# Procurement and Team Card Procedure
# Approving a Procurement Card Expense Report

## I. Objectives

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

- Access email or worklist to approve a Procurement Card Expense Report
- Review the chartfield string using the Related Content
- Review the Procurement Card My Wallet Details
- Approve the Expense Report
- Send back expense transactions

## II. Overview

Procurement Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily. Cardholders and Liaisons are responsible for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement. The following is required for each card transaction:

a. Entering a justification and description for each transaction.
b. Reviewing and updating the use tax applicability.
c. Attaching the receipts to the expense report. The individual receipt may be attached to the transaction or all receipts batched and attached to the expense report.
d. Properly distributing the transaction to the appropriate accounting chartfields.

As the approver, you are responsible for ensuring the Procurement card transactions are entered correctly, are within policy and reconcile to the Bank of America Statement.

## III. Procurement Card Approval

All Procurement Card Expense Reports require "Department Head" approval. A "Department Head" approver is defined as the following:

- The approver assigned to the department as either a Level 1 or Level 2 approver for Requisitions, Payment Requests and Travel
- The approver that has been assigned the Procurement Card approver workflow role in PeopleSoft

All Procurement Card Expense Reports entered by a Cardholder (should your department decide to implement this process) must be approved by the Cardholder's Liaison.

All Procurement Card Expense Reports entered by the Liaison must be approved electronically by the Cardholder. **Note, any exceptions to this process must be approved by the Purchasing Department and Procurement Card Administrator.**

## IV. Tips and Tricks

- Make sure Email User and/or Worklist is checked on your **My System Profile** page to receive notification that an expense transaction needs your approval.
- If you plan to be out of the office for a several days please remember to select an alternate user to review and approve transactions using the **My System Profile** page in PeopleSoft.

## V. Prerequisites

Before approving expense transactions be sure to have the following:

- The approval role in PeopleSoft.
- Email User and/or Worklist User checked on your **My System Profile** page to receive emails asking you to approve expense transactions prepared on your behalf.

## VI. Navigation

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

## VII. Approving an Expense Report Using Email

Use email to approve a Procurement Card Expense Report

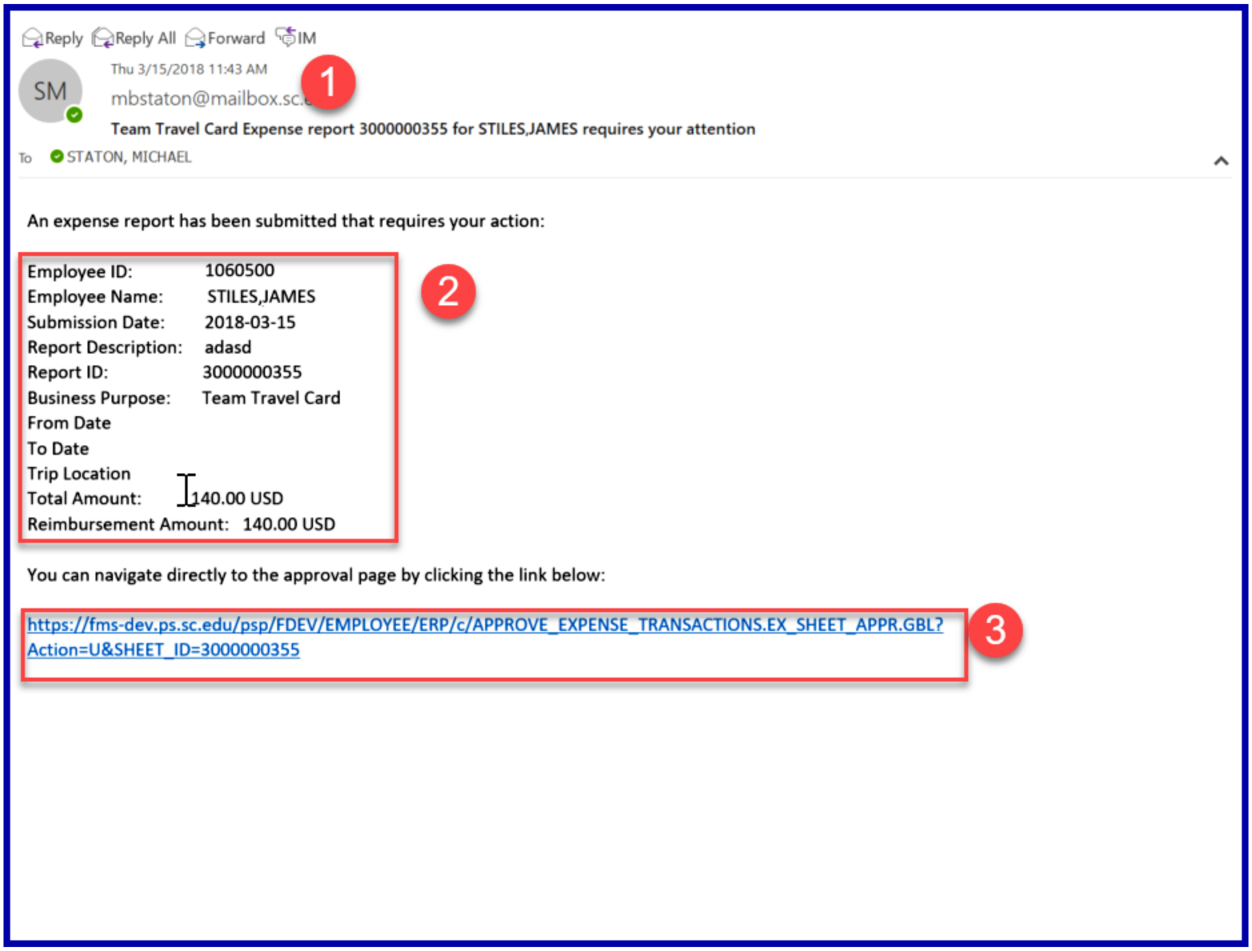
As an approver:

- Verify the Cardholder
- Review Expense Report details
- Verify the charges to the accounting distribution is correct
- Verify the transaction reconciles to the statement.
- Verify the charges are within the Procurement Card Policy
- Approve the transaction
- Or, Send back the transaction for revision

**Step 1:** **Review the Email description to see if this is for Procurement Card, Team Card or Travel**

**Step 2:** **Open and review the Approval Request in your email.**

**Step 3:** **Log in to PeopleSoft using your Network ID and password, then click the link.**


Reply Reply All Forward IM

Thu 3/15/2018 11:43 AM

mbstaton@mailbox.sc.

Team Travel Card Expense report 3000000355 for STILES,JAMES requires your attention

To STATON, MICHAEL

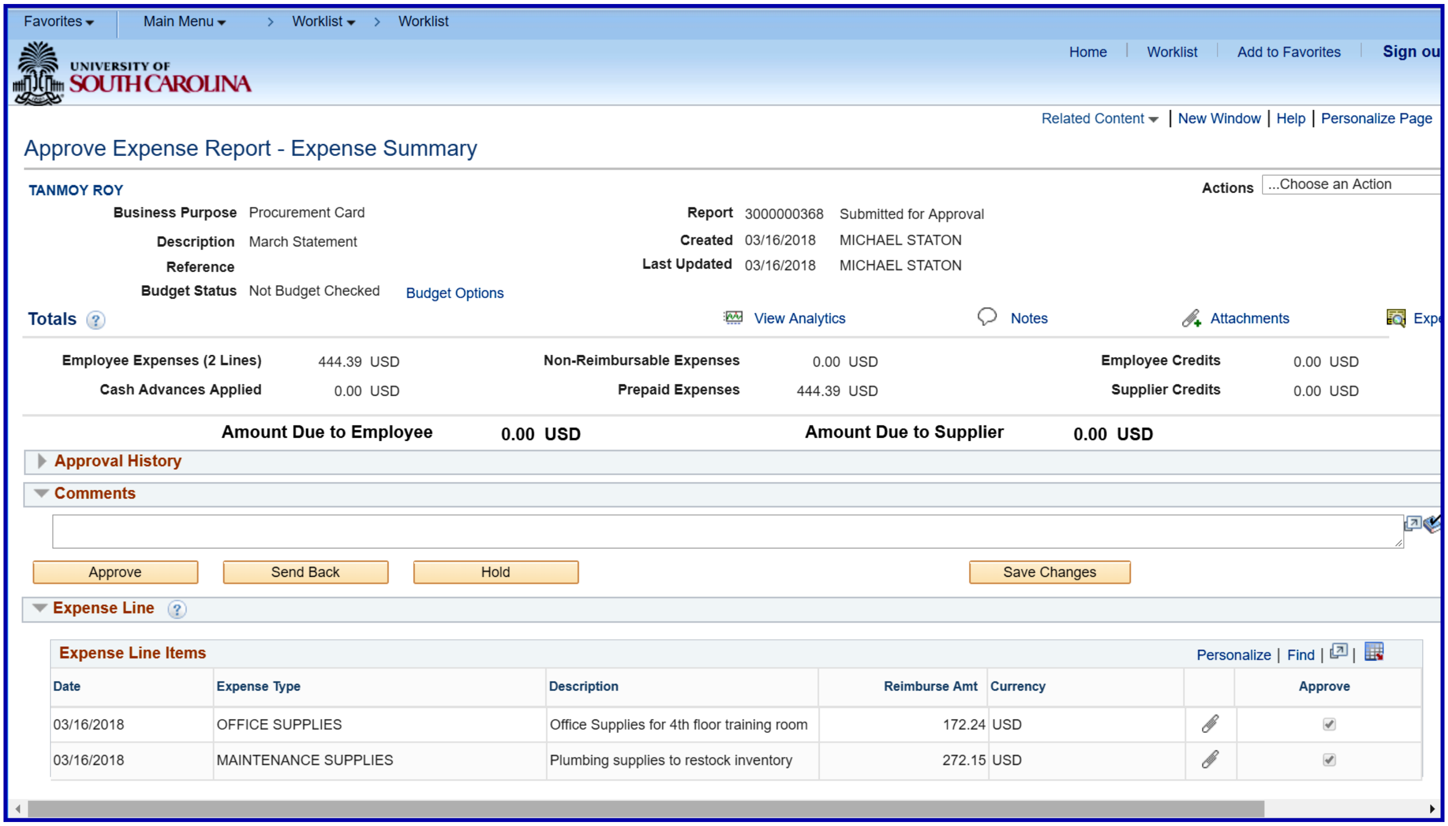
An expense report has been submitted that requires your action:

Employee ID: 1060500
Employee Name: STILES,JAMES
Submission Date: 2018-03-15
Report Description: adasd
Report ID: 3000000355
Business Purpose: Team Travel Card
From Date
To Date
Trip Location
Total Amount: 140.00 USD
Reimbursement Amount: 140.00 USD

You can navigate directly to the approval page by clicking the link below:

https://fms-dev.ps.sc.edu/psp/FDEV/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL?Action=U&SHEET_ID=3000000355

**Step 4: The Expense Report Approval page is displayed.**



**Step 5: On the approval page, you may view the following fields. All fields on the page are explained below; however, important fields are checked.**

a. **Cardholder Name ✓**

b. **Business Purpose – The Business Purchase helps you understand if this is a Procurement Card, Team Travel Card or Travel Expense Report. ✓**

c. Report ID – This is a sequential ID assigned by the system

d. Description – Procurement Card Expense Reports typically will match the credit card statements. This field is entered by either the cardholder or liaison to clearly identify the group of transactions on the report.

e. Created – The date the report was created and the creator of the report.

f. Last Updated – The date the report was last updated and by whom.

g. Reference – Not used at USC for Card Transactions

h. Budget Status – Valid, Not Checked, or Error

i. Budget Options – There is no need to select this link. The budget check runs frequently throughout the day.

j. View Analytics – This is not applicable for non-Travel purchases.

k. **Notes – If notes are entered, the icon changed to Open notes and add additional notes if necessary to collaborate with the Liaison, Cardholder or Approver. Notes may also be used to assist with downstream analysis or audit. ✓**

l. **Attachments – This icon and link represent the header attachments. If your department scans all receipts into one image document, they will be attached here. Receipts are required for all Procurement Card Expense Reports. ✓**

m. **Expense Report Details – Click this link to see the Expense Report Details page described in detail below this section. ✓**

n. **Employee Expenses (2 Lines) – This indicates the number of lines (procurement card transactions) and the total. This is useful for reconciliation with the statement. ✓**

o. Non-Reimbursable Expenses – Not applicable for Procurement Card Transactions.

p. Employee Credits – Not applicable for Procurement Card Transactions.

q. Cash Advances Applied – Not applicable for Procurement Card Transactions.

r. **Prepaid Expenses – Equal to the total Expense Lines ✓**

s. Supplier Credits - Not applicable for Procurement Card Transactions.

t. Amount Due to Employee - Not applicable for Procurement Card Transactions.

u. Amount Due to Supplier - Not applicable for Procurement Card Transactions.

v. **Approval History – Expand to see the Approval Status Monitor – This is explained later in this document. ✓**

w. **Comments – The Approval Comments – Entry is required for Send Back Only ✓**

x. **Approval Buttons – Approval Buttons – Explained later in this document ✓**

y. Receipt Information - Not applicable for Procurement Card Transactions.

z. Expense Line – See field descriptions below

aa. Date – Procurement Card Transaction date

bb. Expense Type – Each transaction defaults to an Expense Type; this expense type can be modified by the Cardholder or Liaison either on the My Wallet page or on the Expense Report page.

cc. **Description – This justification or explanation is required and can be entered either on the my wallet page or the expense report page.** ✓

dd. Reimburse Amt – Total amount of the transaction

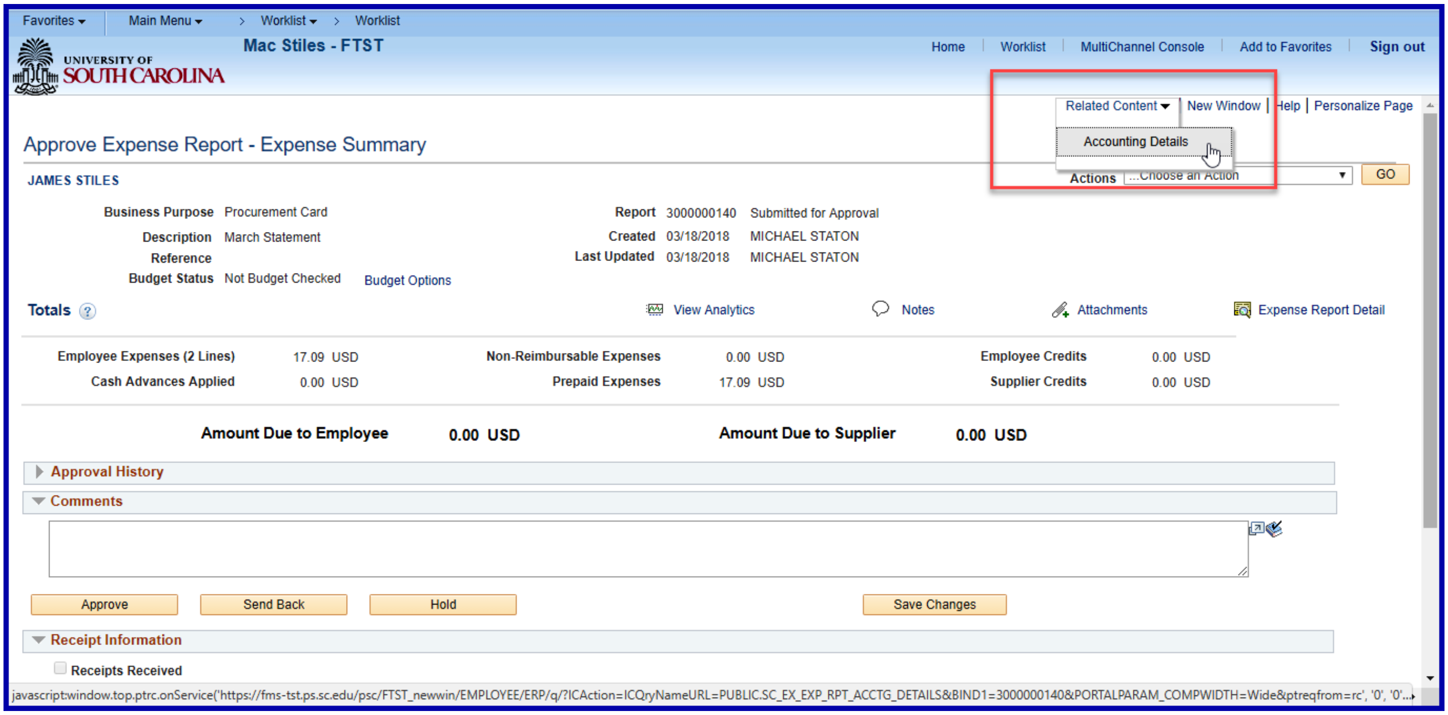
ee. Currency - USD

ff. **Attachment Icon – Individual receipt attachments. If your department requires individual receipts attached to each transaction, they are visible by clicking this icon.** ✓

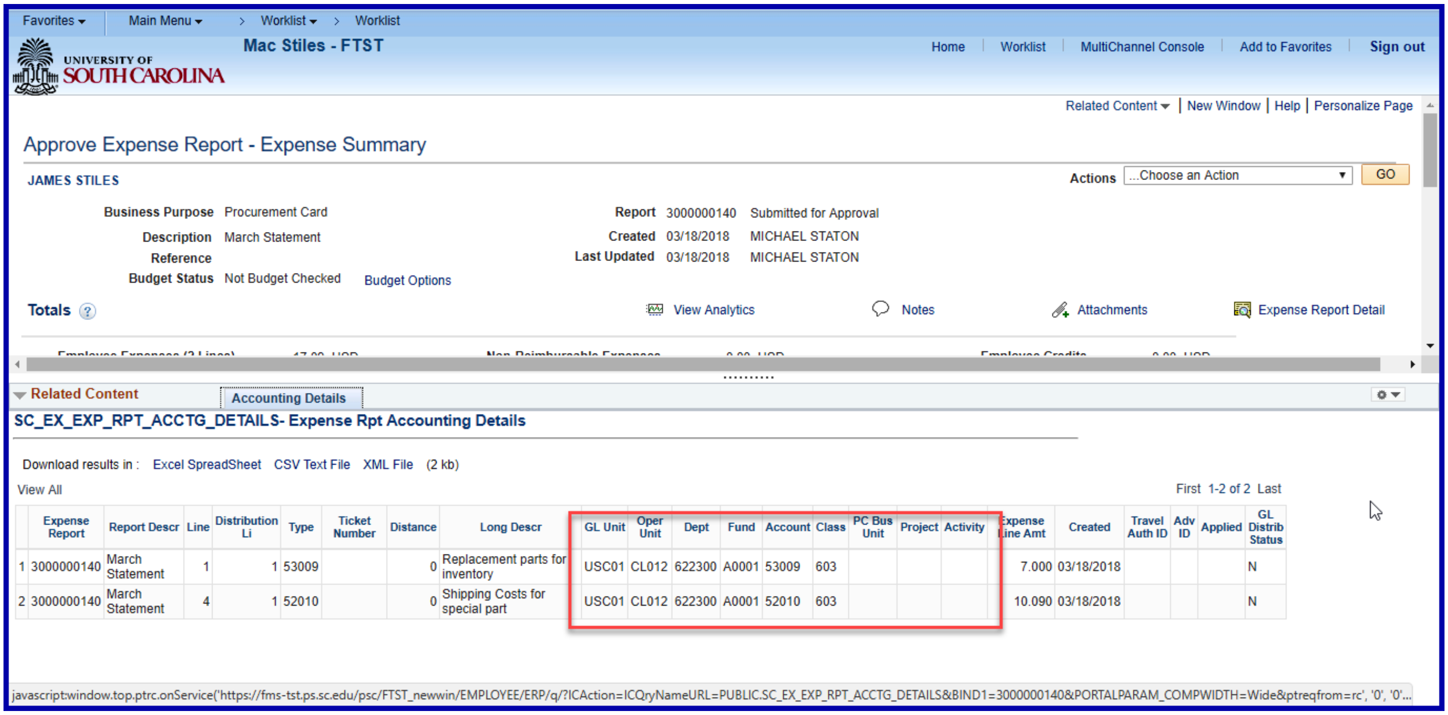
gg. Approve checkbox – Always checked for Procurement Card Expense Reports.

**Step 6: Click the Related Content link to review the accounting details for this transaction.**

**Step 7: Click the Accounting Details option.**

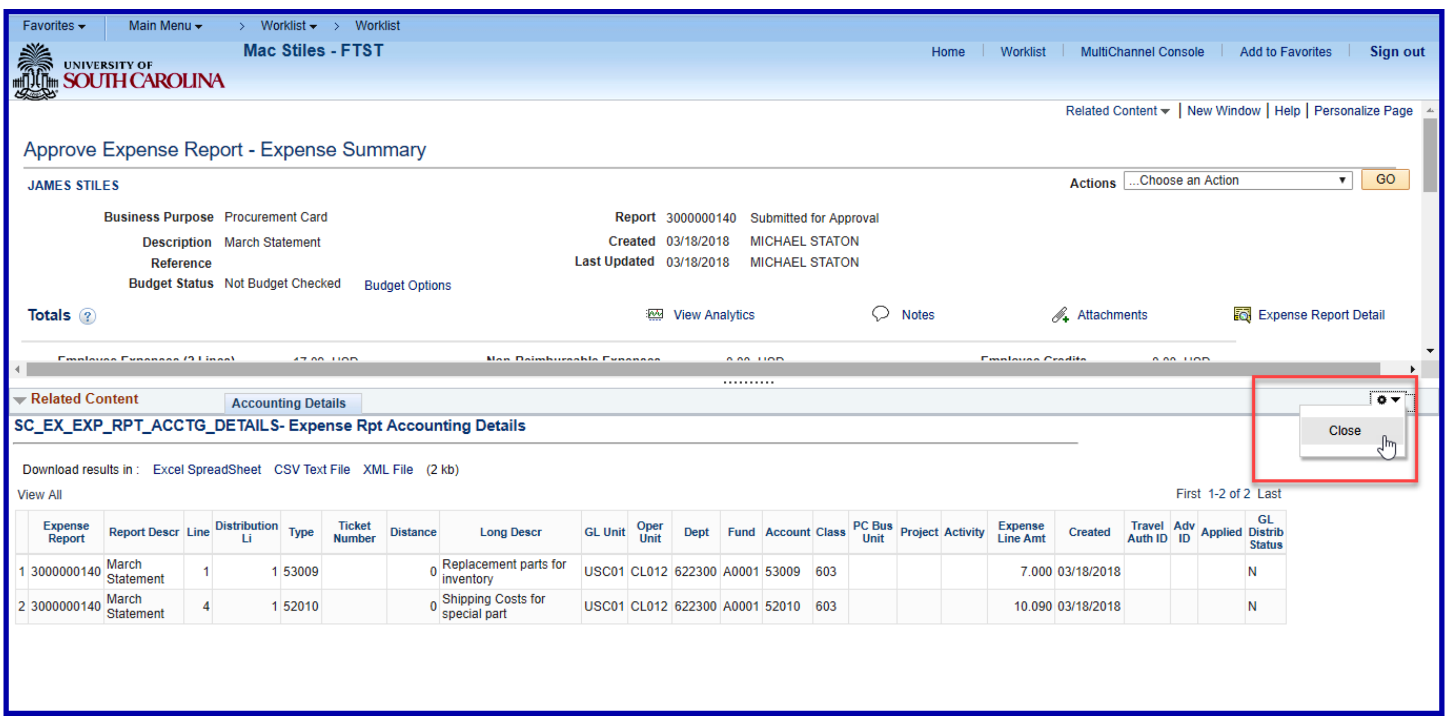


**Step 8: Review the Accounting Details for this transaction.**

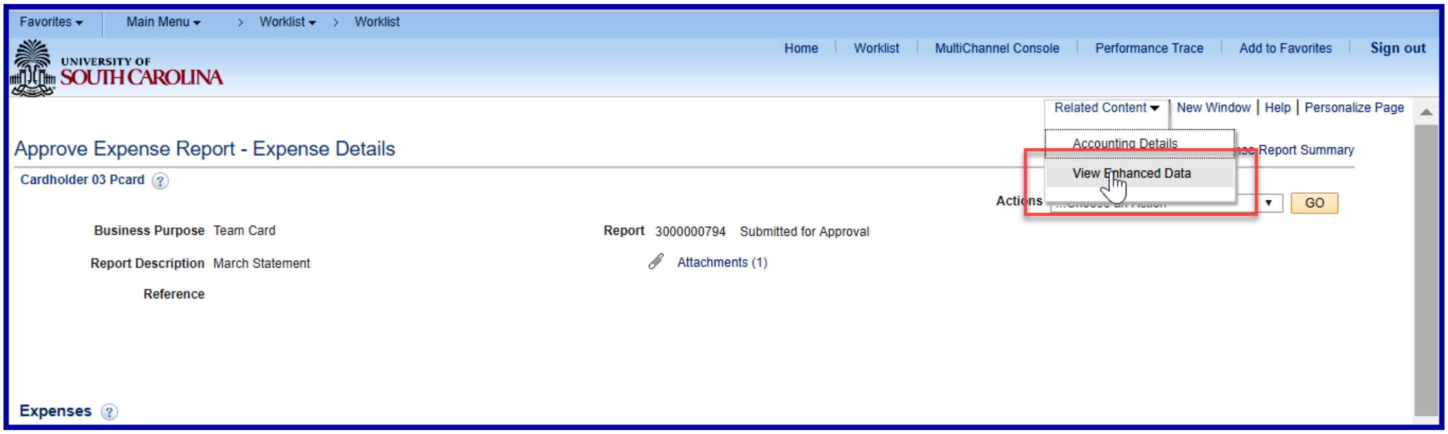



**Step 9: Click the Pagelet Settings icon to close the Accounting Details window.**

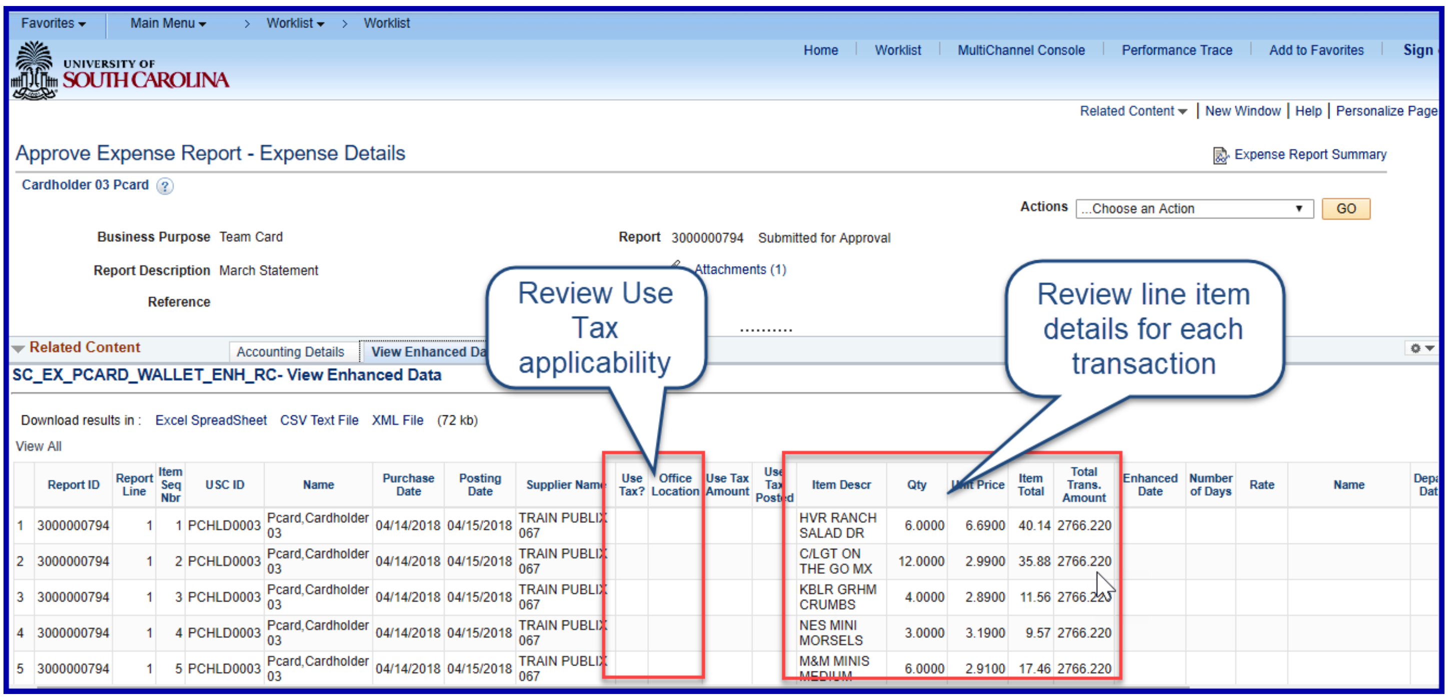
**Step 10: Click the Close option.**



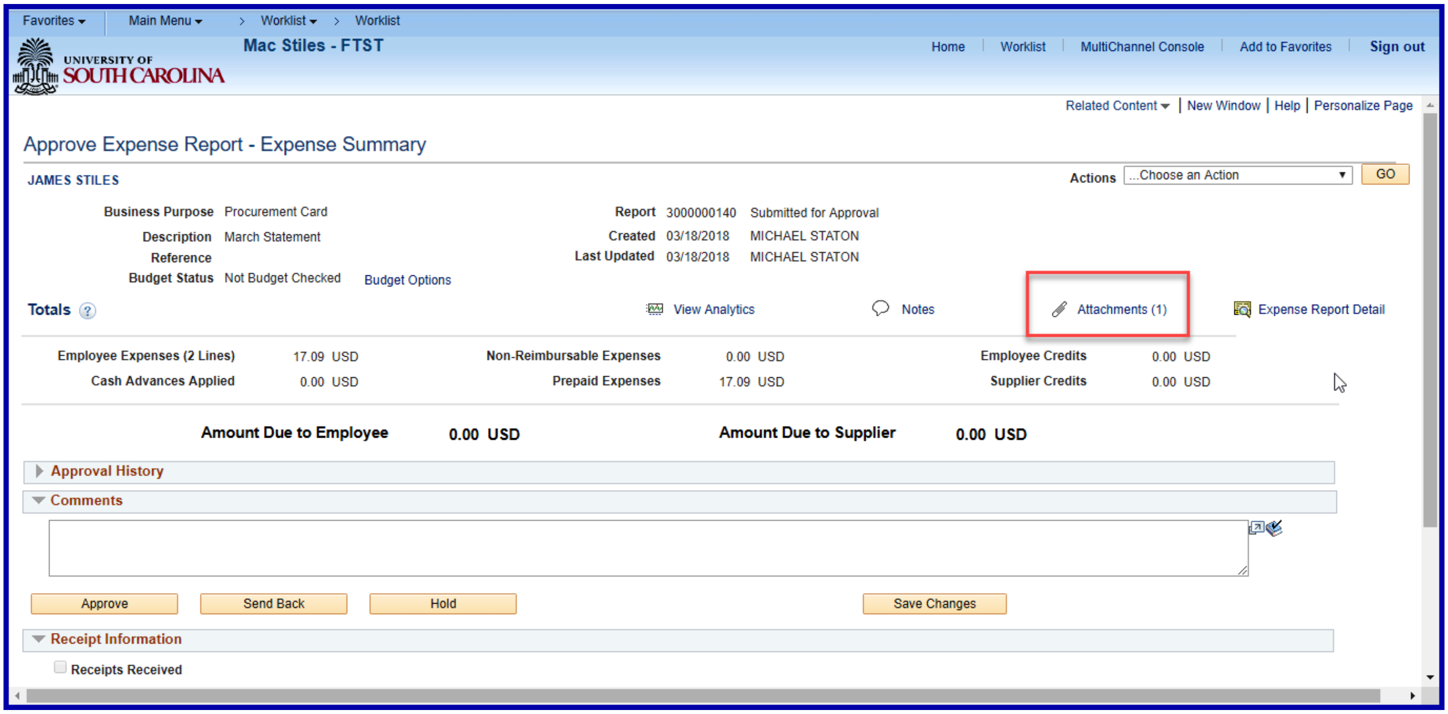
**Step 11: Click the Related Content to view the enhanced data for each expense line.**



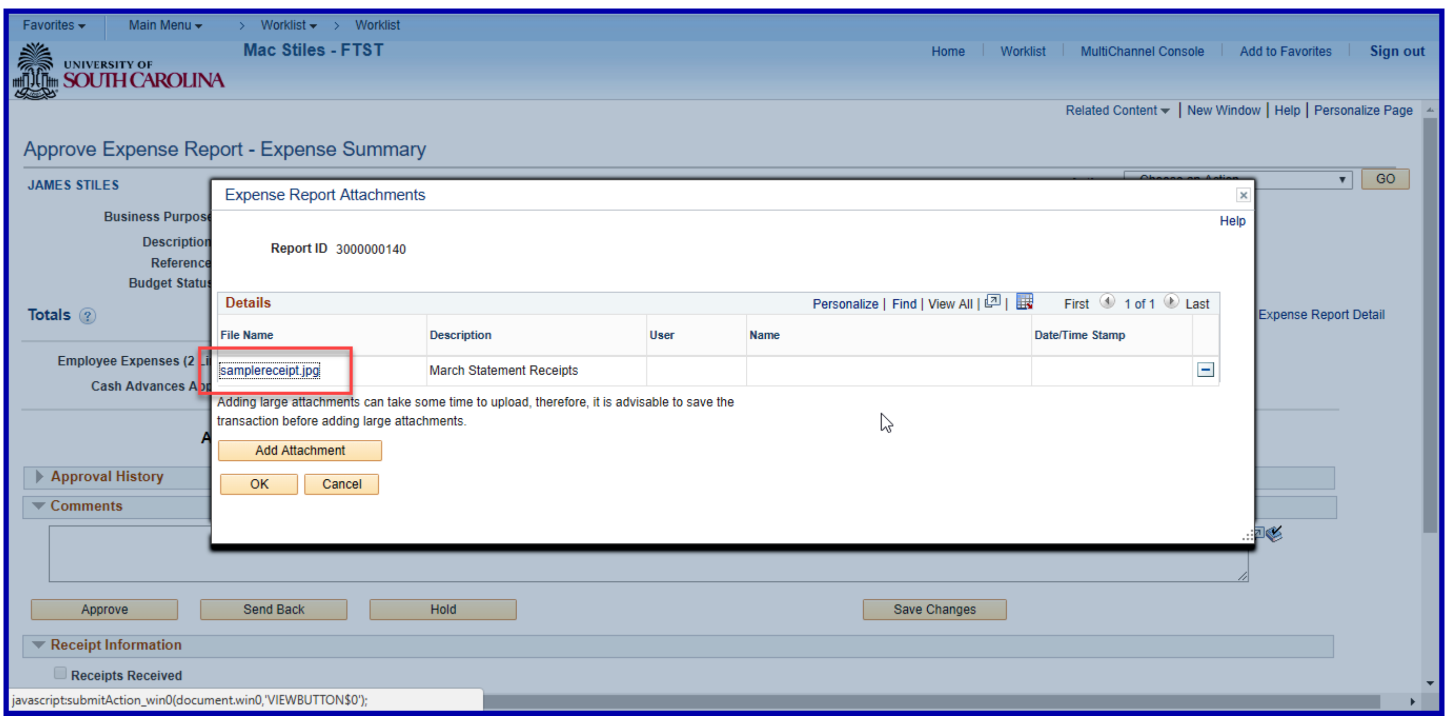

**Step 12: Review the use tax applicability and line item description for each transaction.**



**Step 13: If your department bundles receipts together in one image document, open it from the Attachment link on the Expense Summary page**




**Step 14: Click the File Name to view**

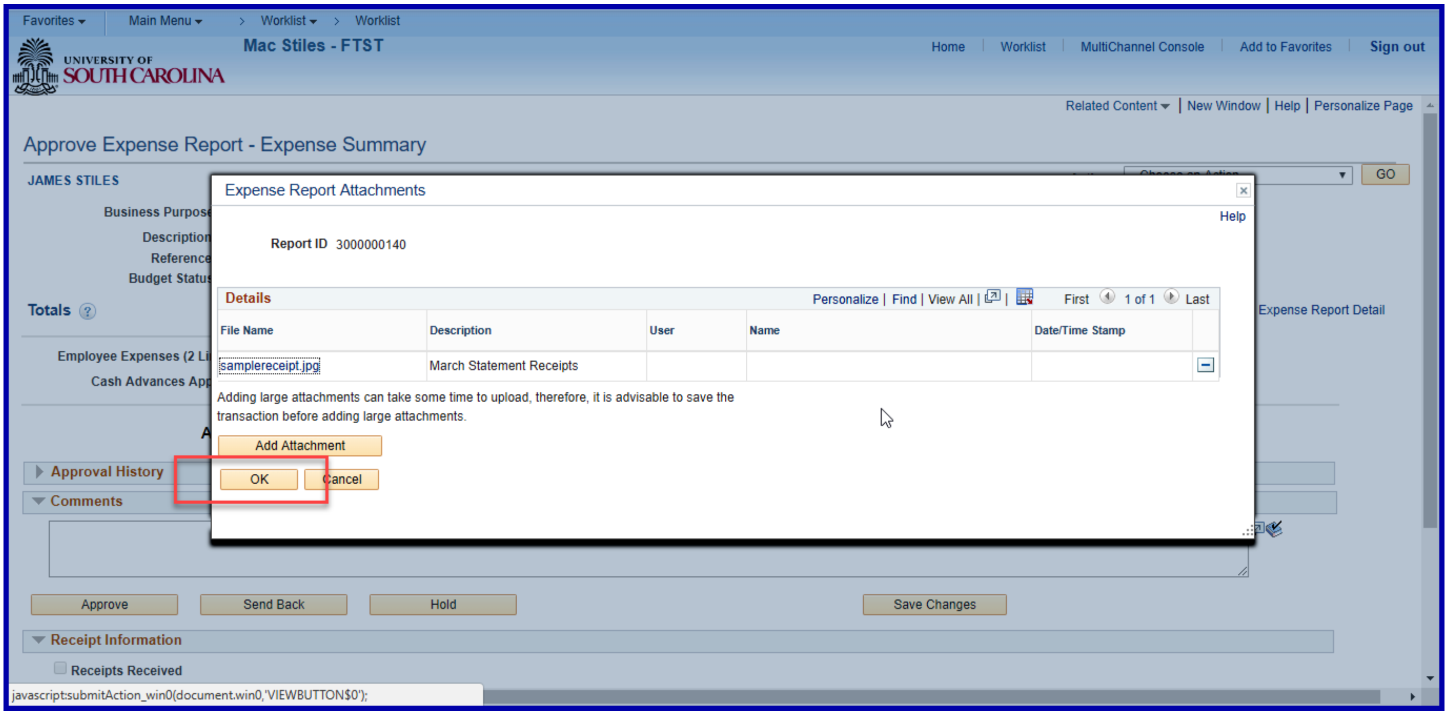



**Step 15: Review the sample attachment.**

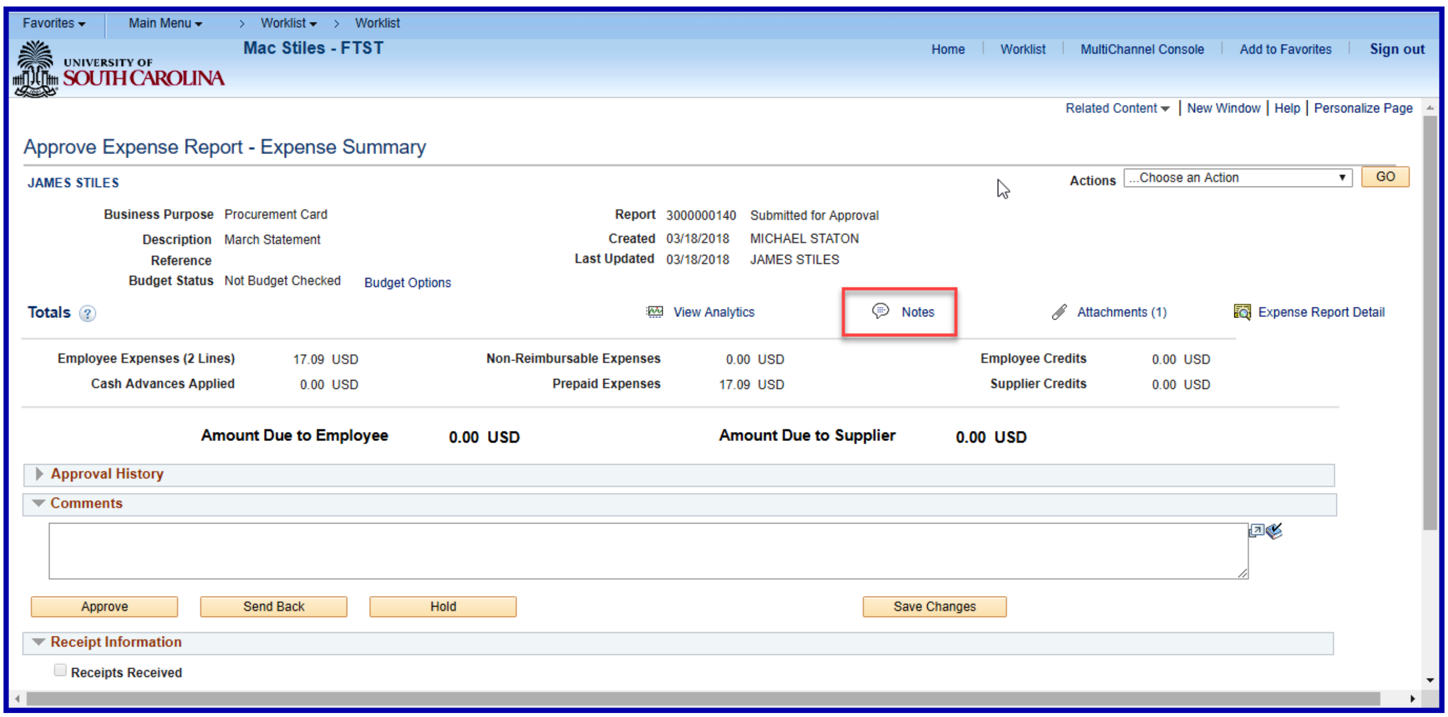
Note: The attachment may open in a separate browser window or page. Make sure pop-up blockers are configured correctly to view attachment images.

**Step 16: After reviewing the sample attachment, close to continue approving the Expense Report.**

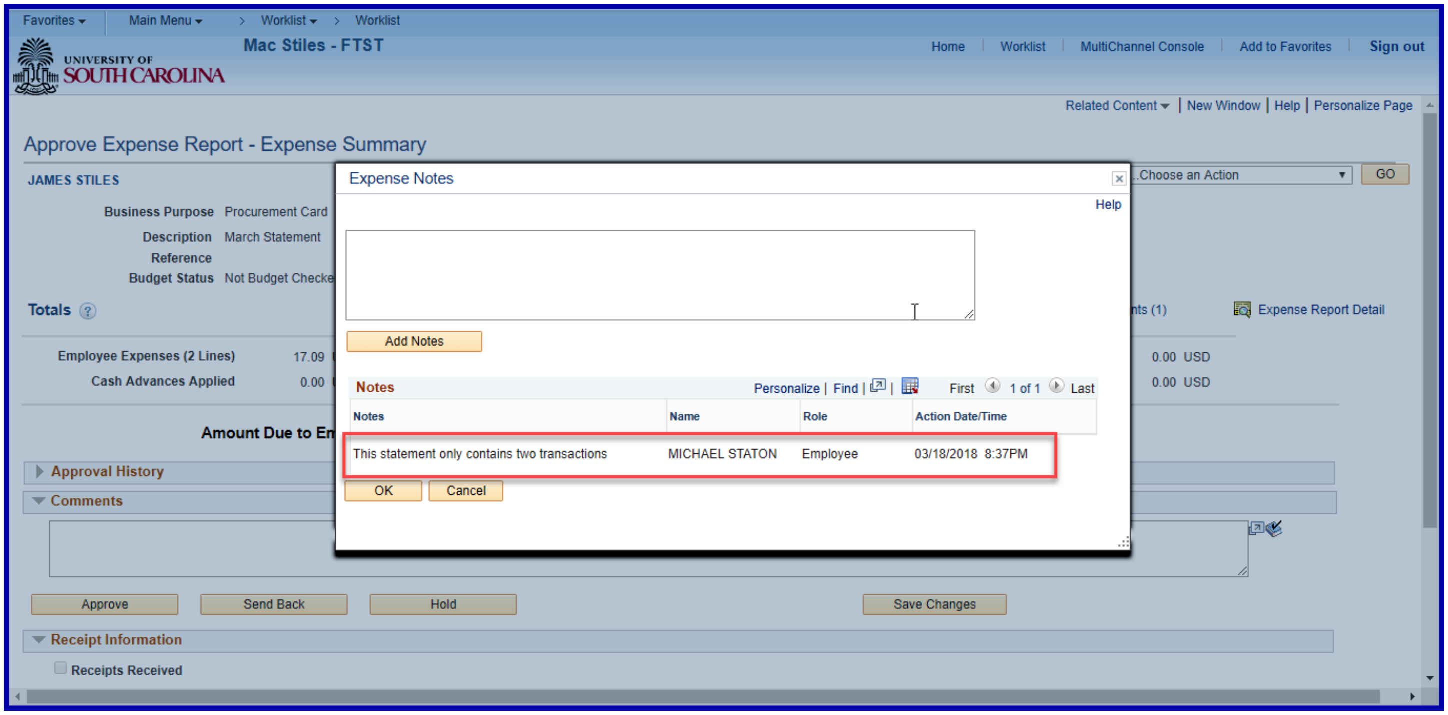
**Step 17: Click OK to return to the Expense Report Page**



**Step 18: Click the Notes link to view and add notes.**

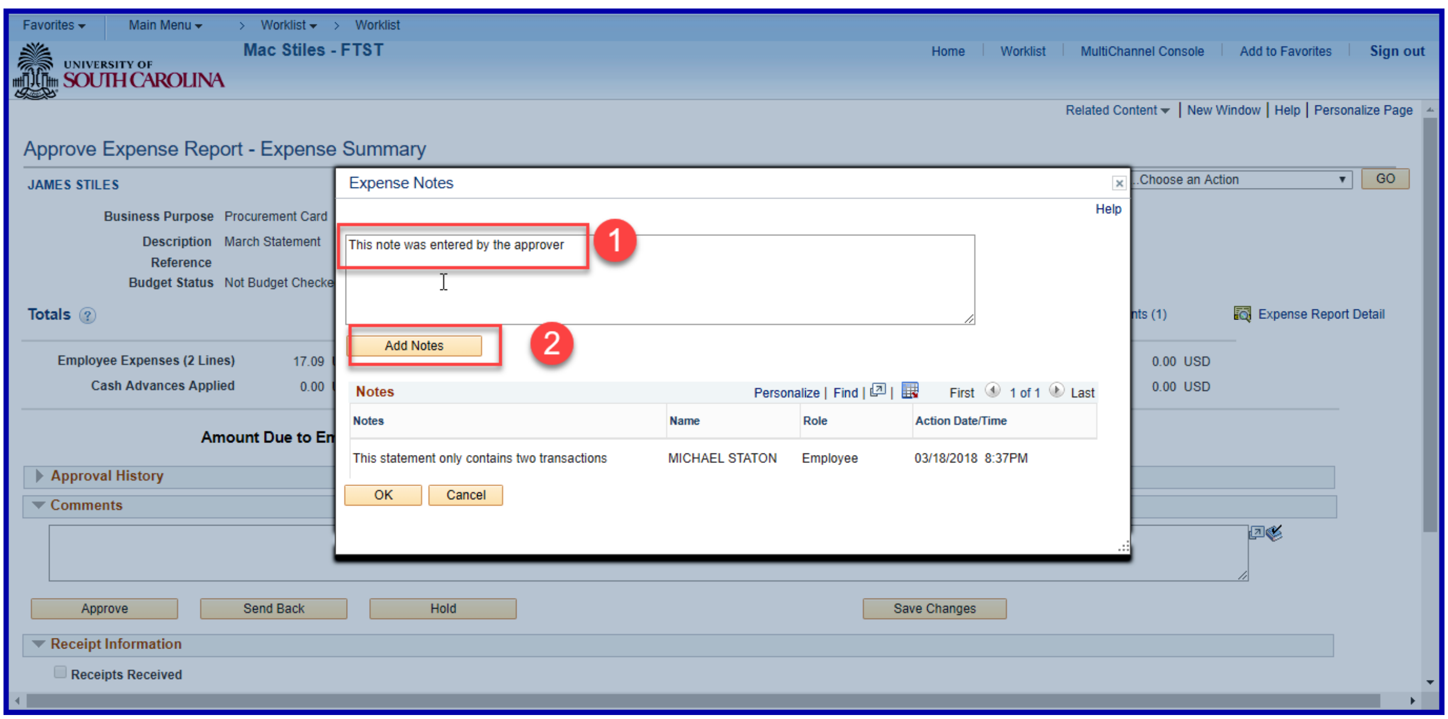


**Step 19: Review any notes already added by the proxy or other approvers.**



**Step 20: Click in the Text field to add a new note.**

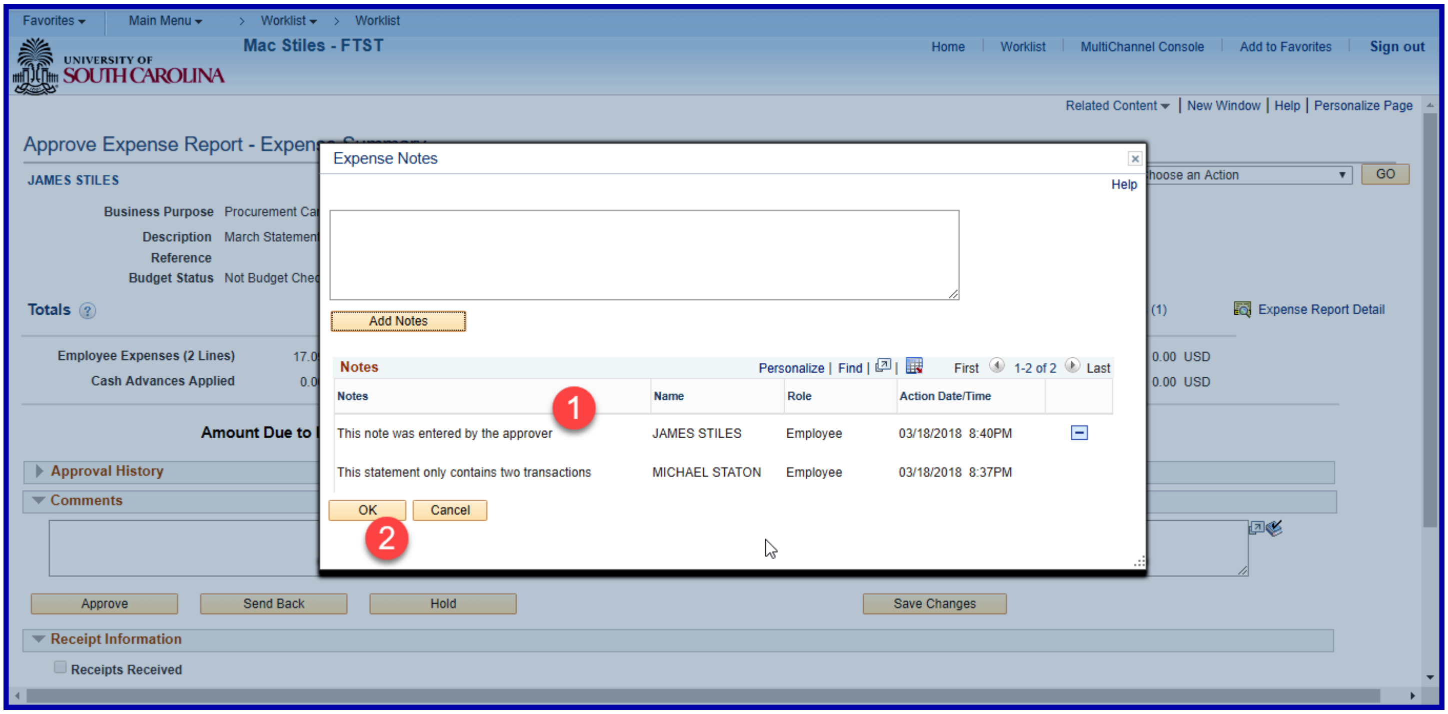
**Step 21: Click the Add Notes button.**



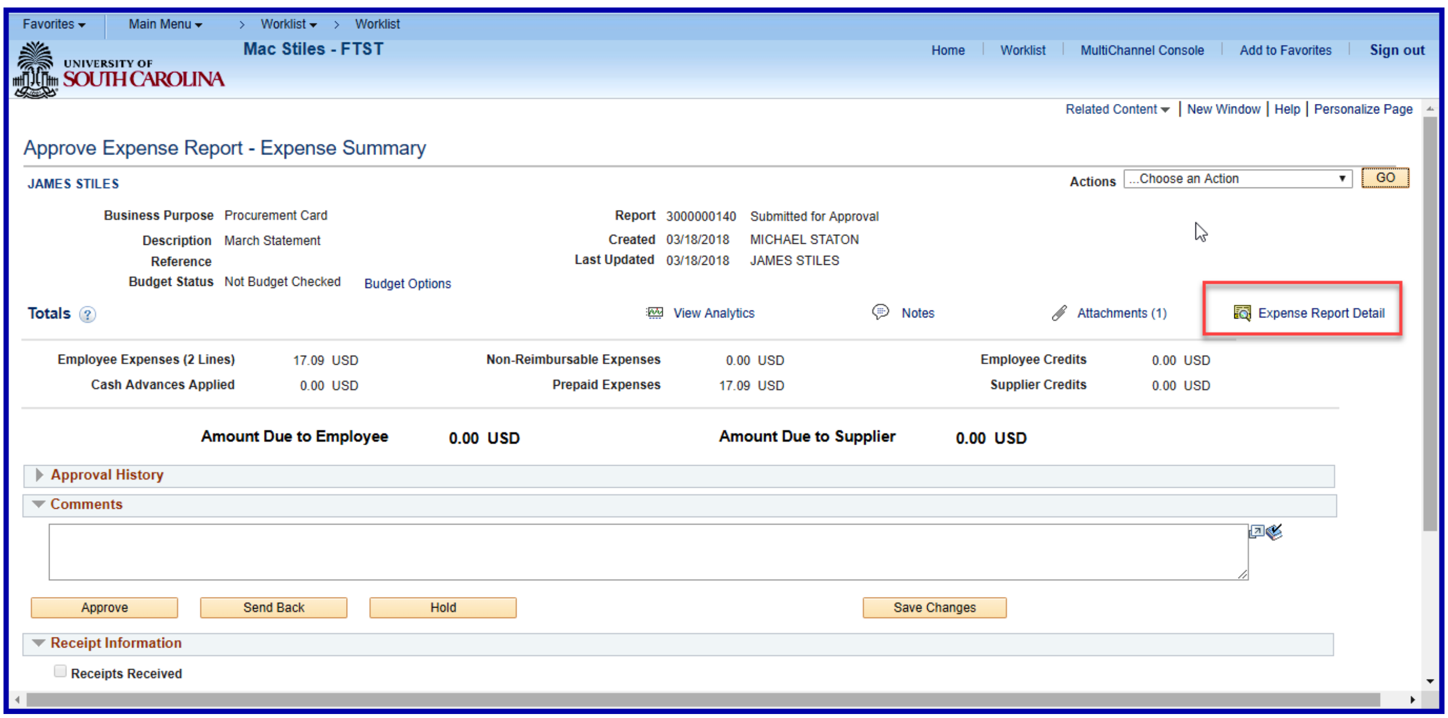
**Step 22: Notice the note is added.**

**Step 23: Click the OK button to return to the Expense Report approval page.**

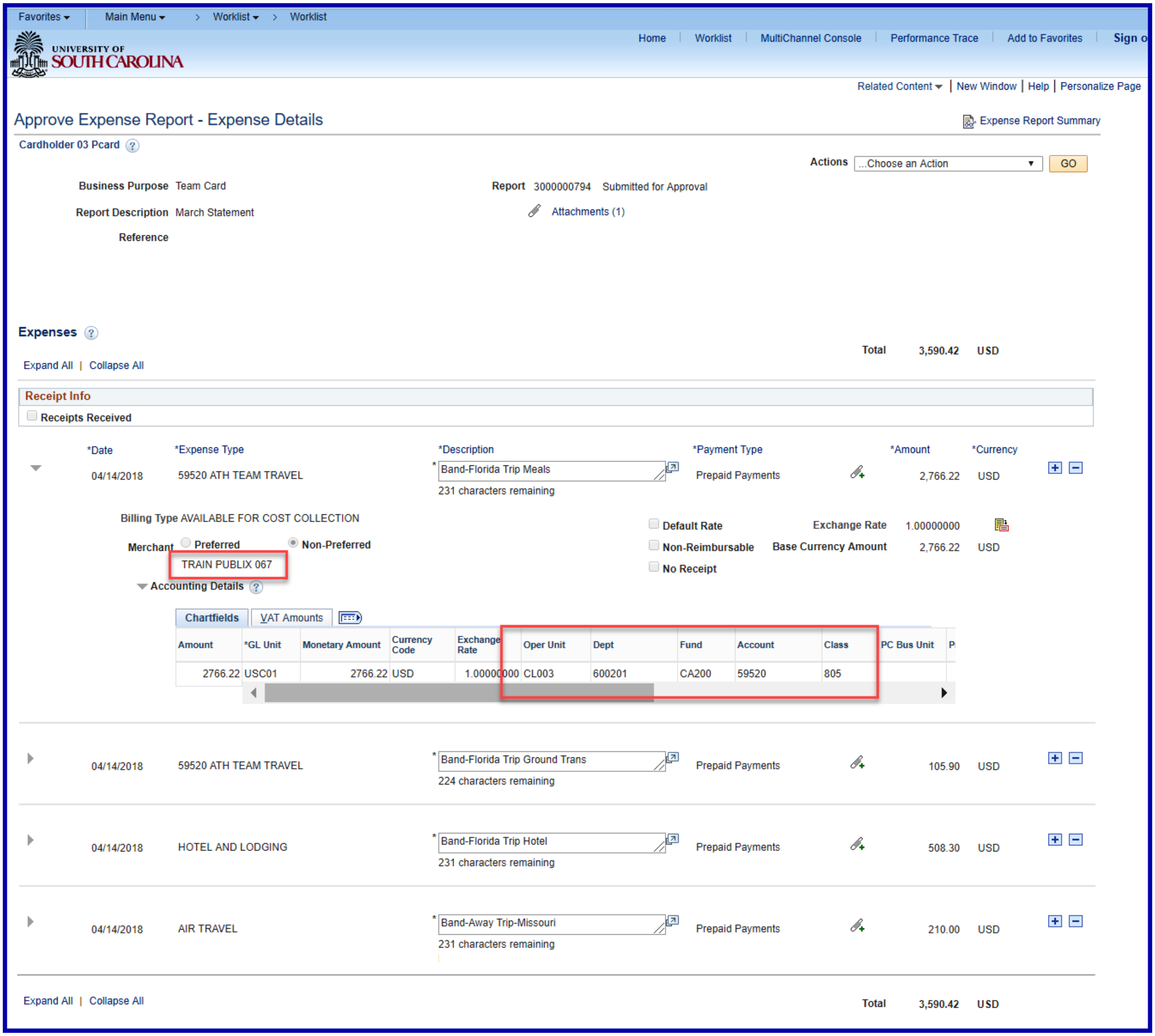
**Step 24: Expand the Approval History section**



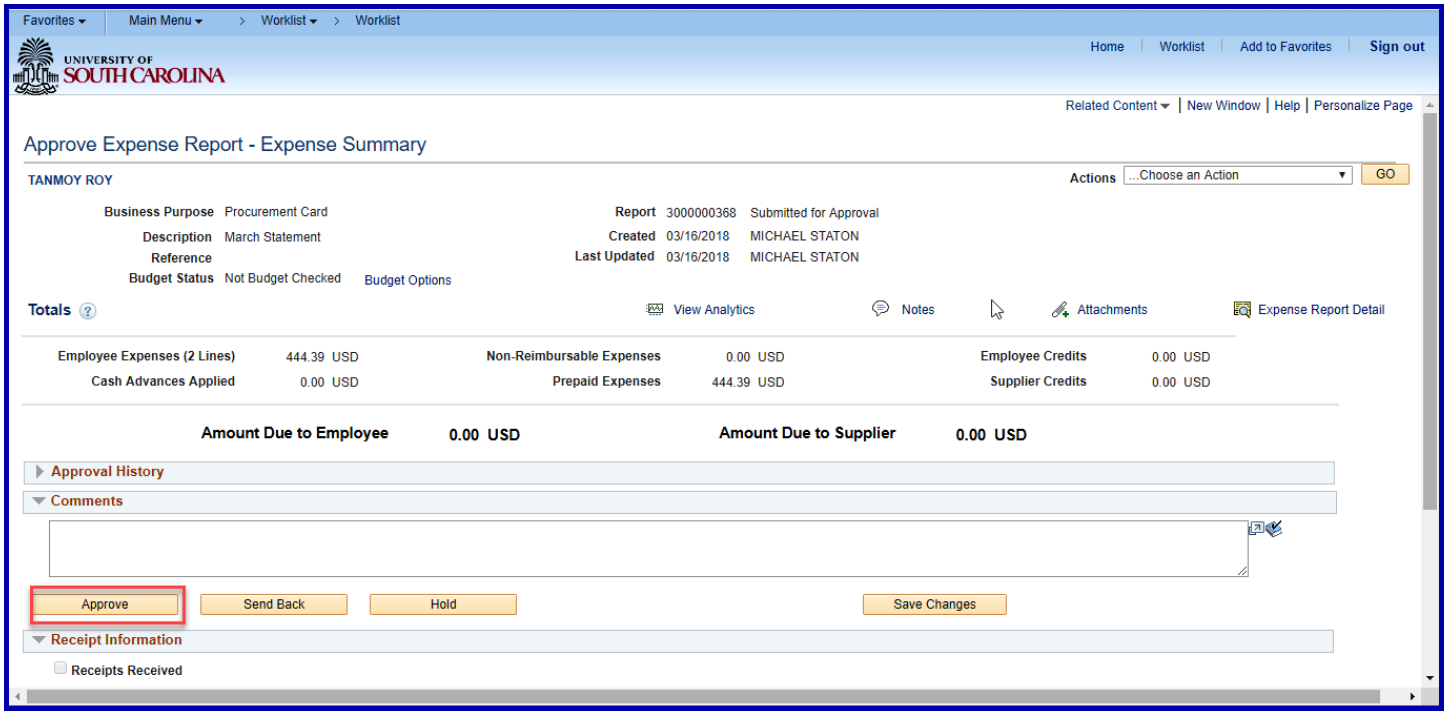
**Step 25: Click Review Expense Details to review the expense details**



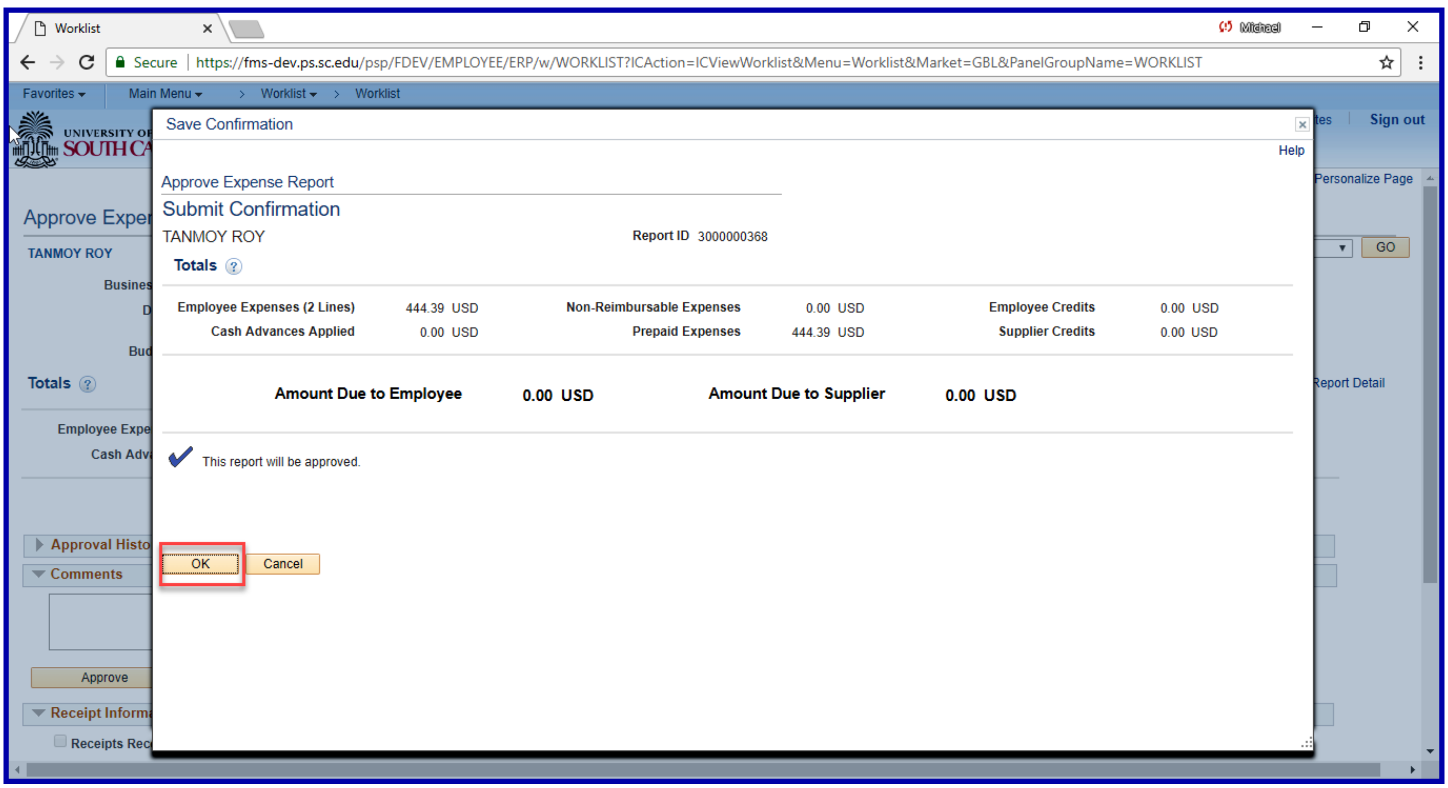
**Step 26: The Expense Details page may be used to display additional line information such as the Merchant and view the accounting details.**



**Step 27: Now that you have reviewed the Expense Report details and all is good, click the Approve button.**




**Step 28: Click the OK button to confirm the approval.**



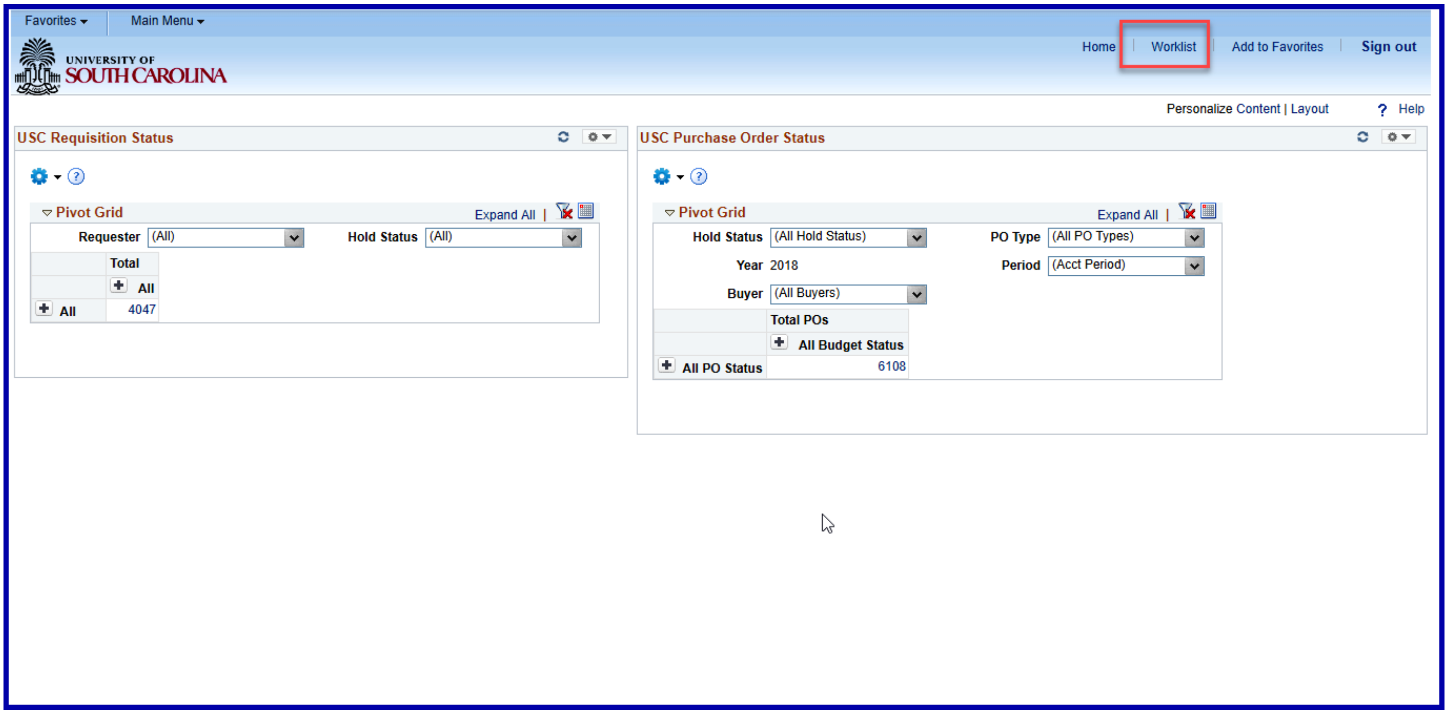

Now that you have approved the Expense Report, it is ready to move to the next level in the approval workflow.

## VIII. Approving Expense Reports Using the Worklist

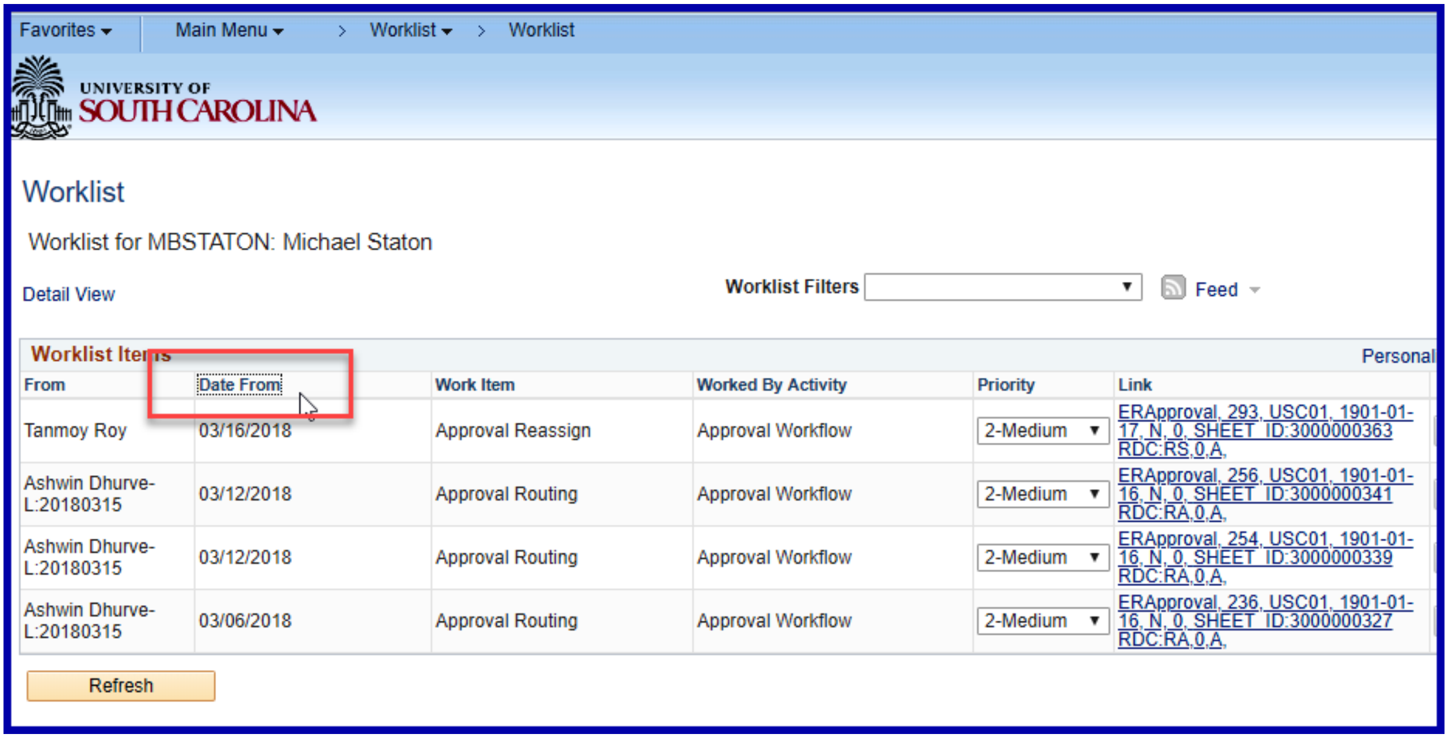
Use the Worklist to approve a Procurement Card Expense Report. The Worklist is where you will find a prioritized list of the work you have to do. To work on an item, select it from the worklist and the appropriate page will open to begin work.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's worklist.

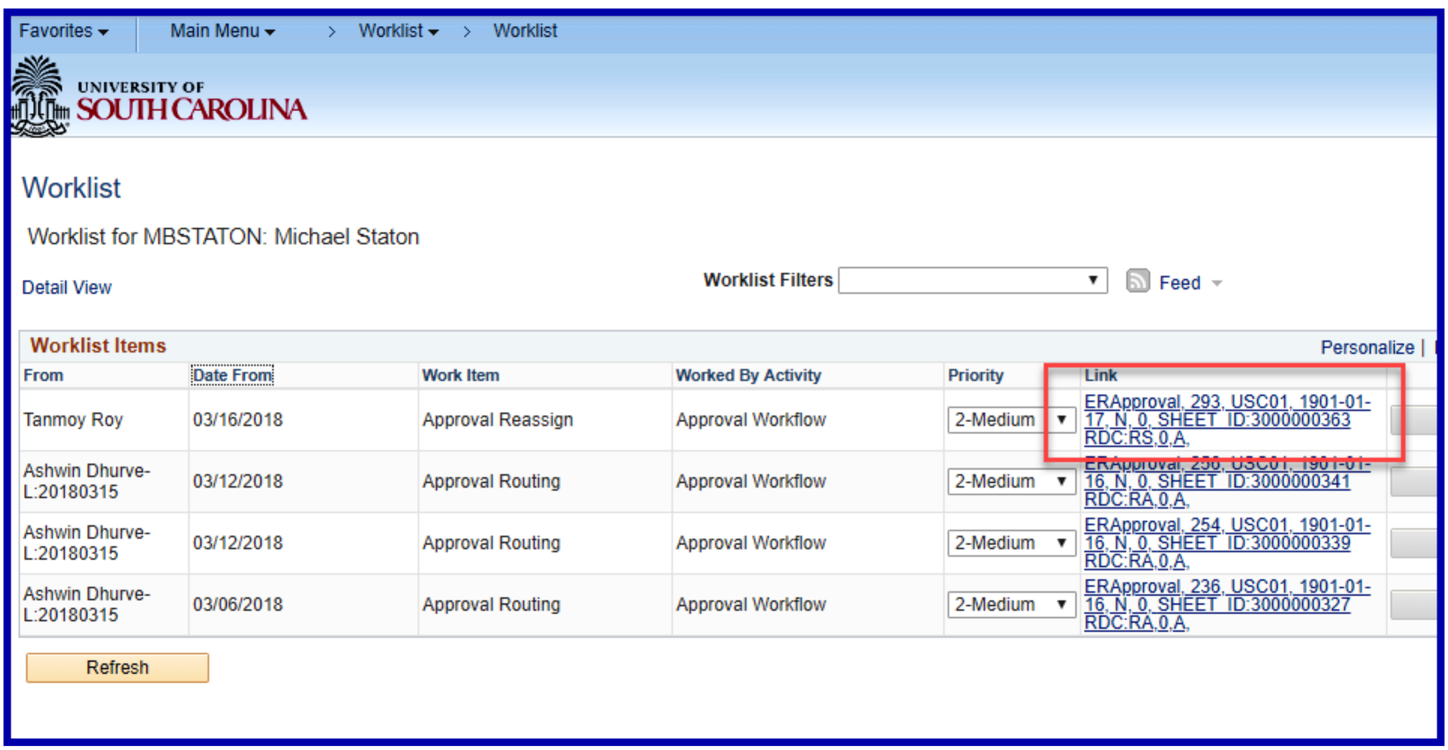
### Step 1: Click the Worklist link



**Step 2: Click the Date From link to view most recent. You may need to click this a couple of time to see the most recent at the top.**




**Step 3: Click the link for the Expense Report you would like to approve.**




The Expense Report approval page is displayed. Follow the additional steps in the section above to complete the approval process.

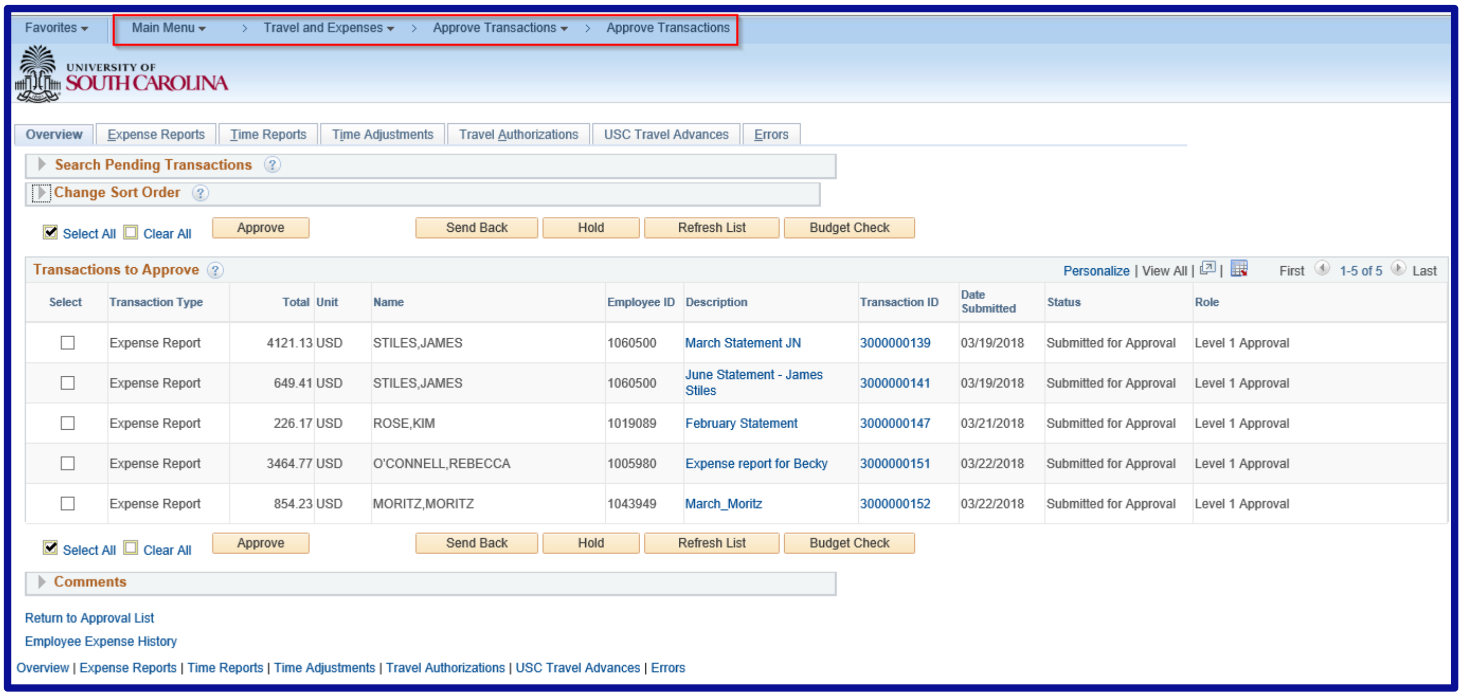
## IX. Approving Procurement Card Expense Reports Using the Approve Transactions page

The Approve Transaction page is where you will find all expense reports requiring your approval. Use the Expense Report Approve Transactions page to approve, place on hold or budget check Procurement Card Expense Reports. For details about the Send Back or Hold functionality, see the corresponding sections later in the document.

Some departments have more than one Procurement Card approver (liaison or department head). After an approver approves the procurement card expense report, it drops from everyone else's list of transactions to approve.

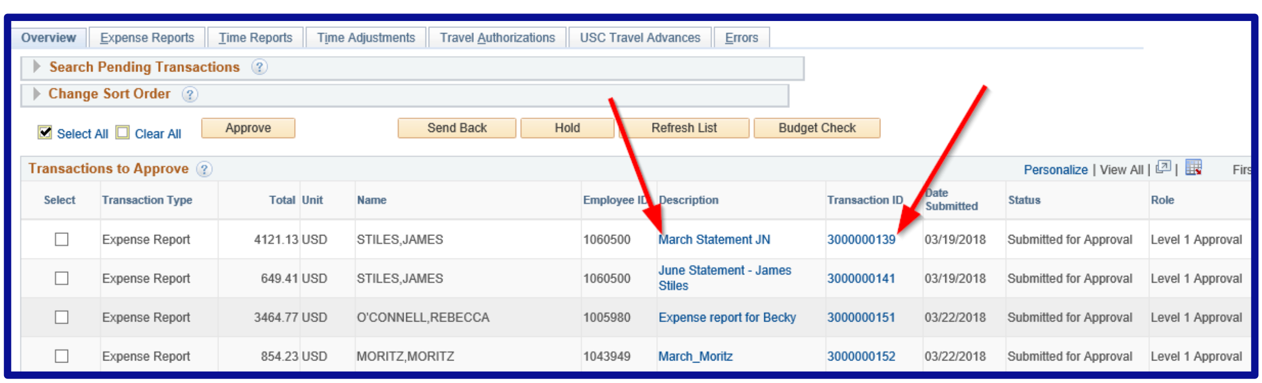
### Step 1: Navigate to the Expense Report Approval page

Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions



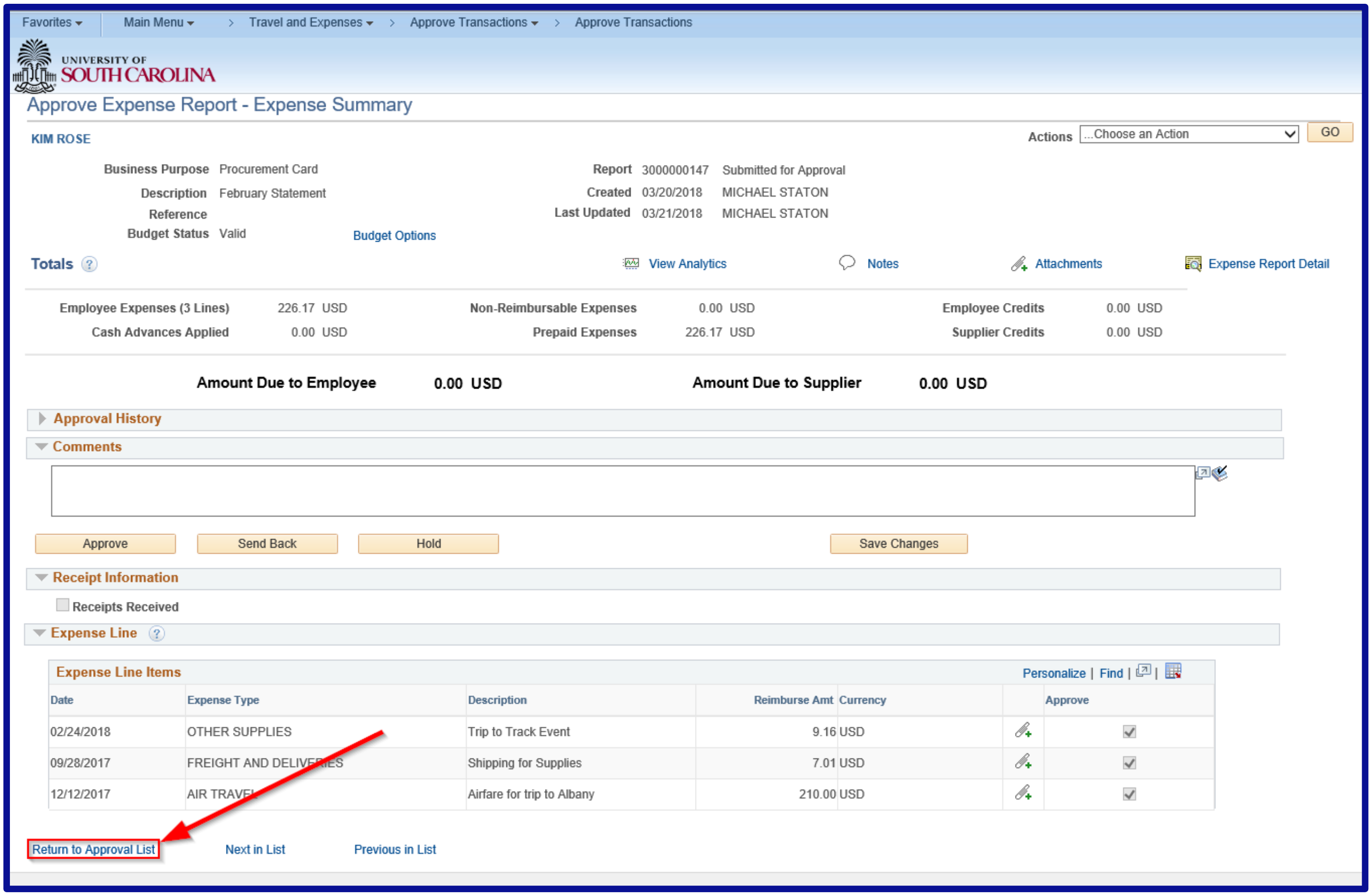

### Step 2: Click the link in the Description or Transaction ID column

Click one of the links to view the Expense Report Summary Approval page and access more details. *** See steps above on* [Approving an Expense Report Using Email](#) *for detailed instructions on using this page.*



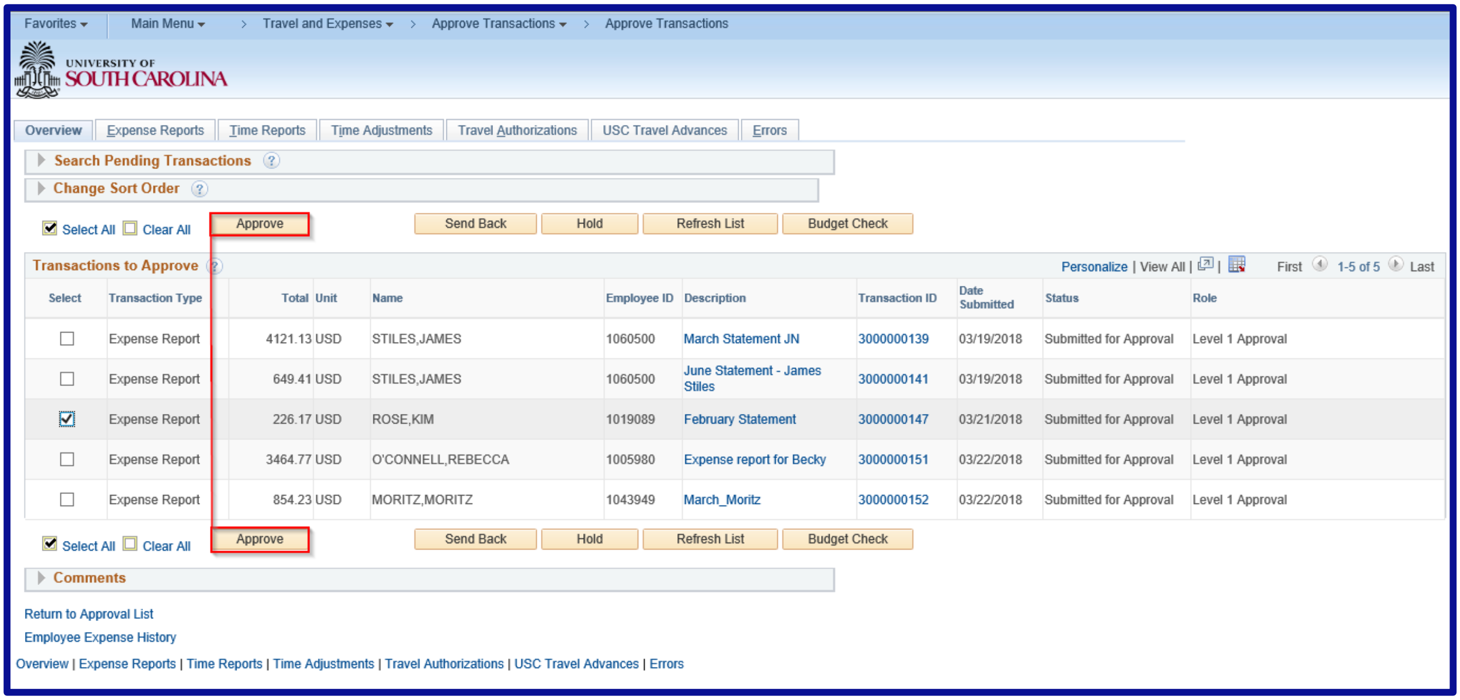
**Step 3: Return to the Approval List**

Click the link Return to Approval List to Approve, Send Back or place an Expense Report on Hold.



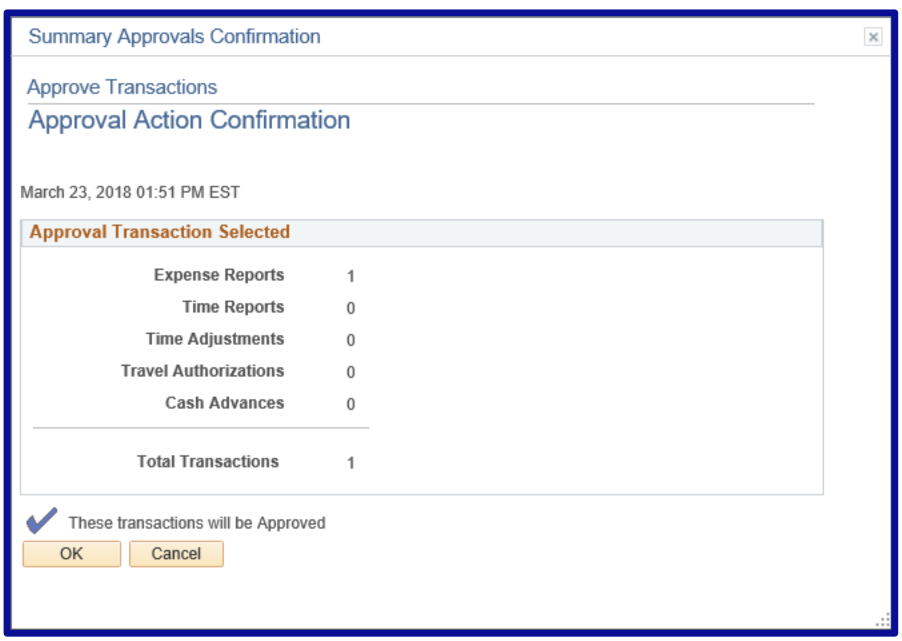
### Step 4: Approve, Send Back, or place an Expense Report on Hold

Select the checkbox on the line of the expense report you're working and click the associated button above or below the list of Transactions to Approve.




### Step 5: Click OK to confirm the approval

Click OK to confirm you want to approve the transaction. After clicking OK, the item will be removed from the list of Transactions to Approve.

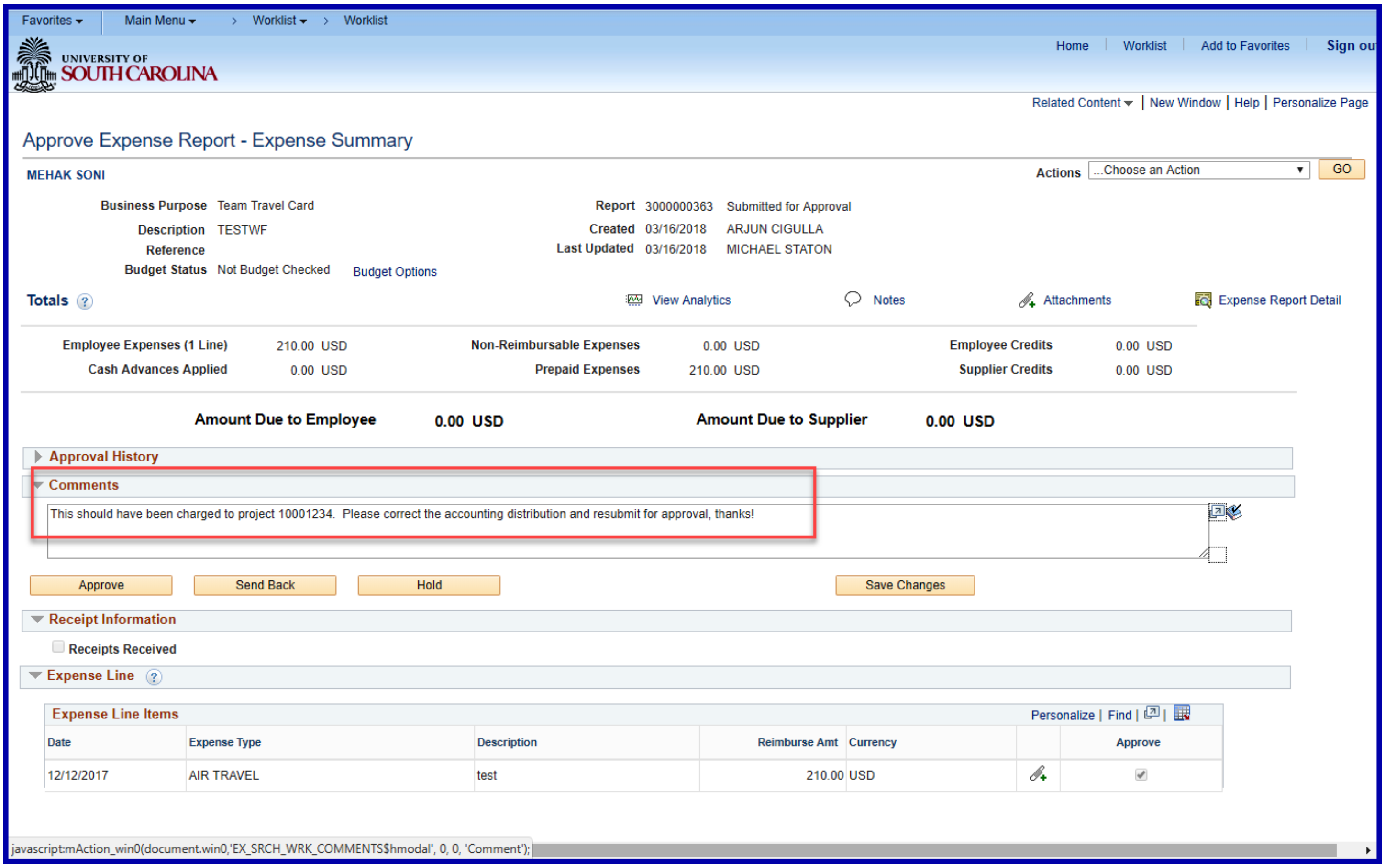


## X. Send Back an Expense Transaction

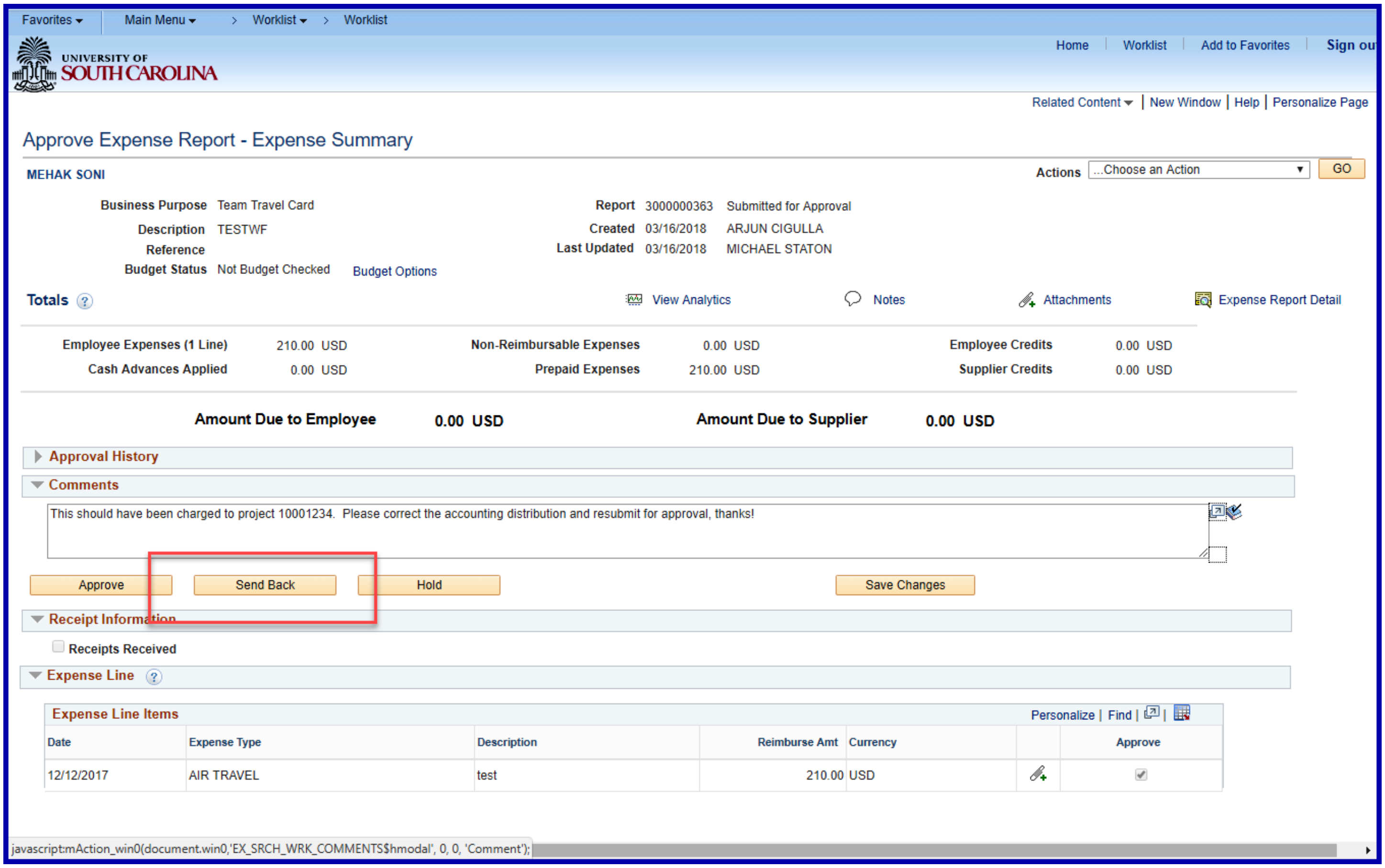
If you want the person who originated (the Proxy) the Expense Report to make a change to it and resubmit it, you can make that happen by clicking the **Send Back** button. **Only by clicking the Send Back** button can you allow the Proxy to gain access to the report again. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

**Step 1: Step Click in the Comment textbox at the bottom of the report and add the reason for sending back.**

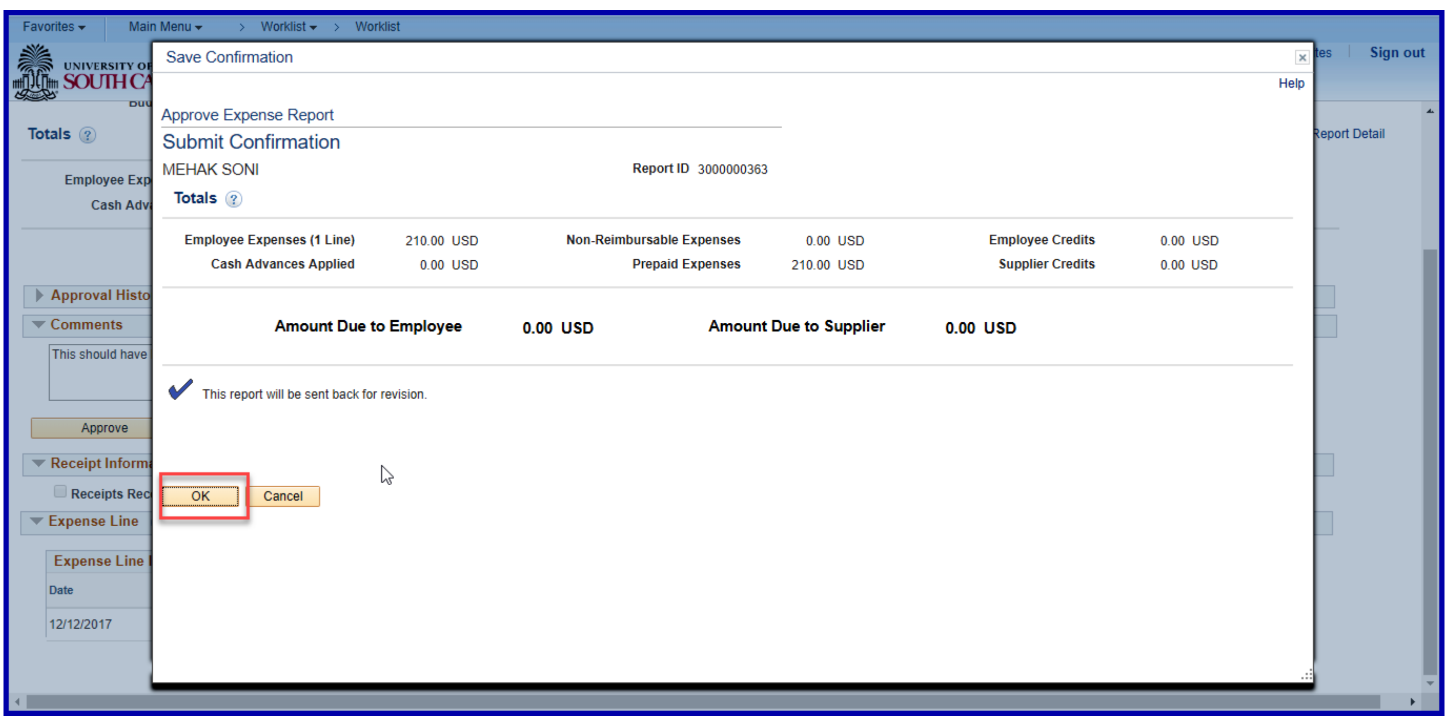
The purpose of this is to inform the Cardholder or Liaison why you are sending the form back, and what should be corrected before the report is resubmitted. ***The system will not allow you to send back the report without typing an explanation.***



**Step 2: Click the send back button.**

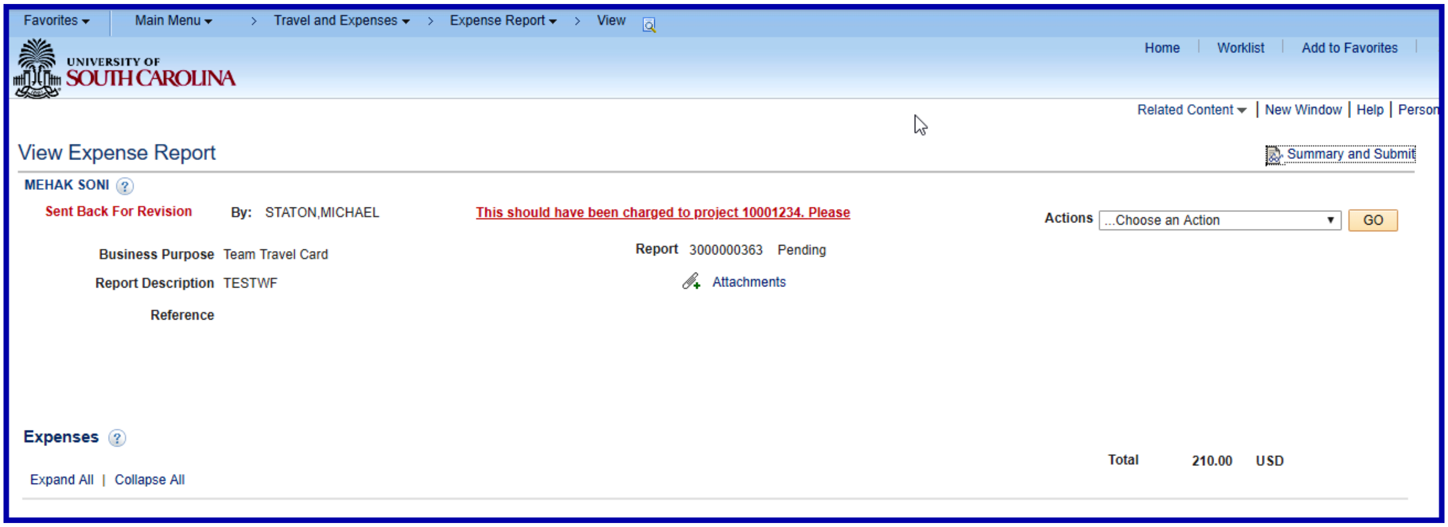


**Step 3: To complete sending the form back, click the OK button on the Submit Confirmation page.**



When a transaction is sent back for modifications, the Liaison or Cardholder will see the comment.

**Note:** Pending status indicates the transaction can be modified and submitted again for approval.

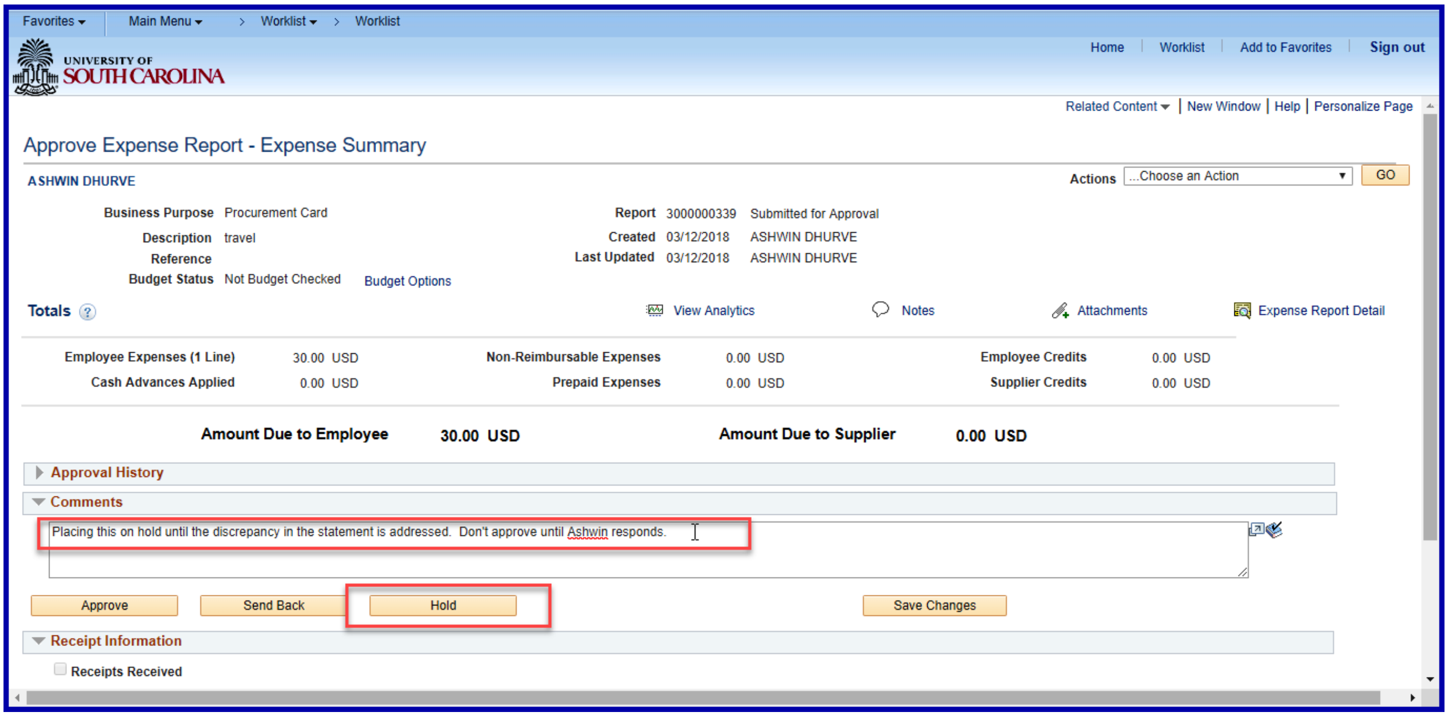


## XI. Hold an Expense Transaction

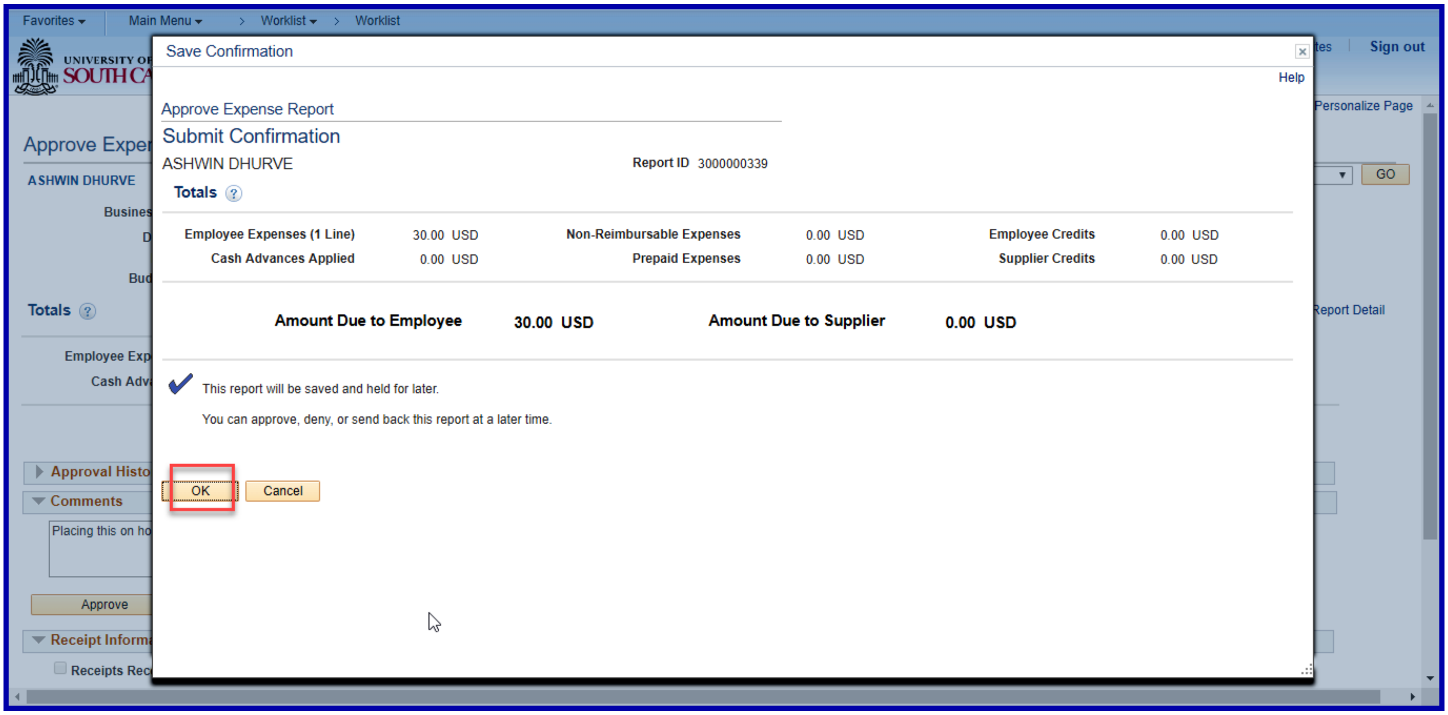
Holding an expense report claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction. The following steps walk you through this procedure; they pick up at the point in which you have opened a submitted report from your email and/or worklist.

**Step 1: Click in the Comment textbox at the bottom of the report and. The purpose of this is to inform the Proxy why the transaction is being held.**

**Step 2: Click the Hold button.**



**Step 3: Click the OK button to complete the HOLD.**




When a transaction is held for further review, the Liaison or Cardholder can see that the Status has been updated to **On Hold** on the view pages.

When research complete, click the **Approve** button to remove the Hold allowing the transaction to move to the next level in the approval workflow