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| <p><b>Procurement and Team Card Procedure</b><br/> <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.*

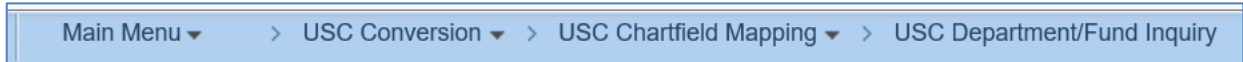
The Procurement or Team Card expense report can be started at the beginning of the month. As additional transactions are interfaced from Bank of America into PeopleSoft, they may be added into the expense report. There is no need to wait until the end of the month to create the expense report statement 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 Dept/Fund Inquiry page with the following search criteria and results:

| 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.

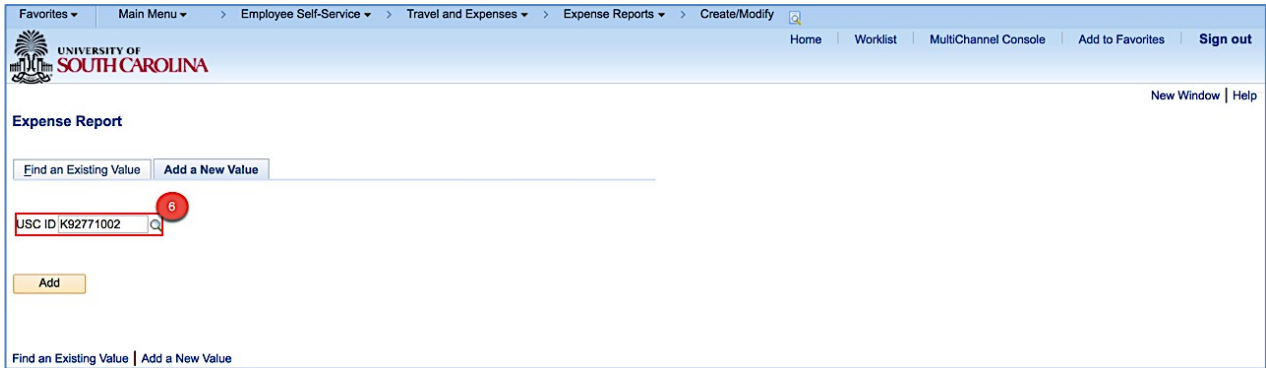
Step 5: Click the **Name link** and this will populate the USC ID field with your ID.

- 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 in the University of South Carolina system. The 'Add a New Value' tab is selected. The 'USC ID' field is empty. A 'Look Up USC ID' dialog box is open, showing search criteria: 'USC ID begins with', 'Empl ID begins with', and 'Name begins with Cigulla'. The 'Look Up' button is highlighted. Below the dialog box, a search result table is visible with one entry: Empl ID 1077841, USC ID K92771002, and Name CIGULLA,ARJUN.

| 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 path, with a red circle containing the number "1" next to the "Create/Modify" link.
- Header:** The University of South Carolina logo and "UNIVERSITY OF SOUTH CAROLINA" text are visible.
- Section Title:** "Expense Report" is displayed in blue.
- 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, with a red circle containing the number "3" next to it.
- Add Button:** A button labeled "Add" is located below the USC ID field. A red box highlights this button, with a red circle containing the number "4" next to it.
- 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 main form contains several fields: a dropdown menu for '\*Business Purpose' (highlighted with a red box and set to 'Team Card'), a text input for '\*Report Description' (containing 'March Statement'), a text input for 'Reference' with a search icon, and a 'Default Location' text input. 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.

The screenshot shows the 'Create Expense Report' page for 'Liaison 01 Pcard'. The breadcrumb trail is: 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 form contains the following fields: '\*Business Purpose' (Team Card), '\*Report Description' (March Statement), 'Default Location', and 'Reference'. A red box highlights the '\*Report Description' field.

### 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.

This screenshot shows the same 'Create Expense Report' page as the previous one, but with the 'Quick Start' dropdown menu open. The 'Entries from My Wallet' option is selected. A red box highlights the 'GO' button next to the dropdown menu.

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 expense reporting 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 'Done' button is at the bottom left. 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 transaction data.

| 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 | 1,310.98 | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | *****3700      | 03/28/2018 | HOTEL AND LODGING | HOLIDAY INN EXPRESS DURH | 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             | 350.68   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | *****3700      | 02/07/2018 | AIR TRAVEL        | AMERICAN AIR             | 350.68   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | *****3700      | 02/07/2018 | AIR TRAVEL        | AMERICAN AIR             | 350.68   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | *****3700      | 02/07/2018 | AIR TRAVEL        | AMERICAN AIR             | 350.68   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | *****3700      | 02/07/2018 | AIR TRAVEL        | AMERICAN AIR             | 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 Enhanced Data  
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.

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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"/> |
| <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 logo and navigation menu: Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, Create/Modify

### Create Expense Report

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 in red box)

| *Date      | *Expense Type             | *Description                               | *Payment Type           |
|------------|---------------------------|--------------------------------------------|-------------------------|
| 03/23/2018 | OTHER SUPPLIES (dropdown) | (text field with 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: [Button]

**Expenses**

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

**Chartfields**

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

## 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 for the University of South Carolina. The 'Expenses' section shows a list of transactions. The first transaction is highlighted, and its 'Accounting Details' are expanded. A table of chartfields is visible, with a red box highlighting the 'Oper Unit', 'Dept', 'Fund', 'Account', and 'Class' fields.

| 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   |             |

## 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”

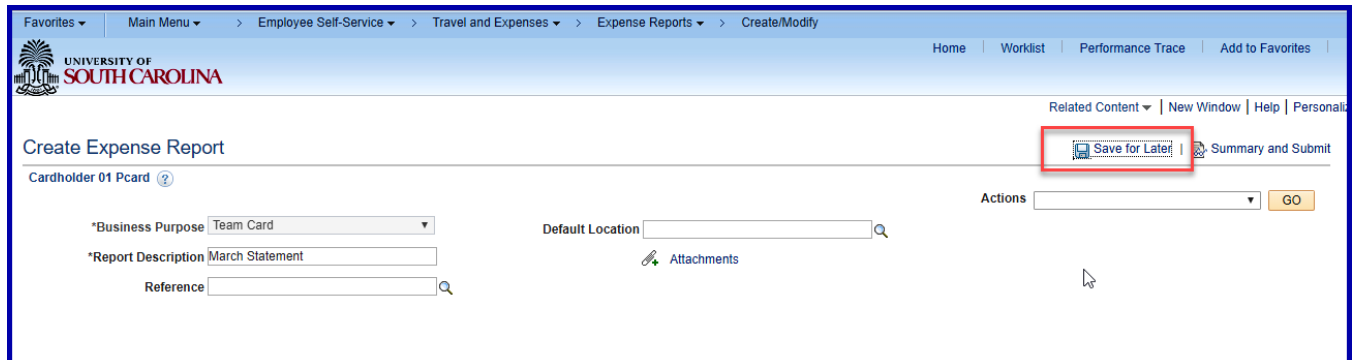
The screenshot shows the 'Create Expense Report' page. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. Below the title, there are fields for 'Cardholder 01 Pcard', '\*Business Purpose' (Team Card), '\*Report Description' (March Statement), and 'Reference'. There is also a 'Default Location' search field and an 'Attachments' link. On the right, an 'Actions' dropdown menu is open, with 'Default Accounting For Report' selected. A 'GO' button is highlighted in the top right corner of the actions menu.

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

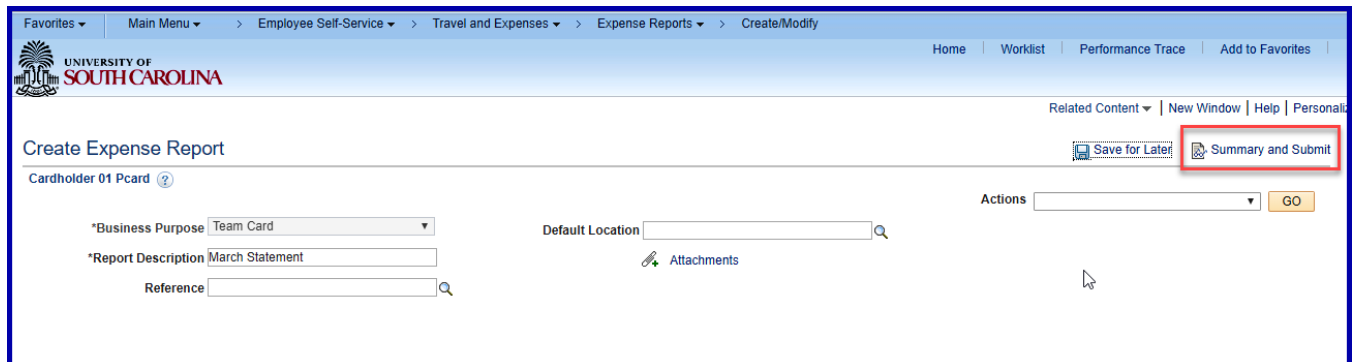
The screenshot shows the 'Accounting Defaults' screen. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report' and the sub-title is 'Accounting Defaults'. Below the sub-title, there is a 'Report ID NEXT' field. The main section is 'Accounting Summary', which includes a table with columns: %, \*GL Unit, Oper Unit, Dept, Fund, Class, PC Bus Unit, Project, Activity, Cost Share, Product, and Funding Source. The table contains one row with values: 100.00, USC01, CL003, 600201, CA200, 805, and several empty fields. Below the table are buttons for 'Add ChartField Line' and 'Load Defaults'. An 'OK' button is highlighted in the bottom left corner.

| %      | *GL Unit | Oper Unit | Dept   | Fund  | Class | PC Bus Unit | Project | Activity | Cost Share | Product | Funding Source |
|--------|----------|-----------|--------|-------|-------|-------------|---------|----------|------------|---------|----------------|
| 100.00 | USC01    | CL003     | 600201 | CA200 | 805   |             |         |          |            |         |                |

**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'. An 'Actions' dropdown menu and a 'GO' button are also present. 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'. An 'Actions' dropdown menu and a 'GO' button are also present. 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...

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: 'Submit Expense Report', 'Refresh Approval Status' (highlighted with a red box), and 'Save Changes'. At the bottom, there is an 'Approval History' link.



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 shows the 'View Expense Report' page in the University of South Carolina system. The report is for Cardholder 03 Pcard, Business Purpose Team Card, and Description March Statement - Demo. The report status is 'Submitted for Approval'. The report was created on 04/07/2018 and last updated on 04/07/2018. The report is submitted by Liaison 03 Pcard. The report totals are: 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, and Supplier Credits 0.00 USD. The amount due to employee is 0.00 USD and the amount due to supplier is 0.00 USD. The report is submitted on 04/07/2018 by Liaison 03 Pcard. The approval history is expanded, showing a pending approval from the Department Head Approver.

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

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

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

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 is highlighted with a red background and a red flag icon, indicating an error. The error message states: '254 characters remaining' and 'Receipt Split'. The expense details are as follows:

| *Date      | *Expense Type     | *Description                              | *Payment Type         | *Amount | *Currency |
|------------|-------------------|-------------------------------------------|-----------------------|---------|-----------|
| 09/04/2017 | Hotel and Lodging | 254 characters remaining<br>Receipt Split | Personal Reimbursemer | 189.64  | USD       |

Additional details for the expense line include:

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

The Accounting Details table is as follows:

| 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 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 items: 'Missing Description' (with a red circle '2') and 'Return' (with a red circle '3'). The background page shows a table of expenses with a total of 1,039.48 USD. The 'Accounting Details' section includes a table with columns for Amount, GL Unit, Monetary Amount, Currency Code, Exchange Rate, Oper Unit, Dept, Fund, Account, Class, and PC Bus Unit. The table contains one row with values: 189.64, USCO1, 189.64, USD, 1.00000000, CL071, 211070, E2452, 52024, 202, and an empty PC Bus Unit field.

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Oper Unit | Dept   | Fund  | Account | Class | PC Bus Unit |
|--------|----------|-----------------|---------------|---------------|-----------|--------|-------|---------|-------|-------------|
| 189.64 | USCO1    | 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: [ ]

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 Reimbursemer | 189.64  | USD       |

\*Billing Type: INTERNAL

\*Location: Out of State

\*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: [ ]

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  
 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   |             |

## 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 University of South Carolina system. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View. The page title is 'View Expense Report'. The report details are as follows:

|                                                 |                                           |                                    |                                 |                                                 |
|-------------------------------------------------|-------------------------------------------|------------------------------------|---------------------------------|-------------------------------------------------|
| <b>Cardholder</b> 01 Pcard                      | <b>Business Purpose</b> Team Card         | <b>Description</b> March Statement | <b>Reference</b>                | <b>Report</b> 3000000785 Submitted for Approval |
| <b>Totals</b> (?)                               | <a href="#">View Printable Version</a>    | <a href="#">View Analytics</a>     | <a href="#">Notes</a>           | <b>Created</b> 04/09/2018 MICHAEL STATON        |
| <b>Employee Expenses (3 Lines)</b> 1,831.37 USD | <b>Non-Reimbursable Expenses</b> 0.00 USD | <b>Employee Credits</b> 0.00 USD   | <b>Post State</b> Not Applied   | <b>Last Updated</b> 04/09/2018 MICHAEL STATON   |
| <b>Cash Advances Applied</b> 0.00 USD           | <b>Prepaid Expenses</b> 1,831.37 USD      | <b>Supplier Credits</b> 0.00 USD   | <a href="#">Attachments (1)</a> |                                                 |
| <b>Amount Due to Employee</b> 0.00 USD          | <b>Amount Due to Supplier</b> 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

**Submitted On** 04/09/2018 **Submitted By** MICHAEL STATON

**Approval History**

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

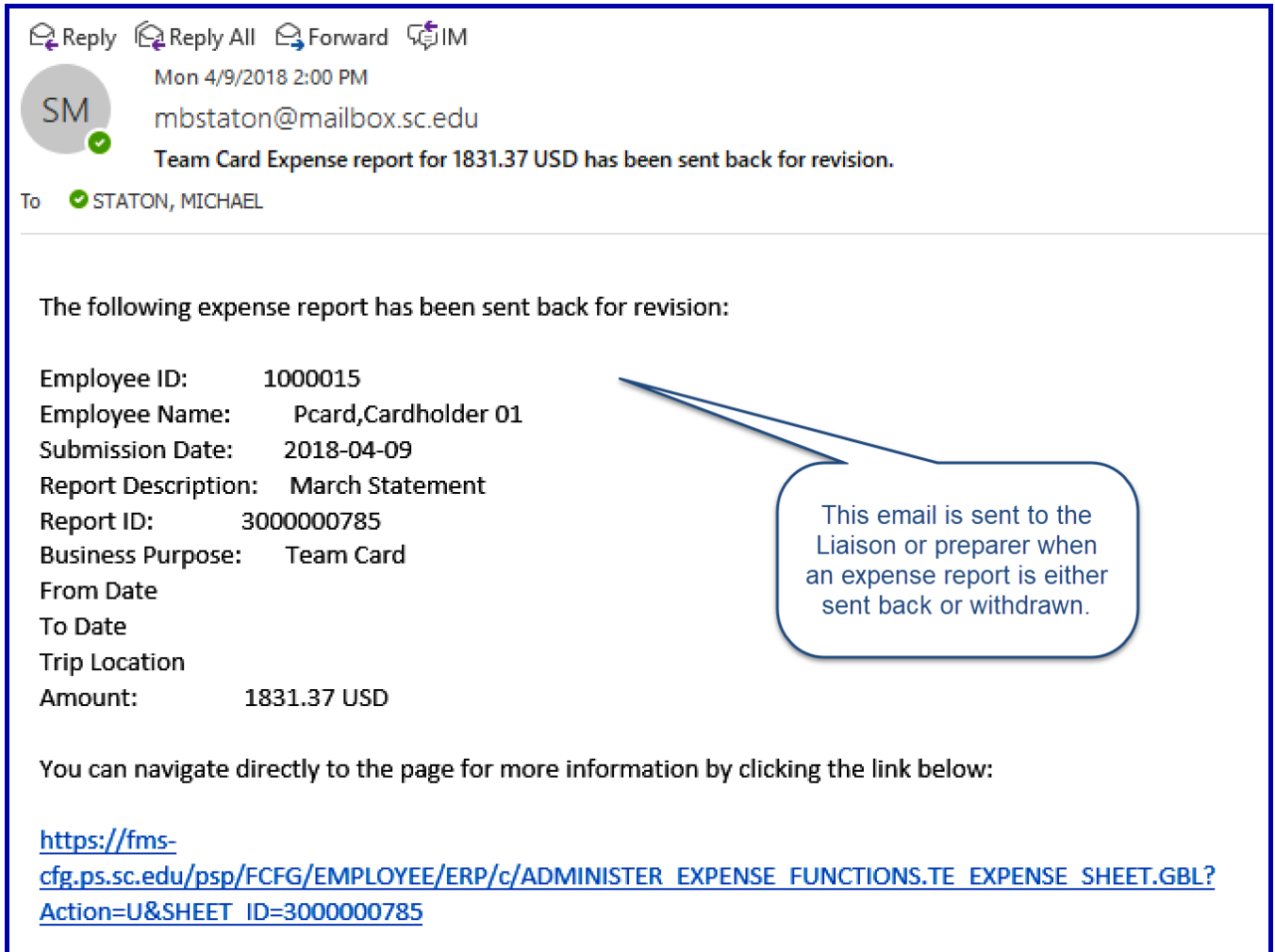
The screenshot shows a web browser window with the following elements:

- Navigation Bar:** Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Expense Reports, View.
- Page Header:** UNIVERSITY OF SOUTH CAROLINA logo, FCFG, Home, Worklist, MultiCh.
- Section Header:** View Expense Report
- Message:** A red-bordered box contains the text: "Your expense report 3000000785 has been withdrawn from the approver's queue."
- Table:**

| Business Purpose | Description     | Reference |
|------------------|-----------------|-----------|
| Team Card        | March Statement |           |
- Footer:** Totals (with help icon), View Printable Version (with printer icon), View Analytics (with analytics icon).

**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 details:

- Actions: Reply, Reply All, Forward, IM
- Time: Mon 4/9/2018 2:00 PM
- From: mbstaton@mailbox.sc.edu
- Subject: Team Card Expense report for 1831.37 USD has been sent back for revision.
- To: STATON, MICHAEL

The main body of the email states: "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         |

A callout box points to the report details with the text: "This email is sent to the Liaison or preparer when an expense report is either sent back or withdrawn."

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)



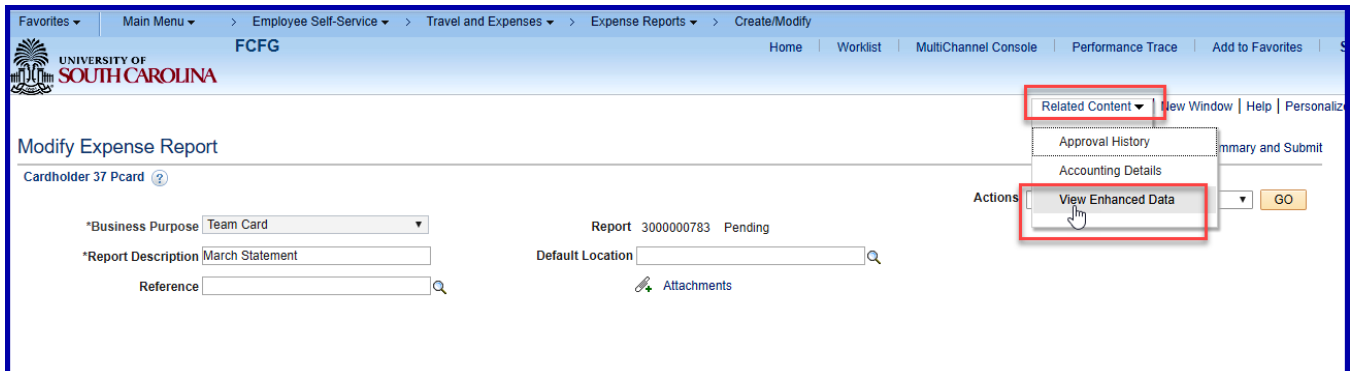
## XI. Viewing Related Content on an Expense Report.

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.

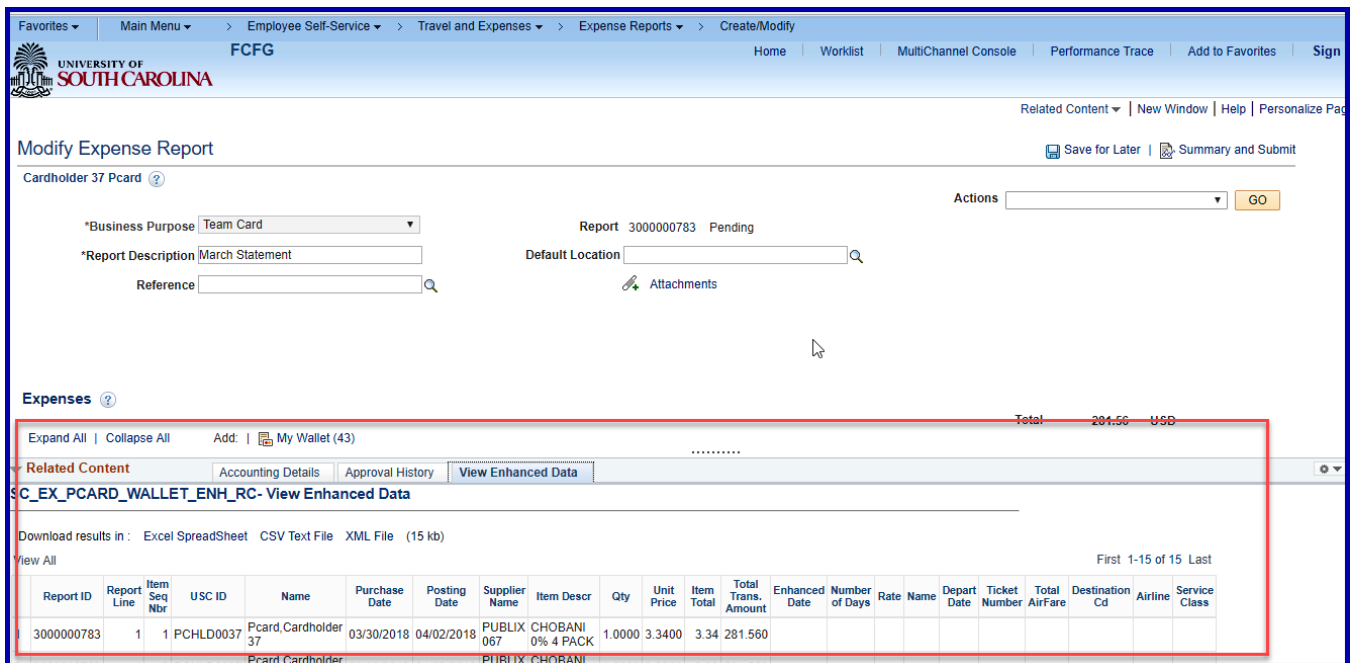
Step 1: Save the Expense Report or open a previously saved Expense Report.

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               | 53009 |               | 0        | 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 several form fields:
 

- \*Business Purpose: Team Card
- \*Report Description: March Statement
- Reference: [Searchable field]
- Report: 300000783 Pending
- Default Location: [Searchable field]
- Attachments: [Link]

 Below the form is a tabbed interface with 'Related Content' selected. Under this tab, there are options to 'Download results in:' with 'Excel Spreadsheet' highlighted by a red box. Below the download options is a table of expense report details:
 

| 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 |               | 0        | Supplies for Team Travel | USC01   | SM000     | 962002 | D0200 | 53009   | 502   |             |         |          | 281.560          | 04/08/2018 |                |        |     |

Step 8: Close the related content

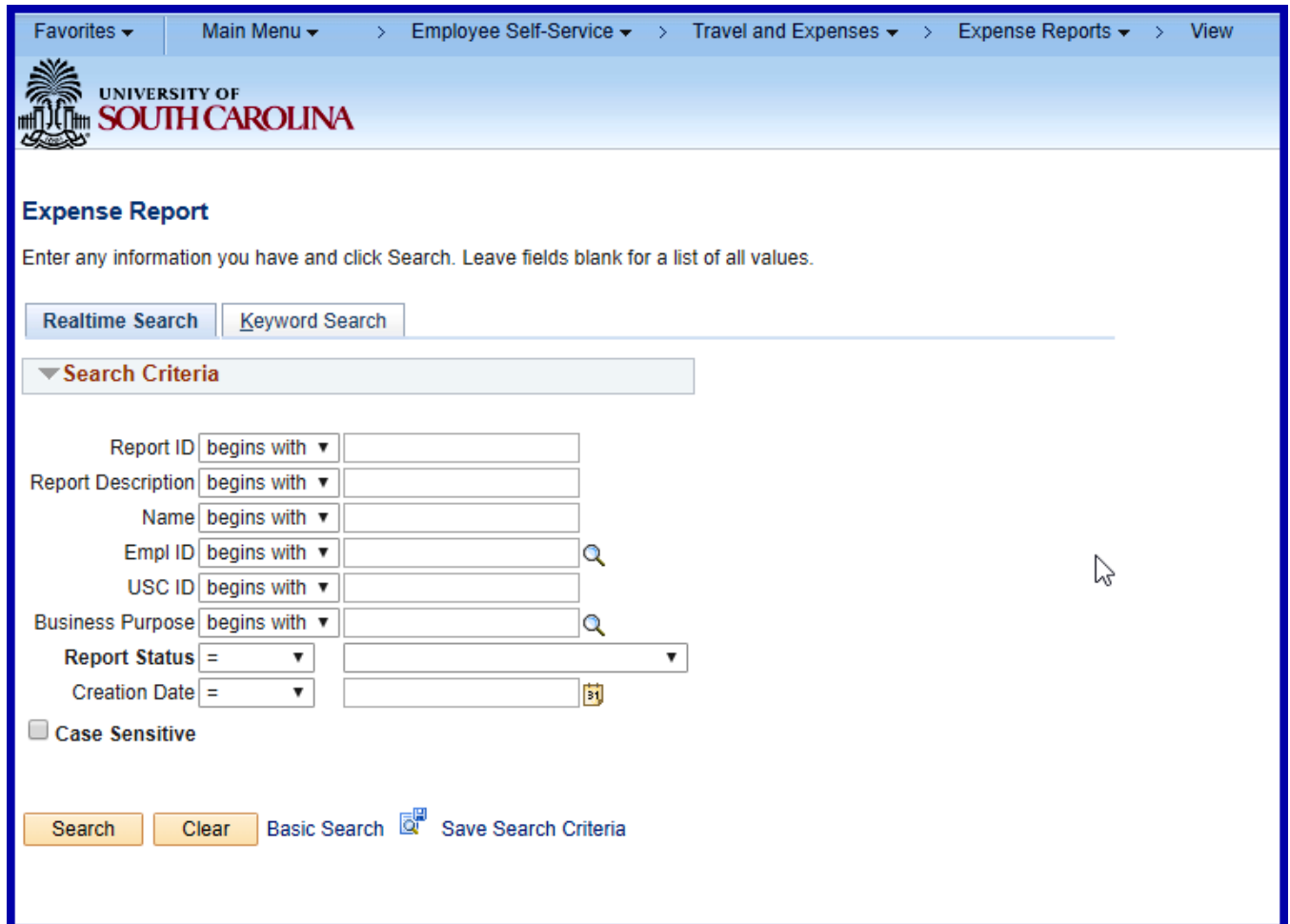
This screenshot shows the same 'Modify Expense Report' page as in Step 7. The 'Related Content' section is still visible, but the focus is on the 'Close' button in the top right corner of the content area, which is highlighted with a red box. The table of expense report details is also visible, showing the same data as in Step 7. The 'Download results in:' options are still present, but the 'Excel Spreadsheet' option is no longer highlighted.

## 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', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search tabs: 'Realtime Search' 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. 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 from 1 to 8 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

The expense summary page is displayed

**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](#)

Actions [Expense Details](#) [GO](#)

Report 300000782 Submitted for Approval  
Created 04/07/2018 Liaison 03 Pcard  
Last Updated 04/07/2018 Liaison 03 Pcard  
Post State Not Applied

Step 5: The Expense Details page is displayed

**View Expense Report** [Summary](#)

Cardholder 03 Pcard

Business Purpose Team Card      Report 300000782 Submitted for Approval  
Report Description March Statement - Demo      [Attachments](#)  
Reference

Actions [...Choose an Action](#) [GO](#)

**Expenses**

Expand All | Collapse All

| *Date      | *Expense Type  | *Description                                                                              | *Payment Type    | *Amount | *Currency |
|------------|----------------|-------------------------------------------------------------------------------------------|------------------|---------|-----------|
| 02/02/2018 | OTHER SUPPLIES | Supplies for Team Travel<br>230 characters remaining<br><a href="#">My Wallet Details</a> | Prepaid Payments | 15.66   | USD       |
| 02/01/2018 | OTHER SUPPLIES | Supplies for Team Travel<br>230 characters remaining<br><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 dropdown menus for 'Empl ID begins with', 'USC ID begins with', and 'Name begins with', each with an adjacent text input field and 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 columns 'Empl ID', 'USC ID', and 'Name'. The first row, '1000015 PCHLD0001 Pcard,Cardholder 01', is highlighted with a red box. 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'.

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: 'March Statement' with Report ID '3000000780', Creation Date '04/07/2018', Amount '1480.69', and Currency 'USD'. The 'Select' checkbox for this report is checked. 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 message with a checkmark icon states: '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

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

Print Expense Report

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

**ORACLE** Expense Report

PeopleSoft Expenses EXC4500

|                                        |                                      |
|----------------------------------------|--------------------------------------|
| <b>Report</b><br>3000000781            |                                      |
| <b>Employee</b><br>Cardholder 02 Pcard | <b>USCID</b><br>PCHLD0002            |
| <b>Reference</b>                       | <b>Business Purpose</b><br>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 |