

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM



Agenda

- Overview
- PCard Basics
- PCard Processing & Timelines
- Workflow & Approvers

UF GO Timely Topics Series

Topics

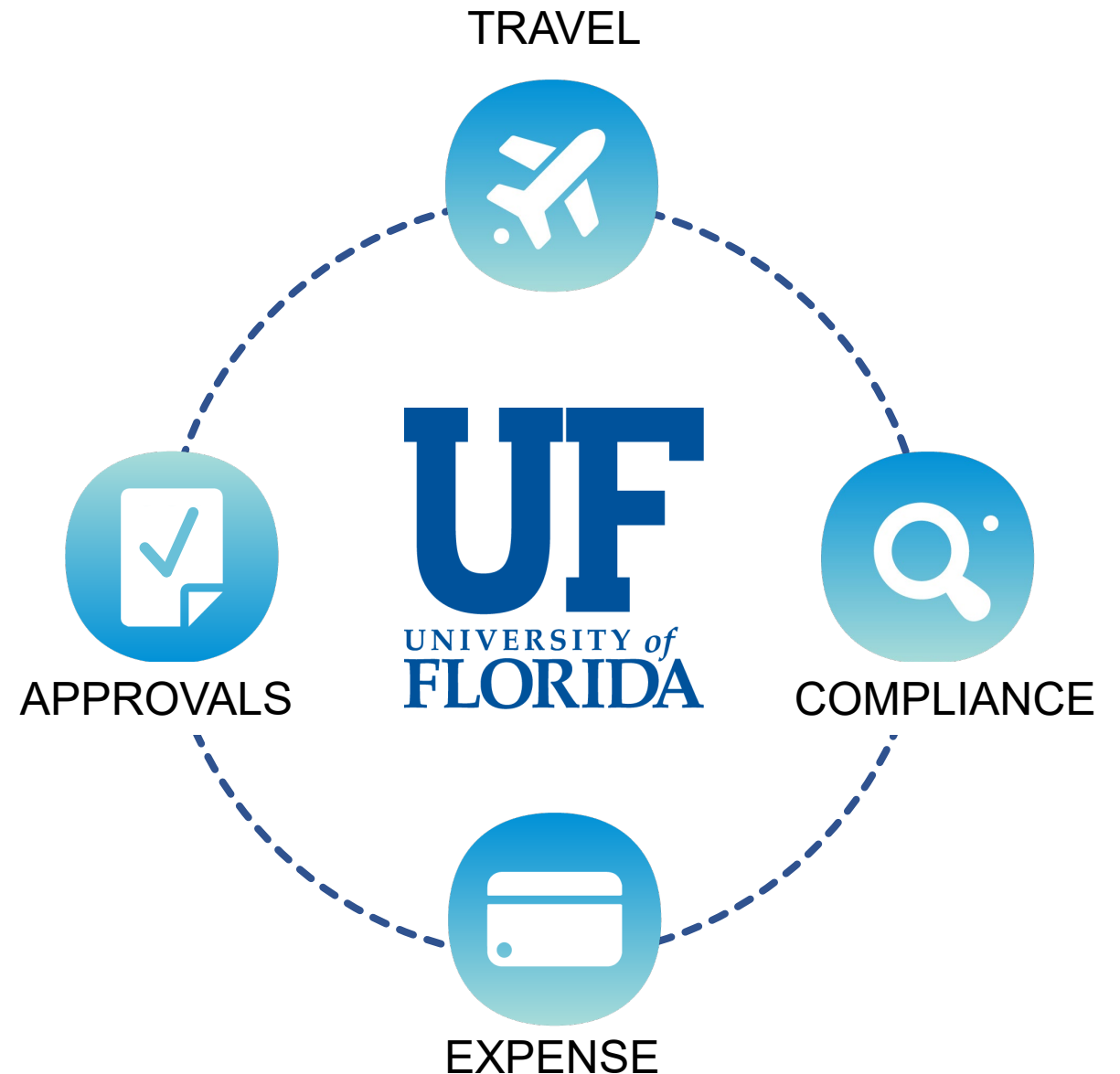
- **Completed:** System Overview and User Types
- **Today:** PCard Transactions in an Expense Report
- Travel Report / General Reimbursements Report
- Booking Tool & Payment Options

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

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TRAVEL & PCARD SYSTEM

<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

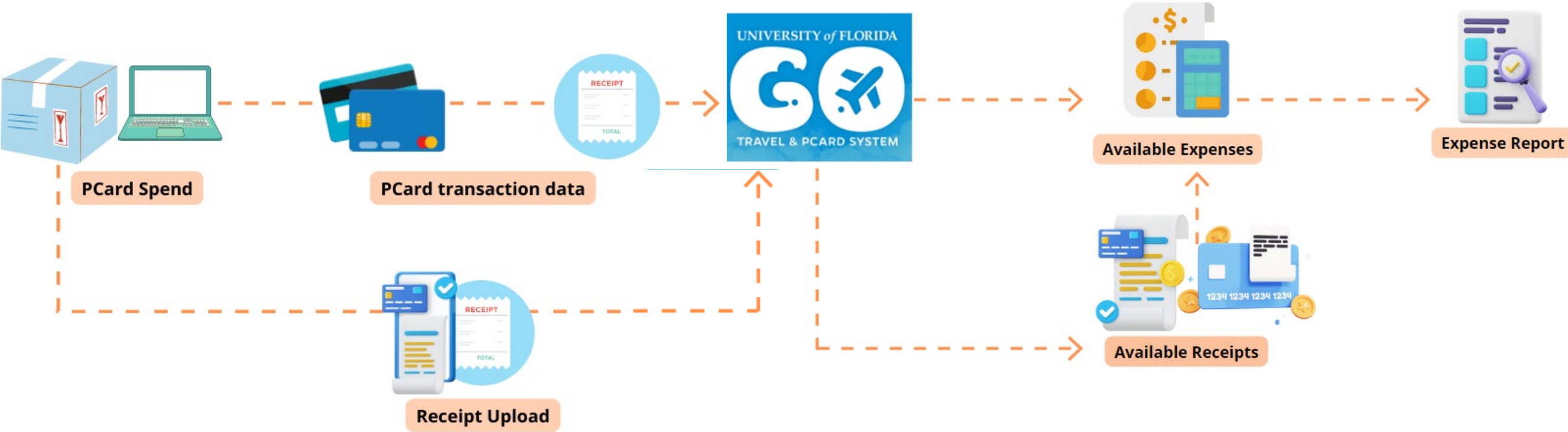


SUBMIT EXPENSES

Submit Travel, **P**Card,
Employee Reimbursement
expense report

**Also supports guest travel*

PCard Non-Travel



A person is holding a smartphone in their left hand and a PCard in their right hand. The background is blurred, showing what appears to be a retail or service counter.

PCard Directives & UF GO

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 a 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)

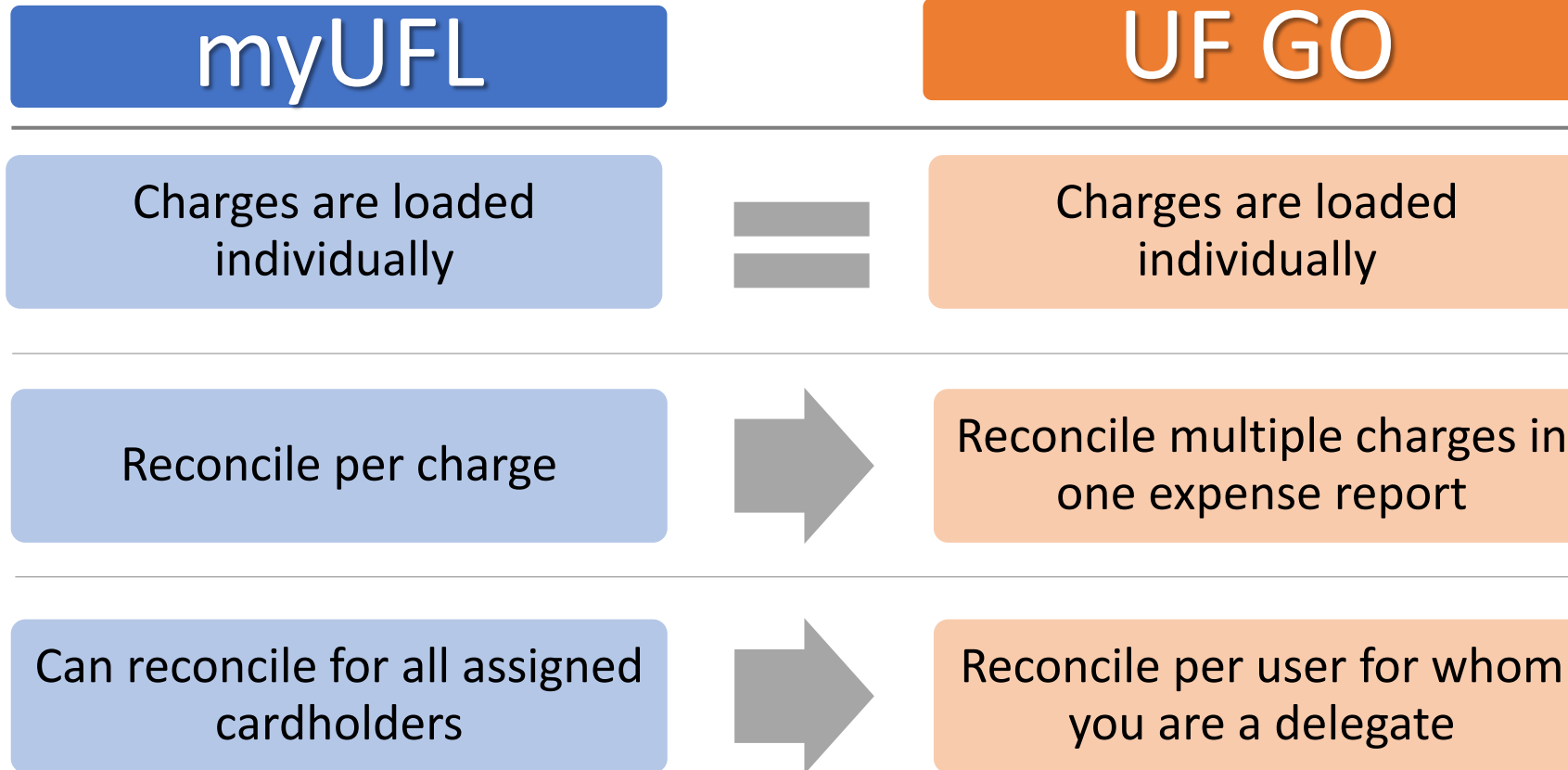
PCard Charges in Travel Reports

- 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



PCard Charges



**Ursa User's
PCard Charges**



Computer Software



Musical Equipment



Membership & Dues

Current State



PCard Charges in myUFL

- A reconciler can search for charges by:
 - Cardholder's UFID

Reconcile Statement Search

Role Name

Employee ID

Name

Card Issuer

Card Number

Transaction Number

Merchant

Sequence Number

Line Number

Billing Date

Statement Status

Budget Status

Chartfield Status

Transaction Date To

Charge Type

Posted Date To

Rows Per Page

Auto Save When Scrolling Through Chunks

Look Up Employee ID

Empl ID:

[Basic Lookup](#) [Help](#)

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

Reconcile Statement Search

Role Name	<input type="text"/>	▼
Employee ID	<input type="text"/>	🔍
Name	<input type="text"/>	🔍
Card Issuer	<input type="text"/>	▼
Card Number	<input type="text"/>	
Transaction Number	<input type="text"/>	
Merchant	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	<input type="text"/>	🔍 To <input type="text"/>
Statement Status	<input type="text"/>	▼
Budget Status	<input type="text"/>	▼
Chartfield Status	<input type="text"/>	▼
Transaction Date	<input type="text"/>	📅 To <input type="text"/>
Charge Type	<input type="text"/>	▼
Posted Date	<input type="text"/>	📅 To <input type="text"/>
Rows Per Page	<input type="text" value="50"/>	
<input type="checkbox"/> Auto Save When Scrolling Through Chunks		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>

Procurement Card Charges

UF Reconcile Statement x +

my.ufl.edu/psp/ps/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB.GBL?cmd=uninav&Rnode=ERP&uninavpath=Root%7bPORTAL_ROOT_OBJECT%7d.NO_CRUMB%7bPTUN_11453933000069066%2cPORTAL_ROOT_OBJECT%7d.Recon...

Reconcile Statement Reconcile Statement

New Window

Reconcile Statement

Procurement Card Transactions

Refresh OnBase Indicators

1 of 3

Bank Statement

Transaction Billing

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		
1	<input checked="" type="checkbox"/>	User,Ursa	MBNA	*****1212	09/21/2022	SORINEX EXERCISE EQUIPME	Staged	1,115.97	USD		
2	<input type="checkbox"/>	Second,Sam	MBNA	*****3434	09/20/2022	FLORIDA AWARDS & TROPHY C	Staged	255.00	USD		
3	<input type="checkbox"/>	Ames,Amy	MBNA	*****5656	09/21/2022	COUNCIL ON UNDERGRADUATE	Staged	275.00	USD		

Select All Clear All

Stage

Verify

Approve

Search Purchase Details

Split Line

Distribution Template

Save Notify Refresh





Future State

Delegate in UF GO





Dan Delegate

Profile 


 **Dan Delegate**

[Profile Settings](#) | [Sign Out](#)

 **Acting as other user** 

Act on behalf of another user

Act as user in assigned group (Proxy)

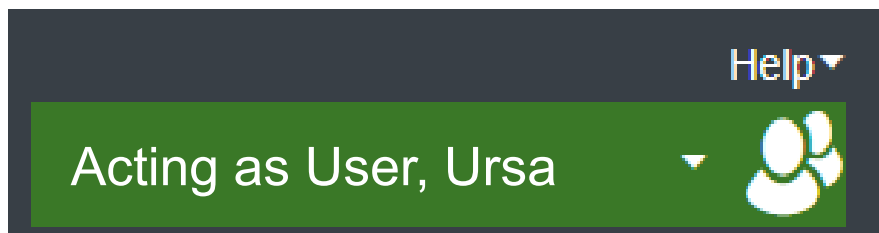
user 


User, Ursa
User ID: 11223344
Login ID: ursouser@ufl.edu

Key Changes

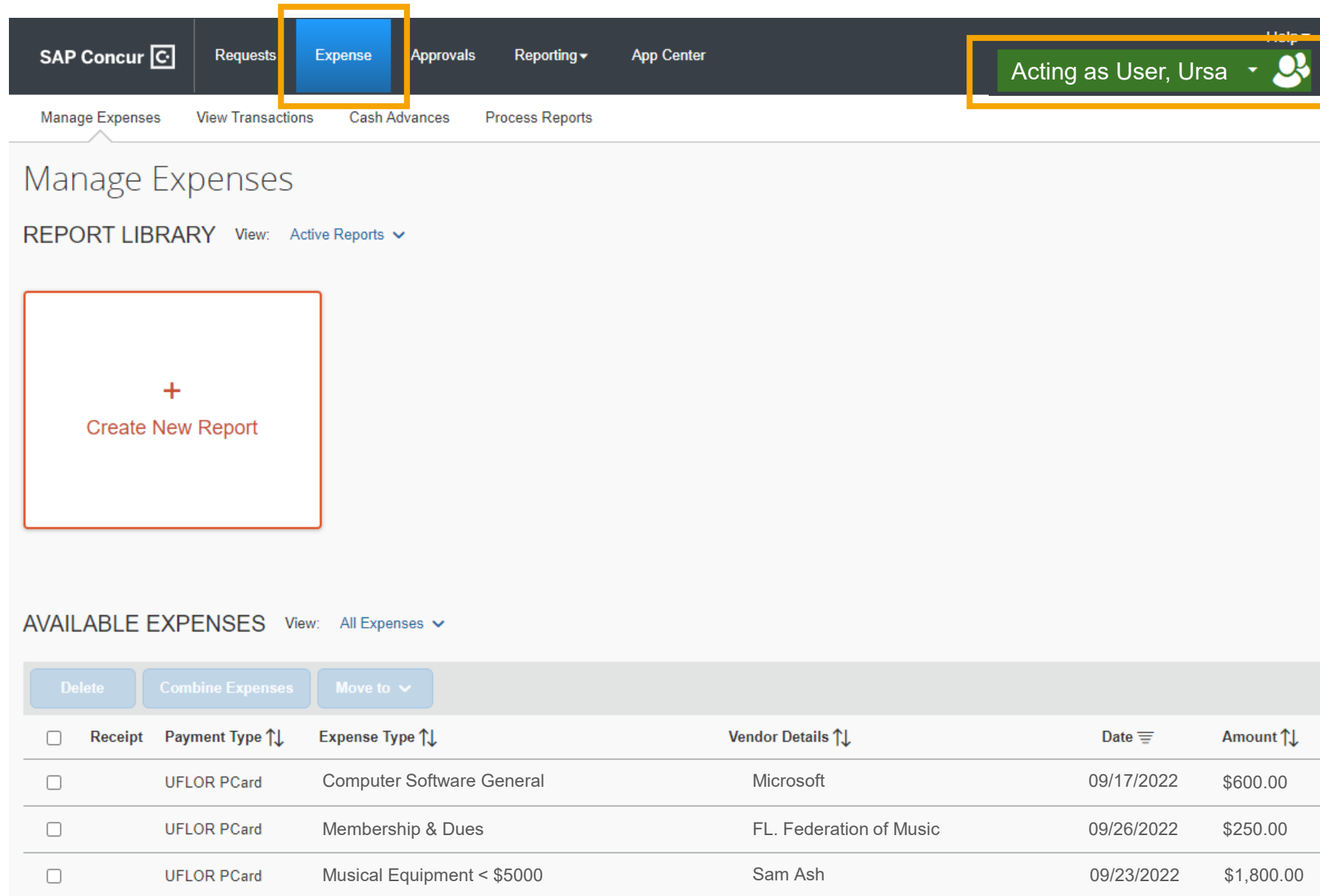


PCard charges will be processed by or while acting as a delegate for the cardholder






PCard Charges in UF GO





The screenshot shows the SAP Concur Expense interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted with a blue box), 'Approvals', 'Reporting', and 'App Center'. A user profile dropdown in the top right shows 'Acting as User, Ursa'. Below the navigation bar are links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area is titled 'Manage Expenses' and contains a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A red-bordered box highlights a '+ Create New Report' button. Below this is an 'AVAILABLE EXPENSES' section with a 'View: All Expenses' dropdown and buttons for 'Delete', 'Combine Expenses', and 'Move to'. A table lists three expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount.

<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓
<input type="checkbox"/>		UFLOR PCard	Computer Software General	Microsoft	09/17/2022	\$600.00
<input type="checkbox"/>		UFLOR PCard	Membership & Dues	FL. Federation of Music	09/26/2022	\$250.00
<input type="checkbox"/>		UFLOR PCard	Musical Equipment < \$5000	Sam Ash	09/23/2022	\$1,800.00



PCard Charges in UF GO

SAP Concur  Requests **Expense** Approvals Reporting App Center Help

Acting as User, Ursa 

Manage Expenses View Transactions Cash Advances Process Reports

Manage Expenses

REPORT LIBRARY View: Active Reports

+
Create New Report

UF GO Term!

AVAILABLE EXPENSES

UF GO Term!

Delete Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓
<input type="checkbox"/>		UFLOR PCard	Computer Software General	Microsoft	09/17/2022	\$600.00
<input type="checkbox"/>		UFLOR PCard	Membership & Dues	FL. Federation of Music	09/26/2022	\$250.00
<input type="checkbox"/>		UFLOR PCard	Musical Equipment < \$5000	Sam Ash	09/23/2022	\$1,800.00

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-CONTROLLER-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

UFID

Search by Code

Project ID-Activity ID-PCBU

Search by Code


CRIS Code


Search by Code


Cancel


Create Report

Charges in a PCard Expense Report

SAP Concur  Requests Expense Approvals Reporting App Center Help

Acting as User, Ursa 

Manage Expenses View Transactions Cash Advances Process Reports 

PC - 09302022  Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts


Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Comments Receipt Payment Type Expense Type Vendor Details Date Requested

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

Undefined \$42.63  Cancel Save Expense

06/01/2022 | Florida Highway Tolls | Corporate Card Hide Receipt

Details **Itemizations**

 Allocate **UF GO Term!** * Required field

Expense Type *

Undefined

- Air Travel
- Airfare
- Chartered Aircraft
- UFFND Air Card charges only
- Books & Publications

Amount: 42.63 Currency: US, Dollar

Receipt Status *
No Receipt

Comment

Save Expense Cancel

Upload Receipt Image

Key Changes



**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 

[Copy Report](#) [Submit Report](#)

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) View: [Standard](#)

<input type="checkbox"/>	Comments \updownarrow	Receipt \updownarrow	Payment Type \updownarrow	Expense Type \updownarrow	Vendor Details \updownarrow	Date \equiv	Requested \updownarrow
<input type="checkbox"/>			UFLOR PCard	Computer Software General	Microsoft	09/17/2022	\$600.00
<input type="checkbox"/>			UFLOR PCard	Memberships & Dues Attendees (1)	FL. Federation of Music	09/26/2022	\$250.00
<input type="checkbox"/>			UFLOR PCard	Musical Equipment <\$5000	Sam Ash	09/23/2022	\$1,800.00
							\$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

The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and menu items: Requests, Expense, Approvals, Reporting, and App Center. On the right side of the navigation bar, there are links for Administration, Help, and a user profile icon.

Below the navigation bar is a dashboard area with several statistics:

- UF** (University of Florida logo)
- +** New
- 00** Required Approvals
- 04** Authorization Requests
- 100** Available Expenses
- 05** Open Reports
- 03** Cash Advances

Below the dashboard is a section titled "COMPANY NOTES" with the following content:

UF Policy Links for International Travel (click Read More for more details)

- UF Policy on Export Control
- UF Directives on International Travel
- Taking UF Assets Abroad
- UF Policy on Intellectual Property

Below the company notes is a section titled "MY TASKS" with three task cards:

- 00** Required Approvals →
Great! You currently have no approvals.
- 99+** Available Expenses →
 - 06/04 Car and Truck Dealers (New and U) \$163.00
 - 06/04 Grocery Stores \$376.06
 - 06/04 Car and Truck Dealers (New and U) (\$163.00)
 - 06/04 Chiropractors \$142.41
 - 06/03 Non-durable Goods, Not Elsewhere (\$465.78)
- 05** Open Reports →
 - 09/26 092422 - UFFND - TEST \$980.00
 - 09/26 092422 - Image Testing \$2,700.00
 - 09/26 9/23 ITR IMAGE \$3,100.00
 - 09/26 9/26 ITR IMAGE \$3,100.00
 - 09/19 PC - Test from 6/1/22 - 6/15/22 (\$1,178.80)

PCARD PROCESSING & TIMELINES

Current State



myUFL 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

Bank Statement

		Billing Date	Merchant	Description	*Status	Transaction Amount	Currency				Trans Date
1	<input checked="" type="checkbox"/>	09/15/2022	EXPEDIA 72388523033205	TA12345; Flight for Alberta Gator	Verified	445.76	USD				09/13/2022
2	<input type="checkbox"/>	09/21/2022	SP BANTAM TOOLS	Desktop CNC milling machine & va	Approved	4,667.54	USD				09/19/2022
3	<input type="checkbox"/>	09/23/2022	TEQUIPMENT	PCB soldering and testing tools	Verified	365.34	USD				09/20/2022

Select All

Clear All

Stage

Verify

Approve

Search

Purchase Details

Split Line

Distribution Template

Save

Notify

Refresh

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?"

UF_PCARD_TRANSACTION_SEARCH - Runs on proxy id

Proxy ID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

[View All](#)

First 1-9 of 9 Last

Row	Unit	ID	Name	Email ID	Tran Nbr	Dept	Posted	Bill Dt	Status	Merchant	Descript	Tran Amt	AGE	Reference
1	6401	21886460	Smith, John	jsmith@ufl.edu	TXN05444255	64010010	09/15/2022	09/16/2022	Verified	Home Depot	Building supplies - plywood	600.000	10	24493982257207309329062
2	6401	40284104	Perez, Gina	gperez@ufl.edu	TXN05444301	64010010	09/15/2022	09/16/2022	Staged	HigherEdJobs.Com	Job announcement for AST PROF position	249.000	10	24492152257852577517418
3	6401	88414104	Lin, Suri	slin@ufl.edu	TXN05444309	64010010	09/15/2022	09/16/2022	Verified	OMNI HOTELS	Lodging for BirdCon Conference 2022	499.000	10	24492152257852577157603

Processing PCards Charges in myUFL

Two-Week Period

Charges available to reconcile:

Ursa's PCard

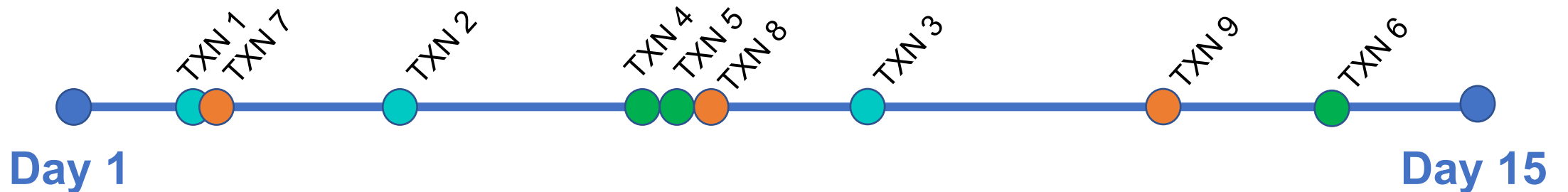
- TXN 1
- TXN 2
- TXN 3

Sam's PCard

- TXN 4
- TXN 5
- TXN 6

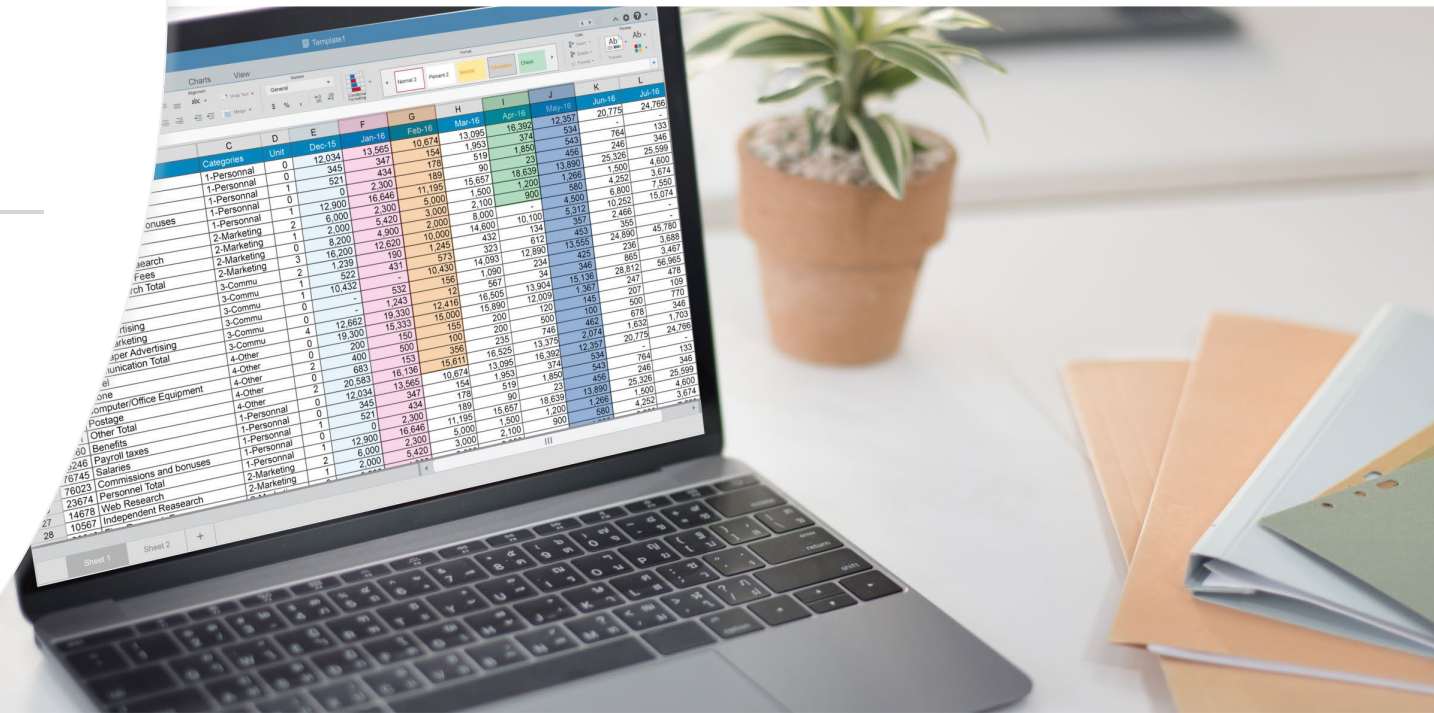
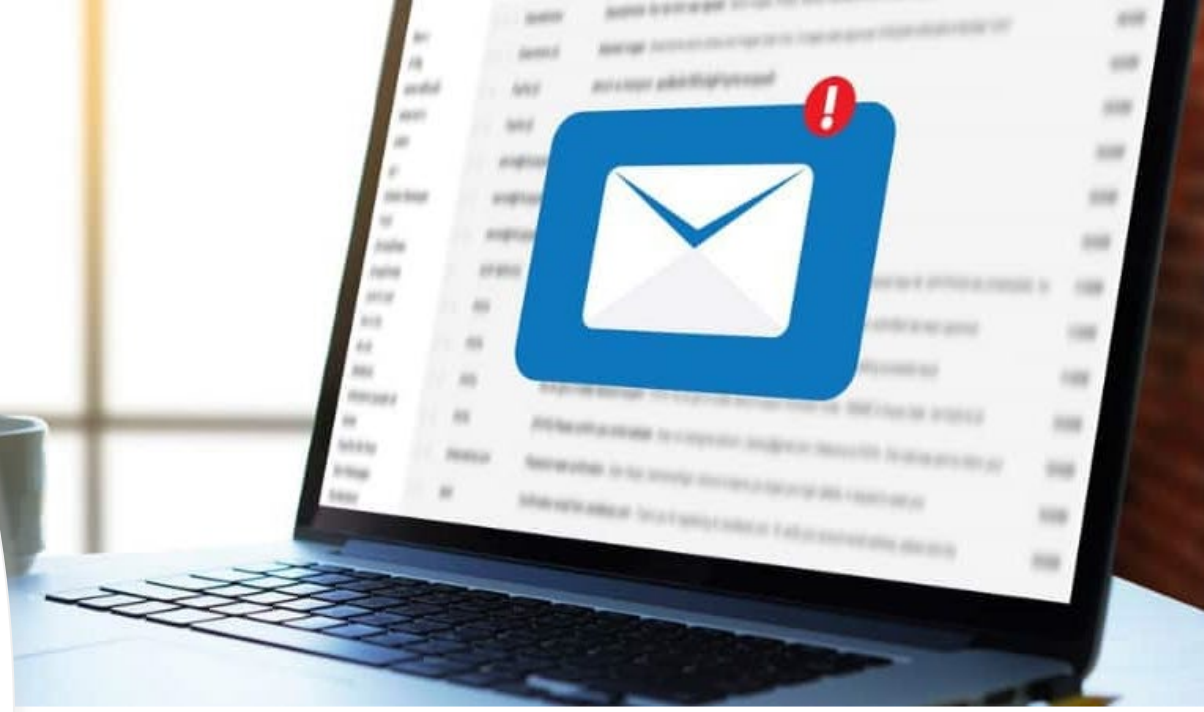
Amy's PCard

- TXN 7
- TXN 8
- TXN 9



Routing for Approval in myUFL

Departments have their own process on how to notify approvers of charges ready to be approved





Future State



+
New

00
Required Approvals

UF GO Future State

UF GO Term!

- **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

COMPANY NOTES

UF Policy Links for International Travel (click Read More for more details)

- UF Policy on Export Control
- UF Directives on International Travel
- Taking UF Assets Abroad
- UF Policy on Intellectual Property

MY TASKS

00

Required Approvals



Great! You currently have no approvals.



99+

Available Expenses

06/04 Car and Truck Dealers (New and U
\$163.00

06/04 Grocery Stores
\$376.06

06/04 Car and Truck Dealers (New and U
(\$163.00)

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

UF_PCARD_TRANSACTION_SEARCH - Runs on proxy id

Proxy ID:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

[View All](#)

First 1-9 of 9 Last

Row	Unit	ID	Name	Email ID	Tran Nbr	Dept	Posted	Bill Dt	Status	Merchant	Descript	Tran Amt	AGE	Reference
1	6401	21886460	Smith, John	jsmith@ufl.edu	TXN05444255	64010010	09/15/2022	09/16/2022	Verified	Home Depot	Building supplies - plywood	600.000	10	24493982257207309329062
2	6401	40284104	Perez, Gina	gperez@ufl.edu	TXN05444301	64010010	09/15/2022	09/16/2022	Staged	HigherEdJobs.Com	Job announcement for AST PROF position	249.000	10	24492152257852577517418
3	6401	88414104	Lin, Suri	slin@ufl.edu	TXN05444309	64010010	09/15/2022	09/16/2022	Verified	OMNI HOTELS	Lodging for BirdCon Conference 2022	499.000	10	24492152257852577157603

Locating Open Charges in UF GO



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

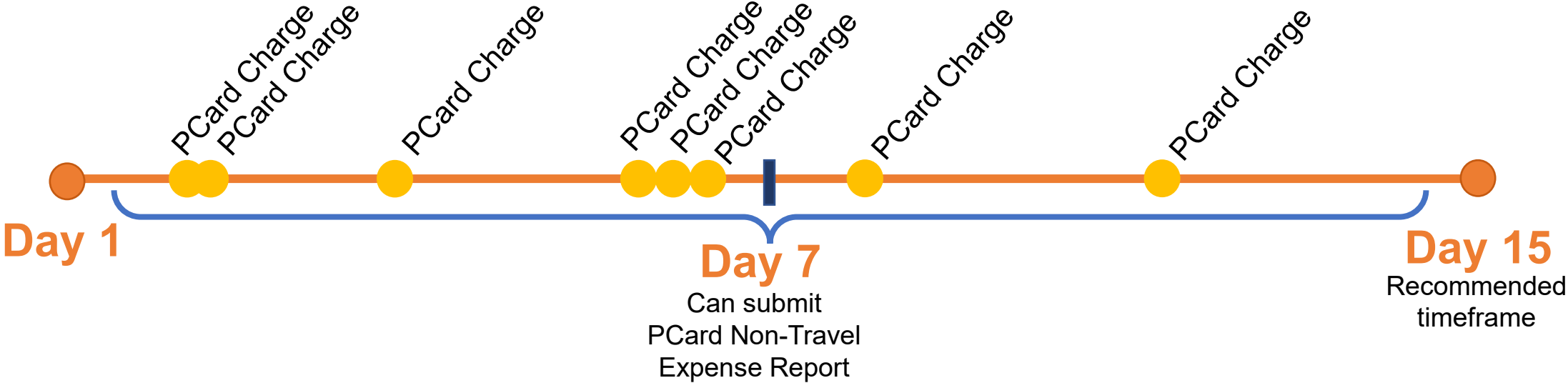
- Which PCard holders have open charges within set parameters?
- How old are the charges for a specific PCard holder?
- What are the oldest (highest priority) transactions in your unit?
- Are all charges assigned to an expense report?
- Have allocations/chartfields been provided for the expenses in a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

Processing PCard Charges in UF GO

Two-Week Period



Ursa User's PCard charges available to process



1 Expense Report for multiple PCard Transactions

Key Changes



**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



Delegate

**Prepare
(optional)**

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

Submit Report

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

Submitting for Approval



Delegate

Notification



**Ursa User
PCard Holder**

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



User



Delegate



Financial Approver

Type	Subcategory	Purpose	Audience
Notifications	Report Status	Provides status update on where my report is located	Users Delegates* Approvers
	Available Transactions	Notify of new PCard charges	Users Delegates*
Reminders	Compliance & Controls	Remind users of pending reports, aging transactions, travel request/report aging, etc.	Users Delegates* Approvers

*Delegates must be set up to receive notifications and reminders

Submitting for Approval

**PCard holder must click
“Accept & Continue”**

User Expense Report Electronic Agreement ✕

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

Cash Advance Request (When Applicable)

I agree to be personally accountable to the University of Florida for the appropriate use and disposition of these funds, including safeguarding against loss, theft, or unauthorized use.

As the recipient of the cash advance, I am responsible in complying with all applicable rules, regulations, and policies, including reconciling advanced funds with appropriate documentation and receipts within the required time frames. It is

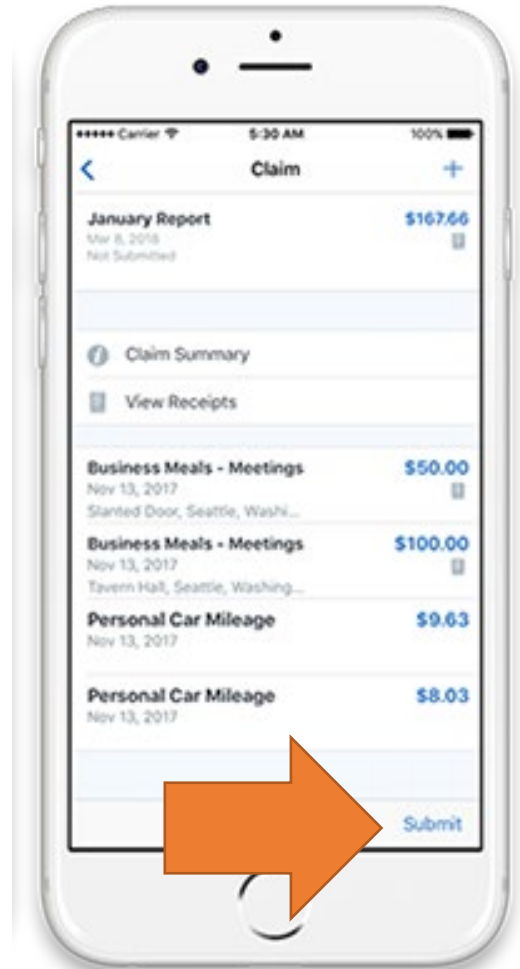
Cancel **Accept & Continue**

Key Changes



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

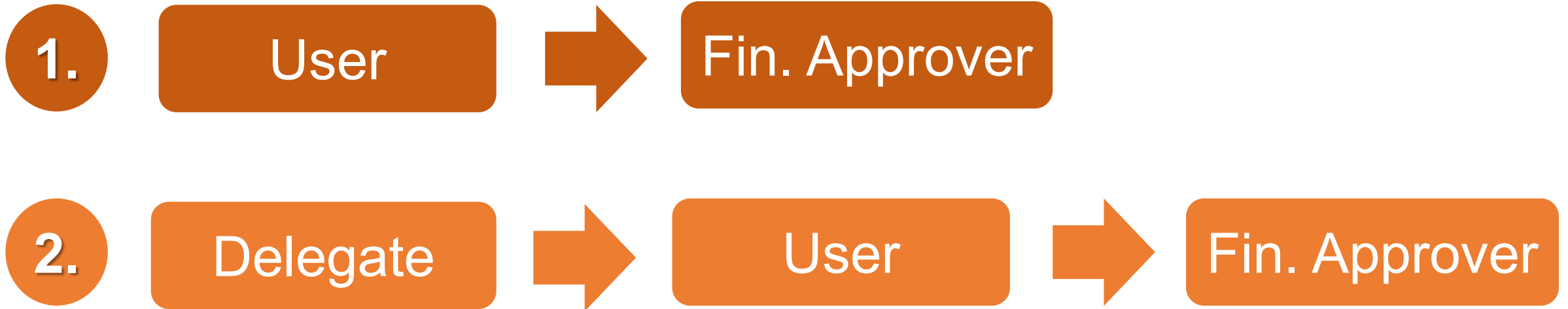


Ursa User
PCard Holder

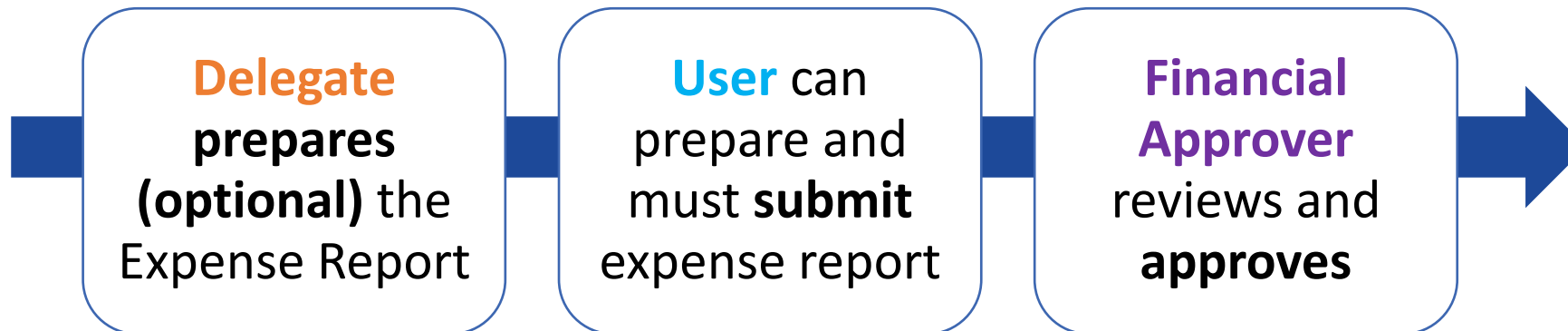
- Ursa, the cardholder, reviewed and certified her expenses.
- Expense report has been submitted into the workflow.
- The workflow depends on a segment of your Chartfield – Department ID.

Future State: PCard Reconciliation

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



Types of Users in Workflow



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



Financial Approver

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



Financial Approver



Delegate Approver

- **MUST**

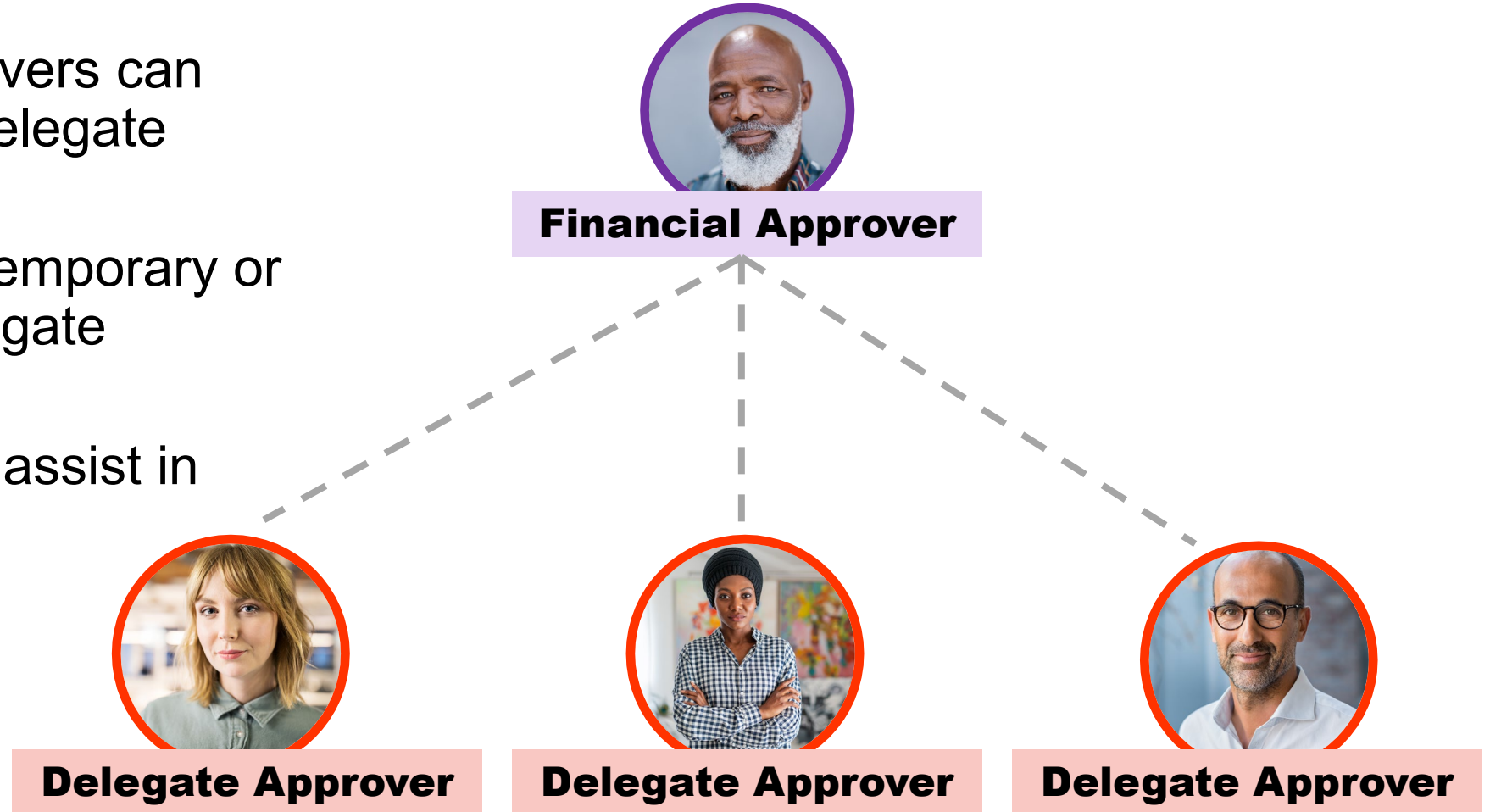
- Complete approver training and be granted approver security role in myUFL
- Be assigned to the approver by core office

- **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



Department A

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



Financial Approver



Delegate Approver

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



Financial Approver

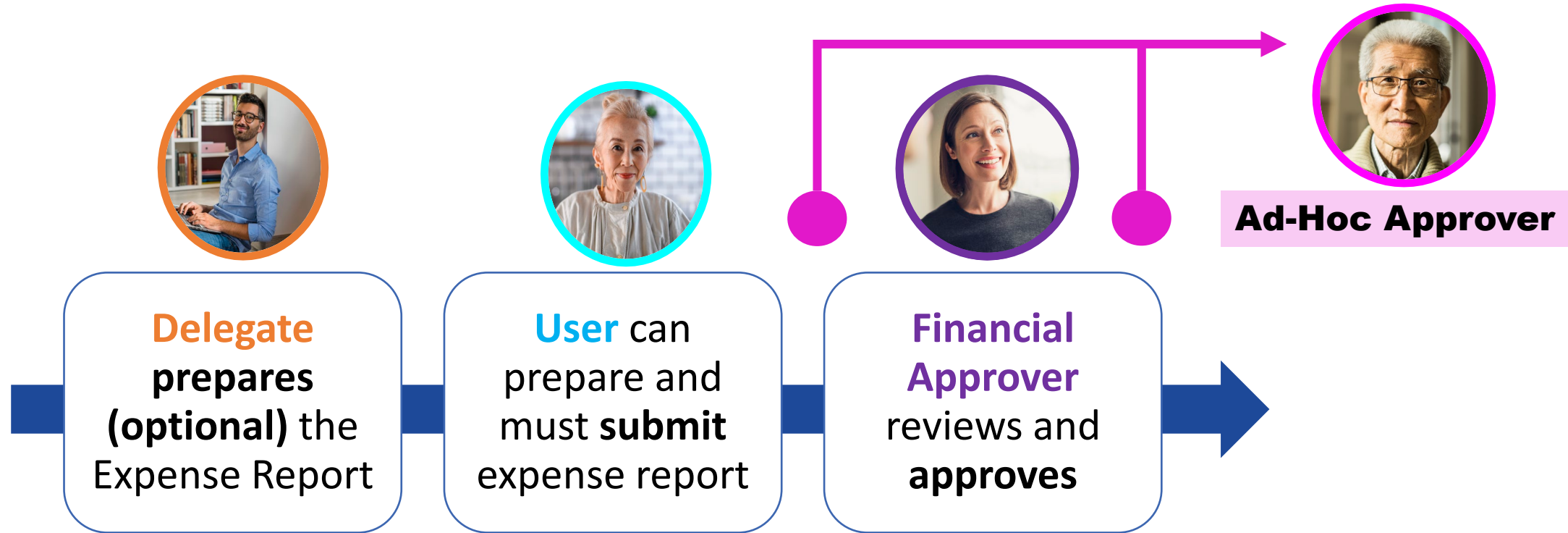


Ad-Hoc Approver

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

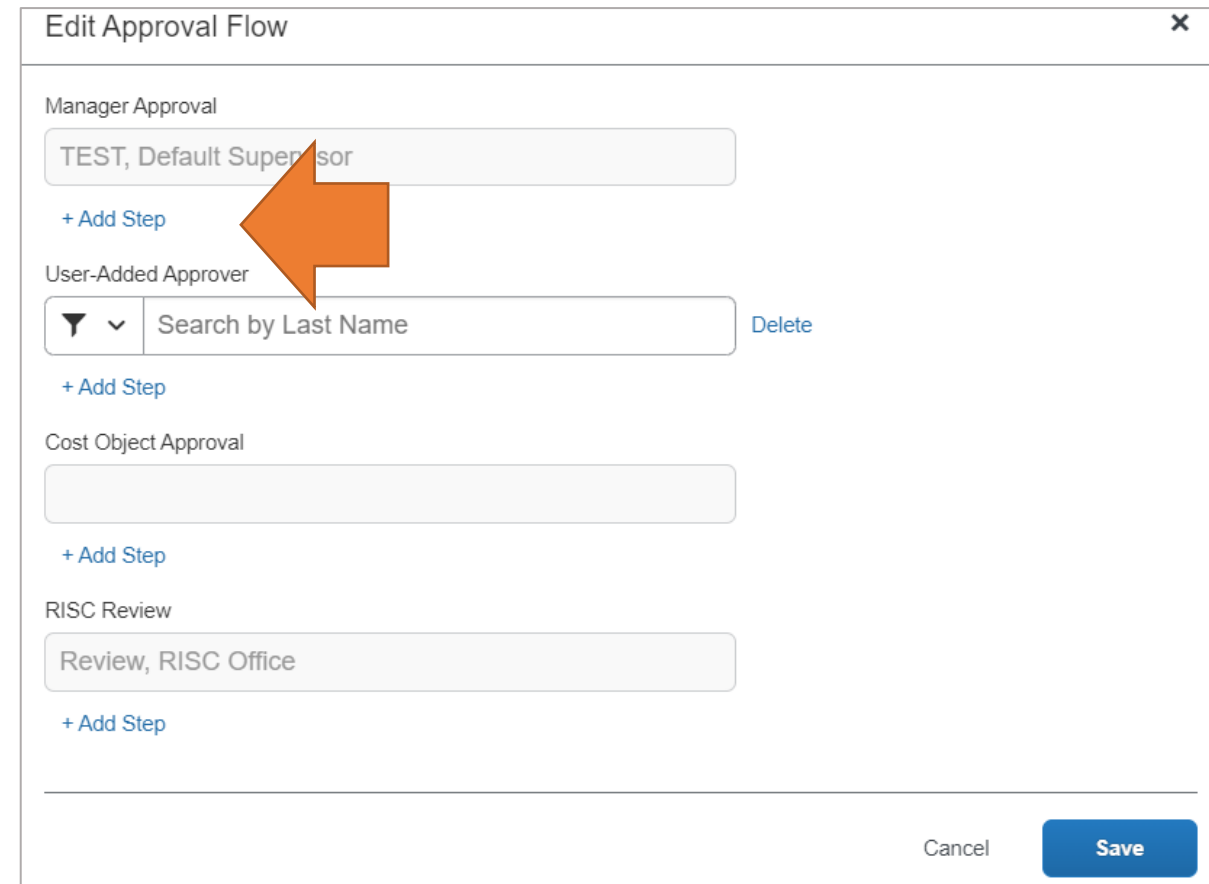
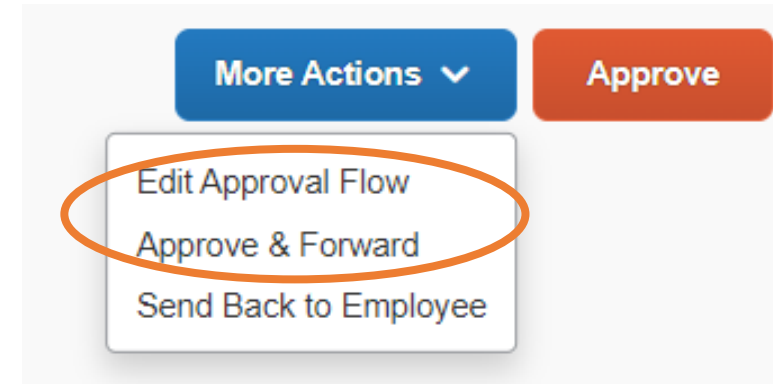
Future State Approval Workflow



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

A screenshot of the 'Edit Approval Flow' dialog box. The dialog has a title bar with 'Edit Approval Flow' and a close button. It contains four sections for adding approvers: 1. 'Manager Approval' with a text field containing 'TEST, Default Supervisor' and a '+ Add Step' button. 2. 'User-Added Approver' with a search dropdown set to 'Search by Last Name' and a 'Delete' button. 3. 'Cost Object Approval' with an empty text field and a '+ Add Step' button. 4. 'RISC Review' with a text field containing 'Review, RISC Office' and a '+ Add Step' button. An orange arrow points from the 'User-Added Approver' section towards the left. At the bottom right, there are 'Cancel' and 'Save' buttons.

Key Changes



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



**How will
these
changes
impact your
current
processes?**

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?