# Procurement and Team Card Procedure Using My Wallet

۱.	Objecti	ves
11.	Tips and	d Tricks
III.	Navigat	ion
IV.	My V	Vallet Overview
V.	Procedu	ure Step-by-Step Instructions
S	tep 1:	Navigate to My Wallet
S	tep 2:	Select the CardHolder by searching by USCID, Name or Employee ID
S	tep 3:	Select the Account Number and click Search
S	tep 4:	Review each My Wallet field
5	tep 5:	Update the My Wallet Details
5	tep 6:	Attach Receipts to a My Wallet Transaction 10
S	tep 7:	Viewing the Enhanced Data

- 10

### I. Objectives

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

- Update a my wallet transaction with a justification and description
- Add receipts to the transaction
- Apply use tax and select the correct office location
- II. Tips and Tricks
  - Unassigned transactions display automatically, change the transaction status to assigned to see transactions
    already assigned to a procurement card expense report.
  - Click on any column to sort the my wallet transactions.
  - While on the my wallet details page, remember you can scroll to the previous and next transaction

#### III. Navigation

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

#### IV. My Wallet 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 following is required for each card transaction:

- a. Entering a justification and description for each transaction.
- b. Reviewing and updating the use tax applicability.
- c. Attaching the receipt to the transaction.

Some of these requirements may be completed on the expense report page; however, updating use tax applicability must be completed on the my wallet details page.

#### **Procedure Step-by-Step Instructions** V.

### Step 1: Navigate to My Wallet

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#### Step 2: Select the CardHolder by searching by USCID, Name or Employee ID

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#### Step 4: Review each My Wallet field

Note: simply click on any column to sort the list by that column.

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#### a. From and Through Date

When the page is initially displayed, the "From date" will default to today's date, one year ago, and the "Through date" will default to today's date. Changing this date will probably not be required for unassigned transactions; however, it may be necessary for My Wallet transactions already assigned to an expense report.

#### b. Receipt Data Source

The data source for all the Procurement Card Transactions from Bank of America is Visa. The data source for any My Wallet transaction entered manually is "User Input"

#### c. Transaction Status

Transactions that have not been applied (or assigned) to an expense report are "unassigned". Those transactions applied to expense reports are "assigned". When searching for "assigned" transactions, it may be necessary to limit the from and through dates when searching, as there may be many transactions returned.

### d. Account Number

Select the credit card account number for the cardholder. Some cardholders may have more than one procurement card or team card. For example a cardholder may have both an Athletics team card and a Purchasing procurement card.

#### e. Search

Click the search button to display the My Wallet transactions meeting the search criteria (From and Through Date, Data Source and Transaction Status).

#### f. Mark for Delete

Only Procurement Administrators are permitted to mark a procurement card transaction for deletion. This field is display only for Liaisons and Cardholders.

#### g. Date

This is the transaction date.

#### h. Expense Type

All MCC's (Merchant Category Codes) default to an Expense Type when the procurement card is interfaced from the bank into PeopleSoft.

#### i. Merchant

This is the merchant name on the Visa transaction which is interfaced into PeopleSoft.

#### j. Additional Details

This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required.

#### k. Attachments

These are attachments to the individual procurement card transaction. Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

#### I. Enhanced Data

Click on the enhanced data to review additional details about the purchase such as line item detail including quantity and price.

m. Amount

The total amount of the procurement card transaction

n. Currency Card transaction currency

o. Non-Reimbursable

This is not applicable to a procurement card transaction.

Using My Wallet Procedure Document.docx 6

#### p. Days Overdue

If the transaction is older than 30 days, 32 days for example, the days overdue shall display 2

q. Doc Type

When a transaction is assigned to an expense report, this field shall display "Expense Report"

r. ID

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When a transaction is assigned to an expense report, this field shall display the Expense Report ID.

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#### Step 5: Update the My Wallet Details

Click on the Expense Type to open the My Wallet Details Page.

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#### a. Details scroll



The specific procurement card transaction clicked from the my wallet page is displayed; however, each procurement card transaction can be displayed by scrolling to the next or previous transaction. This flexibility permits each transaction to be updated without returning to the my wallet page.

#### b. Expense Type

Each MCC (Merchant Category Code) defaults to an Expense type; however, this is a default only. The expense type can be changed if required. The expense type defaults the general ledger account on the expense report. Changing the expense type on the my wallet page may prevent the need to change the GL account on the expense report entry page.

#### c. Mark for Delete

Only Procurement Card Administrators shall be authorized to delete a procurement card transaction. This field shall be display only for all other users.

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#### d. Transaction Date

The procurement card transaction date.

e. Non Reimburseable

Not applicable to procurement card transactions.

f. Payment Type

All procurement card transactions are "Pre-paid" and this field can't be changed by any user.

g. Attachments See steps documented below.

h. Enhanced Data See steps documented below.

i. Cardmember number

Displays the cardmember's last 4 digits of the card number. It can't be changed by any user.

#### j. Merchant

This is the merchant name on the Visa transaction which is interfaced into PeopleSoft. It can't be changed by any user.

#### k. Transaction Amount

The total amount of the procurement card transaction.

1. Currency, Exchange Rate, Default Rate and Base Currency Amount

These fields are not applicable to USC procurement card transactions.

m. Description (Additional Details on my wallet page)

This field should be used for justification or additional instruction necessary to describe the procurement card transaction. This description will interface into the expense report. A description for each procurement card transaction is required; however, it may be entered on the expense report later.

n. Apply Use Tax

If Use Tax is applicable, check this box. This field is display only after the use tax entry has been posted to the general ledger. For additional information, see the Use tax section in the Expense Report Posting and Journal Generation procedure.

o. Office Location

Select the office location used to calculate the use tax. This field is required when the use tax checkbox is checked.

p. Receipt Details/Summary/Breakdown

This is not applicable to procurement card transactions.

q. Return to My Wallet

Click this link to return to the my wallet page.

r. Add Expense/Expense Type

Only procurement administrators shall be permitted to add manually entered my wallet transactions.

#### Step 6: Attach Receipts to a My Wallet Transaction

Receipts for each transaction is required; however, your department process may require all receipts to be scanned as one batch and attached to the expense report. If so, an individual receipt attached to the procurement card transaction is not required.

a. To add a receipt, click the attachment link

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d. Select the file and click "Open"

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f. Enter a description (optional), add additional attachments (optional), then click OK

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## h. On the my wallet page, the attachment logo changes after attachments have been added.

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#### Step 7: Viewing the Enhanced Data

#### a. Viewing Enhanced Data

Enhanced Data may be displayed for different Expense Types such as airfare (team card) or purchasing details. The information in the enhanced data is sent by the supplier to Visa when the purchase is made; some suppliers provide more information than others.

Click on the enhanced data link on either the "my wallet" page or the "my wallet" details

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#### b. Airfare (for Team Card)

If submitted by the airline, the enhanced data for airfare displayes summary information such as the passenger name and the itemized fare price. In addition, the destination and fare class is displayed in the detail section.

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#### c. Hotel

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If provided by the Hotel, the enhanced data displays an itemization of the each charge such as the room rate, number of nights and additional purchases such movie purchases.



### d. Car Rental

Car Rental information may display the daily rate, renter name and additional totals such as insurance and fuel.

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Aark for Delete		Date	Checkout Bate	11/18/2017		Class Code			
Ð		12/12/2017	Days Rented		~	Rental Number	D734000		Enhanced Data
0	-	12/12/2017	Weekly Rate	a	00	Return Location	VANCEIGNINSELL		Enhanced Deta
D	-	12/10/2017	Rental Totals						Enhanced Data
0	-	12/05/2017	Insurance	0	00	One Way Drop Off	0 00		Enhanced Data
0	-	12/05/2017	Telephone	0	00	Regular Mileage	0.00		Enhanced Data
65	-	11/22/2017	Late Return Auto Towing	0	00	Extra Mileage Fuel	0 00		Enhanced Data
0		11/18/2017				Taz	0 00		Enhanced Data
0	-	11/17/2017	Return						Enhanced Data
10	-	11/17/2017	Remain for the second second						Enhanced Data
		A CONTRACTOR OF					_	A.	

### e. Purchasing Details

lin.

The purchasing details displays the supplier name and MCC. Additional details break down the purchase by displaying the item information, qty and price.

Enhanced Data											
		Transaction Transaction A	n Date 11/22/2017	Expen	se Type Procus	ment Ca	d ES				100
Enh	nanced	Data	112.24		01110						
S	ummai	y Purchasing Da	ata								
		Supplier Supplie Supplier Posta	Name STAPLES #941 r State I Code 172010000 MCC 0511	Total Tax Pur	Amount 0.00 Tax Rate 0.000 chase ID	D					
D	Detail I	Puchasing Data									
	Purcha	sing Details									
1	Line	ttem Code	Item Description	Quantity	Price	UOM	Item Total	Product Code	Purchase ID	Tax Charged	
1	1	000327421	BROTHER PC301 FAX CARTRIDG	1 0000	22 9900		19 99	000327421			
2	2	000395509	FREE FLYER RECYCLE	1 0000	0.0000		0 00	000395509			
3	3	000395624	FREE FLYER SEPTEMBER	1 0000	0.0000		0.00	000395624			
4	4	000452559	STAPLES 25PK DISKS COLOR I	1 0000	19 9900		8 99	000452559			
5	5	000457447	BROTHER PPF775 PLAIN PAPER	1 0000	149 9900		99 99	000457447			
6	6	000139584	DENN HI-LITER FLUOR YEL DZ	1 0000	10 9200		5 69	000139584			
4											

### f. Shipping

Shipping information such as UPS and FedEx display the tracking number and description.

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Walle	et 2 NAve W	Mall	ot Receipte		-							
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arch	Clinten	it cu	Uala									Heip
	Enhand	ed D	Transaction Dat Transaction Amoun	e 09/28/2017 11 18 16	USD	Expense Expense Desci	e Type Procus nption FREIG	ement Card	ELIVERIES			
	Supp	lier C	Details									
toils ex to	1	Line	Tracking Number	Net Amount	Description		Pickup Date	Pe Customer Number	rsonalize   Find   Tax Amount	View All Discount Amount	First 🕸 1 of 1 🔮 UOM	9 Last
	1 1	1	00000015XA86367	18 16	SHIPPING	SERVICES	09/09/2017	00000015XA86367	0 00	0 00		
	Retu											
19			09/28/2017	DELIVERIES	-233 AND	UA.20000015	XA86367				8.	Enhanced Data
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		-	09/28/2017	FREIGHT EXP DELIVERIES	RESS AND	UPS*12F66F01	1399460787				J.	Enhanced Data
- 63		-	09/28/2017	FREIGHT EXP	CINA BESS	UPS-00000015	XA86367				1.	Enhanced Data

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