



UNIVERSITY OF
SOUTH CAROLINA

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





Card Programs

Quick Overview

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.



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.



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.





My Wallet

Understanding and Using My Wallet

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.



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.



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)



Use Tax

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



My Wallet -Demo



Expense Report

Create an Expense Report



UNIVERSITY OF
SOUTH CAROLINA

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.



Creating an Expense Report - Demo



Compliance

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



Expense Report Status

Pending Status: not submitted for approval. 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.



Card Violations

**P-Card, Team Card, and Travel
Card Violations**

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.



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.



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



Notifications

Expense Report Notifications



UNIVERSITY OF
SOUTH CAROLINA

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.





Resources and Contacts

Available Resources and Contacts for each Card Program

P-Card Resources

Purchasing website:

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

Uof SC

South Carolina

SEARCH SC.EDU

Purchasing

Purchasing Home

COVID-19 Supplies

Our Staff

Solicitations and Awards

Procurement Card

Policies and Procedures

Participants and Responsibilities

Purchasing Toolbox

Small and Minority Business

Consolidated Services

Sustainable Initiatives

Purchasing Card

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

The Purchasing Card

A Visa credit card issued by Bank of America, the P-Card is an efficient method for purchasing and paying for supplies, contractual services, memberships, fees and dues (with appropriate signature authority) up to a total value of \$4,999.99. The card is to be used only for official University of South Carolina purchases.

This card will enable you to purchase non-restricted commodities from vendors in person, by phone, fax or internet directly. It eliminates the need for issuing low-dollar purchase orders, reduces blanket purchase orders and minimizes the use of Direct Expenditure Vouchers.

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

Benefits of the Purchasing Card

For Cardholders

For The University

For Vendors

Expand all

Resources and Forms

Process Control Map [pdf]

Policies and Procedures Manual [pdf]

Cardholder Request Form [pdf]

Department Liaison Request Form [pdf]

Department Head Compliance Certification [pdf]

Missing Receipt Affidavit [pdf]

Card Cancellation Form [pdf]

Card Dispute Form [pdf]

Bank of America Documents:

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

PeopleSoft Training Related Resources [URL]

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

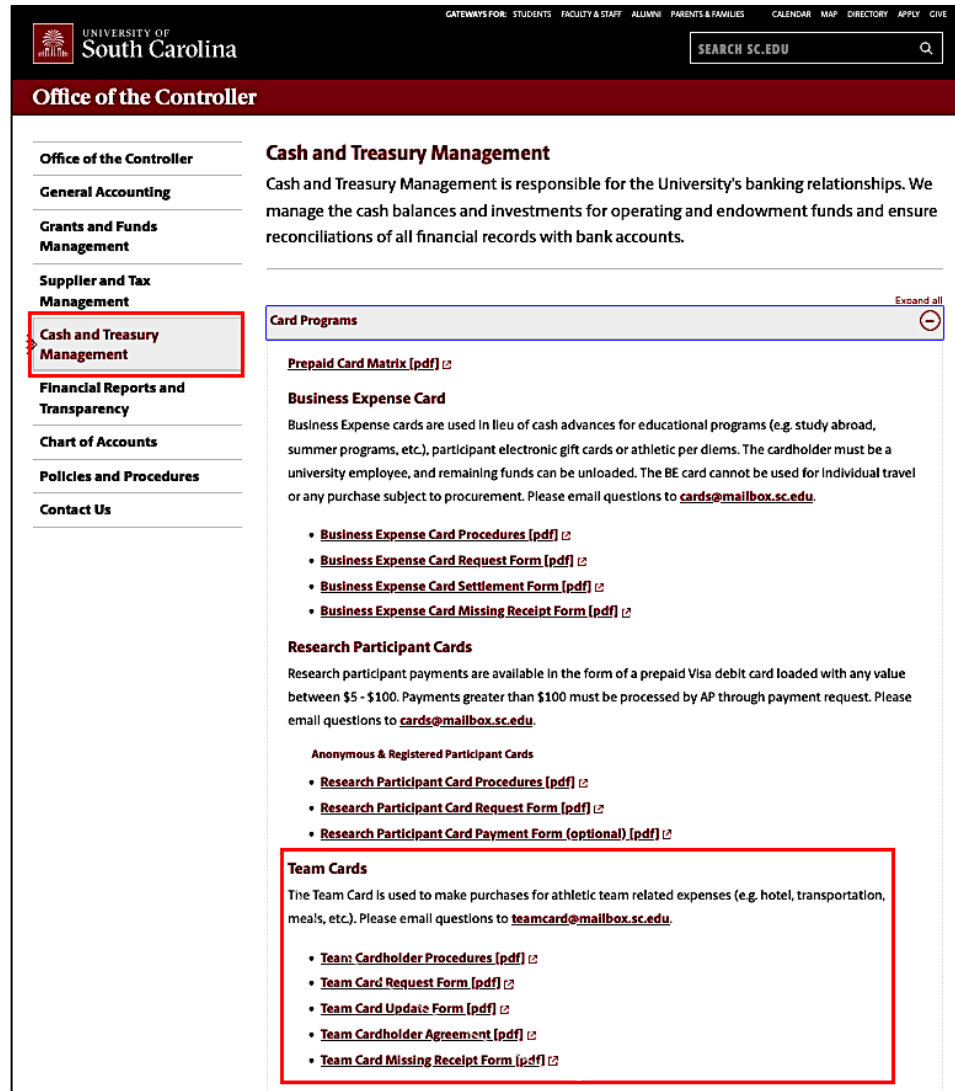
The logo of the University of South Carolina, featuring a stylized palmetto tree and the year 1865.

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

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

SEARCH SC.EDU

Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management
- Supplier and Tax Management
- Cash and Treasury Management**
- Financial Reports and Transparency
- Chart of Accounts
- Policies and Procedures
- Contact Us

Cash and Treasury Management

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

Card Programs

Expand all

[Prepaid Card Matrix \[pdf\]](#)

Business Expense Card

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

- [Business Expense Card Procedures \[pdf\]](#)
- [Business Expense Card Request Form \[pdf\]](#)
- [Business Expense Card Settlement Form \[pdf\]](#)
- [Business Expense Card Missing Receipt Form \[pdf\]](#)

Research Participant Cards

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

Anonymous & Registered Participant Cards

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

Team Cards

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

- [Team Cardholder Procedures \[pdf\]](#)
- [Team Card Request Form \[pdf\]](#)
- [Team Card Update Form \[pdf\]](#)
- [Team Cardholder Agreement \[pdf\]](#)
- [Team Card Missing Receipt Form \[pdf\]](#)

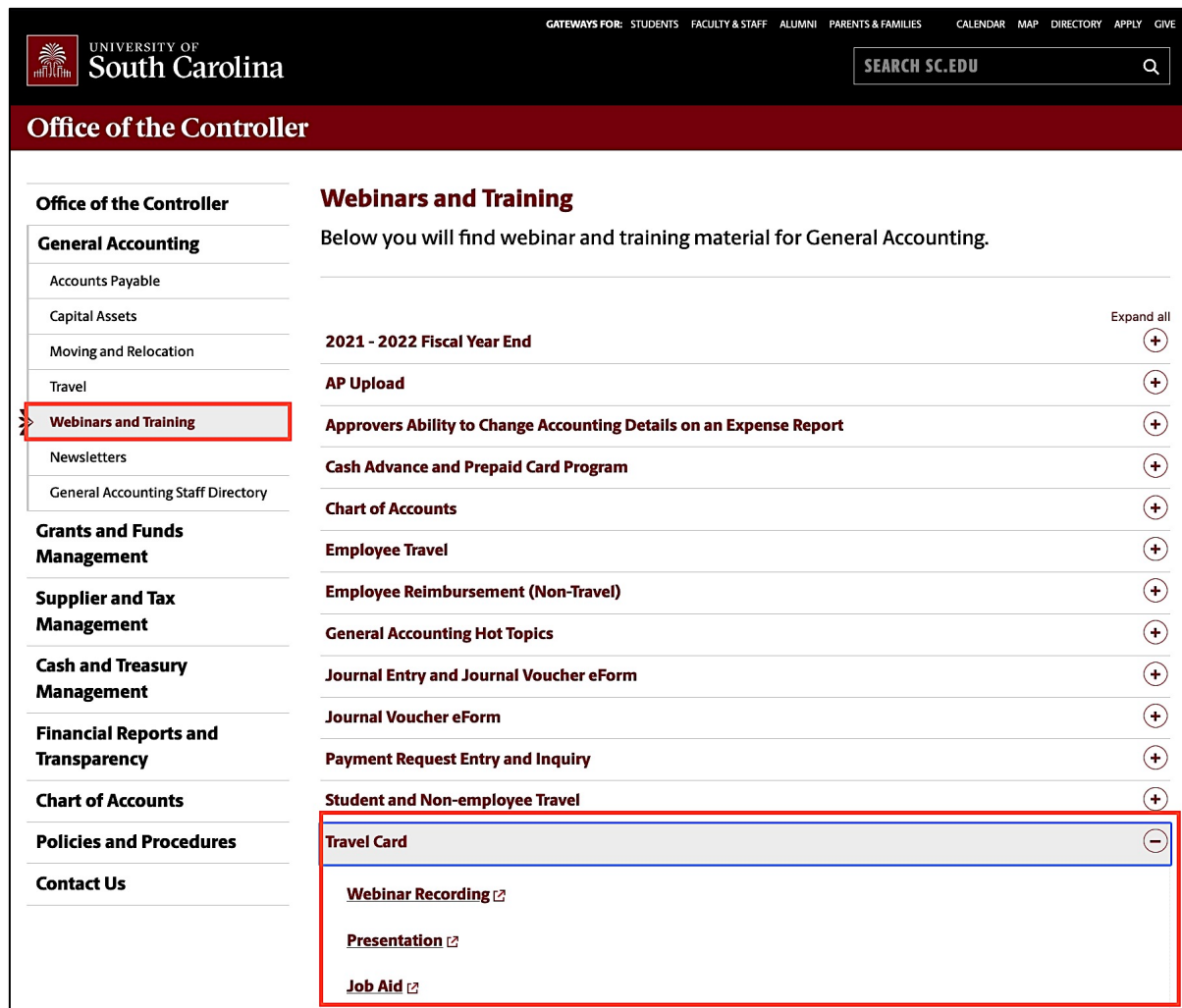


UNIVERSITY OF
SOUTH CAROLINA

Travel Card Resources

Controller's Office website:

https://sc.edu/about/offices_and_divisions/controller/general_accounting/webinars_and_training/index.php



The screenshot displays the University of South Carolina Office of the Controller website. The header includes the university logo, name, and navigation links. The main content area is titled "Office of the Controller" and features a sidebar with a menu. The "Webinars and Training" menu item is highlighted with a red box. The main content area lists various resources, including "2021 - 2022 Fiscal Year End", "AP Upload", "Approvers Ability to Change Accounting Details on an Expense Report", "Cash Advance and Prepaid Card Program", "Chart of Accounts", "Employee Travel", "Employee Reimbursement (Non-Travel)", "General Accounting Hot Topics", "Journal Entry and Journal Voucher eForm", "Journal Voucher eForm", "Payment Request Entry and Inquiry", "Student and Non-employee Travel", and "Travel Card". The "Travel Card" section is highlighted with a red box and contains links for "Webinar Recording", "Presentation", and "Job Aid".

Office of the Controller

General Accounting

- Accounts Payable
- Capital Assets
- Moving and Relocation
- Travel
- Webinars and Training**
- Newsletters
- General Accounting Staff Directory

Grants and Funds Management

Supplier and Tax Management

Cash and Treasury Management

Financial Reports and Transparency

Chart of Accounts

Policies and Procedures

Contact Us

Webinars and Training

Below you will find webinar and training material for General Accounting.

2021 - 2022 Fiscal Year End Expand all

AP Upload

Approvers Ability to Change Accounting Details on an Expense Report

Cash Advance and Prepaid Card Program

Chart of Accounts

Employee Travel

Employee Reimbursement (Non-Travel)

General Accounting Hot Topics

Journal Entry and Journal Voucher eForm

Journal Voucher eForm

Payment Request Entry and Inquiry

Student and Non-employee Travel

Travel Card

- [Webinar Recording](#)
- [Presentation](#)
- [Job Aid](#)



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.



UNIVERSITY OF
SOUTH CAROLINA

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.



Contact Information

Contact Us

General Accounting (JEs, JVs, Apex, GL issues/questions)

Cash Advance Settlement

genacctg@mailbox.sc.edu

Payroll Retro Journal Entries

cashadvc@mailbox.sc.edu

Chartfield Maintenance

retroje@mailbox.sc.edu

Moving Mailbox

cfmaint@mailbox.sc.edu

PeopleSoft Finance Security Requests

moving@mailbox.sc.edu

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



UNIVERSITY OF
SOUTH CAROLINA