OFFICE OF THE CONTROLLER

General Accounting and Purchasing

How to Create a PeopleSoft Expense Report for Card Programs

April 2025

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Card Programs
Quick Overview

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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.

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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.

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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.

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Program Expense Card Program

Used for educational programs (eg. Study Abroad, Summer Programs, etc.) and participant incentive payments.

- Credit cards are issued through Bank of America.

- 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.

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Program Expense Card Program

This card CAN be used for

- Research Participant Incentives
- Student Programs (e.g. Study Abroad, summer and outreach programs where program participants are direct recipients of goods and services)

• • •

This card CANNOT be used for

- Individual Travel or any purchase that is subject to procurement.
- Purchase food for USC employees (unless acting as a chaperone for a program)

• • •

My Wallet
Understanding and Using

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What is My Wallet

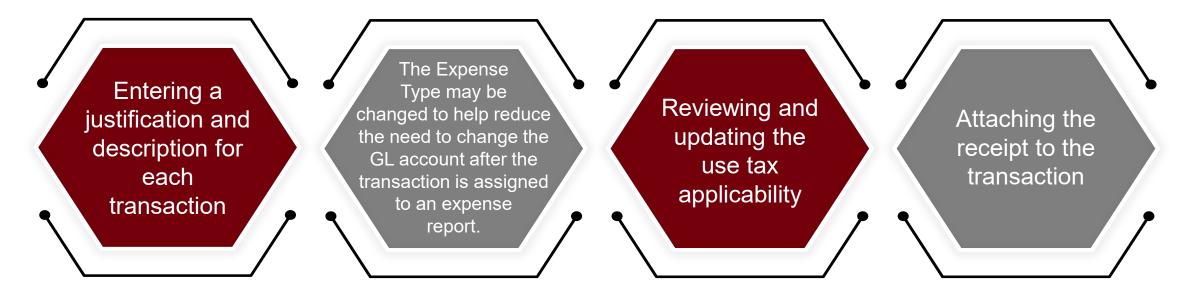Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily.

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.

CARD

1234 5678 1234

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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.
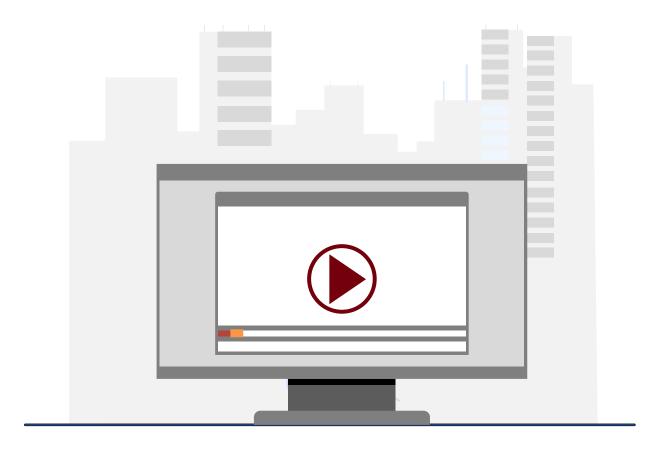
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Use Tax

- 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.
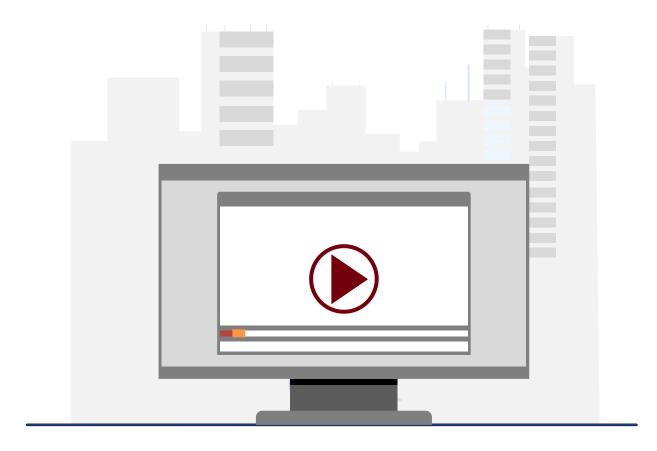
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Demonstration

- Using My Wallet

Expense Report
Create an Expense Report

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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 (preferred method), this attachment may be added at the end of the month before the expense report is submitted.

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Demonstration
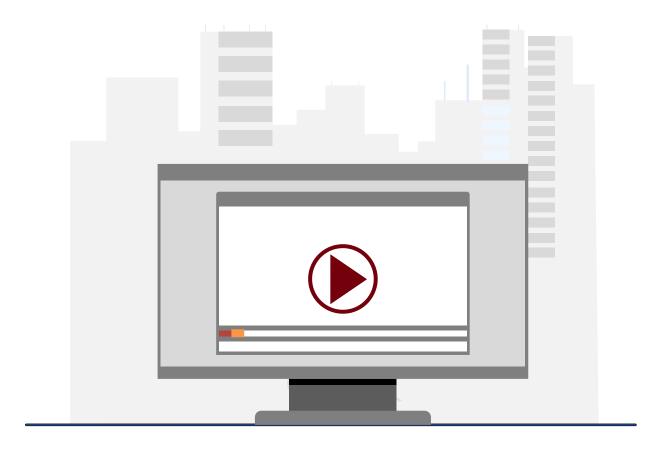
- Creating an Expense Report

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	Use the Business Purpose
Travel	EMPL
Travel Card	TRAVC
Employee Reimbursement (non-Travel)	REIMB
Procurement Card	PCARD
Program Card	PROGM
Team Card	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.
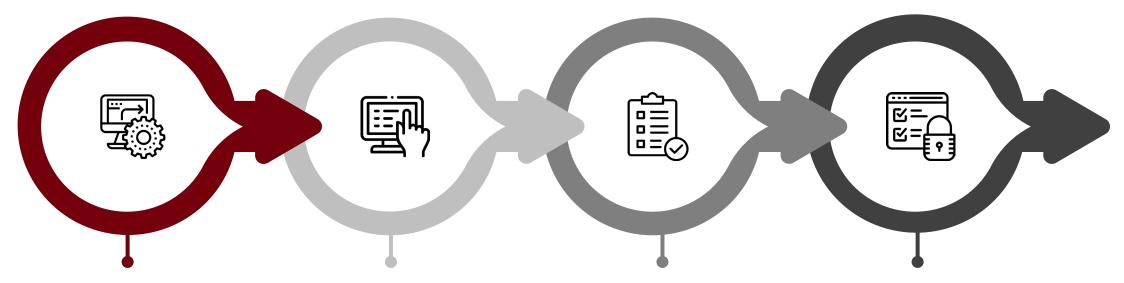- The Status can be selected - if needed.

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Demonstration

- Using the Review Expense Report Query

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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.

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Card Billing Cycles

P-Card: 28th through the 27th of each month.

Program Card, Team Card, and Travel Card: 26th through the 25th 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
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.

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.

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Card Violations

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P-Card Violations

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

X   The Purchasing Card is used for personal or unauthorized purposes.

X   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.

X   The Cardholder allows the card to be used by another individual.

X   The Cardholder fails to provide Department Liaison with required receipts.

X   The Cardholder fails to provide, when requested, information about any specific purchase.

X   The Cardholder does not adhere to all the Purchasing Card policies and procedures.

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Team Card Violations

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

X   Making personal or non-team related transactions on the card.
X   Failing to provide receipts or documentation in a timely manner.
X   Allowing another person to use the team card.
X   Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action including possible employment termination.

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Travel Card Violations

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

X   Making personal or unauthorized transactions on the card. (examples: meals, first class airfare)
X   Failing to provide receipts or documentation in a timely manner.
X   The Cardholder allows the card to be used by another individual.
X   Recurring violations of the policies and procedures will result in the card being revoked.

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Program Expense Card Violations

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

X   Personal or unauthorized purposes

X   The purchase of alcoholic beverages or any substance, material, or service which violates policy, law or regulation pertaining to the University of South Carolina

X   The Cardholder allows the card to be used by another individual

X   The Cardholder fails to provide required receipts

X   The Cardholder fails to provide, when requested, information about any specific purchase

X   The Cardholder does not adhere to all the Program Expense Card policies and procedures

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Program Expense Card Violations

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

- X Departmental supplies (pens, paint, paper, file folders)
- X Coffee makers, microwaves, speakers, chairs
- X Software/subscription services
- X Food consumed by USC employees

- X Employee travel
- X Student travel to conferences
- X Payments for services rendered
- X Payments made to PeopleSoft suppliers (submit invoice through Payment Request)

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Notifications
Expense Report

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.

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Resources & Contacts

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Where to Find the Resources

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

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.

The screenshot shows:

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SEARCH SC.EDU

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 Management**
- **Compliance and Tax Management**
- **Payroll Department**
- **Operational Management and Reporting**
- **External Financial Reporting and Transparency**
- **Resource 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:
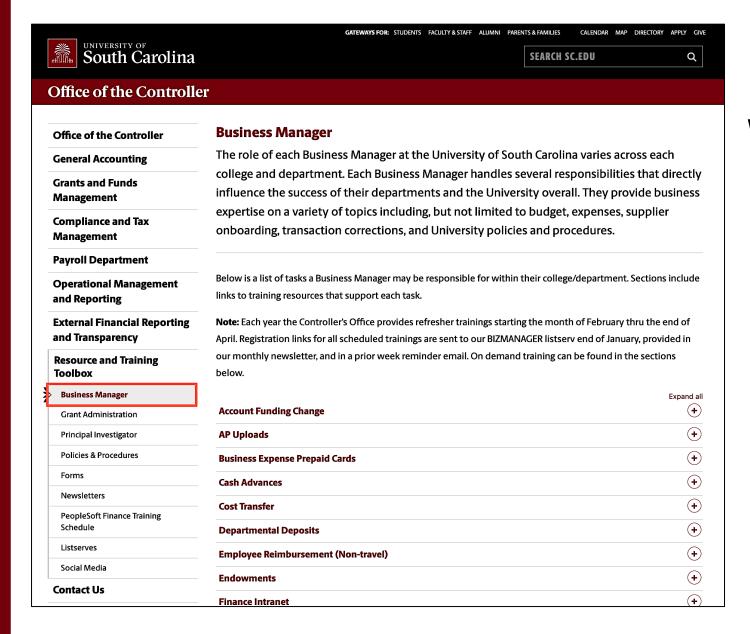
1600 Hampton Street, 6th floor
Columbia, SC 29208

Email: treasury@mailbox.sc.edu

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Questions

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Controller's Office Contact List

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

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)
Payroll	**Email Address**
General Email Account	payroll@mailbox.sc.edu

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THANK YOU!

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

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