

# OFFICE OF THE CONTROLLER

## General Accounting and Purchasing

### How to Create a PeopleSoft Expense Report for Card Programs

April 2024



UNIVERSITY OF

**South Carolina**



# Table of Contents

Quick Overview of Card Programs	3
Understanding My Wallet	8
Understanding and Creating an Expense Report	13
Card Violations	21
Notifications	27
Resources and Contacts	29



# 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.



# 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.



# Program Expense Card Program

- Credit cards are issued through Bank of America.
- This card can be used for student programs (e.g. Study Abroad, summer programs, etc.) & research participant incentives.
- Cards can only be issued to full time USC employees.
- Program Expense cards cannot be used for individual travel or any purchase subject to procurement.



---

# **My Wallet**

## Understanding and Using



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.



# 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 help reduce the need to change the GL account after the transaction is assigned to an 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.



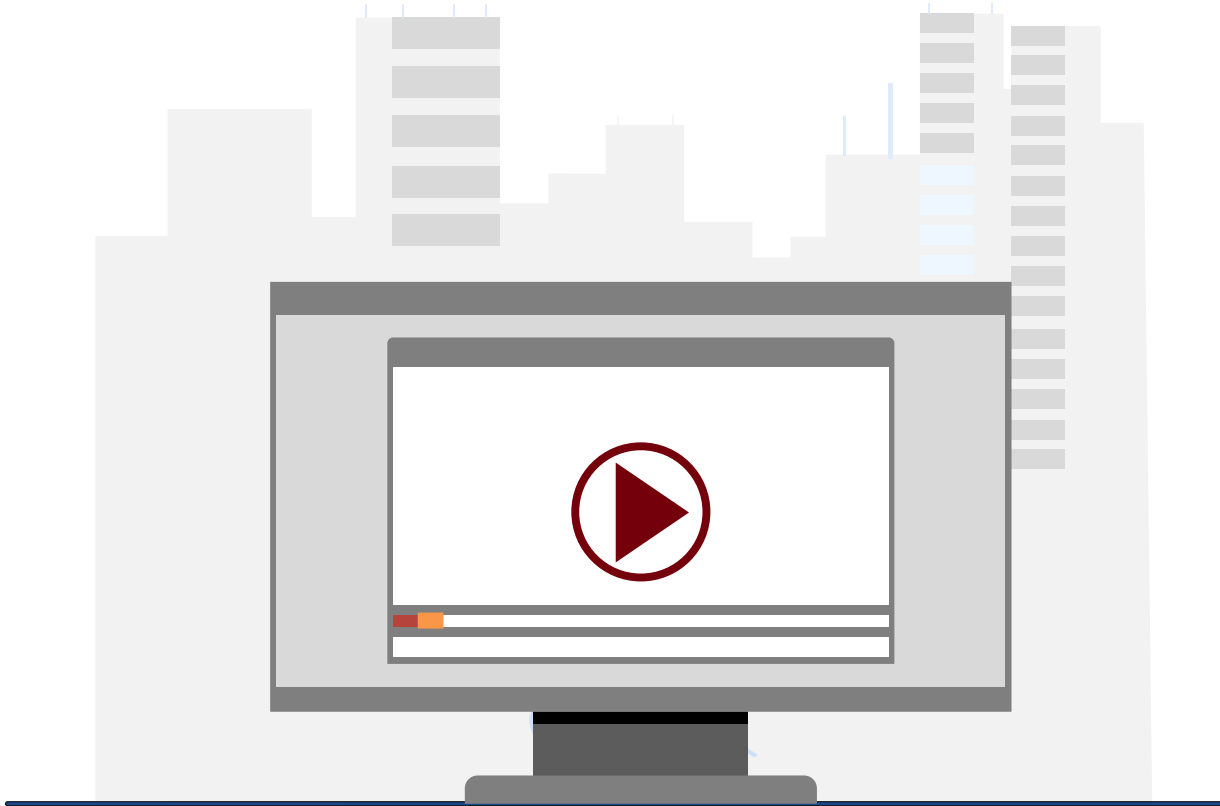
# Use Tax

- 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.



# Demonstration

- Using My Wallet



# Expense Report

## Create an Expense Report



UNIVERSITY OF  
**South Carolina**

# Expense Report

- The PeopleSoft page is where all Procurement, Program, Team and Travel card transactions that represent the month end statement will be assigned.
- 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.



# Demonstration

- Creating an Expense Report



# Using a Query to Review Expense Reports

**Use this query to review Expense Reports: SC\_EX\_RPT\_USER\_INQUIRY\_PMPTS**

- Please select the correct Business Purpose.
  - ✓ To review travel, please use the business purpose of EMPL.
  - ✓ To review a travel card, please use the business purpose of TRAVC.
  - ✓ To review employee reimbursement (non-travel), please use the business purpose of REIMB.
  - ✓ To review procurement card, please use the business purpose, PCARD.
  - ✓ To review program card, please use the business purpose, PROGM.
  - ✓ To review team card, please use the business purpose, TEAM.
- Include the To and From accounting dates.
- The Default Location can be changed to In State, Out of State, or Foreign – if needed for a travel expense report.
- The Status can be selected - if needed.





# Demonstration

- Using the Review Expense Report Query



# 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.



# Card Billing Cycles

**P-Card:** 28<sup>th</sup> through the 27<sup>th</sup> of each month.

**Program Card, Team Card, and Travel Card:** 26<sup>th</sup> through the 25<sup>th</sup> of each month.

Statements may be retrieved within 48 hours after each billing cycle from [Global Card Access](#) website or app.



# Expense Report Status

Status	Status Description
<b>Pending Status</b>	not submitted for approval. The expense report can be modified and deleted.
<b>Submitted for Approval</b>	the expense report is submitted, waiting for approval.
<b>In Process</b>	the expense report is in approval workflow.
<b>Approved</b>	approval for the expense report is complete and waiting on processing.
<b>Paid</b>	the expense report is processed and complete.

**\*\*Note:** Once in a “Paid” status, the transaction is posted to the General Ledger overnight. Expenses are posted to your budget when the expense report is paid.\*\*



# 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.



# 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.





# Program Expense Card Violations

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

- Personal or unauthorized purposes
- The purchase of 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 required receipts
- The Cardholder fails to provide, when requested, information about any specific purchase
- The Cardholder does not adhere to all the Program Expense Card policies and procedures



# Program Expense Card Violations

**An example of purchased NOT allowed on the Program Expense Card include (but are not limited to):**

- Departmental supplies
- Software/subscription services
- Food consumed by USC employees
- Employee travel



# Notifications Expense Report



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 & Contacts



UNIVERSITY OF  
**South Carolina**

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**

Expand all

- For Cardholders +
- For The University +
- For Vendors +

**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.

# Where to Find the Resources

For P-Card resources, visit the Procurement Card page found on the Purchasing website.





## Office of the Controller

## Office of the Controller

## General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

## » Treasury Management

General Accounting Staff Directory

Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Contact Us

## Treasury Management

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.

## Now Available! New Program Expense Card

Effective October 2, the Business Expense Card program was discontinued by the bank. In preparation for this change, the Controller's Office developed the new **Program Expense Card** issued through Bank of America. This credit card can be used for educational programs (e.g., Study Abroad, Summer Programs, etc.) and participant incentive payments.

This new credit card program provides maximum flexibility for research participant payments with the ability to:

- purchase physical & electronic gift cards
- make cash-equivalent payments through apps/websites like Venmo, PayPal, etc.
- provide variable payment amounts
- run through PeopleSoft expense report workflow and approvals

Before you can take advantage of this new program, training is required. Visit our [PeopleSoft Finance Training Schedule](#) to register for a time that works best for you.

For additional information and resources see below and the Program Expense Card section on the [Business Manager](#) page.

Contact Treasury  
Management

For questions about any Treasury Management services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [treasury@mailbox.sc.edu](mailto:treasury@mailbox.sc.edu)

# Where to Find the Resources

For Travel Card, Team Card and Program Expense Card resources, visit the [Treasury Management](#) page found in the General Accounting section.



**Office of the Controller**

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

**Resource and Training Toolbox**

Business Manager

 ➤ **Grant Administration**

Principal Investigator

Policies &amp; Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listservs

Social Media

**Contact Us**
**Grant Administration**

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards.

Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure in coordination with the Principal Investigators.

Below is a list of Grant Administration tasks you may be responsible for within your college/department. Sections include links to training resources that support each task.

**Note:** Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

**Account Funding Change**
**Close Out Matrix**
**Cost Share**
**Cost Transfers**
**Indirect Cost (IDC)**
**Introduction to Grants Management**
**Milestone Notifications**
**Monitoring Awards**

Expand all



# Where to Find the Resources

For training resources, visit our [Business Manager](#) page in the Resource and Training Toolbox section.





# Controller's Office Contact List

<b>General Accounting (JEs, JVs, Apex, GL issues/Questions)</b>	<b>Email Address</b>
General Email Address	<a href="mailto:genacctg@mailbox.sc.edu">genacctg@mailbox.sc.edu</a>
Cash Advance Settlement	<a href="mailto:cashadvc@mailbox.sc.edu">cashadvc@mailbox.sc.edu</a>
Payroll Retro Journal Entries	<a href="mailto:retroje@mailbox.sc.edu">retroje@mailbox.sc.edu</a>
Chartfield Maintenance	<a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a>
Moving & Relocation Mailbox	<a href="mailto:moving@mailbox.sc.edu">moving@mailbox.sc.edu</a>
PeopleSoft Finance Security Requests	<a href="mailto:pssecure@mailbox.sc.edu">pssecure@mailbox.sc.edu</a>
<b>Accounts Payable</b>	<b>Email Address</b>
General Email Address	<a href="mailto:ap@mailbox.sc.edu">ap@mailbox.sc.edu</a>
AP Uploads	<a href="mailto:apupload@mailbox.sc.edu">apupload@mailbox.sc.edu</a>
Supplier Maintenance	<a href="mailto:apsupplr@mailbox.sc.edu">apsupplr@mailbox.sc.edu</a>
<b>Travel Office</b>	<b>Email Address</b>
General Email Address	<a href="mailto:teoffice@mailbox.sc.edu">teoffice@mailbox.sc.edu</a>
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	<a href="mailto:tesubmit@mailbox.sc.edu">tesubmit@mailbox.sc.edu</a>

# Controller's Office Contact List

<b>Capital Assets</b>	<b>Email Address</b>
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
<b>Cash Management and Treasury</b>	<b>Email Address</b>
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Expense Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:trvcard@mailbox.sc.edu">trvcard@mailbox.sc.edu</a>
<b>Compliance and Tax</b>	<b>Email Address</b>
General Compliance Email Address	<a href="mailto:concpl@mailbox.sc.edu">concpl@mailbox.sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
Time and Effort Reporting	<a href="mailto:timeandeffort@sc.edu">timeandeffort@sc.edu</a>

# Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your <b>Post Award Accountant</b> (PAA)
Payroll	Email Address
General Email Account	<a href="mailto:payroll@mailbox.sc.edu">payroll@mailbox.sc.edu</a>
Purchasing	Email Address
P-Card Questions	<a href="mailto:purchase@mailbox.sc.edu">purchase@mailbox.sc.edu</a>



# Questions



UNIVERSITY OF  
**South Carolina**

# THANK YOU!

## Office of the Controller



Alone, we can do so little; together,  
we can do so much.



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

Phone: 803-777-2602  
Fax: 803-777-9586



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



UNIVERSITY OF  
**South Carolina**



UNIVERSITY OF  
**South Carolina**