UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Procurement Card

Procurement Card Training
Updated May 2018

Objectives

By the end of this class, you should be able to:

- Review “My Wallet” transactions
- Prepare a new cardholder statement expense report
- Modify an existing expense report
- View the expense report details
- Delete an expense report
- Print an expense report

Overview of Course

The **Procurement Card** process includes:

- Reviewing transactions in “My Wallet” for expense type and use tax
- Adding relevant information to the transaction
- Creating the cardholder statement expense report
- Submitting the expense reports for approval
- After approval, the expense report is posted (not covered in this training)

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Exercise 1: Use the crosswalk to verify the chartfield combination

Scenario 1

Prior to creating the procurement card expense report for a cardholder, validate the chartfield combination required to allocate the transactions. For example, a cardholder may request a transaction to be charged to **30000A000 (University Libraries).**

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

Navigation:

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

Task

1. Enter **30000A000** into the **USC Department/Fund** field.

2. Enter **2018** into the **Fiscal Year** field.

3. Click the **Search** button.

4. Use the table below to record the Operating Unit, Fund Code, Department, and Class. This may used in subsequent training scenarios.

Oper Unit	Dept.	Fund	Class

Scenario 2

The cardholder provided the department to be charged, 300000; however, they did not provide the other chartfields such as operating unit, fund, and class.

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

Navigation:

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

Task

1. Enter **300000** into the **Department** field.

2. Enter 2018 into the **Fiscal Year** field.

3. Click the **Search** button.

4. Use the table below to make note of the Operating Unit, Department, Fund Code and Class. You may want to select fund A0001 for training.

Oper Unit	Dept.	Fund	Class

Exercise 2: Verify the expense type and use tax applicability in My Wallet

Scenario

Bank of America has recently interfaced Visa transactions into the PeopleSoft “my wallet” page. Review and update each transaction’s expense type and use tax applicability.

Reference

Refer to the following for assistance in completing the test case:

- **Using My Wallet procedure**

Navigation:

- Main Menu > Employee Self-Service > Travel and Expenses > My Wallet
    - ❖ Click the **Search** button to select a Cardholder (Search by USC ID or Cardholder last name).
    - ❖ On the “Review My Wallet Receipts” page, select the Account Number (card number) and click the **Search** button.

Tasks

1. Click the **Expense Type** link (*for example: Maintenance Supplies*).

2. View the **Enhanced Data** if applicable.

3. Verify the **Expense Type**. If it needs to be changed, click the dropdown menu and select the appropriate value. *Note: changing the expense type here in “my wallet” may eliminate the need to change the GL account downstream.*

4. Verify if the transaction should have use tax applied. Leave the box unchecked if **Use Tax** does not apply. If use tax is applicable, click the **Apply Use Tax** checkbox and select the office location.

5. Click **Save**.

6. Optional: **Scroll** to other my wallet transactions.

7. Click the **Return to My Wallet** link.

Exercise 3: Begin the monthly expense report for the cardholder statement

Scenario

It is the beginning of a new procurement card monthly cycle, and some transactions have interfaced from Visa into PeopleSoft. It's time to begin the expense report that will be submitted at month end.

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

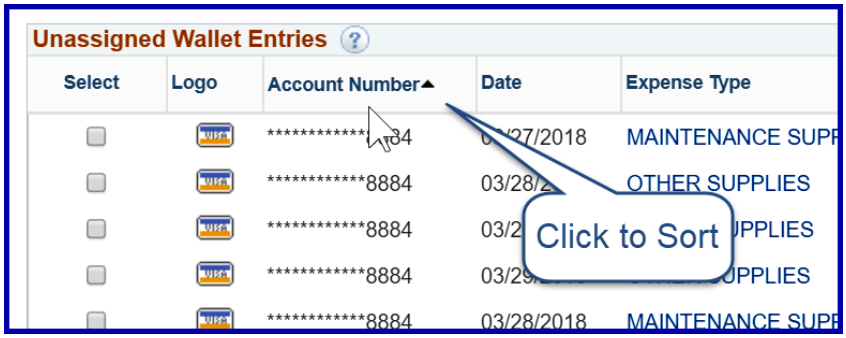
Navigation:

- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify
    - Select a Cardholder using the **Search** icon and click the **Add** button to get started.
    - Search by USC ID or Cardholder last name.

Tasks

1. Change the **Business Purpose** field from Employee Travel to **Procurement Card**.
2. Enter a **Report Description** such as "April Statement"
3. Click the **My Wallet** link.

4. If a cardholder has more than one procurement card, it may be helpful to sort the list. To sort by account number, click the **Account Number** column heading.



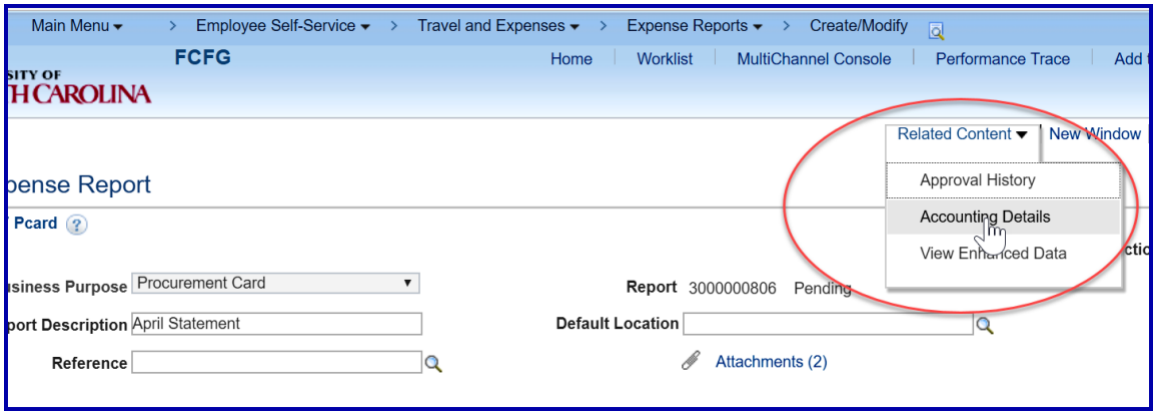
5. **Check** each transaction to be copied into the expense report; then click **Done.** Select only 2 or 3 transactions at this time.

6. Enter a **Description** for each line.

7. Change the **GL Account** if required.

8. Click the **Save for Later** link to identify any errors that need to be fixed.

9. View Related Content such as enhanced data or accounting details.



10. Expense Report ID_____.

Exercise 4: Update the monthly expense report

Scenario 1

All lines on the expense report should be allocated to a department different than the cardholder's default department.

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

Navigation:

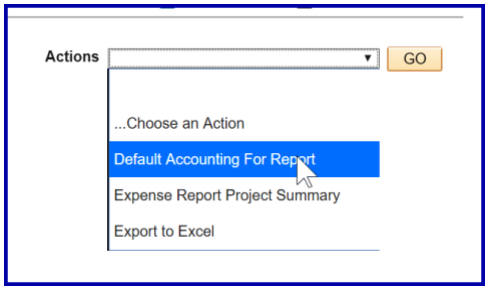
- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

  - ❖ Click the **Find an Existing Value** tab to get started.

Tasks

1. Enter the Report ID created in the previous exercise in the **Report ID** field and click the **Search** button.

2. Select **Default Accounting For Report** from the **Actions** menu.



3. Change the allocation to another department. For training, please use the following:

Oper Unit	Dept.	Fund	Class
CL029	300000	A0001	411

4. Click OK.

5. Review each Expense Report Line and review the change in allocation.

Scenario 2

One of the lines on the expense report should be allocated to two departments.

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

Navigation:

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

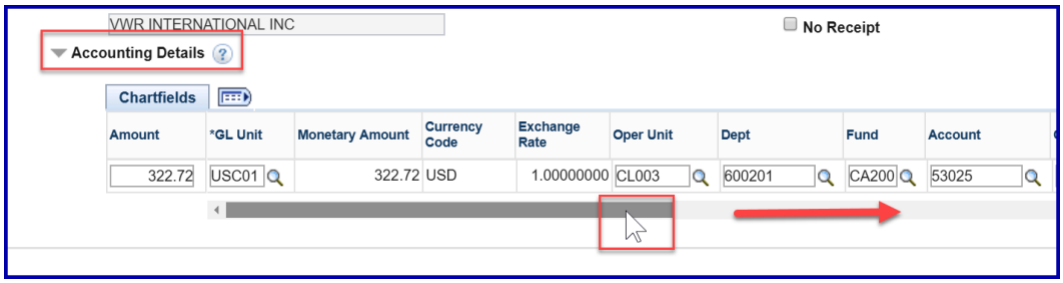
  - ❖ Click the **Find an Existing Value** tab to get started.

Tasks

1. Enter the Report ID created in a previous exercise in the **Report ID** field and click the **Search** button.

2. Expand all Lines.

3. In the Accounting Details section, scroll to the right.



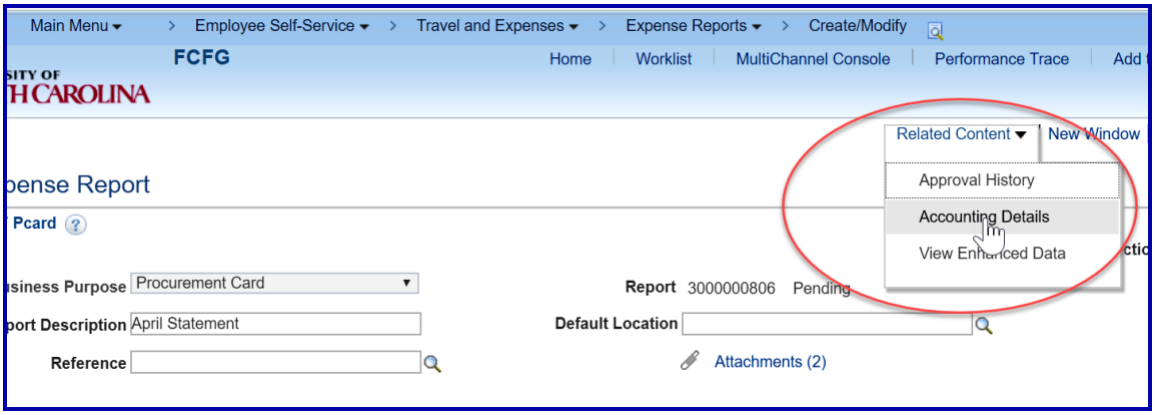
4. Click the Plus Sign ⊞

5. Enter an amount in the new line and allocate each line to the following chartfield allocation:

Oper Unit	Dept.	Fund	Class
CL029	300000	A0001	411
CL029	300002	A0001	411

6. Review each Expense Report Line and notice the change in allocation.

7. View Related Content such as enhanced data or accounting details.



Scenario 3

It is the end of the month. The cardholder has downloaded the statement from Bank of America payment manager, and you also have scanned all the receipts for the statement into one document. Its time to attach the statement and receipts and submit the expense report for approval. *Please note: your department may require individual receipts to be attached to each transaction*.

Reference

Refer to the following for assistance in completing the test case:

- **Creating a card statement expense report procedure**

Navigation:

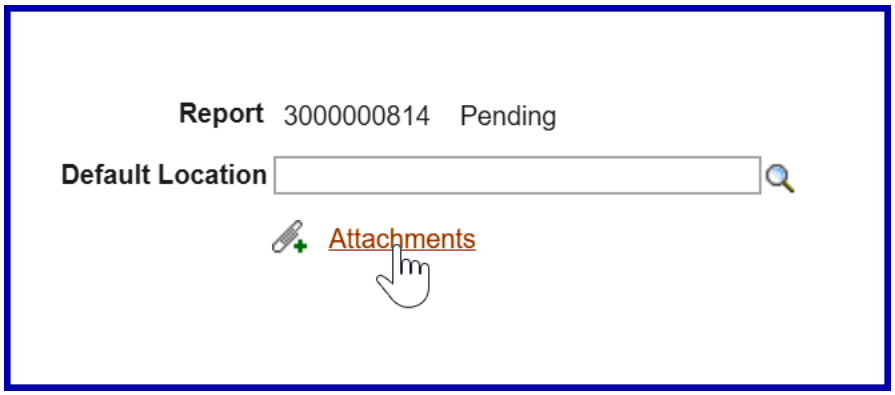
- Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/ Modify

  - ❖ Click the **Find an Existing Value** tab to get started.

Tasks

1. Open the Expense Report created in the previous scenario.

2. **Attach** the statement and receipts.



3. Click the **Save for Later** link to identify any errors that need to be fixed.

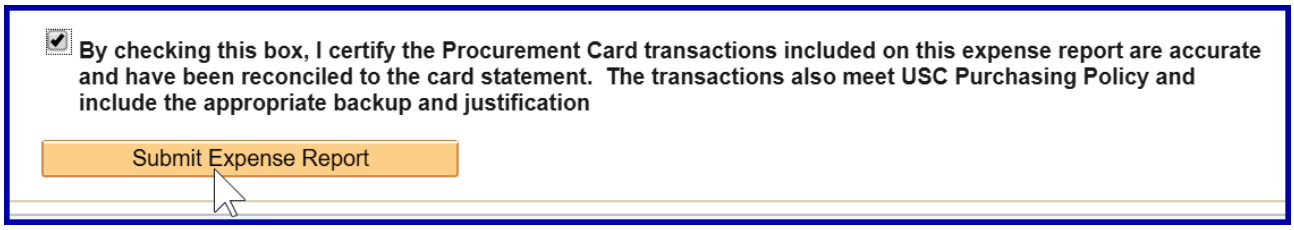
4. Review the **expense report total** and match it to the statement total.

5. Copy an additional **My Wallet** transactions into the expense report.

6. View Related Content such as enhanced data or accounting details.

7. When all errors are fixed and the transaction is ready for approval, click the **Summary and Submit** link.

8. Check the certification box and click the **Submit for Approval** button.



9. Refresh the approval status and expand the approval history.

Exercise 5: Review an expense report

Scenario

You would like to review an expense report. The View page displays the expense report in a read-only mode. Use the Report ID from a previous exercise.

Reference

Refer to the following for assistance in completing the scenario:

- **Creating a card statement expense report procedure**

Navigation:

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

❖ Click the **Realtime Search** tab to get started.

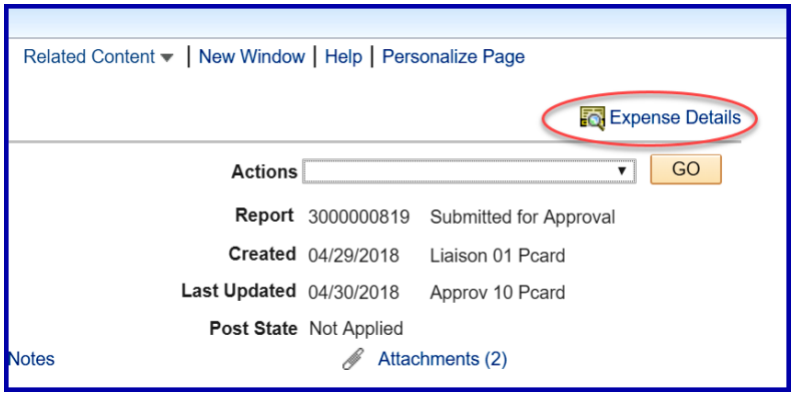
Tasks

1. In the **Name field**, enter the **Last Name** of the person you created an Expense Report for. Click **Search** to return all of the Expense Reports for them.

2. Select the **Expense Report** you would like to view.

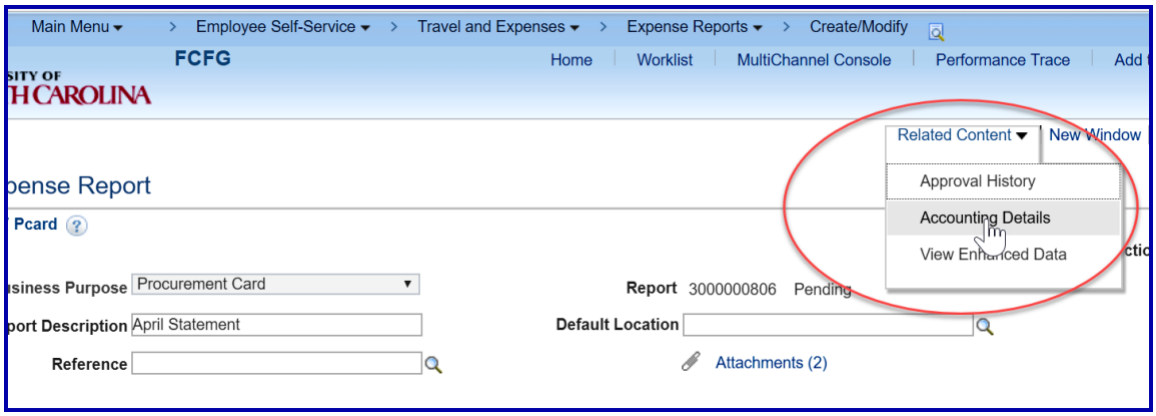
3. You can view the following:
   a. Description
   b. Status
   c. Notes
   d. Expense Report Amount
   e. Approval History

4. Click the **Expense Details** link to view the Expense Lines.



5. Click the **Expand All** link to view the Expense Line and Accounting Details.

6. View Related Content such as enhanced data or accounting details.



7. Click the **Summary and Submit** link to return to the Summary page.

Exercise 6: Print an expense report

Scenario

You would like a printed copy of an expense report.

Reference

Refer to the following for assistance in completing the scenario:

- **Creating a card statement expense report procedure**

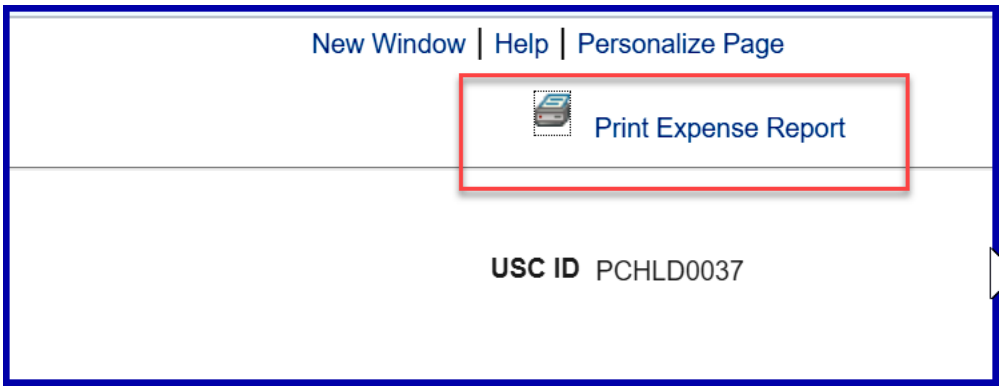
Navigation:

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

  - ❖ Enter the **Report ID** for the expense report you would like to print.

Tasks

1. Select the **Expense Report** you would like to print.
2. Click the **Print Expense Report** link.



3. Click the Print icon to print the PDF version of the report.

Exercise 7: Delete an expense report

Scenario

You created an expense report using **Team Card** as the business purpose, but it should have been **Procurement Card**.

Note: if an expense report has been submitted, it must be withdrawn first before it can be deleted.

Reference

Refer to the following for assistance in completing the scenario:

- **Creating a card statement expense report procedure**

Navigation:

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

  - Select a cardholder using the **Look Up** icon and click the **Search** button to get started.

Tasks

This section provides the field data required to complete this test case.

1. Select the **Cardholder**.
2. Select the **Report ID** you would like to Delete.
3. Click the **Delete Selected Report(s)** button.
4. Click **OK.**
5. The report is no longer in the list.