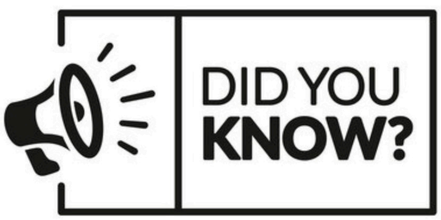
UNIVERSITY OF
South Carolina

Office of the Controller

September 2024 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.



Each year our Accounts Payable Team processes an average of **91,000 vouchers** which include approximately **38,000** Payment Requests, **10,000** AP Uploads, and **35,000** PO Invoices.

Meet the Accounts Payable Team

- Kathleen Spencer - AP Manager
- Angie Keith - AP Assistant Manager
- Sushilla Alfred - AP Accounting Specialist
- Sherri Cushman - AP Accounting Specialist
- Charles Jackson - AP Accounting Specialist
- Lisa Ramos - AP Accounting Specialist
- Lindsay Sproul - AP Accounting Specialist
- D'Azia Eichelberger - AP Accounting Specialist

Important tips from our Accounts Payable Team

1. If an invoice does not have an invoice number, use the last name or supplier name and date of the invoice as the invoice number: SMITH08202024 – please do not use N/A as an invoice number
2. Limit one invoice and invoice number per payment request. The invoice number is used by the system to help prevent duplicate payments and for research.
3. Be sure to attach a personal consumption (food approval) memorandum if required by the matrix. Also, be sure to keep your departmental personal consumption (food approval) memorandum signatures current.
4. Plan Ahead! The accounts payable department has 10 business days to approve requests once the request is in our queue. Although we strive to approve requests before this time frame do keep in mind that the request must work through the entire approval workflow before it is available for accounts payable to approve.
5. To assist with the review process, use the comments box on the payment request to provide comments to clarify all submissions.
6. When requesting to have a check held for pick up, include the name and contact information of the person who will be picking up the check in the comments section of the payment request.
7. Items that relate to food must include an attendee list if there are 25 attendees or less. If there are more than 25 attendees, the department must keep the list on file.
8. Functions and tickets also require an attendee list if 25 attendees or less. If there are more than 25 attendees, then a list should be kept on file with the department.

If you have any questions regarding the above information, please reach out to our reach out to Accounts Payable team at AP@mailbox.sc.edu

Accounts Payable Webpage

Get to know the Accounts Payable Section of the Controller's webpage. There is a lot of useful information and tips available.

Payment Request Matrix

Use the Payment Request Matrix to ensure a smooth approval process.

Accounts Payable Training

Visit our Business Manager Resource page to view AP Upload, Employee Reimbursement, and Payment request training resources.

Processing a Journal Voucher (JV) in Peoplesoft Finance
Here is a quick guide to get you started on processing a journal voucher.

Navigation: Main Menu > USC Finance eForms > Journal Voucher eForm

- Select the **Add Journal Voucher** tab on the left.
- Enter the 8-digit Voucher Number that is being corrected and select the **Search** button. The voucher number can be found in the Reference field of AP journal entries (APxxxxxxxx).
- This will bring you to the new JV screen which contains six sections that need to be reviewed/completed before transaction can be submitted:
    1. Transaction Information: contains the Supplier ID number, original voucher number, new JV invoice number (auto created as the original voucher number followed by the letters JV), the name of the person creating the JV, and the date of the JV. The only information that can be changed in this section is the date. Adjust the date as needed to be sure the item is in a current open period.
    2. Current Distribution: contains the accounting information from the original voucher. Use the “Yes/No” sliders at the far right on each line to determine which items you will be correcting. As a slider is moved to “Yes” the system will automatically copy that chartfield string to the next section with the amount reversed.
    3. New Distribution: contains the accounting information for the JV. Use the copy down button on the left or plus sign on the right to add additional lines as needed. The copy down button will copy the chartfield string from the previous line, while the plus button inserts a blank row. Verify the chartfield string as needed using the Peoplesoft combo inquiry screen.
    4. Justification: used to explain the reason the JV is needed. Please be as detailed as possible when completing this section.
    5. File Attachments: at least one attachment is required for all JVs. Click the Upload button to locate and save your attachment. This can be anything from invoices, receipts, memos, emails, spreadsheets, information from original voucher, etc. Be sure the attachment is detailed enough to allow someone with no prior knowledge of your entry to review and understand it at any time. If your entry involves a USCSP project, please remember to attach a signed PDF version of the GFM Cost Transfer Justification form.

6. Comments: this field is not required but is a good place to list any additional information the JV creator or approver feel is important to keep on file with the entry.

Once all the above items are complete, submit the JV for approval using the Submit button at the bottom of the screen.

Once submitted it will follow the below approval workflow based on whether a USCSP project is involved:

- **USCSP:** Project PI > Department > GFM > General Accounting
- **Non-USCSP:** Department > General Accounting

Once the approval workflow is complete, the JV will post overnight to the General Ledger via an APxxxxxxxx journal entry. The new JV number will be the eight digit number located in the reference field of the journal entry.

If you run into any issues while creating an Apex or have any questions on the process, please reach out to the General Ledger team at genacctg@mailbox.sc.edu.

New Payroll Department Communication Hours and Contact Information

In our ongoing effort to enhance support and service, the Payroll Department has updated their communication and interaction approach. The department will be available for in-person visits on **Wednesdays** from **9 a.m. to 2 p.m.** For assistance on other workdays, please reach out via email at payroll@mailbox.sc.edu or call us at 803-777-4227.

These changes are designed to ensure that both employees and payroll personnel are well-prepared for discussions, leading to more effective and efficient resolutions. This adjustment will also ensure that the right individuals are available to assist with your needs.

If you have questions, please reach out to payroll@mailbox.sc.edu.

Training Opportunities

The following training will be offered in the coming months**.** To register, click a link below. On the registration page, provide your first, last name and email. Once registration is complete, you will receive a confirmation email and the session will be added to your calendar.

September 10: Travel Card Refresher Training
September 25: Employee Travel Refresher Training
October 9: Student/Non-Employee (TA/TRV) eForm Refresher Travel

If you have any questions about the training opportunities listed above, please reach out to pstrain@mailbox.sc.edu.

September 10 by 5pm: Deadline to submit August Sales/Use/Admissions Tax Returns
September 25: Team Card, Travel Card, Program Card September billing cycle deadline
September 27: P-Card September billing cycle deadline
September 30 by 12pm: September Expense Module Correction eForms (APEX) completed and approved in Peoplesoft
September 30 by 12pm: September AP JV eForms completed and approved in Peoplesoft
October 1 by 5pm: September Journal Entries completed and approved in Peoplesoft
October 3: Tentative close of GL for September

Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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