



Kuali Procurement Card eStatements Process KFS Survey Feedback Updates

Lila Mauro

Assistant Vice President, USC Business Services

Mary Wilson

USC Corporate Card Program Administrator



USC Agenda



- Recent updates to P-Card module in KFS
- Acknowledge KFS survey feedback issues
- Anticipated program changes



USC Updates



- All cardholders are reconciling eStatements in Quali Financial System (KFS)
 - Feedback indicates process is viewed favorably by academic and administrative units
- New enhancements to KFS:
 - Proxy and business office reviewer roles added to eStatement reconciliation process
 - Quarterly approver report sent to SBOs
 - Account level security applied to KFS
 - Administrators with university account access can view eStatements
 - Overdue statement email notifications sent to cardholders, supervisors, SBOs, auditors, etc.
- New web-based online reconciliation tutorial



USC Survey Feedback



- Need additional training sessions and improved documentation
- Want simpler procedure to change default approver in workflow routing process
- Need documentation and training for approvers
- Improve receipt attachment process
 - Provide best practices for collection, naming conventions, etc.
- Evaluate limitations of currently basing reallocation process on program code access



USC Anticipated Program Changes



- Convert corporate card program to VISA provider to resolve acceptability issues
- SciQuest implementation will expedite low dollar value procurement process
- Accounts Payable will update sales tax accrual process



USC Questions?



- **Web site:**
 - www.usc.edu/purchasing/corpcard
 - www.usc.edu/kuali
- **Corporate Card Program Administrator:**
 - Mary Wilson: mewilson@usc.edu
- **Comptroller's Office:**
 - Catherine Maddaford: maddafor@usc.edu
- **Accounts Payable:**
 - Lynn Corner: corner@usc.edu
- **ITS (Technical Support):**
 - Extension 05555