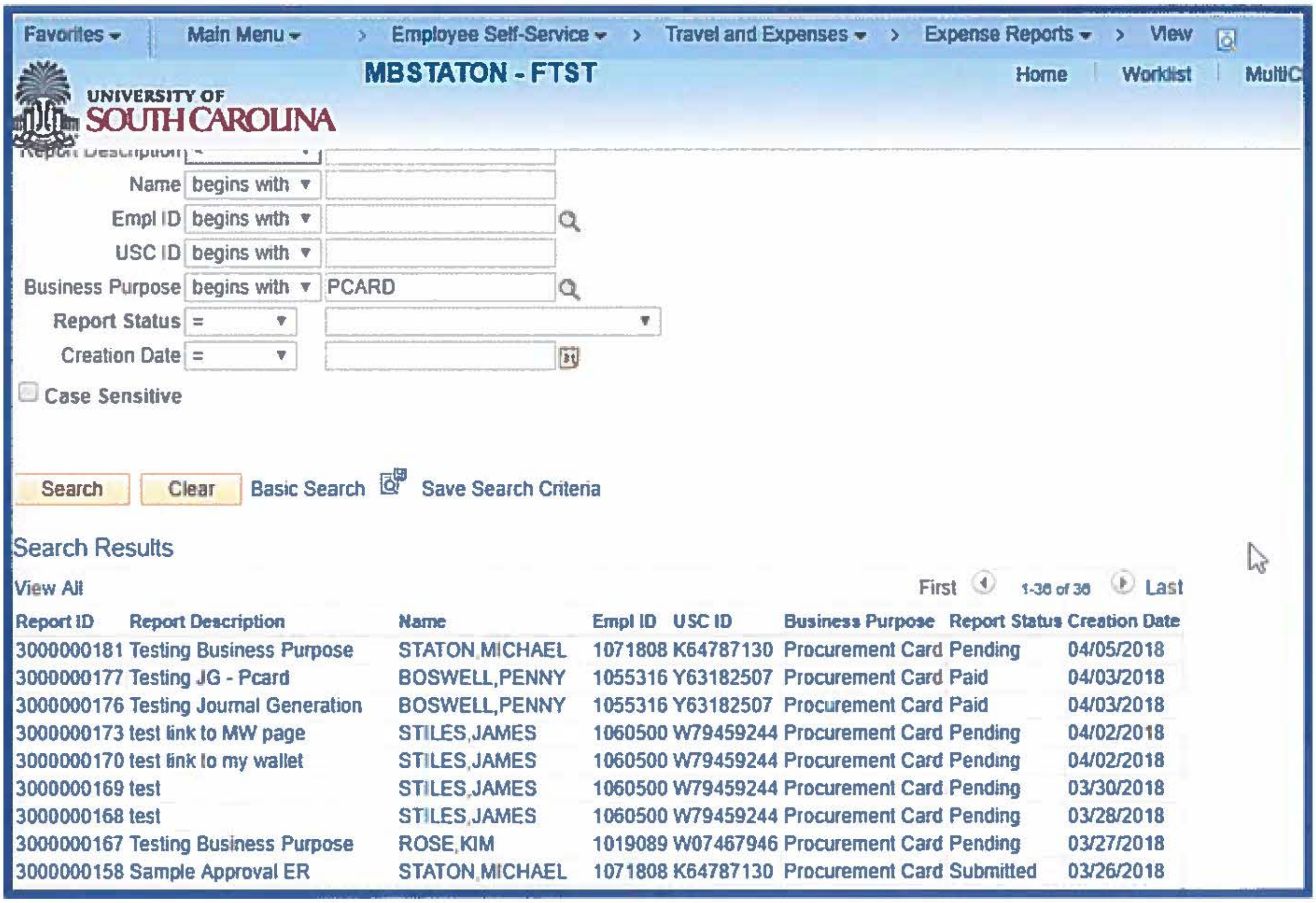
**Step 1: Navigation**

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



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

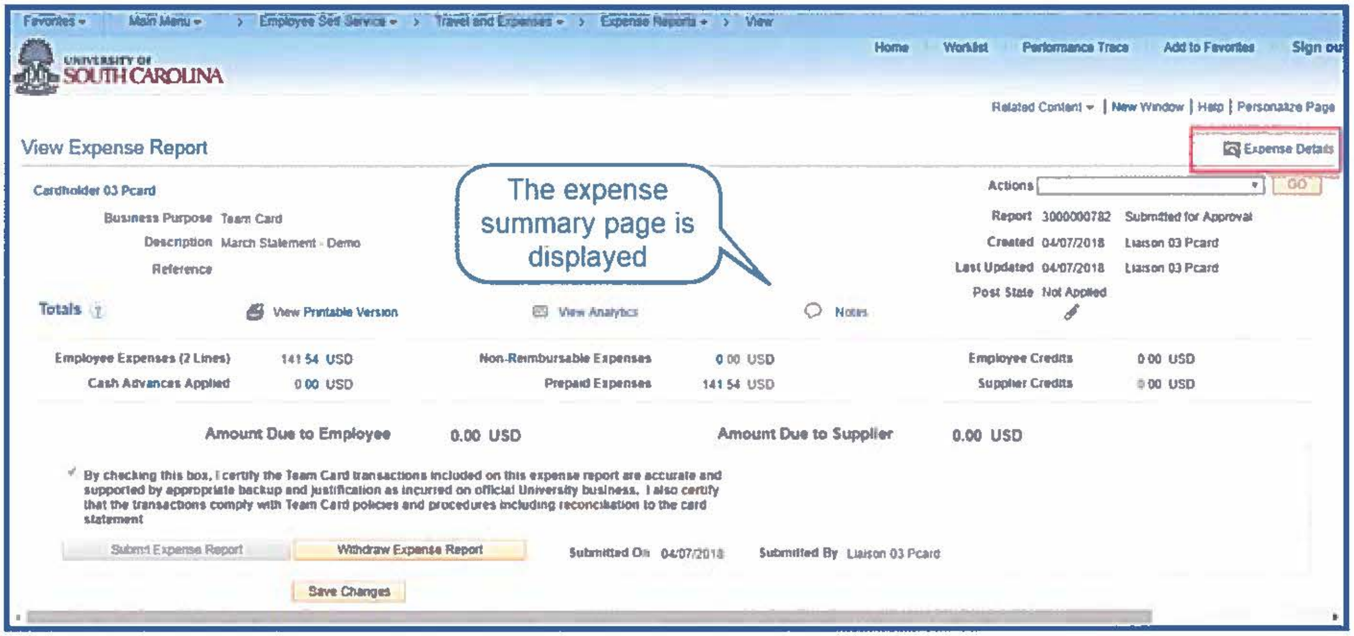
All Expense Reports for your cardholders will be displayed.



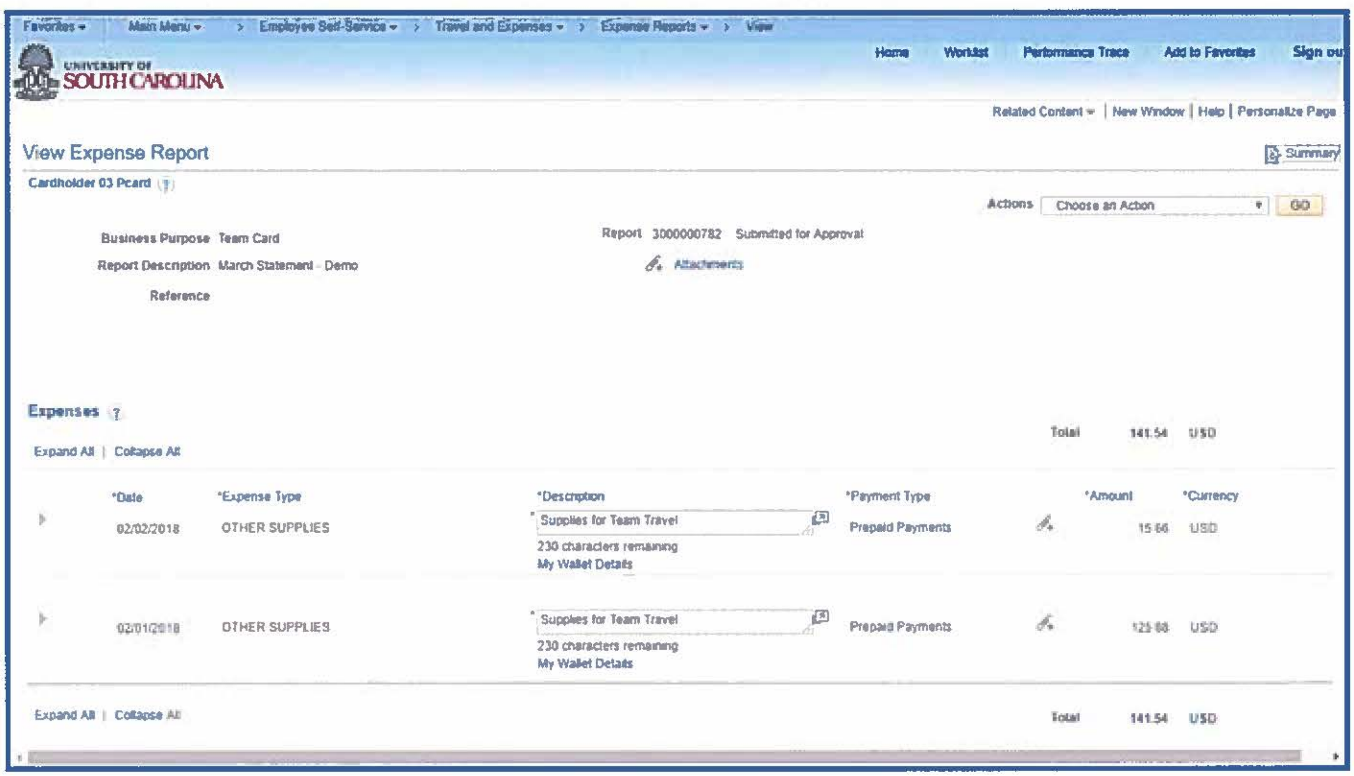

| Report ID | Report Description | Name | Empl ID | USC ID | Business Purpose | Report Status | Creation Date |
|---|---|---|---|---|---|---|---|
| 3000000181 | Testing Business Purpose | STATON,MICHAEL | 1071808 | K64787130 | Procurement Card | Pending | 04/05/2018 |
| 3000000177 | Testing JG - Pcard | 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




Step 5: The Expense Details page is displayed

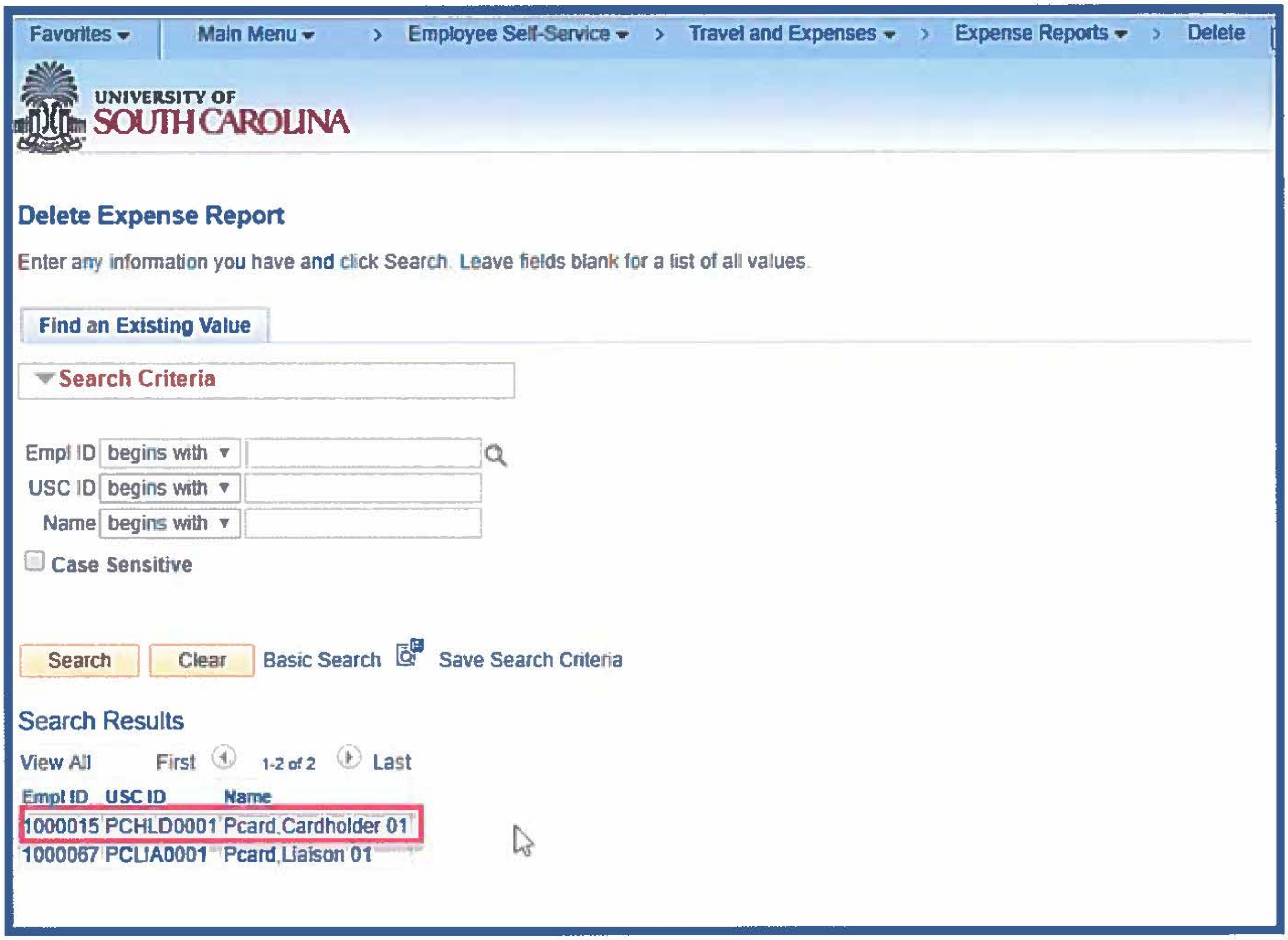


## XIII. Delete an Expense Report

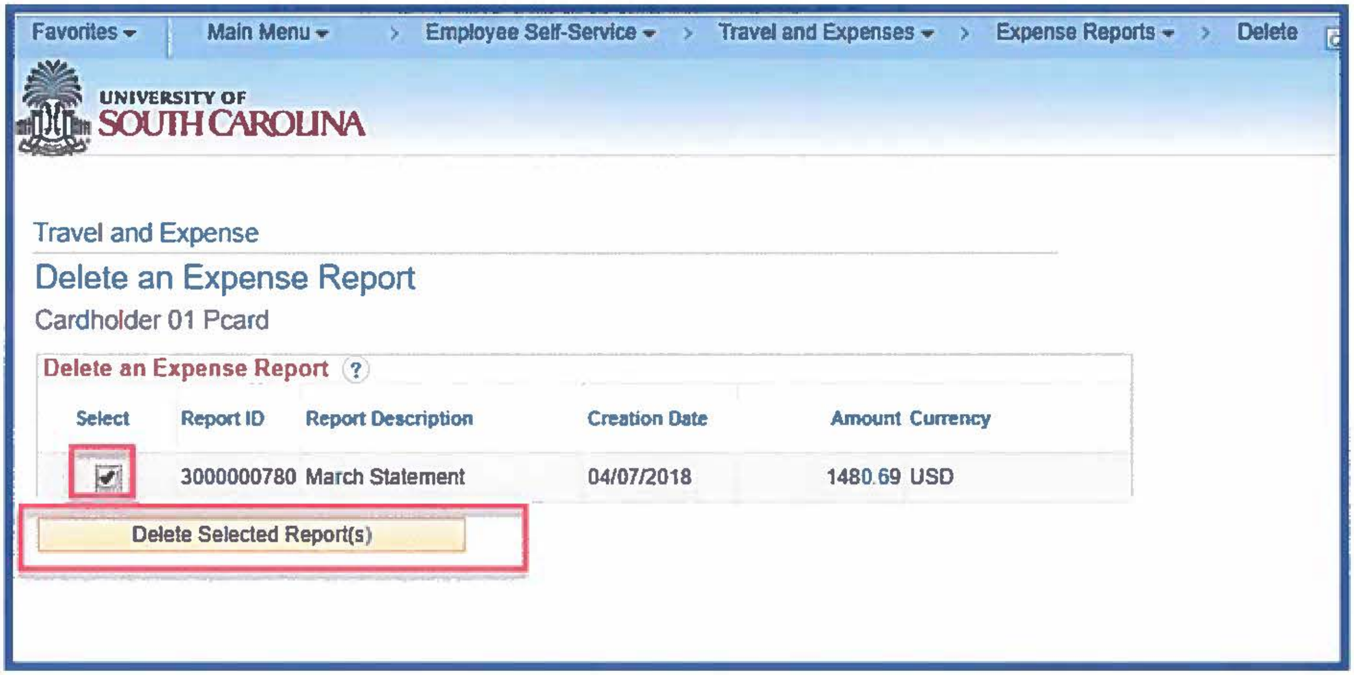
Step 1: Navigation

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

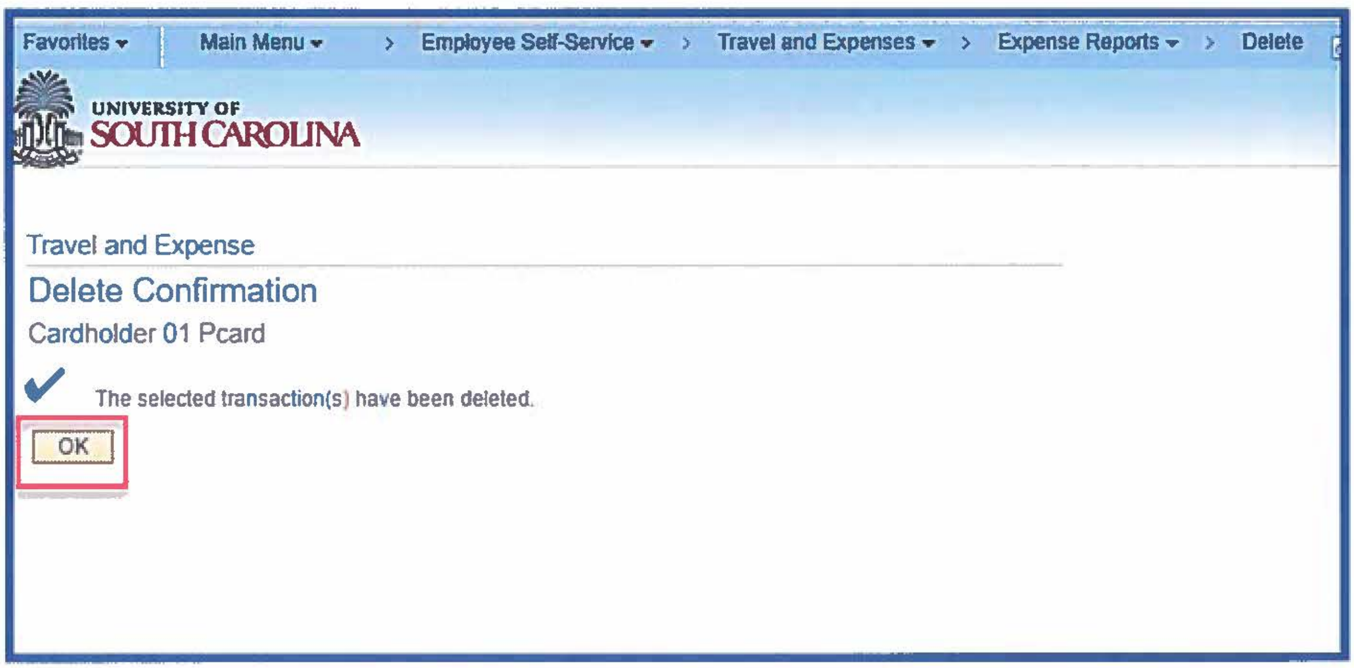
Step 2: Select the Cardholder first.



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




Step 4: Click OK.

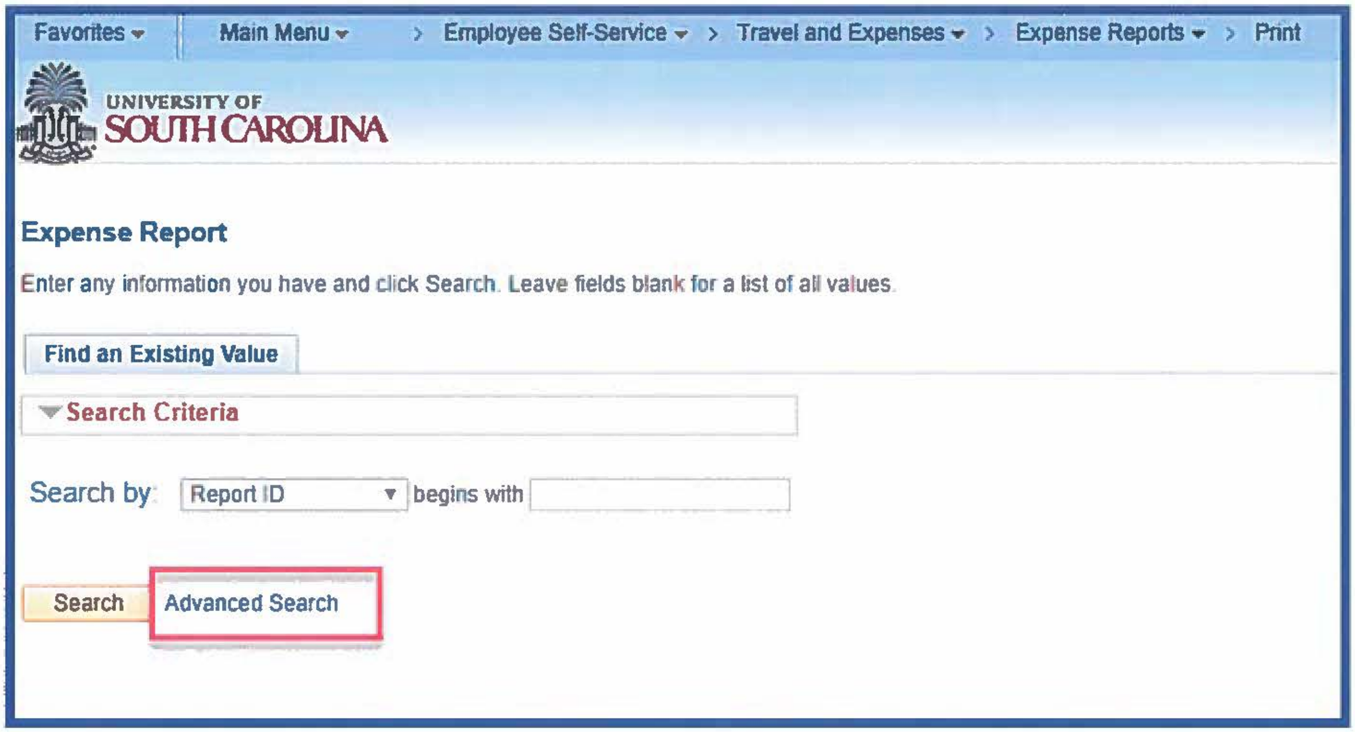


## XIV. Printing an Expense Report

### Step 1: Navigation

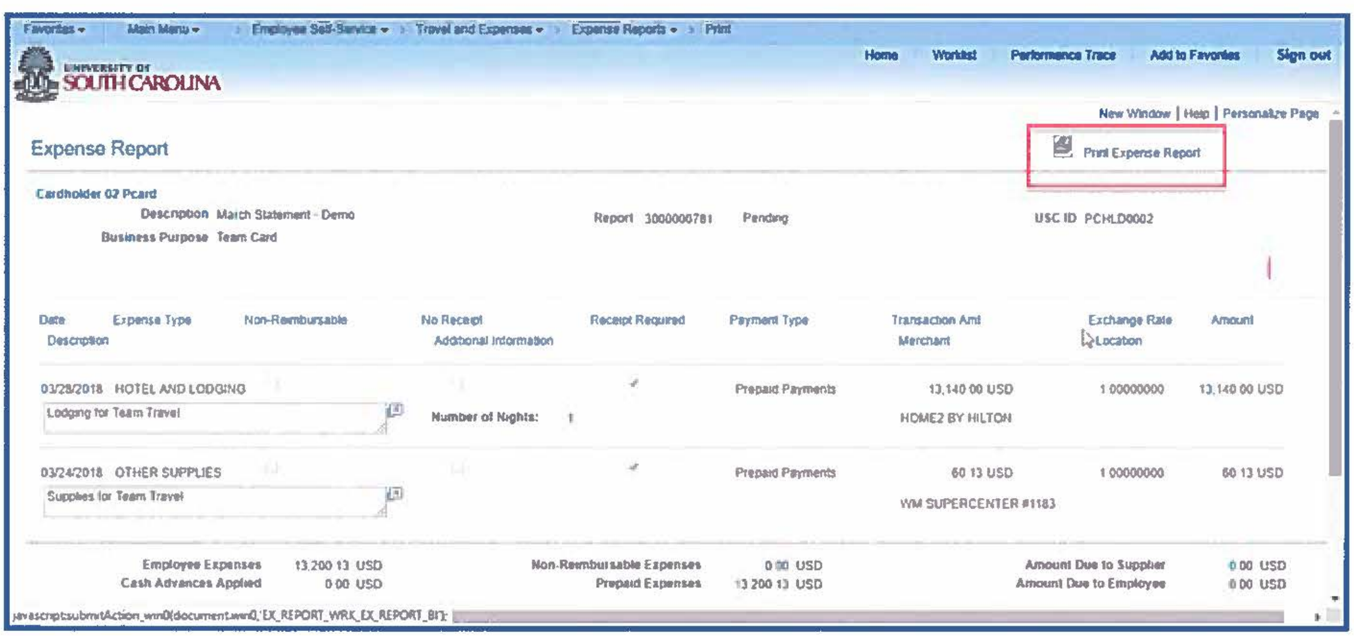
Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print

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




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

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



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

ORACLE **Expense Report** **PeopleSoft Expenses EXC4500**

| | |
|---|---|
| **Report**<br>3000000781 | |
| **Employee**<br>Cardholder 02 Pcard | **USCID**<br>PCHLD0002 |
| **Reference** | **Business Purpose**<br>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 | | | ☑ | Prepaid Payments | 13,140.00 USD | 1.00 | 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 | 1.00 | 60.13 USD |
| Supplies for Team Travel | | | | | WM 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 |