

<p><b>Procurement and Team Card Procedure</b>  <b>Creating a Card Statement Expense Report</b></p>
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## I. Objectives

By the end of this procedure, you should be able to successfully enter a Card Statement expense report and submit for approval.

## II. Tips and Tricks

- As the Liaison, your USC ID will default. Be sure to **change** if creating on behalf of the cardholder.
- 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 to it periodically.
- If your department scans all receipts on to one document; this attachment may be added at the end of the month before the expense report is submitted.

## III. Navigation

A user is able to access Procurement card transactions via multiple paths in PeopleSoft. It's recommended the user follows one of the 2 paths below:

***Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify***

***Main Menu > Employee Self Service > Travel and Expenses > My Wallet***

## IV. Card Statement Expense Report Overview

Procurement and Team 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 user will create. The following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the sales tax applicability.
- c. Attaching the receipt to the transaction. *Note: your department may prefer to scan all receipts on to one image document and attach this overall receipt image to the procurement card expense report.*

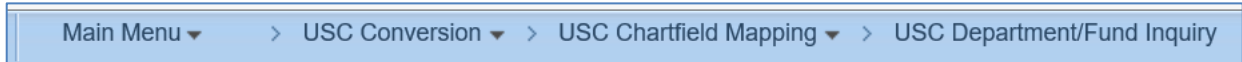
The Procurement or Team Card expense report can be started at the beginning of the month. As additional transactions are interfaced from Bank of America into PeopleSoft, they may be added into the expense report. There is no need to wait until the end of the month to create the expense report statement for each cardholder.

## V. Valid Chartstrings

To retrieve a valid chartfield combination navigate to:

**Main Menu > USC Conversion > USC Chartfield Mapping > USC Department/Fund Inquiry**

Use the “USC Department/Fund” page to enter a legacy system Department, Fund code and fiscal year to identify your current PeopleSoft Chartfield combinations. When using the Crosswalk be sure to enter the current fiscal year to ensure you are using the correct chartfield combination. You can perform a search using any of the fields at the top of the page to further refine your results.



Step 1: After accessing the page, click in the **USC Department/Fund** field and enter the appropriate legacy system Department and Fund codes.

Step 2: Click in the **Fiscal Year** field and enter the current fiscal year.

Step 3: Click the **Search** button.

Step 4: The valid chartfield combinations are displayed.

The screenshot shows the USC Department/Fund Inquiry page. The breadcrumb trail at the top is: Main Menu > USC Conversion > USC Chartfield Mapping > USC Department/Fund Inquiry. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, Add to Favorites, Sign out. The main content area has the title "USC Dept/Fund Inquiry" and a "New Window | Help | Personalize Page" link. Below the title are several input fields: "USC Department/Fund" (containing "21100E001"), "Oper Unit", "Fund Code", "Dept", "Class Field", and "Product". Below these are "Fiscal Year" (containing "2018"), "PC Business Unit", "Project", and "Activity". A "Search" button is located below the input fields. A table is displayed at the bottom with the following data:

	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity
1	21100	E001	SURVEY RESEARCH LABORATORY	2018	CL071	211070	E2452	202			

## VI. Searching for USC ID

After you have the valid chartfield combination (accounting information), navigate to the Create/Modify Expense report page. You will need to first populate the USC ID field. To do this, use the Look Up button for the USC ID field and search by last name. This search will find the USC ID linked to a USC employee.

***Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify***

Step 1: Click the **Add a New Value** tab.

Step 2: Click the **Look Up** USC ID button.

Step 3: Click in the **Name** field and enter the appropriate last name.

Step 4: Click the **Look Up** button.

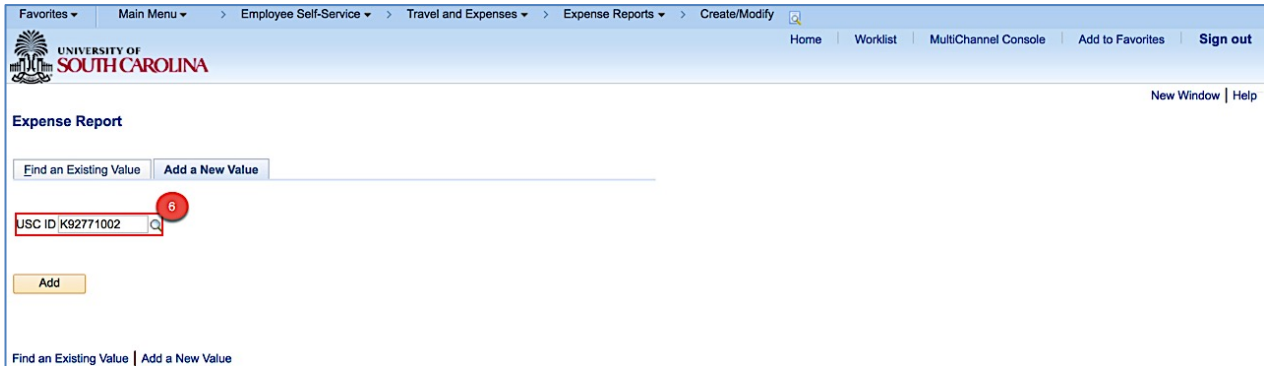
Step 5: Click the **Name link** and this will populate the USC ID field with your ID.

- a. When entering an expense transaction on someone's behalf, be sure to select their USC ID here.

The screenshot shows the 'Expense Report' page with the 'Add a New Value' tab selected. A 'Look Up USC ID' dialog box is open, allowing the user to search for a USC ID. The dialog box has fields for 'USC ID begins with', 'Empl ID begins with', and 'Name begins with'. The 'Name' field is populated with 'Cigulla'. Below the dialog box, a table of search results is displayed, with the first row highlighted:

Empl ID	USC ID	Name
1077841	K92771002	CIGULLA, ARJUN

**Step 6:** Notice the **USC ID** is now populated with the ID for the appropriate individual.



## VII. Attaching Documentation

To attach documents to an expense line, click the paperclip between the Payment Type and Amount fields. After the page displays for the attachments, click the Add Attachment button. The File Attachment page will show, click the Browse button. Navigate to the location where the file you want to upload is stored, select it and click the Open button. Back on the File Attachment page the path for the document should be displayed, click the Upload button. If the user wants to type in a description of the attachment they can but the field is not required. Click OK to save the attachment and return to the Expense Report.

## VIII. Creating an Expense Report - Procedure Step-by-Step Instructions

Step 1: Navigate to the **Expense Report**

*Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify*

Step 2: Click the **Add a New Value** tab

Step 3: Verify the **USC ID** you are creating the Expense Report for is correct. Change the USC ID if needed.

Step 4: Click the **Add** button

The screenshot shows a web browser window with the following elements:

- Navigation Bar:** A breadcrumb trail at the top reads "Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify". A red box highlights this entire path, with a red circle containing the number "1" next to it.
- Header:** The University of South Carolina logo and "UNIVERSITY OF SOUTH CAROLINA" text are visible.
- Section Title:** "Expense Report" is displayed in blue text.
- Buttons:** Two buttons are present: "Find an Existing Value" and "Add a New Value". A red box highlights the "Add a New Value" button, with a red circle containing the number "2" next to it.
- USC ID Field:** A text input field labeled "USC ID" contains the value "W79459244". A red box highlights the input field, and a red circle containing the number "3" is positioned to its right.
- Add Button:** A button labeled "Add" is located below the USC ID field. A red box highlights the button, and a red circle containing the number "4" is positioned to its right.
- Footer:** At the bottom left, there are links for "Find an Existing Value" and "Add a New Value".

Step 5: Verify you are creating the Expense Report for the correct person.

Step 6: Click the dropdown for the **Business Purpose** field to select either Procurement Card or Team Card.

- a. **It is important to select the correct business purpose. After entering the expense report, the business purpose can't be changed!**

The screenshot shows the 'Create Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The University of South Carolina logo is in the top left. The page title is 'Create Expense Report'. Below the title, it says 'Liaison 01 Pcard' with a help icon. The form contains several fields: a dropdown menu for '\*Business Purpose' (highlighted with a red box and set to 'Team Card'), a text field for '\*Report Description' (containing 'March Statement'), a text field for 'Reference' with a search icon, and a 'Default Location' field. To the right of the 'Default Location' field is a link for '+ Attachments'.

Step 7: In the **Report Description** field, enter an appropriate description.

It's encouraged to create one expense report for each month so describing the report as "March Statement" may help during the reconciliation process.

University of South Carolina logo and navigation menu (Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, Create/Modify) are visible at the top. The page title is "Create Expense Report". The user is identified as "Liaison 01 Pcard". The form contains the following fields:

- \*Business Purpose: Team Card (dropdown menu)
- \*Report Description: March Statement (text input field, highlighted with a red box)
- Reference: (text input field with search icon)
- Default Location: (text input field)
- Attachments: (link with plus icon)

### Loading the Transactions into the Expense Report

Note: You may either utilize the Quick Start dropdown menu at the top right of the page to copy the transaction(s) from My Wallet or select the My Wallet link near the Expenses line. The My Wallet link is only displayed if the business purpose is "procurement card" or "team card".

Step 8: From the Quick Start dropdown menu, select "Entries from My Wallet" and click the GO button.

The screenshot shows the same "Create Expense Report" form as in Step 7. The "Quick Start" dropdown menu is open, and the option "Entries from My Wallet" is selected and highlighted with a red box. The "GO" button is also highlighted with a red box. The form fields from the previous screenshot are visible in the background.

Step 9: The my wallet page is displayed.

For specific details about the my wallet, please review the procedure document – “Using My Wallet”.

- a. Note: You may click any column to sort the my wallet transactions by that column. For example, click on “Account Number” to sort the list by the credit card account number.

The screenshot shows the 'My Wallet' page in the University of South Carolina's system. The page title is 'Create Expense Report' and 'My Wallet'. Below the title, there is a 'Report ID NEXT' and a message: 'Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".' There are 'Select All' and 'Deselect All' buttons. A message says 'Select items and select if a Personal Expense. Press "Done" to add them to the expense report.' The main content is a table titled 'Unassigned Wallet Entries' with the following columns: Select, Logo, Account Number, Date, Expense Type, Merchant, Amount Currency, and Non-Reimbursable. The table contains 10 rows of transactions. A 'Done' button is at the bottom left of the table.

Select	Logo	Account Number	Date	Expense Type	Merchant	Amount Currency	Non-Reimbursable
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data 1,310.98 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data 119.18 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT	169.71 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC	155.37 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC	148.32 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data 350.68 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data 350.68 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data 350.68 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data 350.68 USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data 350.68 USD	<input type="checkbox"/>

Step 10: Click the Expense Type link to display more information about the transaction.

This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'HOTEL AND LODGING' link in the 'Expense Type' column of the first row in the 'Unassigned Wallet Entries' table.

Step 11: After clicking the “Expense Type” link, the “My Wallet Detail” page is displayed.

For example, if it’s for hotel and lodging it may show data such as the number of nights charged, the city where the transaction occurred and possibly other relevant data for accommodations.

- a. The Expense Type may be changed on the My Wallet Detail. Changing the expense type may prevent the need to change the GL account after the transaction is copied into the expense report.
- b. The description may be entered or updated on this page, or you may wait and enter/update the description after the my wallet transaction has been copied into the expense report.

University of South Carolina  
Create Expense Report  
My Wallet Detail  
Report ID NEXT  
Unassigned Wallet Entries  
Expense Type: HOTEL AND LODGING  Non-Reimbursable  
Transaction Date: 03/28/2018  
Payment Type: Prepaid Payments  
Merchant: HOLIDAY INN EXPRESS DURH  
Expense Location  
Number of Nights: 1  
Cardmember Number: \*\*\*\*\*3700  
Transaction Amount: 1,310.98 USD  
Country: USA  
Exchange Rate: 1.00000000 Custom - Direct  
Base Currency Amount: 1,310.98 USD  
Description: [Text Area]  
254 characters remaining  
City: DURHAM  
Receipt Details/Summary/Breakdown  
Return to My Wallet


- c. Click “Return to My Wallet” link to return to the list of my wallet transactions.

Country USA  
Exchange Rate 1.00000000 Custom - Direct  
Base Currency Amount 1,310.98 USD  
Description [Text Area]  
254 characters remaining  
City DURHAM  
Receipt Details/Summary/Breakdown  
Return to My Wallet

Step 12: From the list of my wallet transactions, click the Enhanced Data link.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)

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Create Expense Report

My Wallet Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Logo	Account Number	Date	Expense Type	Merchant		Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	<a href="#">Enhanced Data</a>	1,310.98	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	<a href="#">Enhanced Data</a>	119.18	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT		169.71	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC		155.37	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC		148.32	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	<a href="#">Enhanced Data</a>	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	<a href="#">Enhanced Data</a>	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	<a href="#">Enhanced Data</a>	350.68	USD	<input type="checkbox"/>
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	<a href="#">Enhanced Data</a>	350.68	USD	<input type="checkbox"/>

Step 13: The Enhanced Data page is displayed.

The **Enhanced Data** link will display detailed information about that transaction. For example, Air Travel expenses can show the path of a flight (destination codes of airports, hotel and lodging can show a break down of the charges (room rate, telephone, other service charges), or it could display a listing of each item purchased. Click the “Return” button to return to the list of my wallet transactions.

**Enhanced Data** Help

**Transaction Date** 03/28/2018      **Expense Type** HOTEL AND LODGING  
**Transaction Amount** 1310.98 USD      **Merchant** HOLIDAY INN EXPRESS DURH

**Enhanced Data**

**Summary Lodging Information**

**Hotel Folio** 11123839      **Check In Date** 03/27/2018  
**Room Rate** 0.00      **Number of Nights** 1

**Summary Lodging Totals**

Mini Bar 0.00	Business Center 0.00
Telephone 0.00	Prepaid 0.00
Gift Shop 0.00	Room Tax 0.00
Laundry 0.00	Other Charges 0.00
Valet 0.00	USC Travel Advance 0.00
Movie 0.00	
Health Club 0.00	
Food & Bev 0.00	

**Detail Lodging Totals**

**Detail Lodging**


Lodging Detail 1    Lodging Detail 2    [Menu]

Charge Date	Room Rate	Mini Bar	Telephone	Gift Shop	Laundry	Valet	Movie	Health Club	Food & Bev
03/30/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Return

Step 14: Check the transactions to be copied into the expense report.

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Expense Reports](#) > [Create/Modify](#)










### Create Expense Report

## My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries <span>?</span>							
Select	Logo	Account Number	Date	Expense Type	Merchant		
<input checked="" type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data	
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL AND LODGING	HOLIDAY INN EXPRESS DURH	Enhanced Data	
<input checked="" type="checkbox"/>		*****3700	03/23/2018	OTHER SUPPLIES	NEWK'S - FARRAGUT		
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC		
<input type="checkbox"/>		*****3700	02/20/2018	OTHER SUPPLIES	CHILI'S UNCC		
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	
<input type="checkbox"/>		*****3700	02/07/2018	AIR TRAVEL	AMERICAN AIR	Enhanced Data	

Step 15: After selecting the transactions to be reconciled, click the **Done** button.











This will return to the Create Expense Report page and display the selected transactions on individual lines.

menu option under "Other Expense Functions".

Select All      Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them.

**Unassigned Wallet Entries** ?

Select	Logo	Account Number	Date	Expense
<input checked="" type="checkbox"/>		*****3700	03/28/2018	HOTEL
<input type="checkbox"/>		*****3700	03/28/2018	HOTEL
<input checked="" type="checkbox"/>		*****3700	03/23/2018	OTHER
<input type="checkbox"/>		*****3700	02/20/2018	OTHER
<input type="checkbox"/>		*****3700	02/20/2018	OTHER
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR
<input type="checkbox"/>		*****3700	02/07/2018	AIR TR

**Done**

Step 16: You may also click the “My Wallet” link to copy transactions into the expense report.

University of South Carolina Expense Reports interface. The page title is "Create Expense Report". The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.

Cardholder 01 Pcard

\*Business Purpose: Team Card (dropdown)  
\*Report Description: March Statement (text field)  
Reference: (text field with search icon)

Default Location: (text field with search icon)  
Attachments: (link with plus icon)

Expenses

Expand All | Collapse All | Add: My Wallet (32) (highlighted with a red box)

*Date	*Expense Type	*Description	*Payment Type
03/23/2018	OTHER SUPPLIES (dropdown)	(text field with search icon, 254 characters remaining)	Prepaid Paym (dropdown)
	*Billing Type: AVAILABLE (dropdown)		Default Rate (checkbox)

## Reviewing and Reconciling Card Transactions

Begin reviewing each transaction, fill in the appropriate fields and, as needed, correct any fields already populated.

Step 17: Type in a **Description** for the expense.

This can be information that will help others reconcile, review or audit the transactions. The description is required.

Step 18: **Attachments:** Documentation can be attached at the line (on each transaction) or batched together at the top of the expense report (near the Default Location field).

See section VII for instructions on how to attach documentation.

University of South Carolina Expense Reports interface. The form is titled "Create Expense Report" and shows the following details:

- Cardholder: 01 Pcard
- \*Business Purpose: Team Card
- \*Report Description: March Statement
- Reference: [Empty]
- Default Location: [Empty]
- Attachments: [Link icon]

**Expenses**

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/23/2018	OTHER SUPPLIES	[Empty] 254 characters remaining	Prepaid Payments	169.71	USD
03/28/2018	HOTEL AND LODGING	[Empty] 254 characters remaining	Prepaid Payments	1,310.98	USD

Total: 1,480.69 USD

## Accounting Details

Step 19: Review the **Accounting Details** (Chartfields) on each line for accuracy and update accordingly.

The user's default accounting information will populate the GL Unit, Oper Unit, Dept, Fund and Class fields. The account number is populated based on the transaction's expense type. Reference Section V above for finding valid Chartstrings if you need help identifying the correct chartfield combination.

The screenshot displays the 'Create Expense Report' interface. The 'Expenses' section shows a list of transactions. The first transaction is highlighted, and its 'Accounting Details' are expanded to show a 'Chartfields' table. The table contains the following data:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
169.71	USC01	169.71 USD	USD	1.00000000	CL003	600201	CA200	53009	805	

Other visible details for this transaction include: Date: 03/23/2018, Expense Type: OTHER SUPPLIES, Description: 254 characters remaining, Payment Type: Prepaid Payments, Amount: 169.71 USD, and Merchant: NEWK'S - FARRAGUT.

## Changing the accounting on all Expense Report Lines.

Step 20: Changing all lines at once.

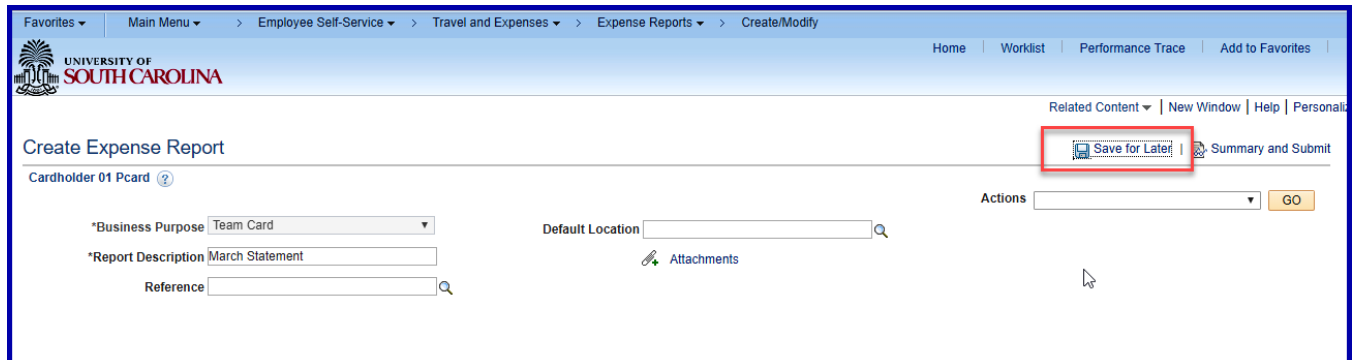
To change the accounting on all expense report lines, select “Default Accounting For Report” and click “Go”

University of South Carolina  
Create Expense Report  
Cardholder 01 Pcard  
\*Business Purpose: Team Card  
\*Report Description: March Statement  
Reference: [Search]  
Default Location: [Search]  
Attachments: [Icon]  
Actions: [Dropdown]  
GO [Button]  
Default Accounting For Report [Selected]  
Expense Report Project Summary  
Export to Excel  
Expenses [Help]

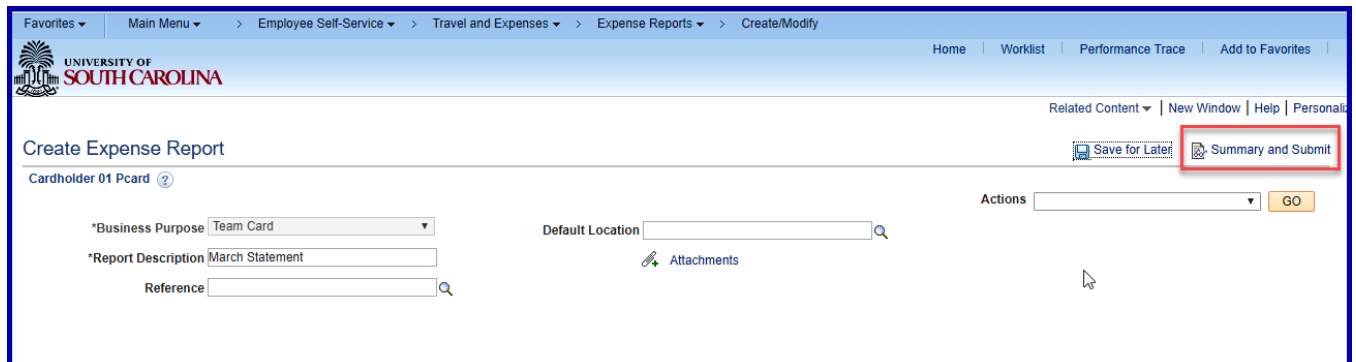
Step 21: Change the chartfields if necessary and click “OK”

University of South Carolina  
Create Expense Report  
Accounting Defaults  
Report ID NEXT  
Accounting Summary  
Set Personalizations | Find | [Grid Icon] | First 1 of 1 Last  
% | \*GL Unit | Oper Unit | Dept | Fund | Class | PC Bus Unit | Project | Activity | Cost Share | Product | Funding Source  
100.00 | USC01 | CL003 | 600201 | CA200 | 805 | | | | | | |  
Add ChartField Line | Load Defaults  
OK

**Note:** Now would be a good time to click the **Save for Later** button. This will create a Report ID allowing you to modify the expense report at any time until you submit for approval. This action may cause red boxes to appear in all required fields that have errors; they will no longer be displayed red as you correct each field.



Step 22: Click the **Summary and Submit** link at the top right of the page if you're ready to submit the card statement expense report for approval.



Step 23: To return to the expense lines, click the **Expense Details** link in the top right of the page. Stay on the page to submit the report for approval.

The screenshot shows the 'Create Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, Performance Trace, Add to Favorites, and Personal. The main content area is titled 'Create Expense Report' and includes a 'Save for Later' button and a red-bordered 'Expense Details' link. Below this, there is a form for 'Cardholder 01 Pcard' with fields for '\*Business Purpose' (Team Card), '\*Description' (March Statement), and 'Reference'. A 'GO' button is next to the 'Actions' dropdown. At the bottom, there is a summary table:

Employee Expenses (2 Lines)	1,480.69 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
-----------------------------	--------------	---------------------------	----------	------------------	----------

Step 24: Certify the expenses submitted are accurate and comply with policy.

The screenshot shows the 'Create Expense Report' page with the certification section highlighted. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, Performance Trace, Add to Favorites, and Personal. The main content area is titled 'Create Expense Report' and includes a 'Save for Later' button and a red-bordered 'Expense Details' link. Below this, there is a form for 'Cardholder 01 Pcard' with fields for '\*Business Purpose' (Team Card), '\*Description' (March Statement), and 'Reference'. A 'GO' button is next to the 'Actions' dropdown. At the bottom, there is a summary table:

Employee Expenses (2 Lines)	1,480.69 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,480.69 USD

Amount Due to Employee: 0.00 USD

Amount Due to Su: [partially obscured]

By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

Submit Expense Report

Step 25: Click the **Submit Expense Report** button.

If there are any errors or missing data, the Expense Details page will be displayed and the fields requiring attention will be highlighted in red.

**UNIVERSITY OF SOUTH CAROLINA**

### Create Expense Report

Cardholder 01 Pcard

\*Business Purpose: Team Card

\*Description: March Statement

Reference: [Search]

Totals [?]

[View Printable Version](#) [View Analytics](#)

Employee Expenses (2 Lines)	1,480.69 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,480.69 USD

**Amount Due to Employee: 0.00 USD**      **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

**Submit Expense Report**

Step 26: The "Expense Report Submit Confirm" page will be displayed. Click the OK button.

Expense Report Submit Confirm

Expense Report

Save Confirmation

Cardholder 01 Pcard

Totals [?]

Employee Expenses (2 Lines)	1,480.69 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	1,480.69 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 0.00 USD**      **Amount Due to Supplier: 0.00 USD**

**OK**      Cancel

Step 27: Notice the message indicating the Expense Report has been submitted for approval.

Step 28: Click “Refresh Approval Status” to update the status to Submitted.

The screenshot shows the 'View Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'View Expense Report'. A red box highlights a message: 'Your expense report 300000781 has been submitted for approval.' Below this, the report details are shown: Business Purpose: Team Card; Description: March Statement - Demo; Reference: (blank). There are three action buttons: 'View Printable Version', 'View Analytics', and 'Notes'. A 'Totals' section shows: Employee Expenses (2 Lines) 13,200.13 USD; Cash Advances Applied 0.00 USD; Non-Reimbursable Expenses 0.00 USD; Prepaid Expenses 13,200.13 USD. Below the totals, it shows 'Amount Due to Employee 0.00 USD' and 'Amount Due to Supplier'. A certification checkbox is checked, with the text: 'By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement'. There are three buttons at the bottom: 'Submit Expense Report', 'Refresh Approval Status' (highlighted with a red box), and 'Save Changes'. An 'Approval History' link is also visible.

Step 29: The Report status is "Submitted for Approval" and the expense report page displays the submitter.

Step 30: Click the triangle to expand the Approval History section to review the Approval levels.

The screenshot displays the 'View Expense Report' page for a cardholder named '03 Pcard'. The report is identified by ID '3000000782' and is in the status 'Submitted for Approval'. The report was created on 04/07/2018 and last updated on the same date. The total amount is 141.54 USD, consisting of 2 lines of employee expenses and 141.54 USD in prepaid expenses. The report is submitted by 'Liaison 03 Pcard' on 04/07/2018. The approval history section is expanded, showing a 'Department Head Approval' in a 'Pending' state, with 'Multiple Approvers' and 'Department Head Approver' listed.

University of South Carolina  
View Expense Report  
Cardholder 03 Pcard  
Business Purpose Team Card  
Description March Statement - Demo  
Reference  
Totals  
Employee Expenses (2 Lines) 141.54 USD  
Cash Advances Applied 0.00 USD  
Non-Reimbursable Expenses 0.00 USD  
Prepaid Expenses 141.54 USD  
Employee Credits 0.00 USD  
Supplier Credits 0.00 USD  
Amount Due to Employee 0.00 USD  
Amount Due to Supplier 0.00 USD  
Submitted On 04/07/2018  
Submitted By Liaison 03 Pcard  
Approval History  
Expense Report Approval 2  
SHEET\_ID=3000000782:Pending  
Department Head Approval  
Pending  
Multiple Approvers  
Department Head Approver

## IX. Correcting Errors when Creating an Expense Report

When you attempt to “save for later” or “submit” the expense report for approval, and a transaction line has missing or invalid information, red flags and red boxes may be displayed. You may save an expense report with missing or invalid information; however, you cannot submit an expense report for approval with missing or invalid information. Additionally, once the expense report is submitted for approval, no additional changes can be made to the expense report unless the Approver returns your expense report for updates and corrections, or if you withdraw the expense report before it is budget checked.

**Main Menu > Employee Self Service > Travel and Expenses > Expense Reports > Create/ Modify**

**Step 1:** Click the **Missing or invalid information was found** icon to access the Expense Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line.

The screenshot shows the 'Modify Expense Report' interface for ARJUN CIGULLA. The report is pending with ID 0000000164. The first expense line, dated 09/04/2017, is for 'Hotel and Lodging' with an amount of 189.64 USD. A red flag icon is present next to the description field, indicating a validation error. The description field contains a redacted area and a message: '254 characters remaining'. Below the expense line, there are options for 'Billing Type' (INTERNAL), 'Location' (Out of State), and 'Accounting Details' (Chartfields). The chartfields table is populated with the following data:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.64	USC01	189.64	USD	1.00000000	CL071	211070	E2452	52024	202	

**Step 2:** Read the message carefully. The system indicates what needs to be entered or updated.

**Step 3:** Click the **Return** button to fix the error. Keep in mind that correction of one error could create another error. Simply continue reviewing and correct errors until fully resolved.

The screenshot shows the 'Modify Expense Report' page for user ARJUN CIGULLA. The page includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main content area displays report details: Business Purpose (Employee Travel), Report (000000164 Pending), Report Description (AICPA Controller Conf. MCO), and Default Location (Out of State). A modal window titled 'Expense Report Line Errors' is open, displaying the message: 'Please enter or update the following information:'. Below this message, there are two error items: 'Missing Description' (with a red '2' in a circle) and 'Return' (with a red '3' in a circle). The background page shows an 'Expenses' table with columns for Date, Expense Type, Amount, and Currency. The table contains one row with the following data:

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.64	USC01	189.64	USD	1.00000000	CL071	211070	E2452	52024	202	

**Step 4:** Click in the **Description** field for Hotel/ Lodging and enter an appropriate description for the expense.

**Step 5:** Click the **Save for Later** button.

**Modify Expense Report**

ARJUN CIGULLA

\*Business Purpose: Employee Travel  
 \*Report Description: AICPA Controller Conf. MCO  
 Travel Authorization ID: [Search]

Report: 000000164 Pending  
 Default Location: Out of State  
 Attachments (1)

Actions: ...Choose an Action [GO]

**Expenses**

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 1,039.48 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
09/04/2017	Hotel and Lodging	Hyatt Regency Orlando	Personal Reimbursable	189.64	USD

\*Billing Type: INTERNAL  
 \*Location: Out of State  
 Default Rate  
 Non-Reimbursable  
 No Receipt  
 \*Exchange Rate: 1.00000000  
 Base Currency Amount: 189.64 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.64	USC01	189.64	USD	1.00000000	CL071	211070	E2452	52024	202	

**Step 6:** Notice the **Missing or invalid information was found** icon and **red box** is no longer displayed because the error has been fixed.

**The Expense Report is now ready to submit for approval.**

**Modify Expense Report**

ARJUN CIGULLA

\*Business Purpose: Employee Travel

\*Report Description: AICPA Controller Conf. MCO

Travel Authorization ID: [Empty]

Report: 000000164 Pending

Default Location: Out of State

Attachments (1)

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total: 1,039.48 USD

\*Date: 09/04/2017

\*Expense Type: Hotel and Lodging

\*Description: Hyatt Regency Orlando

\*Payment Type: Personal Reimbursemer

\*Amount: 189.64

\*Currency: USD

\*Billing Type: INTERNAL

\*Location: Out of State

\*Exchange Rate: 1.00000000

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit
189.64	USC01	189.64	USD	1.00000000	CL071	211070	E2452	52024	202	

## X. Withdrawing an Expense Report

After an expense report has been submitted for approval, it cannot be opened in the “Create/Modify” page; the expense report must either be sent back by the approver or withdrawn in order for it to be edited again.

To withdraw an expense report, complete the following steps.

**Step 1: Navigate to Employee Self Service > Travel and Expenses > Expense Reports > View**

**Step 2: Open the Expense Report to be withdrawn.**

**Step 3: Click the “Withdraw Expense Report” button**

The screenshot shows the 'View Expense Report' page in the FCFG system. The page header includes the University of South Carolina logo and navigation menus. The main content area displays the following information:

- Cardholder:** 01 Pcard
- Business Purpose:** Team Card
- Description:** March Statement
- Reference:**
- Totals:** Employee Expenses (3 Lines) 1,831.37 USD, Non-Reimbursable Expenses 0.00 USD, Cash Advances Applied 0.00 USD, Prepaid Expenses 1,831.37 USD, Employee Credits 0.00 USD, Supplier Credits 0.00 USD.
- Amount Due to Employee:** 0.00 USD
- Amount Due to Supplier:** 0.00 USD
- Report ID:** 3000000785, Submitted for Approval
- Created:** 04/09/2018, MICHAEL STATON
- Last Updated:** 04/09/2018, MICHAEL STATON
- Post State:** Not Applied
- Attachments:** (1)

A red box highlights the 'Withdraw Expense Report' button. Other buttons include 'Submit Expense Report', 'Save Changes', 'Previous in List', and 'Next in List'. The page also includes a certification checkbox and an 'Approval History' section.

**Step 4: The status indicates the Expense Report has been withdrawn.**

The screenshot shows the 'View Expense Report' page in the FCFG system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View. The page title is 'View Expense Report'. A red-bordered box highlights a message: 'Your expense report 3000000785 has been withdrawn from the approver's queue.' Below this, the report details are shown: Business Purpose: Team Card; Description: March Statement; Reference: (blank). At the bottom, there are links for 'Totals', 'View Printable Version', and 'View Analytics'.

View Expense Report

Cardholder 01 Beard

**Your expense report 3000000785 has been withdrawn from the approver's queue.**

**Business Purpose** Team Card

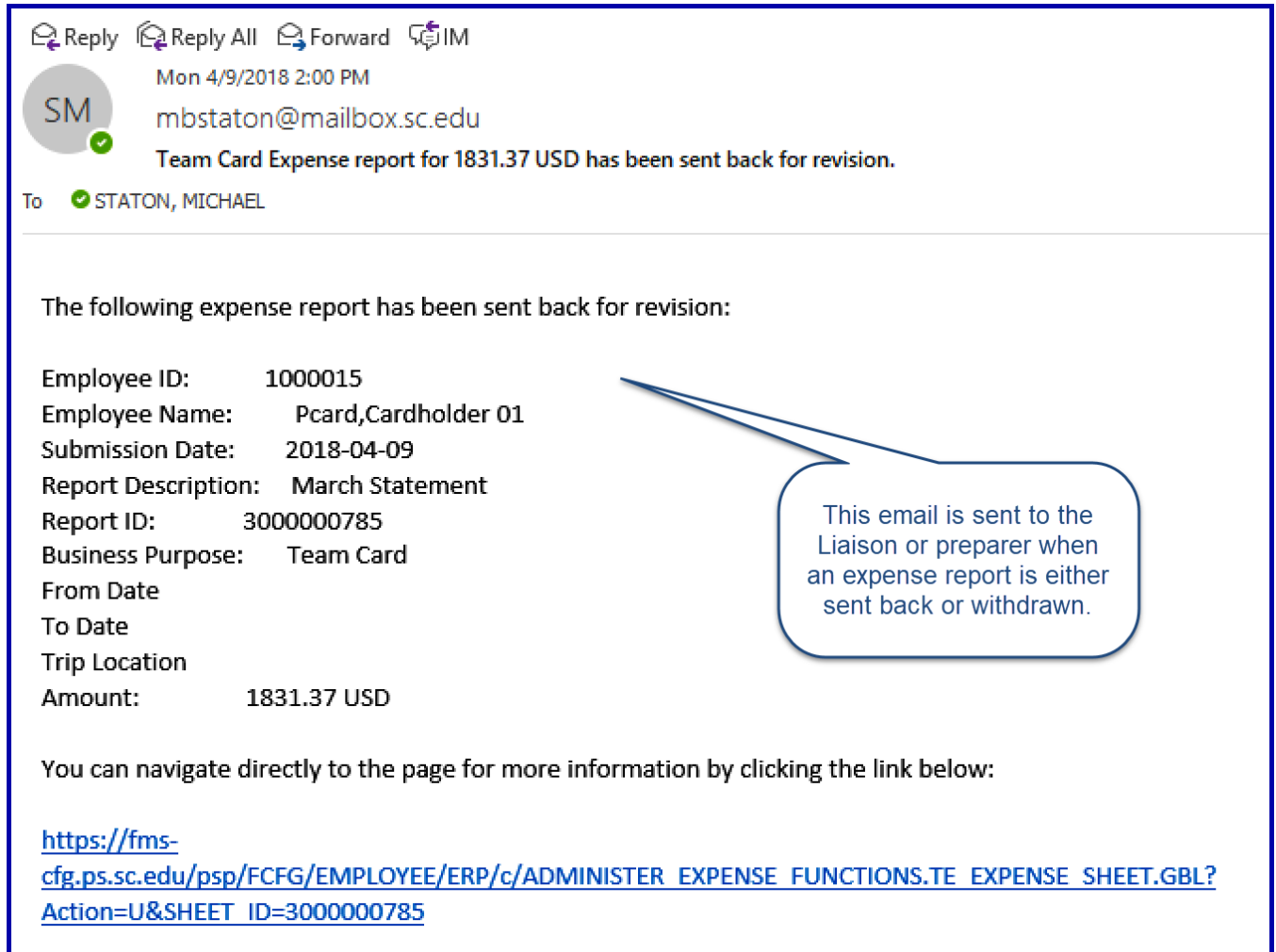
**Description** March Statement

**Reference**

Totals View Printable Version View Analytics

**Step 5: Please note: as the preparer or liaison, you may also receive the following email.**

This email is necessary when an approver sends back the expense report for correction; however, it is also sent for withdrawals. Please ignore the email if necessary when withdrawing an expense report.



The screenshot shows an email interface with the following content:

Reply Reply All Forward IM

Mon 4/9/2018 2:00 PM

**SM**  
mbstaton@mailbox.sc.edu

**Team Card Expense report for 1831.37 USD has been sent back for revision.**

To STATON, MICHAEL

The following expense report has been sent back for revision:

Employee ID: 1000015  
Employee Name: Pcard,Cardholder 01  
Submission Date: 2018-04-09  
Report Description: March Statement  
Report ID: 3000000785  
Business Purpose: Team Card  
From Date  
To Date  
Trip Location  
Amount: 1831.37 USD

You can navigate directly to the page for more information by clicking the link below:

[https://fms-cfg.ps.sc.edu/psp/FCFG/EMPLOYEE/ERP/c/ADMINISTER\\_EXPENSE\\_FUNCTIONS.TE\\_EXPENSE\\_SHEET.GBL?Action=U&SHEET\\_ID=3000000785](https://fms-cfg.ps.sc.edu/psp/FCFG/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXPENSE_SHEET.GBL?Action=U&SHEET_ID=3000000785)

This email is sent to the Liaison or preparer when an expense report is either sent back or withdrawn.

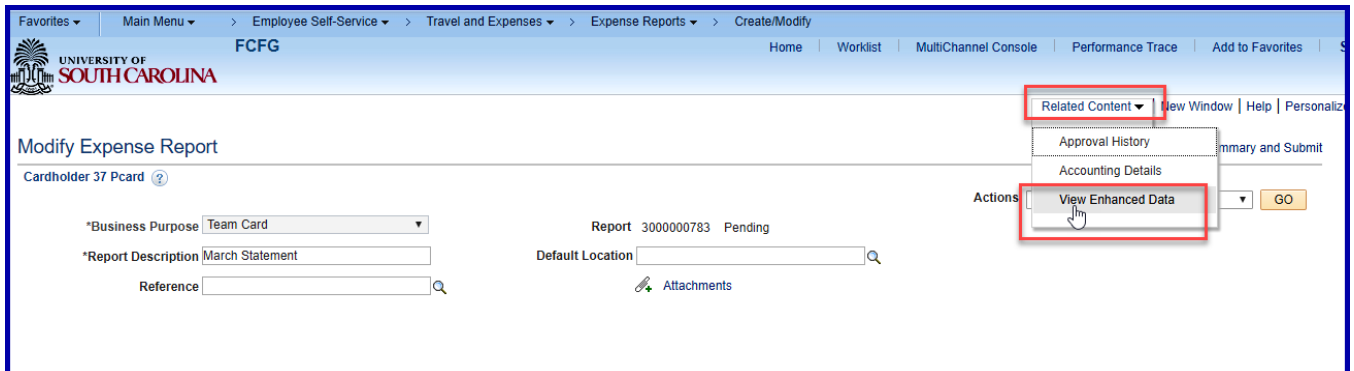
## XI. Viewing Related Content on an Expense Report.

Related content may be helpful to review additional information concerning the expense report such as the card transaction enhanced data or the accounting details displayed in a grid format.

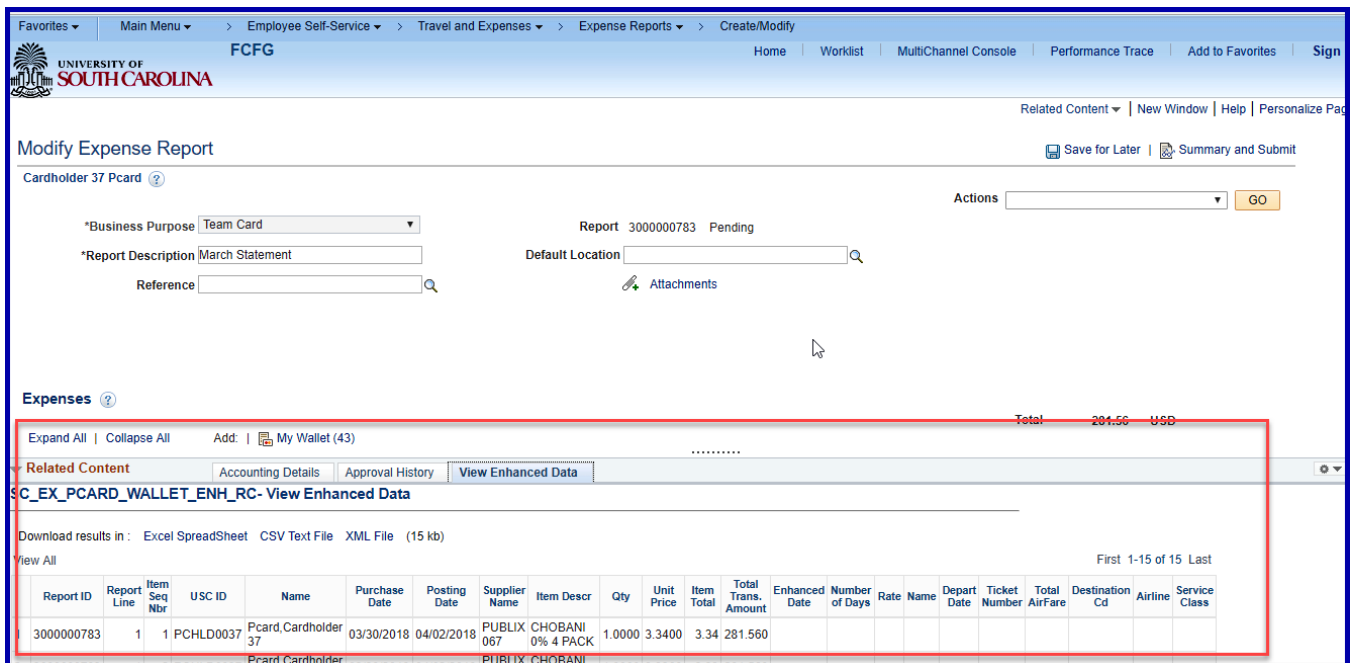
Step 1: Save the Expense Report or open a previously saved Expense Report.

Step 2: Click Related Content

Step 3: Select “View Enhanced Data”



Step 4: The page is split and the related content is displayed



Step 5: Move the separator up to see more rows

Modify Expense Report

Cardholder 37 Pcard

\*Business Purpose: Team Card

\*Report Description: March Statement

Report: 300000783 Pending

Default Location: [Search]

Attachments

Related Content: Accounting Details | Approval History | **View Enhanced Data**

SC\_EX\_PCARD\_WALLET\_ENH\_RC - View Enhanced Data

Download results in: Excel Spreadsheet CSV Text File XML File (15 kb)

Report ID	Report Line	Item Seq Nbr	USC ID	Name	Purchase Date	Posting Date	Supplier Name	Item Descr	Qty	Unit Price	Item Total	Total Trans. Amount	Enhanced Date	Number of Days	Rate	Name	Depart Date	Ticket Number	Total Airfare	Destination Cd	Airline	Service Class
1	300000783	1	PCHLD0037	Pcard, Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1.0000	3.3400	3.34	281.560										
2	300000783	1	PCHLD0037	Pcard, Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1.0000	3.3300	3.33	281.560										
3	300000783	1	PCHLD0037	Pcard, Cardholder 37	03/30/2018	04/02/2018	PUBLIX 067	CHOBANI 0% 4 PACK	1.0000	3.3300	3.33	281.560										

Step 6: Click on other related content such as the accounting details

Modify Expense Report

Cardholder 37 Pcard

\*Business Purpose: Team Card

\*Report Description: March Statement

Report: 300000783 Pending

Default Location: [Search]

Attachments

Related Content: **Accounting Details** | Approval History | View Enhanced Data

SC\_EX\_EXP\_RPT\_ACCTG DETAILS- Expense Rpt Accounting Detl RC

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

Expense Report	Report Descr	Line	Distribution Li	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	App
1	300000783	March Statement	1	1	53009		Supplies for Team Travel	USC01	SM000	962002	D0200	53009	502				281.560	04/08/2018			

Step 7: Export the grid of any related content to Excel if necessary.

The screenshot shows the 'Modify Expense Report' page for a University of South Carolina user. The page includes a navigation bar with 'FCFG' and various menu items. The main content area is titled 'Modify Expense Report' and contains form fields for 'Business Purpose' (Team Card), 'Report Description' (March Statement), and 'Report' (3000000783 Pending). Below this is the 'Related Content' section, which has tabs for 'Accounting Details', 'Approval History', and 'View Enhanced Data'. The 'Related Content' section displays a table of expense reports and download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (1 kb)'. A red box highlights these download options. Below the table, there is a table with the following data:

Expense Report	Report Descr	Line	Distribution Li	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	App
1 3000000783	March Statement	1	1	53009		0	Supplies for Team Travel	USC01	SM000	962002	D0200	53009	502				281.560	04/08/2018			

Step 8: Close the related content

The screenshot shows the same 'Modify Expense Report' page as in Step 7. The 'Related Content' section is still visible, but a red box highlights a 'Close' button in the top right corner of the 'Related Content' section. The table below the 'Related Content' section is the same as in Step 7, but with an additional 'GL Distrib Status' column:

Expense Report	Report Descr	Line	Distribution Li	Type	Ticket Number	Distance	Long Descr	GL Unit	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Expense Line Amt	Created	Travel Auth ID	Adv ID	Applied	GL Distrib Status
1 3000000783	March Statement	1	1	53009		0	Supplies for Team Travel	USC01	SM000	962002	D0200	53009	502				281.560	04/08/2018				N

## XII. Reviewing an Expense Report

Expense reports may be reviewed at any time. For example, after they have been posted to the General Ledger.

### Step 1: Navigation

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View

The screenshot shows the 'Expense Report' search page in the University of South Carolina system. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View'. Below this is the University of South Carolina logo and name. The main heading is 'Expense Report'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search tabs: 'Realtime Search' (selected) and 'Keyword Search'. A 'Search Criteria' section contains several search fields: 'Report ID' (begins with), 'Report Description' (begins with), 'Name' (begins with), 'Empl ID' (begins with), 'USC ID' (begins with), 'Business Purpose' (begins with), 'Report Status' (=), and 'Creation Date' (=). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step 2: Search by any field, for example, select the business purpose “Procurement Card” and click **Search**

All Expense Reports for your cardholders will be displayed.

The screenshot shows the MBSTATON - FTST web application interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'View'. The University of South Carolina logo is on the left. The search filters are as follows:

- Report Description: [Empty]
- Name: begins with [Empty]
- Empl ID: begins with [Empty]
- USC ID: begins with [Empty]
- Business Purpose: begins with **PCARD**
- Report Status: [=] [Empty]
- Creation Date: [=] [Empty]
- Case Sensitive

Buttons include 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the filters, the 'Search Results' section shows a table with 8 columns: Report ID, Report Description, Name, Empl ID, USC ID, Business Purpose, Report Status, and Creation Date. The results are displayed as '1-36 of 36' items.

Report ID	Report Description	Name	Empl ID	USC ID	Business Purpose	Report Status	Creation Date
3000000181	Testing Business Purpose	STATON,MICHAEL	1071808	K64787130	Procurement Card	Pending	04/05/2018
3000000177	Testing JG - Pcard	BOSWELL,PENNY	1055316	Y63182507	Procurement Card	Paid	04/03/2018
3000000176	Testing Journal Generation	BOSWELL,PENNY	1055316	Y63182507	Procurement Card	Paid	04/03/2018
3000000173	test link to MW page	STILES,JAMES	1060500	W79459244	Procurement Card	Pending	04/02/2018
3000000170	test link to my wallet	STILES,JAMES	1060500	W79459244	Procurement Card	Pending	04/02/2018
3000000169	test	STILES,JAMES	1060500	W79459244	Procurement Card	Pending	03/30/2018
3000000168	test	STILES,JAMES	1060500	W79459244	Procurement Card	Pending	03/28/2018
3000000167	Testing Business Purpose	ROSE,KIM	1019089	W07467946	Procurement Card	Pending	03/27/2018
3000000158	Sample Approval ER	STATON,MICHAEL	1071808	K64787130	Procurement Card	Submitted	03/26/2018

Step 3: The Expense Summary page is displayed.

Step 4: Click on Expense Details to see the expense details

View Expense Report

Cardholder 03 Pcard

Business Purpose Team Card

Description March Statement - Demo

Reference

**Totals** [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (2 Lines)	141.54 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	141.54 USD	Supplier Credits	0.00 USD

**Amount Due to Employee 0.00 USD**      **Amount Due to Supplier 0.00 USD**

By checking this box, I certify the Team Card transactions included on this expense report are accurate and supported by appropriate backup and justification as incurred on official University business. I also certify that the transactions comply with Team Card policies and procedures including reconciliation to the card statement

[Submit Expense Report](#) [Withdraw Expense Report](#) Submitted On 04/07/2018 Submitted By Liaison 03 Pcard

[Save Changes](#)

Step 5: The Expense Details page is displayed

View Expense Report

Cardholder 03 Pcard

Business Purpose Team Card

Report Description March Statement - Demo

Reference

Report 300000782 Submitted for Approval

[Attachments](#)

**Expenses** [Expand All](#) | [Collapse All](#)

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/02/2018	OTHER SUPPLIES	Supplies for Team Travel 230 characters remaining <a href="#">My Wallet Details</a>	Prepaid Payments	15.66	USD
02/01/2018	OTHER SUPPLIES	Supplies for Team Travel 230 characters remaining <a href="#">My Wallet Details</a>	Prepaid Payments	125.88	USD

[Expand All](#) | [Collapse All](#)

**Total 141.54 USD**

### XIII. Delete an Expense Report

Step 1: Navigation

Main Menu > Employee Self-Service > Travel and Expense > Expense Reports > Delete

Step 2: Select the Cardholder first.

The screenshot shows the 'Delete Expense Report' page in the University of South Carolina's Employee Self-Service system. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete. The page header features the University of South Carolina logo and name. The main heading is 'Delete Expense Report', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains three input fields: 'Empl ID begins with', 'USC ID begins with', and 'Name begins with', each with a search icon. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with two rows. The first row is highlighted with a red box: '1000015 PCHLD0001 Pcard,Cardholder 01'. The second row is '1000067 PCLIA0001 Pcard,Liaison 01'. Navigation controls for the results table include 'View All', 'First', '1-2 of 2', and 'Last'.

University of South Carolina

### Delete Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with [ ]

USC ID begins with [ ]

Name begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Empl ID	USC ID	Name
1000015	PCHLD0001	Pcard,Cardholder 01
1000067	PCLIA0001	Pcard,Liaison 01

Step 3: Check the report to be deleted and click the Delete Selected Report(s) button.

The screenshot shows the 'Delete an Expense Report' page for 'Cardholder 01 Pcard'. A table lists one report with a checked selection box. Below the table, the 'Delete Selected Report(s)' button is highlighted with a red box.

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	3000000780	March Statement	04/07/2018	1480.69	USD

Step 4: Click OK.

The screenshot shows the 'Delete Confirmation' page for 'Cardholder 01 Pcard'. A blue checkmark icon is next to the message 'The selected transaction(s) have been deleted.' Below the message, the 'OK' button is highlighted with a red box.

#### XIV. Printing an Expense Report

##### Step 1: Navigation

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Print

##### Step 2: Search by entering the report ID or use the Advanced Search.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Report ID begins with

Search Advanced Search

##### Step 3: Select the Expense Report you would like to print.

##### Step 4: Click the Print Expense Report link.

Expense Report

Print Expense Report

Cardholder 02 Pcard

Description March Statement - Demo Report 3000000781 Pending USC ID PCHLD0002

Business Purpose Team Card

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amt	Exchange Rate	Amount
Description			Additional Information			Merchant	Location	
03/28/2018	HOTEL AND LODGING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepaid Payments	13,140.00 USD	1.00000000	13,140.00 USD
	Lodging for Team Travel		Number of Nights: 1			HOME2 BY HILTON		
03/24/2018	OTHER SUPPLIES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepaid Payments	60.13 USD	1.00000000	60.13 USD
	Supplies for Team Travel					WM SUPERCENTER #1183		

Employee Expenses	Cash Advances Applied	Non-Reimbursable Expenses	Prepaid Expenses	Amount Due to Supplier	Amount Due to Employee
13,200.13 USD	0.00 USD	0.00 USD	13,200.13 USD	0.00 USD	0.00 USD

Step 5: Click the Print icon to print the PDF version of the report.

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 3000000781	
<b>Employee</b> Cardholder 02 Pcard	<b>USCID</b> PCHLD0002
<b>Reference</b>	<b>Business Purpose</b> Team Card
<b>From Date</b>	<b>To Date</b>
<b>Trip Location</b>	

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description		Additional Information			Merchant	Location		
03/28/2018	HOTEL AND LODGING			<input checked="" type="checkbox"/>	Prepaid Payments	13,140.00 USD	1.00	13,140.00 USD
Lodging for Team Travel		Number of Nights: 1			HOME2 BY HILTON			
03/24/2018	OTHER SUPPLIES			<input checked="" type="checkbox"/>	Prepaid Payments	60.13 USD	1.00	60.13 USD
Supplies for Team Travel					WM SUPERCENTER #1183			

Employee Expenses							<b>13,200.13 USD</b>	
Cash Advances Applied							<b>0.00 USD</b>	
Non-Reimbursable Expenses							<b>0.00 USD</b>	
Prepaid Expenses							<b>13,200.13 USD</b>	
Amount Due to Supplier							<b>0.00 USD</b>	
Amount Due to Employee							<b>0.00 USD</b>	

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	912203	PCARD_LIAISON02		04/07/2018	4/7/2018	Page 1 of 1