Agenda

• Overview
• PCard Basics
• PCard Processing & Timelines
• Workflow & Approvers
UF GO Timely Topics Series

Topics
• **Completed**: System Overview and User Types
• **Today**: PCard Transactions in an Expense Report
• Travel Report / General Reimbursements Report
• Booking Tool & Payment Options

Format
• 60 – 90 minute recorded sessions
• Present on each of the topics for 30 – 45 minutes
• Remaining time work through scenarios and answer questions
Project Goals

- **Redefine** the campus travel and reimbursement experience
- Seamless **PCard integration**
- **Streamline** and **simplify** processes
- **Elevate** **compliance**
- Increase transparency and **spend visibility**
- **Identify cost savings** opportunities
Our Commitment to You

- Comprehensive website
- Project newsletter
- Just-in-time training alongside system introduction
- User-friendly guides

https://cfo.ufl.edu/initiatives/uf-go/
Project Status

Status

• Final phase
  • Continue Timely Topics sessions
  • College / Department visits
  • Finalizing integration with myUFL

Goal

• Kick-off Pilot onboarding process
• Pilot and Go-live in Spring Semester 2023
Key Changes

Be on the lookout for key changes!

Highlight potential impacts to your unit’s Travel and PCard processes
PCARD BASICS
Primary User Modules*

REQUEST
Submit a Travel Request or request a cash advance

TRAVEL
Book travel on Concur platform, supported by World Travel Services

SUBMIT EXPENSES
Submit Travel, PCard, Employee Reimbursement expense report

*Also supports guest travel
PCard Non-Travel
How a PCard is used for non-travel transactions is not changing

- If an item can be purchased with a PCard today, it can be purchased when UF transitions to UF GO.
- If an item is not allowed to be purchased with a PCard today, it won’t be allowed when UF transitions to UF GO.
UF GO
PCard Definitions

**Available Expenses**: Section in UF GO that contains PCard charges not assigned to an expense report (i.e., a list of transactions to reconcile)

**Transaction Date**: The date a PCard charge was made and is the date used in UF GO

**Posted Date**: When a PCard charge posts to the bank (occasionally a day or two after the card is swiped)

**Expense Report**: Electronic form to process expenses. There are three main categories: Travel, PCard Only (Non-Travel), General Reimbursement (Non-Travel)

**Expense Type**: Category that describes your purchase, it replaces the use of an account code. For example, General Office Supplies = 732100 (account code)
PCard Charges in Travel Reports

- PCard charges for travel will be reconciled once the travel event is complete
- This means charges may be pending for months until the traveler returns

This will be covered in-depth in our next session!
## PCard: Current & Future State

<table>
<thead>
<tr>
<th>myUFL</th>
<th>UF GO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges are loaded individually</td>
<td>Charges are loaded individually</td>
</tr>
<tr>
<td>Reconcile per charge</td>
<td>Reconcile multiple charges in one expense report</td>
</tr>
<tr>
<td>Can reconcile for all assigned cardholders</td>
<td>Reconcile per user for whom you are a delegate</td>
</tr>
</tbody>
</table>
PCard Charges

Ursa User's PCard Charges

Musical Equipment

Computer Software

Membership & Dues
Current State
PCard Charges in myUFL

- A reconciler can search for charges by:
  - Cardholder’s UFID
PCard Charges in myUFL

- A reconciler can search for charges by:
  - Cardholder’s UFID
  - Leaving search fields blank and clicking “Search” to view all cardholders attached to a proxy
### Procurement Card Transactions

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Card Issuer</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>*Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>User, Ursa</td>
<td>MBNA</td>
<td>**************1212</td>
<td>06/21/2022</td>
<td>SORINEX EXERCISE EQUIPME</td>
<td>Staged</td>
<td>1,115.97</td>
<td>USD</td>
</tr>
<tr>
<td>Second, Sam</td>
<td>MBNA</td>
<td>**************3434</td>
<td>06/20/2022</td>
<td>FLORIDA AWARDS &amp; TROPHY C</td>
<td>Staged</td>
<td>255.00</td>
<td>USD</td>
</tr>
<tr>
<td>Ames, Amy</td>
<td>MBNA</td>
<td>**************5656</td>
<td>09/21/2022</td>
<td>COUNCIL ON UNDERGRADUATE</td>
<td>Staged</td>
<td>275.00</td>
<td>USD</td>
</tr>
</tbody>
</table>
Future State
Delegate in UF GO

Dan Delegate

User, Ursa
User ID: 11223344
Login ID: ursauser@ufl.edu
PCard charges will be processed by or while acting as a delegate for the cardholder.

Acting as User, Ursa
### PCard Charges in UF GO

**Acting as User, Ursa**

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Computer Software General</td>
<td>Microsoft</td>
<td>09/17/2022</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Membership &amp; Dues</td>
<td>FL. Federation of Music</td>
<td>09/26/2022</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Musical Equipment &lt; $5000</td>
<td>Sam Ash</td>
<td>09/23/2022</td>
<td>$1,800.00</td>
</tr>
</tbody>
</table>

**Total Charges:**

- $2,650.00
<table>
<thead>
<tr>
<th>Receipt</th>
<th>Payment Type</th>
<th>Expense Type</th>
<th>Vendor Details</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFLOR PCard</td>
<td>Computer Software General</td>
<td>Microsoft</td>
<td>09/17/2022</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Membership &amp; Dues</td>
<td>FL. Federation of Music</td>
<td>09/26/2022</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>UFLOR PCard</td>
<td>Musical Equipment &lt; $5000</td>
<td>Sam Ash</td>
<td>09/23/2022</td>
<td>$1,800.00</td>
<td></td>
</tr>
</tbody>
</table>
# PCard Expense Report Header

- **Report Type**: UFLOR PCard Only (Non-Travel)
- **Report Description**: PC - 09302022
- **Report Date**: 10/06/2022

**Business Unit**: (UFLOR) University of Florida

**Department**: (64101000) FA-CONTROLLE-ADMINISTRATION

**Fund**: (101) E&G-GEN REV - MAIN CAMPUS

**Program**: (6100) General Administration

**Budget Reference**: (CRRNT) CURRENT BUDGET

**Source of Funds**: Search by Code

**FLEX**: Search by Code

**CRIS Code**: Search by Code

**UFID**: Search by Code
Charges in a PCard Expense Report

- FL. Federation of Music: $250.00 (09/23/2022)
- Sam Ash: $600.00 (09/17/2022)
- FL. Federation of Music: $1,800.00 (09/26/2022)
- FL. Federation of Music: $2,650.00 (09/17/2022)
PCard Charges & Expense Types

• Expense Types are mapped to account codes in the General Ledger

• Charges may show up as “undefined” and should be set to the appropriate expense type

• System will learn the expense types of your charges
Account codes will no longer be entered for PCard charges; Expense Types will be selected instead

- A more intuitive classification system
- Consistent with travel and general reimbursement
- Allows for smart technology to help with data entry
### Charges in a PCard Expense Report

#### PC - 09302022 $2,650.00

Not Submitted

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Details</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/17/2022</td>
<td>Microsoft</td>
<td>$600.00</td>
</tr>
<tr>
<td>09/26/2022</td>
<td>FL. Federation of Music</td>
<td>$250.00</td>
</tr>
<tr>
<td>09/23/2022</td>
<td>Sam Ash</td>
<td>$1,800.00</td>
</tr>
</tbody>
</table>

Total: $2,650.00
Receipts in UF GO

- Pictures of PCard receipts taken via the in-app camera or emailed to receipts@expenseit.com will do its best to pre-populate:
  - Expense Type
  - Transaction Date
  - Vendor Name
  - Amount
- Available as soon as the receipt is uploaded
View Receipts & Charges

Users and delegates have the same view

<table>
<thead>
<tr>
<th>COMPANY NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF Policy Links for International Travel (click Read More for more details)</td>
</tr>
<tr>
<td>• UF Policy on Export Control</td>
</tr>
<tr>
<td>• UF Directives on International Travel</td>
</tr>
<tr>
<td>• Taking UF Assets Abroad</td>
</tr>
<tr>
<td>• UF Policy on Intellectual Property</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MY TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>00</strong> Required Approvals</td>
</tr>
<tr>
<td>Great! You currently have no approvals.</td>
</tr>
</tbody>
</table>
PCARD PROCESSING & TIMELINES
Current State
• Cardholder provides PCard backup information outside of myUFL
• Cardholder verifies PCard charges are appropriate
• PCard charges are reconciled one at a time
• All transactions can be verified and approved at any time within 15 days of the billing date

<table>
<thead>
<tr>
<th>Billing Date</th>
<th>Merchant</th>
<th>Description</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
<th>Trans Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/2022</td>
<td>EXPEDIA 72388523033205</td>
<td>TA12345, Flight for Alberta Gator</td>
<td>Verified</td>
<td>445.76</td>
<td>USD</td>
<td>09/13/2022</td>
</tr>
<tr>
<td>09/21/2022</td>
<td>SP BANTAM TOOLS</td>
<td>Desktop CNC milling machine &amp; va</td>
<td>Approved</td>
<td>4,667.54</td>
<td>USD</td>
<td>09/19/2022</td>
</tr>
<tr>
<td>09/23/2022</td>
<td>TEQUIPMENT</td>
<td>PCB soldering and testing tools</td>
<td>Verified</td>
<td>365.34</td>
<td>USD</td>
<td>09/20/2022</td>
</tr>
</tbody>
</table>
Locating Open Charges in myUFL

myUFL Query:
UF_PCard_Transaction_Search

Answers the questions:
“What charges are pending for my PCard holders?”
"Which charges are the highest priority?"
Processing PCards Charges in myUFL

Two-Week Period

Charges available to reconcile:

<table>
<thead>
<tr>
<th></th>
<th>Ursa's PCard</th>
<th>Sam's PCard</th>
<th>Amy's PCard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TXN 1</td>
<td>TXN 4</td>
<td>TXN 7</td>
</tr>
<tr>
<td></td>
<td>TXN 2</td>
<td>TXN 5</td>
<td>TXN 8</td>
</tr>
<tr>
<td></td>
<td>TXN 3</td>
<td>TXN 6</td>
<td>TXN 9</td>
</tr>
</tbody>
</table>
Routing for Approval in myUFL

Departments have their own process on how to notify approvers of charges ready to be approved.
Future State
UF GO Term!

Future State

- Approval Window
  - Charges should be approved within 15 days of the posted date

- Submission Guidelines
  - An expense report can be submitted every 7 days
  - UF’s recommendation is to submit every 14 days
Locating Open Charges in UF GO

- Working on a report with similar functionality as UF_PCard_Transaction_Search
- Contains unsubmitted expenses for PCard/Travel/Gen. Reimbursement
- Data will be a day delayed

<table>
<thead>
<tr>
<th>Row</th>
<th>Unit</th>
<th>ID</th>
<th>Name</th>
<th>Email ID</th>
<th>Tran Nbr</th>
<th>Dept</th>
<th>Posted</th>
<th>Bill Dt</th>
<th>Status</th>
<th>Merchant</th>
<th>Description</th>
<th>Tran Amt</th>
<th>AGE</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6401</td>
<td>21886460</td>
<td>Smith, John</td>
<td><a href="mailto:jsmith@ufl.edu">jsmith@ufl.edu</a></td>
<td>TXN054444255</td>
<td>64010010</td>
<td>09/16/2022</td>
<td>09/16/2022</td>
<td>Verified</td>
<td>Home Depot</td>
<td>Building supplies - plywood</td>
<td>600.00</td>
<td>10</td>
<td>2445398257207305329062</td>
</tr>
<tr>
<td>2</td>
<td>6401</td>
<td>40284104</td>
<td>Perez, Gina</td>
<td><a href="mailto:gperez@ufl.edu">gperez@ufl.edu</a></td>
<td>TXN054444301</td>
<td>64010010</td>
<td>09/15/2022</td>
<td>09/16/2022</td>
<td>Staged</td>
<td>HigherEdJobs.Com</td>
<td>Job announcement for AST PROF position</td>
<td>249.00</td>
<td>10</td>
<td>2445215257852757717418</td>
</tr>
<tr>
<td>3</td>
<td>6401</td>
<td>88411104</td>
<td>Lin, Suri</td>
<td><a href="mailto:slin@ufl.edu">slin@ufl.edu</a></td>
<td>TXN054444305</td>
<td>64010010</td>
<td>09/15/2022</td>
<td>09/16/2022</td>
<td>Verified</td>
<td>OMNI HOTELS</td>
<td>Lodging for BirdCon Conference 2022</td>
<td>499.00</td>
<td>10</td>
<td>2445215257852757715703</td>
</tr>
</tbody>
</table>
Locating Open Charges in UF GO

The goal for the new report is to answer questions such as:

- Which PCard holders have open charges within set parameters?
- How old are the charges for a specific PCard holder?
- What are the oldest (highest priority) transactions in your unit?
- Are all charges assigned to an expense report?
- Have allocations/chartfields been provided for the expenses in a report?
- Which reports are pending submission to the approval workflow?
Processing PCard Charges in UF GO

Two-Week Period

Day 1
PCard Charge
PCard Charge
Day 7
Can submit
PCard Non-Travel
Expense Report

Day 15
Recommended
timeframe

1 Expense Report for
multiple PCard
Transactions

Ursa User’s PCard charges available to process
PCard expense reports can be submitted every 7 days; best practice is to submit every 14 days.

- PCard charges can still be reconciled every day
Submitting for Approval

1. Delegates click the “Submit Report” button to trigger an overnight notification to the PCard holder.

2. PCard holder is notified of pending expense report waiting to be submitted.
Submitting for Approval

If a Delegate is preparing on behalf of a cardholder, upon clicking “Submit Report” the cardholder will receive an email prompting them to review and submit their report.

Cardholder is required to review and certify their expenses in order to submit their expense report.
## Types of System Emails

<table>
<thead>
<tr>
<th>Type</th>
<th>Subcategory</th>
<th>Purpose</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notifications</strong></td>
<td>Report Status</td>
<td>Provides status update on where my report is located</td>
<td>Users, Delegates*, Approvers</td>
</tr>
<tr>
<td></td>
<td>Available Transactions</td>
<td>Notify of new PCard charges</td>
<td>Users, Delegates*</td>
</tr>
<tr>
<td><strong>Reminders</strong></td>
<td>Compliance &amp; Controls</td>
<td>Remind users of pending reports, aging transactions, travel request/report aging, etc.</td>
<td>Users, Delegates*, Approvers</td>
</tr>
</tbody>
</table>

*Delegates must be set up to receive notifications and reminders*
Submitting for Approval

PCard holder must click “Accept & Continue”
Only the user (ex. Traveler/PCard holder) can submit their own request and/or expense report.

- Accountability is with the individual who incurred the expense.
- Replaces the need for physical signatures on expense reports and receipts.
UF GO APPROVAL WORKFLOW: PCARD EXPENSE REPORT
Submitting for Approval Recap

• Ursa, the cardholder, reviewed and certified her expenses.

• Expense report has been submitted into the workflow.

• The workflow depends on a segment of your Chartfield – Department ID.
Future State: PCard Reconciliation

In UF GO, there are two possible reconciliation options for PCard charges:

1. **User** → **Fin. Approver**

2. **Delegate** → **User** → **Fin. Approver**
Types of Users in Workflow

Delegate prepares (optional) the Expense Report

User can prepare and submit expense report

Financial Approver reviews and approves

This workflow applies to all Expense Reports Travel, PCard Only, and General Reimbursement
Financial Approvers

• Only one Financial Approver per department ID

• Concerns? We have solutions!
  • Overwhelming number of expense reports for each Financial Approver
  • Business continuity if Financial Approver is on extended leave
  • Cross-college split of expenses
Delegate Approver

• **Authority Level**
  - Same as approver
  - May be director, manager, vice-chair, shared service center

• **CAN**
  - Approve Travel Requests and expense reports for PCard, Travel, and General Reimbursement
  - Receive notification emails to approve requests/reports

• **MUST**
  - Complete approver training and be granted approver security role in myUFL
  - Be assigned to the approver by core office

• **CANNOT**
  - Assign themselves the role of delegate approver
Delegate Approver Models

- Financial Approvers can have multiple delegate approvers
- Can be set as temporary or permanent delegate approvers
- Core Office will assist in set-up
Current State
• **Felix** is the Finance Manager for Dept. A
  • Felix approves all travel and general reimbursements reports in myUFL
• **Doreen** is Dept. A’s accountant
• Doreen approves all PCard transactions

Future State
• **Felix** is the Financial Approver in UF GO
  • Felix will continue to approve only travel and general reimbursement reports
• **Doreen** is his Delegate Approver
  • Doreen will act as Felix to approve pending PCard reports in his approval queue
• The department agreed to start the name of each report with a “T” for travel, “P” for PCard, and “G” for general reimbursement to easily distinguish them in the approval queue
Department B

Current State
- **Robin** is the Finance Manager for Dept. B
- **Ana** approves travel and PCard transactions paid on grants
- **Daniel** approves travel and PCard transactions paid on state funds

Future State
- **Robin** is the Financial Approver listed in UF GO
- **Ana** and **Daniel** will be Robin’s Delegate Approvers and will continue to divide the workload according to funding source
- Ana and Daniel will act as Robin to approve pending reports in her approval queue
- The department agreed to start the name of each report with a “G” if grant funded and an “S” if state funded to easily distinguish them in the approval queue
**College C**

**Current State**
- College C has 30 unique Department IDs
- **Kelly** approves travel for all deptIDs for the college
- **Andy** approves PCard transactions for all deptIDs for the college
- **Michael** is the Finance Director for College C

**Future State**
- **Kelly** is the Financial Approver for DeptID 1-15
- **Andy** is the Financial Approver for DeptIDs 16-30
- The college decided that transactions over a certain monetary threshold will need to be reviewed by **Michael**
- Michael will need to be added as an ad-hoc approver to reports that exceed the threshold
Future State Approval Workflow

- **Delegate** prepares (optional) the Expense Report
- **User** can prepare and must submit expense report
- **Financial Approver** reviews and approves

This workflow applies to all Expense Reports, Travel, [PCard Only](#), and General Reimbursement.
Ad-Hoc Approvers

• This approver type is **added** to the pre-existing workflow, it does not replace an approver

• Once added, the ad-hoc approver must take action for the report to continue moving through workflow

• Often use for PI and Co-PI approval
Travel and PCard will have one Financial Approver for each Department ID

- Approvers can only take action for department IDs to which they are assigned
- Using the delegate approver function can help divide the workload
- Each department ID must have a primary and secondary approver (concept covered in Session 1; see recording on website)
YOUR UNIT
Key Changes

1. Multiple PCard transactions = One Expense Report
2. PCard charges will be processed by or while acting as a delegate for the cardholder
3. PCard expense reports can be submitted every 7 days, best practice is to submit every 14 days
4. Account codes will no longer be entered for PCard charges; Expense Types will be selected instead
5. Only the user (ex. Traveler/PCardholder) can submit their own request and/or expense report
6. Travel and PCard will have one Financial Approver for each Department ID
Helpful Topics to Consider

• What would you like to communicate to your PCard holders about UF GO?

• How would you like to structure your delegates to best serve your population considering how cardholders work within the system?

• Does the workload (travel and PCard) need to continue being separate? Or would it be helpful to integrate?
We hope you join us in our future sessions!

Questions?