Controller's Office and Purchasing Department
How to Create a PeopleSoft Expense Report
P-Card, Team and Travel Card Programs

April 2023

Today's Agenda

- Card Programs – Quick Review
- What is My Wallet
- How to use My Wallet
- Use Tax
- My Wallet Demo
- What is an Expense Report
- Expense Report Demo
- Card Violations
- Important Notifications
- Where to Find Resources
- Contacts

UNIVERSITY OF SOUTH CAROLINA

Card Programs

Quick Overview

UNIVERSITY OF SOUTH CAROLINA

Procurement Card Program

- An efficient method for purchasing and paying for supplies, contractual services, memberships, fees and dues (with appropriate signature authority) up to a total value of $4,999.99 inclusive of any applicable fees, taxes, and shipping.
- It can be used to purchase non-restricted commodities from vendors in person or electronically.
- It eliminates the need for issuing low-dollar purchase orders, reduces blanket purchase orders and minimizes the use of Payment Requests.

UNIVERSITY OF SOUTH CAROLINA

Team Card Program

- Used only to make purchases for the legitimate team travel business benefit of USC.
- To be used for team travel related expenses-examples: hotel, transportation, meals, gas.
- Can be used for purchases of unforeseen incidentals related to team travel: i.e., snacks, supplies.
- Travel related Merchant Category Code.

UNIVERSITY OF SOUTH CAROLINA

Travel Card Program

- Two Travel Card Options:
  - **Individual Travel Card**: Used for airfare, hotel, and registration. This includes travel expenses for the cardholder only.
  - **Department Travel Card**: Airfare and registration for individuals within the department. This includes employees, students and non-employees.
- Reduces the monetary burden on the traveler.
- An easier method to handle online registration.
- Eliminates the need to set up a Supplier to go through payment request.

UNIVERSITY OF SOUTH CAROLINA

My Wallet

Understanding and Using My Wallet

UNIVERSITY OF SOUTH CAROLINA

What is My Wallet

- Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily.
- Cardholders and Liaisons can use My Wallet for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement.
- Please allow 1-2 additional days to interface into PeopleSoft.

UNIVERSITY OF SOUTH CAROLINA

How to use My Wallet

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

UNIVERSITY OF SOUTH CAROLINA

Travel Card
Required Descriptions by Type

Employee: USCID, Name, TA (if applicable), Date, Location, Type of Conference

- **Example:** U12345678, Joanne Callahan, 9/12/2022 - 9/15/2022, Orlando, Conference)

Student: TA, Student, USCID, Name, Dates, Location, Type of Conference

- **Example:** 01234: Student, U12345678, Joanne Callahan, 9/12/2022 - 9/15/2022, Orlando, Conference)

Non-Employee: TA, Non-Employee, Name, Dates, Location, Type of Conference

- **Example:** 01234: Non-Employee, Joanne Callahan, 9/12/2022 - 9/15/2022, Orlando, Conference)

UNIVERSITY OF SOUTH CAROLINA

Use Tax

- Most purchases of tangible property are subject to sales or use tax.
- If sales tax is charged on the invoice, **do not** check the “use tax” box in my wallet as this adds use tax to the purchase.
- If it is necessary to apply use tax to a purchase made with your p-card, you can do so in my wallet by checking the “use tax” box.

UNIVERSITY OF SOUTH CAROLINA

My Wallet -Demo

UNIVERSITY OF
SOUTH CAROLINA

Expense Report

Create an Expense Report

Expense Report

- The PeopleSoft page is where all Procurement, Team and Travel card transactions that represent the month end statement will be copied.
- As the Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder.
- It is important to select the correct **business purpose**. After selecting, the business purpose can’t be changed.
- Use the Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s).
- Begin your expense report early in the month and add My Wallet transactions periodically.
- If your department scans all receipts as one document, this attachment may be added at the end of the month before the expense report is submitted.

UNIVERSITY OF SOUTH CAROLINA

Creating an Expense Report - Demo

UNIVERSITY OF SOUTH CAROLINA

Compliance

- Expense Reports must be fully approved in PeopleSoft within 30 days after the last day of the billing cycle.
- Cards will be suspended if transactions are not processed timely.
- Be sure to complete a monthly audit/review before certifying.
- Please remember expense reports are subject to external and internal audit and transactions are reported on spend transparency.

UNIVERSITY OF SOUTH CAROLINA

Expense Report Status

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

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

In Process: the expense report is in approval workflow.

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

Paid: the expense report is processed and complete. Once in a "Paid" status, the transaction is posted to the General Ledger overnight.

UNIVERSITY OF SOUTH CAROLINA

Card Violations

P-Card, Team Card, and Travel Card Violations

UNIVERSITY OF SOUTH CAROLINA

P-Card Violations

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

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

UNIVERSITY OF SOUTH CAROLINA

Team Card Violations

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

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

UNIVERSITY OF SOUTH CAROLINA

Travel Card Violations

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

- Making personal or unauthorized transactions on the card. (examples: meals, first class airfare)
- Failing to provide receipts or documentation in a timely manner.
- The Cardholder allows the card to be used by another individual.
- Recurring violations of the policies and procedures will result in the card being revoked

UNIVERSITY OF SOUTH CAROLINA

Notifications

Expense Report Notifications

Important Notifications

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

- Listing of Expense Report Approval Reminders
- Listing of Unsubmitted Expense Report Reminders
- Listing of Unassigned My Wallet Reminders

Quarterly Report

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

UNIVERSITY OF SOUTH CAROLINA

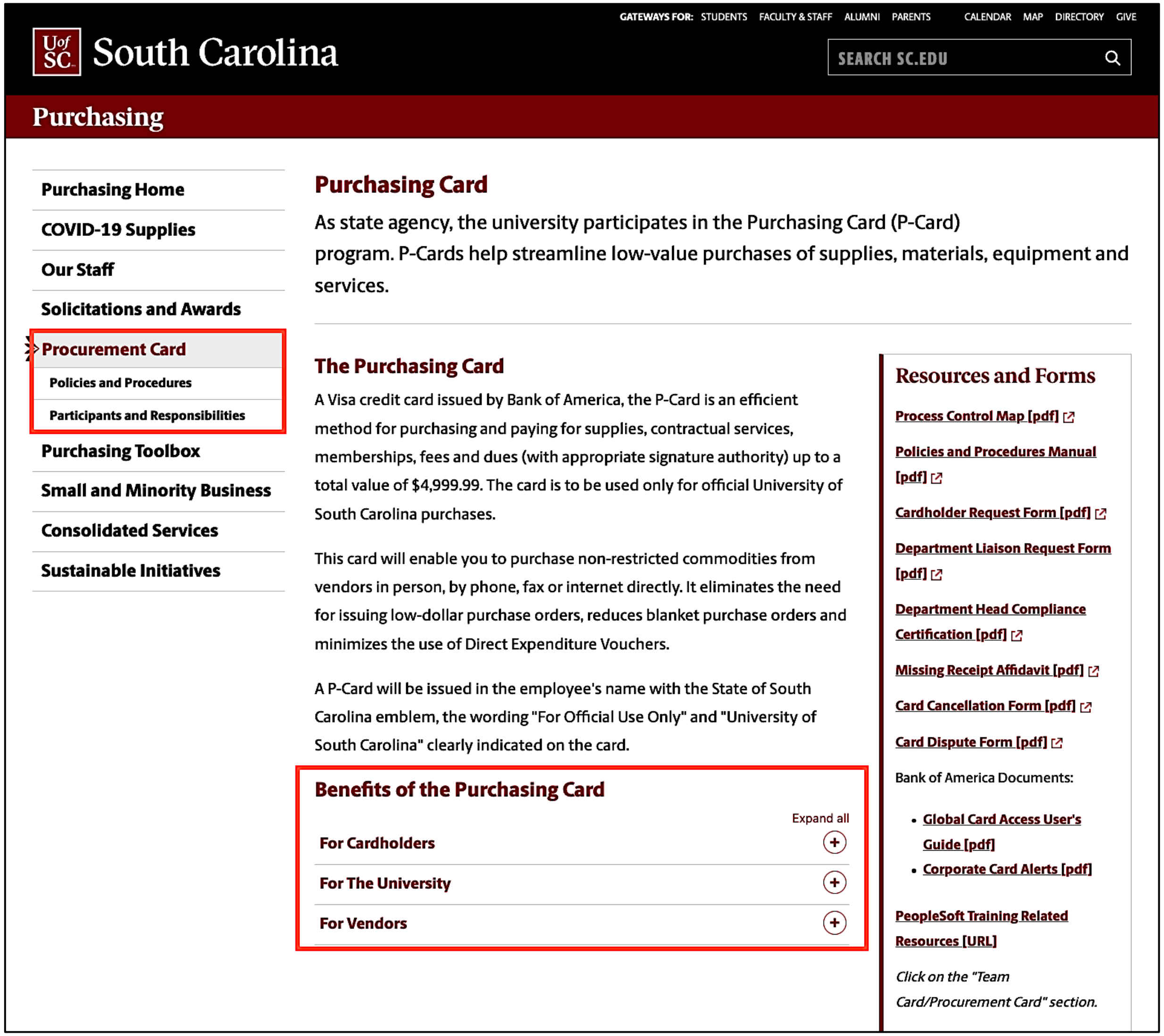
Resources and Contacts

Available Resources and Contacts for each Card Program

UNIVERSITY OF SOUTH CAROLINA

P-Card Resources

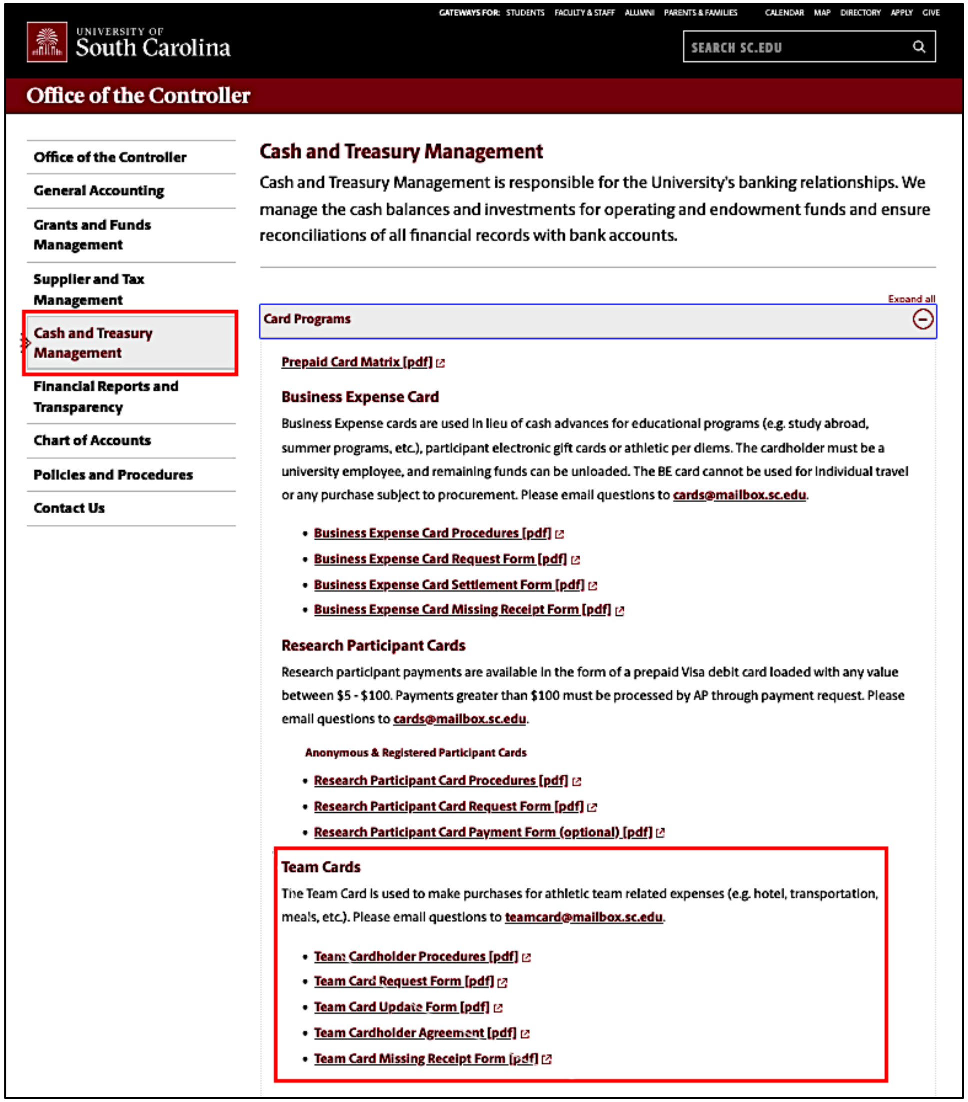
Purchasing website:
https://sc.edu/about/offices_and_divisions/purchasing/purchasing_card/index.php



UNIVERSITY OF SOUTH CAROLINA

Team Card Resources

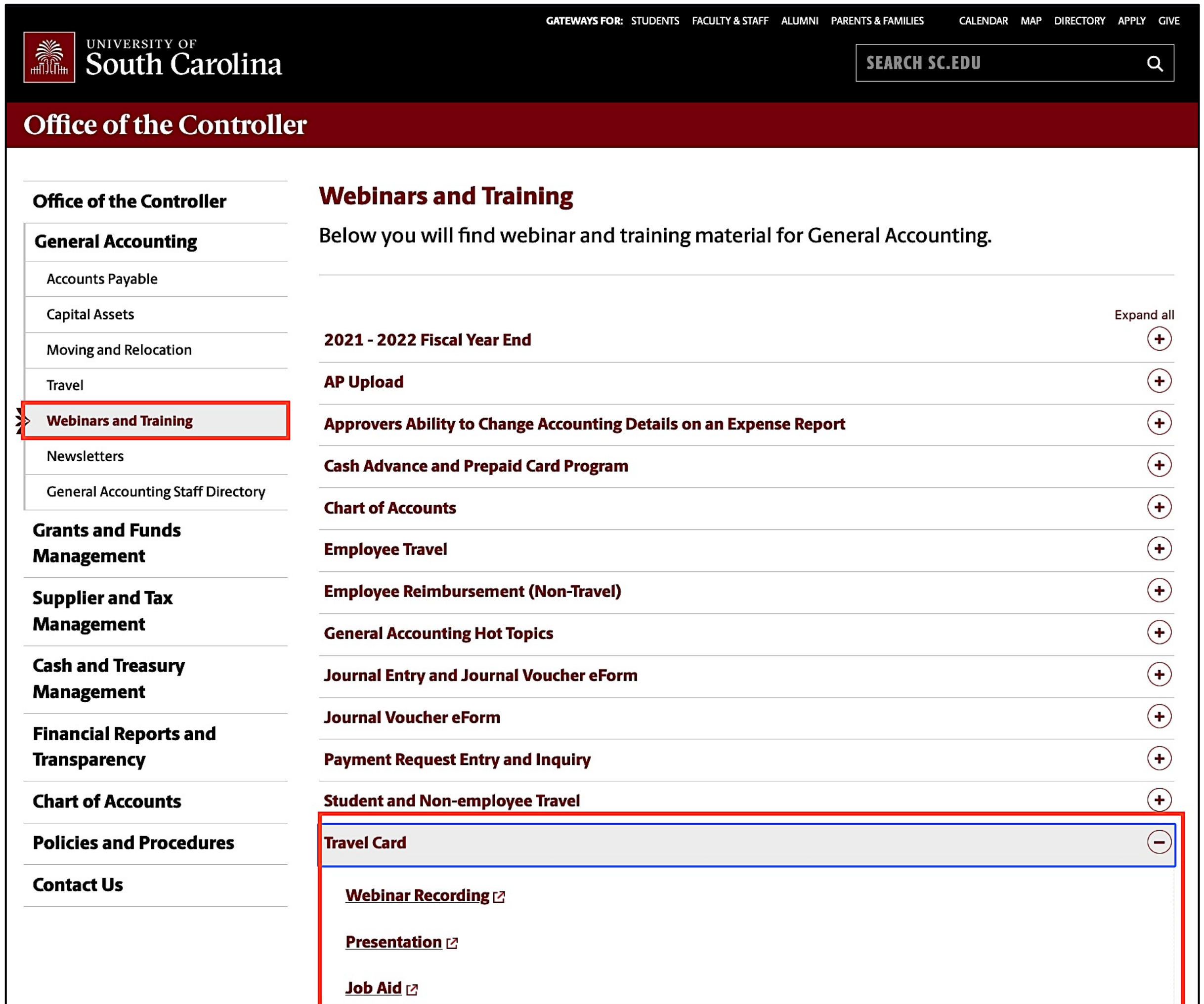
Controller's Office website:
https://sc.edu/about/offices_and_divisions/controller/cash_and_treasury/index.php



UNIVERSITY OF SOUTH CAROLINA

Travel Card Resources

Controller's Office website:
https://sc.edu/about/offices_and_divisions/controller/general_accounting/webinars_and_training/index.php



UNIVERSITY OF SOUTH CAROLINA

Upcoming Webinars

Upcoming Controller's Office Training

Tuesday	May 23, 2023	9:00 AM	Fiscal Year End 2022-2023
Thursday	June 8, 2023	2:00 PM	Fiscal Year End 2022-2023

To register, click the links in the monthly newsletters or reminder emails sent to the BIZMANAGER listserv. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email and the session will be added to your calendar.

Registration Tip: If you have trouble registering, you may need to clear cache or use a different browser.

Contacts

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

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

For **Travel Card** related questions, please contact travelcard@sc.edu.

UNIVERSITY OF
SOUTH CAROLINA

Contact Information

Contact Us	
General Accounting (JEs, JVs, Apex, GL issues/questions)	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu
Capital Asset Team	
Physical Inventory	physinv@mailbox.sc.edu
Treasury	treasury@mailbox.sc.edu
Business Expense/Participant Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Tax Office	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Payroll	payroll@mailbox.sc.edu
Controller's Compliance Office	concpl@mailbox.sc.edu
Controller's Office	controller@sc.edu

UNIVERSITY OF SOUTH CAROLINA

Questions

UNIVERSITY OF
SOUTH CAROLINA

1801

UNIVERSITY OF
SOUTH CAROLINA