PeopleSoft Procurement Card

March 2019

PeopleSoft Procurement Card

- Mission Accomplished!
  - All transaction detail is now available in PeopleSoft to meet current and future financial reporting requirements
    - Over 1300 Cardholders with transactions in 1st and 2nd Qtr
    - Over 6000 statements (expense reports)
    - 42,000 Visa Transactions!
  - Electronic backup (receipts) is in place
  - Electronic approval is now in place and replaced manual processes

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- Mission Accomplished!
  - Complexity was reduced (two systems became one)
  - Cardholders are more involved
    - Over 1/3 of the reports are entered by the cardholder!
  - Many departments/liaisons are very efficient
    - The My Wallet transactions are applied to expense reports promptly
    - Cardholder and Department Head approval is completed before the next cycle
    - Receipts and Statements are attached.

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- The top 10 winners of Q1 and Q2!

Liaison Name	Average Post To Create	Average Create To Approve	Visa Total	Total Cardholders
Eva Howard	27	12	330	27
Barbara Barnes	23	11	330	23
Heather Willingham	19	16	461	21
Margaret Whisenant	23	12	410	17
Stephanie Miller	24	8	236	16
Lynette Ballington	19	8	503	15
Michelle Parham	19	6	80	15
Jenifer Lybrand	9	35	196	14
Mary Peak	38	9	219	14
Trevor Welcher	31	21	82	12

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Feedback from the experts!

The new PeopleSoft module is logical and easy to use!

Most of our cardholders turn in their statements, complete with receipts, timely. The extra time is helpful to work around the days that faculty/staff are out of office. I do set a reminder on my calendar to send emails to those who have not turned in.

The added process for getting the cardholders to approve does add a step in managing it, since they sometimes need an additional prompt to sign in and review. I put them in a stack to check on and send reminders. I do find that there has to be enough time built in the schedule to allow for card holders to approve, as well as the Dean, because of traveling.

Mary Peak, *Assistant Dean of Finance*
USC School of Music

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Feedback from the experts!

99% of our cardholders' charges are charged to grants with end dates, so it was imperative that I have a system in place to effectively manage the process.

As the departmental liaison, most of the invoices come to me, and I am sure to scan them in as soon as I receive them. I attach the invoices and add other information for each charge in My Wallet and create an expense report for each cardholder when I have 2-3 charges in My Wallet.

This allows me to continue to work on P-Card charges and add them to their respective Expense Report throughout the month. The secret is to stay on top of the P-Card charges so that I'm not overwhelmed on the 28th of each month when a new billing cycle is starting. With the help of Dr. Wayne Carver, Department Chair, we have communicated the importance of cardholders approving their expense report **as soon as they receive the notification**. Due to most charges allocated to grants, it is very important that we do not have any reports pending approval, as a grant could have an end date before the end of the next billing cycle. I also wanted to share that a faculty member told me this afternoon that she preferred being able to approve her expense report electronically rather than having to sign and return signed paper P-Card statements.

Heather Willingham, *Administrative Assistant*
USC School of Medicine – Cell Biology and Anatomy

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- Opportunities for Improvement
  - Increasing cardholder involvement
    - Attaching receipts
    - Entering expense reports
  - Timely creation of expense reports
    - Begin the process earlier in the month as the transactions are interfaced
  - Timely approval after submission
    - There is a new alert sent each week to approvers reminding them of expense reports requiring approval

- Purchasing Card Application Processing
  - Complete all fields
    - Complete cardholder and department information
    - Indicate the default PeopleSoft accounting
    - Signatures are required in blue ink from both cardholder and department head
    - Indicate the departmental liaison
    - Department Head approval is required and verified by the department ID indicated on the application
    - The Applicant MUST be a full-time employee

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- Purchasing Card Application Processing - continued
  - Delivery of P-cards
    - New P-cards are delivered within 7-10 business days
    - Renewal P-cards are delivered within 2-4 weeks prior to expiring
      - A refresher exam is required. Liaisons will be notified.
      - Cardholder must score at least 80 to retain p-card privileges.
  - Activation of P-cards
    - Cards must be activated within thirty (30) days
    - Verification ID is the USCID

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- Reminders for submitting expense reports
  - Receipts must be attached
  - Statements must be attached
  - Expense Reports must be approved one month after statement date
  - Use tax must be checked if applicable in My Wallet
    - Each invoice should be reviewed to verify sales/use tax

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- Reminders for the appropriate use of p-card
    - Professional memberships (with approval)according to USC Policy, BUSA 7.06
    - Supplies and contractual services
    - Shipping/express deliveries
    - Local registrations (no travel/food involved)
    - Cellular services/equipment (approvals)
    - Must adhere to state contracts and opportunities for small and minority businesses

- The Liaisons Audit:
  - Official use
  - Correct chartfield accounting
  - Sales/Use Tax
  - Cardholder attachments
  - Justification
  - Additional approvals

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- New Purchasing Card Business:
  - Activating purchasing cards with USCID started on 7/1/2018
  - P-cards are only issued to full-time employees
  - Staples Advantage office supplies
    - Use the P-card for payment at checkout
  - Staples Employee Incentive
    - **In-store** personal purchase discount with Staples is available by registering with your personal credit card. The discount will apply at store checkout and appear on your receipt.
  - Please meet our new Key Account Manager, Pam Richmond for details.

PeopleSoft Procurement Card

- Ongoing training
  - [The Resource Page](#)
    - Videos
    - User guides and procedures
  - Periodic hands-on training
    - Contact purchasing if you are interested

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