



South Carolina

PeopleSoft Procurement Card

March 2020



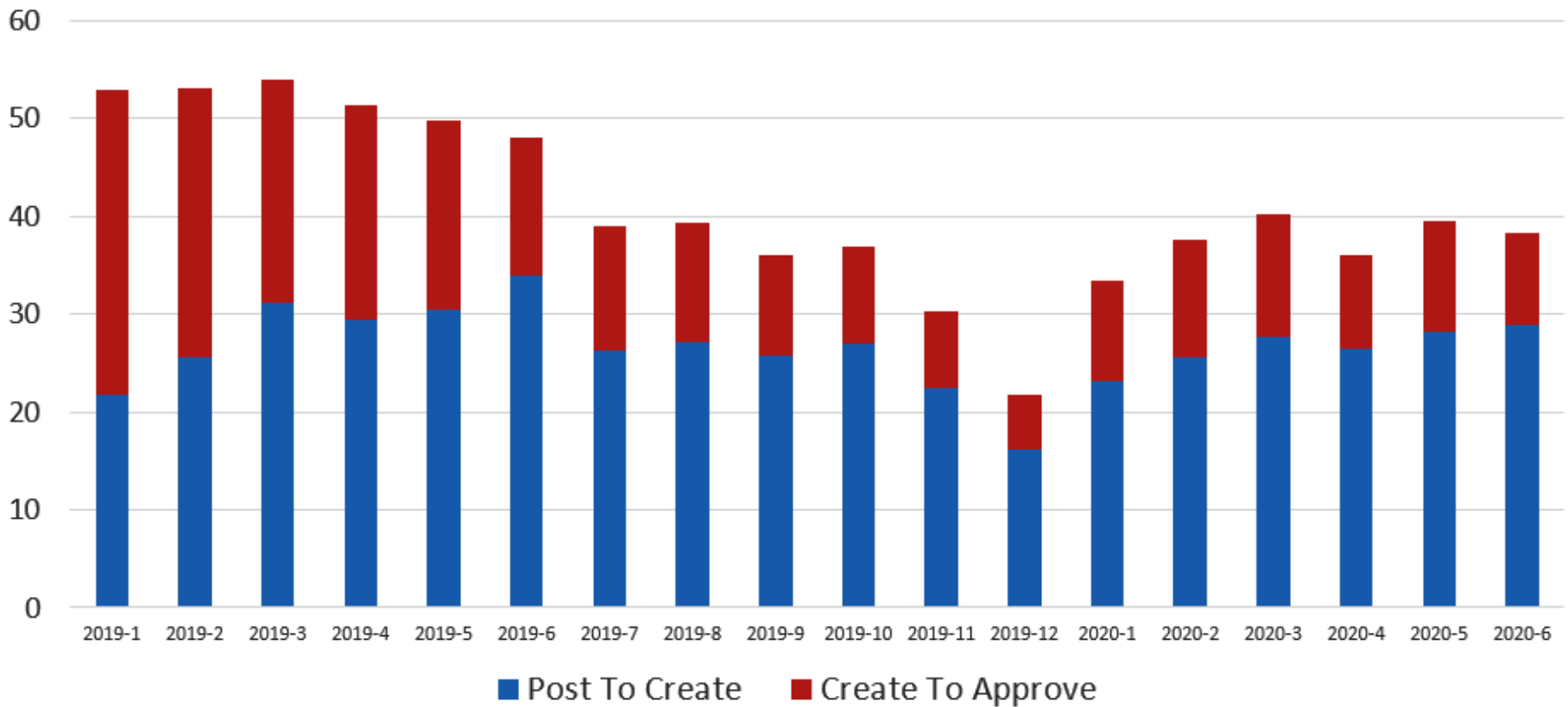
PeopleSoft Procurement Card

- 2019 Review (Calendar Year)
 - Over 1500 Cardholders with transactions
 - Over 13,000 statements (expense reports)
 - 97,000 Visa Transactions!
 - Processing metrics continue to improve – great job!



PeopleSoft Procurement Card

Procurement Card Processing Metrics





PeopleSoft Procurement Card

- Email Reminders (a review)
 - Approval reminders are sent to approvers every Wednesday for each unapproved expense report which contains at least one “my wallet” transaction older than 63 days.
 - Unsubmitted reminders are sent to the liaisons for each unsubmitted expense report with at least one “my wallet” line older than 63 days.
 - Unapplied reminders are sent to the liaisons for each cardholder with “my wallet” transactions older than 63 days not applied to an expense report.



Fri 3/29/2019 11:58 AM

mbstaton@mailbox.sc.edu

Liaison Notification of Approval Reminder

To STATON, MICHAEL

Liaison Notification of Approval Reminder

Message 1: Liaison Notification of Approval Reminder (30063,10)

An approval reminder email was sent to [REDACTED]@mailbox.sc.edu this morning. This reminder was in reference to expense report 3000010035 that is pending approval and includes one or more transactions from a previous statement.

Please follow up with the approver to ensure they received their email reminder and ask them to approve the expense report, so it may be posted.

Card Program: **Procurement Card**

Cardholder Name: [REDACTED]

Report ID: 3000010035

Explanation: Approval Path: **Cardholder Approval**

Report Submitted on: 2019-03-20-14.31.45.000000

To review the expense report, click on the Transaction Detail link at the bottom of this email.

For additional instruction on approving expense reports, please [click here to access the Team Card and Procurement Card Training Resources](#)

This email was generated by Alert SC_EX_PCARD_APPRV_REM_LIAISON.

Process

EOEN_ALERT

Name:

Category: CUSTOMEMAIL

Query Name: SC_EX_PCARD_APPRV_REM_LIAISON

Go To: [Notification Detail](#)

Go To: [Transaction Detail](#)



PeopleSoft Procurement Card

- The top 10 winners of 2019!

Liaison Name	Average Post To Create	Average Create To Approve	Visa Total	Total Cardholders
Barbara Taylor Earth and Ocean Science	20	6	1,280	28
Michelle Parham Environmental Health and Safety	14	11	440	18
Barbara Delaney Arts and Sciences – Dean’s Office	22	4	337	16
Stephanie Miller University Housing	22	5	1,301	18
Ashlan Cooper Facilities Building Services	18	11	1,121	15

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- The top 10 winners of 2019 continued.

Liaison Name	Average Post To Create	Average Create To Approve	Visa Total	Total Cardholders
Margaret Whisenant School of Medicine	26	3	1,780	17
Michele Lee & Kristie Roberson UofSC Union	21	8	758	12
Nancy Morrell UofSC Upstate	26	2	243	12
Michelle Heider & Krystal Kimbriel Facilities Maintenance	14	16	5,226	98
Jan Blakely Baruch Institute	25	4	1,009	15



PeopleSoft Procurement Card

Feedback from the experts!

- When the new PeopleSoft P-card procedure was introduced, I was a bit apprehensive. I was unsure at the time what roles the cardholders vs. the Liaison would play in the new process. Internal processes were quickly created for submitting receipts, memos, statements and reallocation information to me so that I could create all expense reports on behalf of the cardholders assigned in our department. This process has worked great and I am able to easily monitor the approvals and status of each report to avoid any delays.
- Our Department finds it very beneficial to have the items post to the individual budgets in a timely manner.
- I am really enjoying not having to store all of the original receipts and statements. Having them already scanned and sent to me electronically is also very helpful with the attachment process.

~**Stephanie Miller**, Business Manager, University Housing



PeopleSoft Procurement Card

Feedback from the experts!

- We require a Purchase Authorization for each expense. This provides the cardholder with the authorization from his/her supervisor to purchase the requested items and gives us the opportunity to assign the accounting string for the expense.
- Cardholders scan their own receipts and statements.
- We have trained some cardholders to create their own expense reports and apply the allocations to the transactions. Our goal is to eventually have all cardholders creating their own expense reports.
- Cardholders are expected to submit expense reports and documentation to the liaison within 5 days of the statement date.
- Our Dean is very proactive in approving expense reports. He makes it a top priority to get this done each month.
- The processing of monthly p-card expense reports is a team effort between the cardholders, the liaisons, and the department head. We have found that putting some of the responsibility back on the cardholder in the way of scanning receipts, allocating charges, and creating their own expense reports, allows us to process the monthly statements more efficiently.

~**Michele S. Lee**, Business Manager/Budget Director, USC Union



PeopleSoft Procurement Card

- Opportunities for Improvement
 - Increasing cardholder involvement
 - Attaching receipts
 - Entering expense reports
 - Timely creation of expense reports
 - Begin the process earlier in the month as the transactions are interfaced
 - Timely approval after submission
 - There are alerts sent each week to approvers reminding them of expense reports requiring approval



PeopleSoft Procurement Card

- Purchasing Card Application Processing
 - Complete all fields
 - Complete cardholder and department information
 - Indicate the default PeopleSoft accounting
 - Department Head approval is required and verified by the department ID indicated on the application
 - Signatures are required in blue ink from both cardholder and department head
 - Indicate the departmental liaison



PeopleSoft Procurement Card

- Purchasing Card Application Processing - continued
 - Delivery of P-cards
 - New P-cards are delivered within 7-10 business days
 - Renewal P-cards are delivered within 2-4 weeks prior to expiring
 - A refresher exam is required. Liaisons will be notified.
 - Cardholder must score at least 80 to retain p-card privileges.
 - Activation of P-cards
 - Cards must be activated within thirty (30) days
 - Verification ID is the USCID



PeopleSoft Procurement Card

- Reminders for submitting expense reports
 - Receipts must be attached
 - Statements must be attached
 - Expense Reports must be approved within thirty (30) after the end of the billing cycle
 - Use tax must be checked if applicable in “My Wallet”
 - Each invoice should be reviewed to verify sales/use tax



PeopleSoft Procurement Card

- Reminders for the appropriate use of p-card
 - Professional memberships (with approval) according to USC Policy, BUSA 7.06
 - Supplies and contractual services
 - Shipping/express deliveries
 - Local registrations (no travel/no food involved)
 - Cellular services/equipment (necessary approvals), according to USC Policy BUSF 7.08
 - Must adhere to state contracts and opportunities for local small and minority businesses



PeopleSoft Procurement Card

- The Liaisons Audit:
 - Official use, compliance and appropriate use of the p-card
 - Correct chartfield accounting
 - Sales/Use Tax Review
 - Cardholder attachments (statements, receipts)
 - Written Justification
 - Additional approvals



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- Purchasing Card Business:
 - Staples Advantage office supplies
 - Use the P-card for payment at checkout
 - Staples Employee Incentive
 - **In-store** personal purchase discount with Staples is available by registering with your personal credit card. The discount will apply at store checkout and appear on your receipt.
 - Please be sure to meet and visit with our Staples Advantage Key Account Manager, Pam Richmond.



PeopleSoft Procurement Card

- Ongoing training
 - [The Resource Page](#)
 - Videos
 - User guides and procedures



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