



UNIVERSITY OF  
**SOUTH CAROLINA**

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# PeopleSoft Procurement Card

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Mike Staton

March 2018



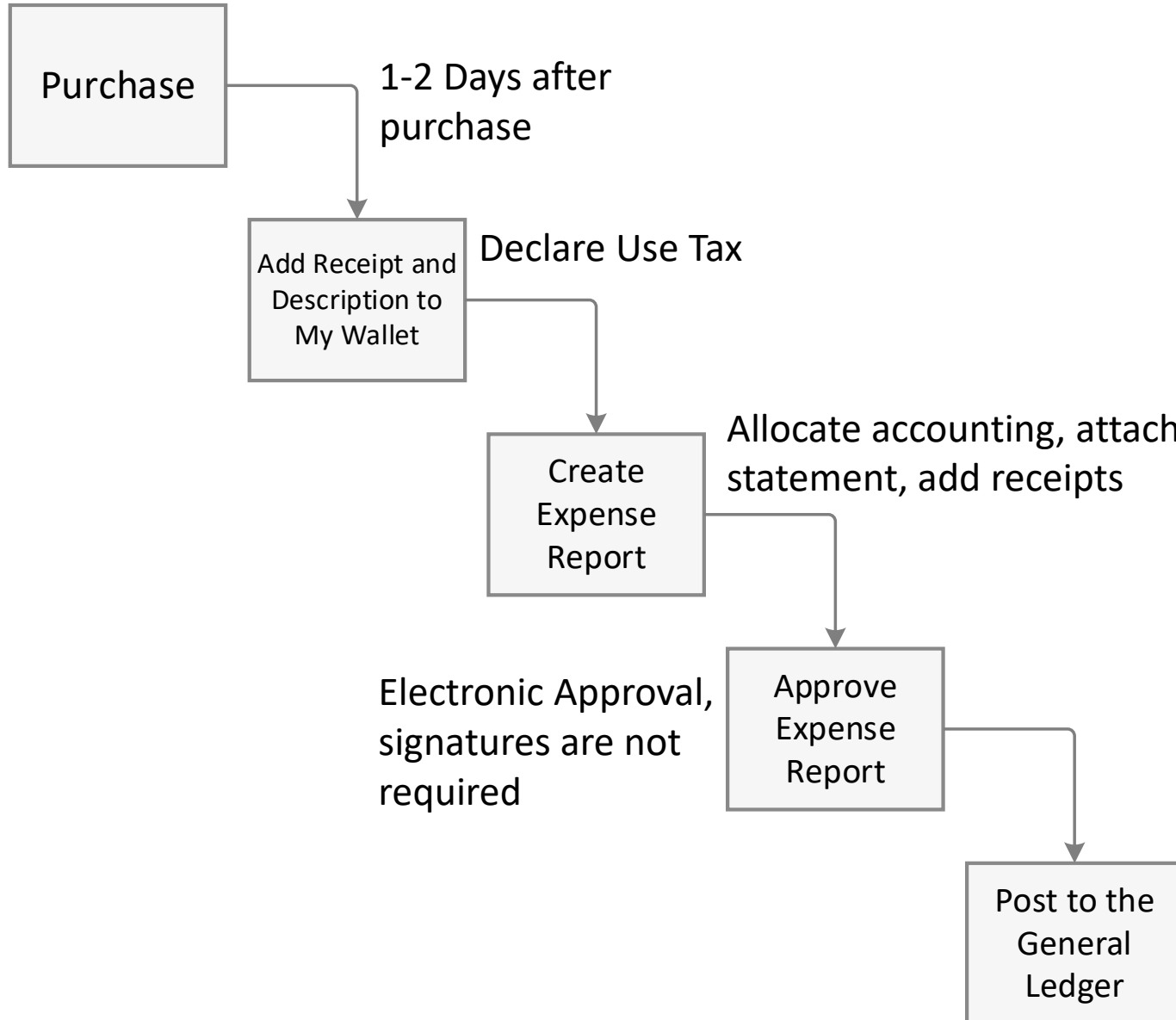
# PeopleSoft Procurement Card

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- A new process for automatically interfacing all procurement card transactions directly into PeopleSoft, allocating these transactions to the appropriate accounting, reconciling the transactions to receipts, and electronically approving the transactions in the PeopleSoft Expenses module.



# PeopleSoft Procurement Card





# PeopleSoft Procurement Card


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- Advantages
  - All transaction detail will be available in PeopleSoft to meet financial reporting requirements
  - Leverages our current, established electronic approval
  - Transaction is automatically mapped to a default GL Account (aka object code)
  - For many of us, PeopleSoft Procurement Card leverages the training and experience of the PeopleSoft Travel Implementation
  - Reduces complexity

# PeopleSoft Procurement Card

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My Wallet

Review My Wallet Receipts

ARJUN CIGULLA

**Search Criteria** ?



















From Date: 02/20/2017  Through: 02/20/2018

\*Receipt Data Source:

\*Transaction Status:

**This page displays all card transactions for one cardholder.**

**Details** ?

Mark for Delete	Date	Expense Type	Merchant	Additional Details	Attachments	Amount
<input type="checkbox"/>	 12/12/2017	AIR TRAVEL	AMERICAN AIR0017405426093		 <a href="#">Enhanced Data</a>	210.00 USD
<input type="checkbox"/>	 12/10/2017	AIR TRAVEL	DELTA AIR 0067551721278		 <a href="#">Enhanced Data</a>	1,826.54 USD
<input type="checkbox"/>	 12/05/2017	HOTEL AND LODGING	HOMEWOOD SUITES		 <a href="#">Enhanced Data</a>	508.30 USD
<input type="checkbox"/>	 11/24/2017	MAINTENANCE SUPPLIES	MSC INDUSTRIAL SUPPLY CO		 <a href="#">Enhanced Data</a>	272.15 USD
<input type="checkbox"/>	 11/22/2017	OFFICE SUPPLIES	STAPLES #941		 <a href="#">Enhanced Data</a>	172.24 USD
<input type="checkbox"/>	 11/18/2017	AUTO RENTAL	HERTZ RENT-A-CAR		 <a href="#">Enhanced Data</a>	57.76 USD
<input type="checkbox"/>	 11/17/2017	AUTO RENTAL	ENTERPRISE RENTACAR		 <a href="#">Enhanced Data</a>	105.90 USD
<input type="checkbox"/>	 09/28/2017	FREIGHT, EXPRESS AND DELIVERIES	UPS*1ZF66F011399460787		 <a href="#">Enhanced Data</a>	7.01 USD
<input type="checkbox"/>	 09/28/2017	FREIGHT, EXPRESS AND DELIVERIES	UPS*00000015XA86367		 <a href="#">Enhanced Data</a>	18.16 USD



# PeopleSoft Procurement Card

My Wallet

My Wallet Detail

ARJUN CIGULLA

**Add receipts, declare use tax, and update the transaction description.**

Details

Find | View

Expense Type MAINTENANCE SUPPLIES

Mark for Delete

Transaction Date 11/24/2017

Non-Reimbursable

Payment Type Prepaid Payments

Attachments (1) **1**

Cardmember Number \*\*\*\*\*9352

Enhanced Data

MSC INDUSTRIAL SUPPLY CO

Expense Location In State

Transaction Amount 272.15

Currency USD

Exchange Rate 1.00000000

Default Rate

**Use Tax Applicability**

**2**

Apply Use Tax

\*Office Location 083

Base Currency Amount 272.15 USD

Description Supplies for Project 10001234 **3**

225 characters remaining



# PeopleSoft Procurement Card



The Expense Report (Statement)

## View Expense Report

JOANNE CALLAHAN

Actions ...Choose an Action GO

Business Purpose Procurement Card

Report 3000000114 Paid

Report Description February Statement

Attachments

### Expenses

Total 502.15 USD

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/22/2017	OFFICE SUPPLIES	Supplies for presentation 229 characters remaining	Prepaid Payments	172.24	USD

Billing Type AVAILABLE FOR COST COLLECTION

Location In State

Merchant Preferred Non-Preferred

STAPLES #941

Accounting Details

Default Rate      Exchange Rate 1.00000000  
 Non-Reimbursable      Base Currency Amount 172.24 USD  
 No Receipt

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Pr
172.24	USC01	172.24 USD	USD	1.00000000	CL010	620499	A0001	53001	602		

11/24/2017	MAINTENANCE SUPPLIES	Supplies for Maintenance of new 202 characters remaining	Prepaid Payments	272.15	USD
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11/18/2017	AUTO RENTAL	Car rental for conference trip 224 characters remaining	Prepaid Payments	57.76	USD
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Expand All | Collapse All

Total 502.15 USD



# Demonstration

[PeopleSoft My Wallet](#)

[The Procurement Card Expense Report](#)





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