



**Office of the Controller
General Accounting Team
Apex eForm**

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I. Objectives

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

- Create an Apex eForm
- Update an Apex eForm
- Approve an Apex eForm
- View an Apex eForm

II. Tips and Tricks

Here are few tips and tricks when creating an Apex eForm:

- Be sure to have the following before creating an Apex eForm:
 - Expense Report ID, 3xxxxxxx, that requires a correction
 - Correct chartfield information that will need to be added to the new distribution line(s)
 - Supporting documentation (invoice and receipts from the original expense report)
- Supporting documentation can include: (**Note:** All can be added to a spreadsheet and uploaded as one document.)
 - Invoices
 - Receipts
 - GL screenshots
 - Any additional items attached to the original expense report
- If you need to make a correction to an expense report that has already been corrected, please reach out the General Accounting Team at genacctg@mailbox.sc.edu. The team will help you make the correction(s).
- Remember to provide detailed explanations when responding to the three Cost Transfer questions that will populate if correcting a USC Sponsored Project (USCSP)!

III. Explanation of eForm Status Options

Apex eForm Status	
Saved	The Apex eForm has not been submitted.
Withdrawn	The creator of the Apex has cancelled the eForm and therefore it cannot be resubmitted.
Pending	The Apex eForm has been submitted and waiting for approvals.
Denied	An approver denied the Apex and therefore it cannot be resubmitted.
On Hold	An approver has put the Apex on hold, but the creator and approver can continue to make changes to the Apex and resubmit using the Update Apex option on the landing page.
Executed	The Apex is fully approved and is assigned an ID.
Recycle	An approver has returned the Apex to the creator. When recycled, only the creator can make changes and resubmit using the Update Apex option on the landing page. The form status will show partially approved.

IV. Left Navigation Options

Left Navigation Options	
Landing Page	Click this option to find the definition of an Apex, what can be corrected using an Apex, a list of supporting documentation to attach to the Apex, and who to contact if you have questions or processed an Apex incorrectly.
Add Apex	Click this option to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, travel cards, and Program Expense cards.
Update Apex	Click this option to complete an Apex that has been saved, not submitted or pending approval. From here you can make changes, Save, Submit, or Withdraw.
Approve Apex	Click this option to search for an Apex eForm that is ready for approval. You will only see Apex eForms you have access to approve.
View Apex	Click this option to view Apex eForm details, status, and/or see who has approved the entry.

V. Creating an Apex eForm: Correcting an Account

An Apex (A Adjustment of a Paid Expense) eForm is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, travel cards, and Program Expense cards.

The following is needed to complete the Apex:

- Expense Report ID that requires an accounting correction
- Correct account
- Supporting documentation (invoice and receipts from the original expense report)

To navigate to the Apex eForm Landing page use the following menu path in PeopleSoft Finance:

Main Menu > USC Finance eForms > APEX eForm

Step 1: Click the **Add APEX** tab.

What is an Apex?
The term "Apex" refers to the Adjustment of a Paid Expense. An Apex eForm is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, and travel cards.

What can be corrected with an Apex?
An Apex is used to correct any portion of the chartfield string that was used on the original paid and posted expense report. This could be anything from the operating unit to the project and all values in between.

Why can't I just process a journal entry (JE)?
The use of an Apex rather than a JE to correct expense reports allows the correction to remain in the expense module and flow to the general ledger (GL) in the same manner as the original item did. It also allows easy future reference to the correction, as it will be directly linked to the original expense report.

How can I tell if I need to process an Apex instead of a JE?
The easiest way to tell is to look at how the item needing correcting posted to the GL. If it posted with a JE beginning with EX, such as EXA0012345 for example, an Apex would be needed. JEs beginning with any other prefix would require different means to correct.

What supporting information does an Apex eForm require?
Each Apex at a minimum will need a justification and an attachment before it can be submitted. Apex's involving a USCSP project will also need Cost Transfer Justification (CTJ) questions to be completed. The justification and attachment need to be very detailed, to allow anyone with no prior knowledge of the entry to be able to tell what is being done. Some good examples of attachments include invoices, receipts, spreadsheets, GL screenshot of initial transaction, along with any additional items attached to the original expense report. The CTJ questions need to be detailed to allow Grants and Funds Management and the project PI to verify the validity of the entry on the project level.

What if I process an Apex incorrectly?
The new Apex module is currently not configured to allow an Apex to be processed on another Apex. For example, you are correcting expense report 3000123456 and need to move expenses from account code 53009 to 53002, but accidentally moved the expenses to 53001 by mistake. The system will not allow a new Apex eForm to be created to correct this error using the original expense report or the Apex. Instead, please create/sign a copy of the Apex PDF form ([expense_module_correction_form.pdf \(sc.edu\)](#)) and send to the Controller's Office at genacctg@mailbox.sc.edu for processing. The Controller's Office staff will process the entry for you. Please remember to include adequate back-up and to attach a PI signed copy of the Cost Transfer Justification form if this correction involves a USCSP project.

Need Help?
If you run into issues during the Apex process, please reach out to the General Ledger Team at genacctg@mailbox.sc.edu.

Controller's Office - General Ledger

Step 2: There are several search options available. For this example, search by entering the expense report number in the **Report ID** field.

Step 3: Click the **Search** button.

Search by:

Empl ID

Report ID

Accounting Date

Report Description

Step 4: On the form page review the information carried over from the original expense report into the Apex eForm.

Original Transaction Information:

- View Employee ID
- View Employee ID for the person that created the expense report.
- View Business Purpose
- View Report ID Number
- View Accounting Date

Current Distribution:

- View a list of original accounting and transaction amounts

Transaction Information

Empl ID	D68180257	Biagas,Adrienne Nicole	Business Purpose	PCARD Procurement Card
Entered By	BLACKBU4	Katherine Blackburn	Journal Report ID	3000152677 June P-Card Transactions
*Accounting Date	10/12/2023		Original Accounting Date	07/10/2023

Current Distribution

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 EDUCATIONAL SUPPLIES	06/05/2023	\$1,413.00	CL039	152500	L2406	53002	301						No
2 REGISTRATIONS	06/09/2023	\$250.00	CL039	152500	L2406	52024	301						No
3 REGISTRATIONS	06/09/2023	\$200.00	CL039	152500	L2406	52024	301						No
4 EDUCATIONAL SUPPLIES	06/11/2023	\$252.00	CL039	152500	L2406	53002	301						No
5 OFFICE SUPPLIES	06/13/2023	\$705.78	CL039	152500	L2406	53001	301						No
6 EDUCATIONAL SUPPLIES	06/18/2023	\$103.00	CL039	152500	L2406	53002	301						No
7 EDUCATIONAL SUPPLIES	06/21/2023	\$77.25	CL039	152500	L2406	53002	301						No
8 EDUCATIONAL SUPPLIES	06/26/2023	\$2,268.00	CL039	152500	L2406	53002	301						No

Step 5: In the Current Distribution area, select the transaction row(s) that requires the correction by clicking the **NO** button to toggle to **Yes**. For this example, the incorrect account code was entered on Line 1, Educational Supplies.

Transaction Information

Empl ID D66180257 Biagas,Adrienne Nicole Business Purpose PCARD Procurement Card
 Entered By BLACKBU4 Katherine Blackburn Journal Report ID 3000152677 June P-Card Transactions
 *Accounting Date 10/12/2023 Original Accounting Date 07/10/2023

Current Distribution

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 EDUCATIONAL SUPPLIES	06/05/2023	\$1,413.00	CL039	152500	L2406	53002	301						<input checked="" type="radio"/> Yes
2 REGISTRATIONS	06/09/2023	\$250.00	CL039	152500	L2406	52024	301						<input type="radio"/> No
3 REGISTRATIONS	06/09/2023	\$200.00	CL039	152500	L2406	52024	301						<input type="radio"/> No
4 EDUCATIONAL SUPPLIES	06/11/2023	\$252.00	CL039	152500	L2406	53002	301						<input type="radio"/> No
5 OFFICE SUPPLIES	06/13/2023	\$705.78	CL039	152500	L2406	53001	301						<input type="radio"/> No
6 EDUCATIONAL SUPPLIES	06/18/2023	\$103.00	CL039	152500	L2406	53002	301						<input type="radio"/> No
7 EDUCATIONAL SUPPLIES	06/21/2023	\$77.25	CL039	152500	L2406	53002	301						<input type="radio"/> No
8 EDUCATIONAL SUPPLIES	06/26/2023	\$2,268.00	CL039	152500	L2406	53002	301						<input type="radio"/> No

Step 6: The transaction row in Current Distribution is copied to the New Distribution section of the form. Notice when the row is copied the **Transaction Amount** is automatically reversed.

New Distribution

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	
<input type="radio"/> No	<input type="text" value="-1,413.00"/>	CL039	152500	L2406	53002	301						<input type="button" value="+"/> <input type="button" value="-"/>

Step 7: To copy down the line in the New Distribution section to make the correction, click the **NO** button to toggle to **Yes**.

Step 8: Click the **Copy Down** button. This will create a copy of the reversed row and open the fields to make necessary correction(s).

The screenshot shows the APEX interface with a list of 8 expense transactions. Below the list is a 'New Distribution' section containing one row. The 'Copy Down' button is highlighted with a red box, and the 'Yes' toggle is also highlighted with a red box.

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 EDUCATIONAL SUPPLIES	06/05/2023	\$1,413.00	CL039	152500	L2406	53002	301						Yes
2 REGISTRATIONS	06/09/2023	\$250.00	CL039	152500	L2406	52024	301						No
3 REGISTRATIONS	06/09/2023	\$200.00	CL039	152500	L2406	52024	301						No
4 EDUCATIONAL SUPPLIES	06/11/2023	\$252.00	CL039	152500	L2406	53002	301						No
5 OFFICE SUPPLIES	06/13/2023	\$705.78	CL039	152500	L2406	53001	301						No
6 EDUCATIONAL SUPPLIES	06/18/2023	\$103.00	CL039	152500	L2406	53002	301						No
7 EDUCATIONAL SUPPLIES	06/21/2023	\$77.25	CL039	152500	L2406	53002	301						No
8 EDUCATIONAL SUPPLIES	06/26/2023	\$2,268.00	CL039	152500	L2406	53002	301						No

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share
1 Yes	\$-1,413.00	CL039	152500	L2406	53002	301					

Step 9: Click in the **Chartstring** field(s) to make the necessary change(s). For this example, only the account needs to be changed.

The screenshot shows the APEX interface with the 'New Distribution' section. The second row is expanded, and the 'Account' field is highlighted with a red box, indicating it has been selected for editing.

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 EDUCATIONAL SUPPLIES	06/05/2023	\$1,413.00	CL039	152500	L2406	53002	301						Yes
2 REGISTRATIONS	06/09/2023	\$250.00	CL039	152500	L2406	52024	301						No
3 REGISTRATIONS	06/09/2023	\$200.00	CL039	152500	L2406	52024	301						No
4 EDUCATIONAL SUPPLIES	06/11/2023	\$252.00	CL039	152500	L2406	53002	301						No
5 OFFICE SUPPLIES	06/13/2023	\$705.78	CL039	152500	L2406	53001	301						No
6 EDUCATIONAL SUPPLIES	06/18/2023	\$103.00	CL039	152500	L2406	53002	301						No
7 EDUCATIONAL SUPPLIES	06/21/2023	\$77.25	CL039	152500	L2406	53002	301						No
8 EDUCATIONAL SUPPLIES	06/26/2023	\$2,268.00	CL039	152500	L2406	53002	301						No

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project
1 Yes	\$-1,413.00	CL039	152500	L2406	53002	301		
2	\$1,413.00	CL039	152500	L2406	53001	301		

Step 10: A justification is **required** for the change. Click in the **More Information** section and add detailed information explaining why the change is needed. You can enter up to 254 characters.

Here is a good example:

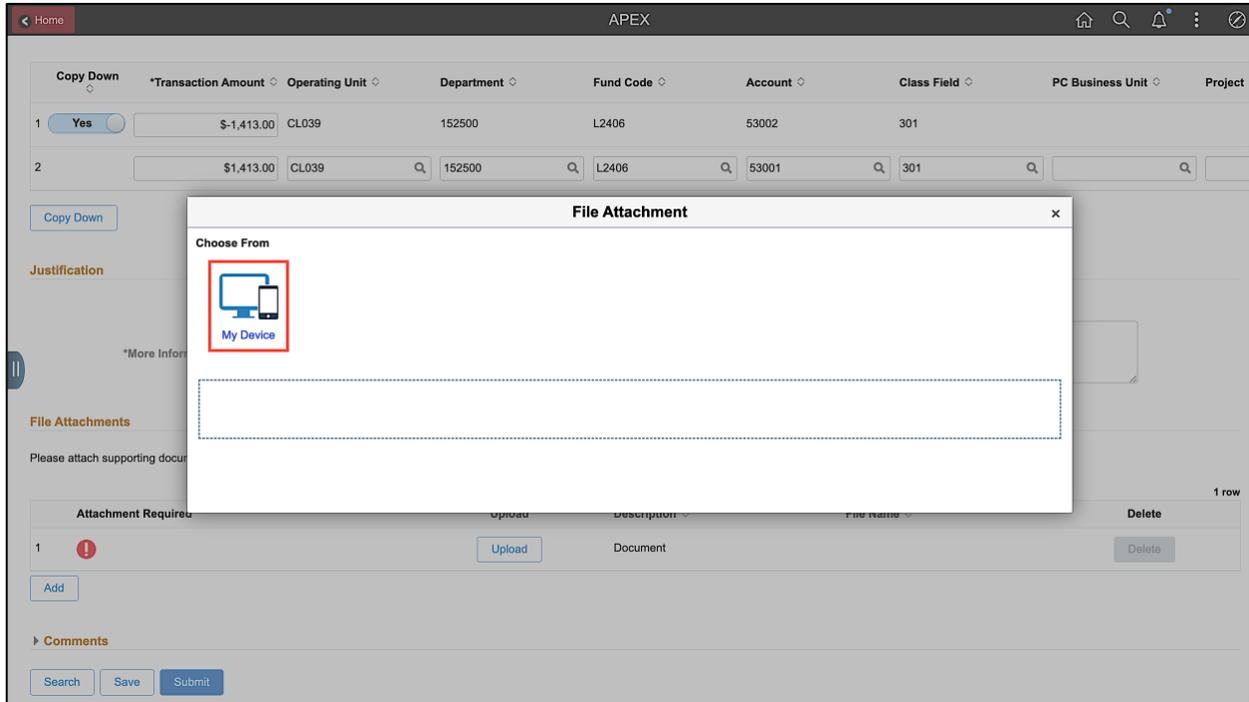
Correct account code keying error. \$1413.00 in educational supplies were mistakenly recorded to account code 53002 instead of 53001.

The screenshot shows the 'New Distribution' form in the APEX system. The form includes a table for distribution items with columns for Copy Down, Transaction Amount, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, and Project. Below the table is a 'Justification' section with a 'More Information' field. This field is highlighted with a red border and contains the text: 'Correct account code keying error. \$1413.00 in educational supplies were mistakenly recorded to account code 53002 instead of 53001.' Below the justification is a 'File Attachments' section with a table for attachments, including columns for Attachment Required, Upload, Description, File Name, and Delete. The 'Upload' button in the attachment table is highlighted with a red box.

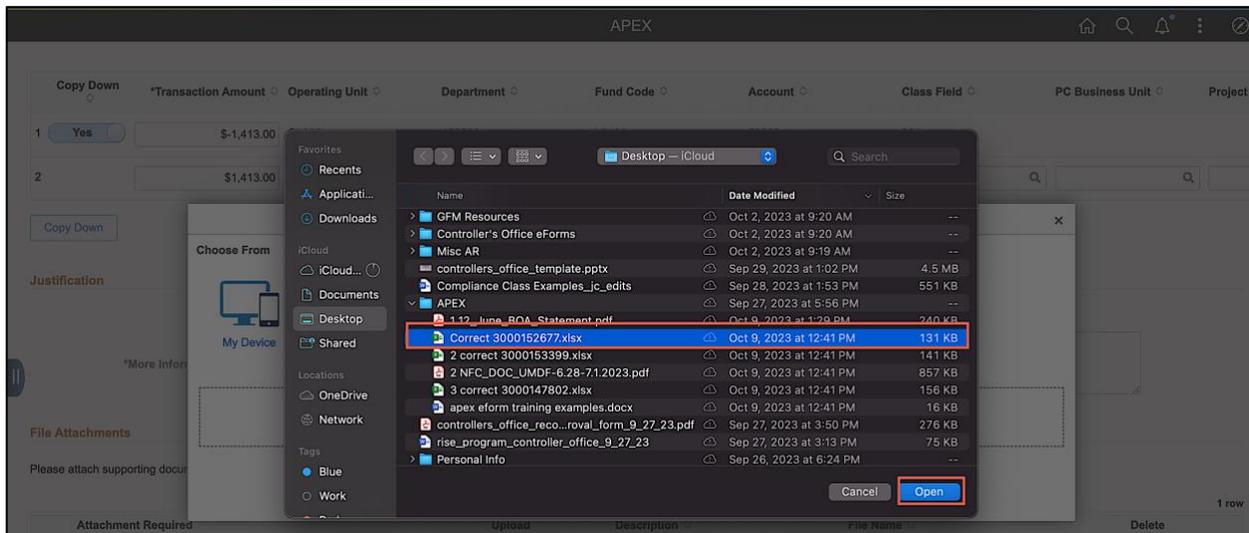
Step 11: Attachments are required. To attach applicable documentation, click the **Upload** button.

This screenshot is identical to the previous one, showing the 'New Distribution' form. The 'More Information' field is highlighted with a red border. In this view, the 'Upload' button in the 'File Attachments' table is highlighted with a red box, indicating the next step in the process.

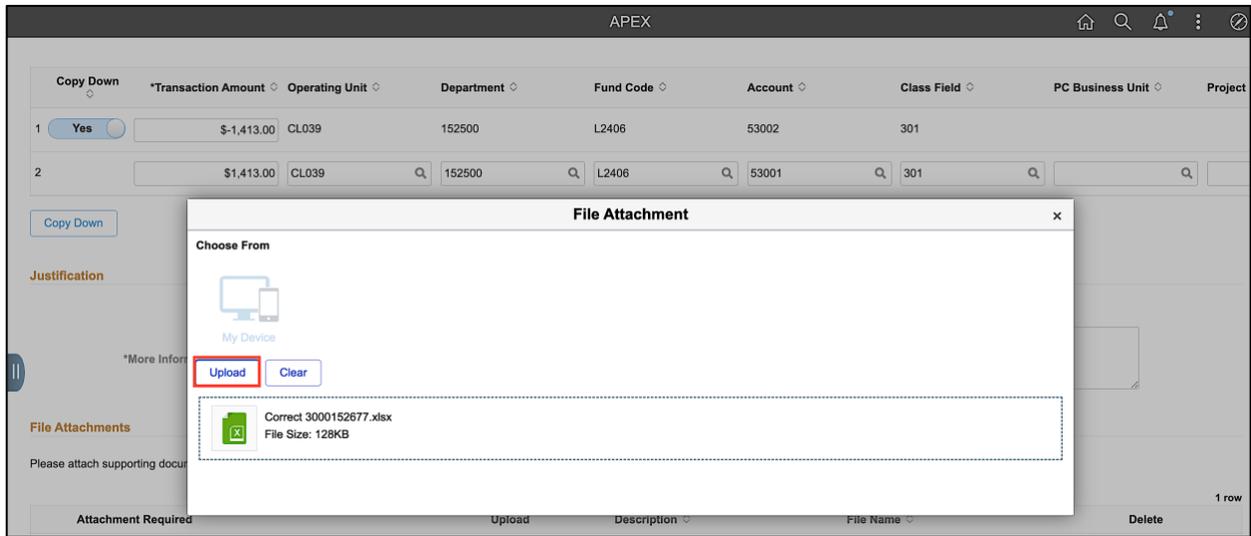
Step 12: Click the **My Device** icon to search for the saved document.



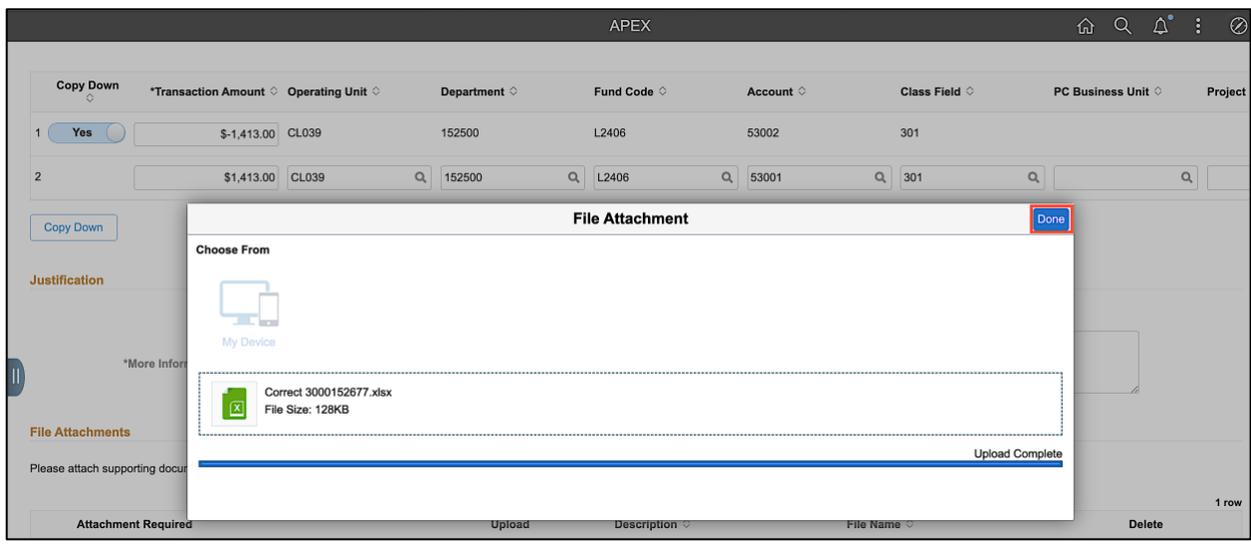
Step 13: Select the document, click the **Open** button.



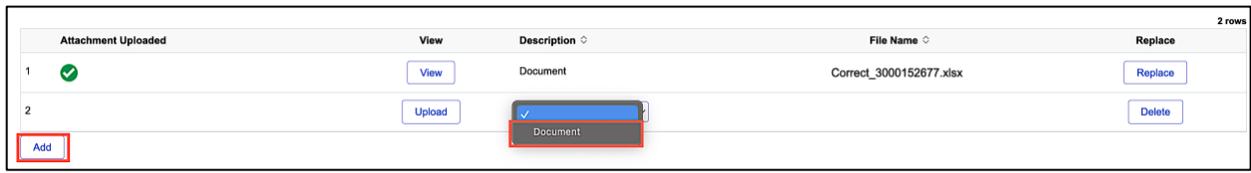
Step 14: Click the **Upload** button.



Step 15: When you see the **Upload Complete** message, click the **Done** button to return to the form page.



Note: To add additional attachments, click the **Add** button, select **Document** for the Description, and repeat steps 12 through 15.



Step 16: To submit the Apex form for approval, click the **Submit** button.

Note: If a form is not ready to submit, save the form and return to it from the Update APEX search page. From there you can make changes, Save, Submit, or Withdraw.

Justification

*More Information: Correct account code keying error. \$1413.00 in educational supplies were mistakenly recorded to account code 53002 instead of 53001.

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Replace
1	View	Document	Correct_3000152677.xlsx	Replace

Buttons: Search, Save, **Submit**

Step 17: On the Approval Submission page, click the **View Approval Route** button to see where the Apex eForm is in the approval process.

Add APEX : Results Form ID 10567 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log

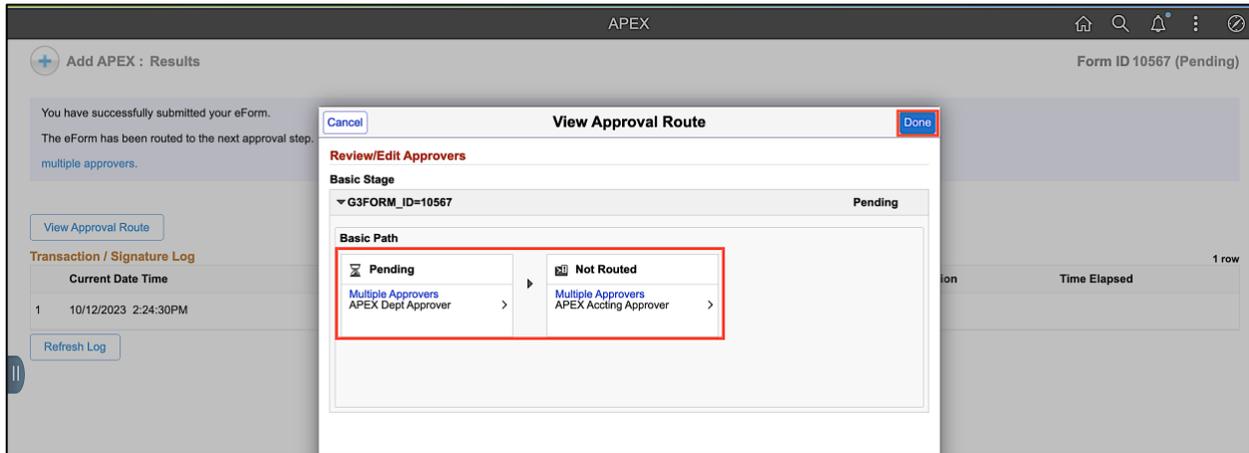
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
10/12/2023 2:24:30PM	Initiated	BLACKBU4	Katherine Blackburn	Submit	

Buttons: Refresh Log

Step 18: Click the **Multiple Approvers** link at the Dept and Accting levels to view a list of who has access to approve.

When one person from the Level 1 Departmental approval list approves, the eForm then routes to the Controller’s Office for final approval. Once fully approved, the eForm will run through a nightly batch process to create the Apex and flow over to the GL.

Step 19: Click the **Done** button to close the View Approval Route page.



VI. Creating an Apex eForm: Correcting a USCSP Project

An Apex (A Adjustment of a Paid Expense) eForm is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, travel cards, and Program Expense cards.

The following is needed to complete the Apex:

- Expense Report ID that requires an accounting correction
- Correct USCSP Project
- Supporting documentation (invoice and receipts from the original expense report)

To navigate to the Apex eForm Landing page use the following menu path in PeopleSoft Finance:

Main Menu > USC Finance eForms > APEX eForm

Step 1: Click the **Add APEX** tab.

Step 2: There are several search options available. For this example, search by entering the expense report number in the **Report ID** field.

Step 3: Click the **Search** button.

Step 4: On the form page review the information carried over from the original expense report into the Apex eForm.

Original Transaction Information:

- View Employee ID
- View Employee ID for the person that created the expense report
- View Business Purpose
- View Report ID Number
- View Accounting Date

Current Distribution:

- View a list of original accounting and transaction amounts

The screenshot displays the APEX eForm interface for an "Expense Module Correction Request" (Form ID 10568 (NEW)).

Transaction Information: A red-bordered box highlights the following details:

- Empl ID: V11792297 Houston, Julia Faith
- Business Purpose: PCARD Procurement Card
- Entered By: BLACKBU4 Katherine Blackburn
- Journal Report ID: 3000151178 Houston May2023 BoA Statement
- *Accounting Date: 10/12/2023
- Original Accounting Date: 07/02/2023

Current Distribution: A table with 2 rows is shown, with a red border around the data rows. The table includes columns for Expense Type, Transaction Date, Transaction Amount, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, Project, Activity, Product, Cost Share, and a Select column.

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 OTHER SUPPLIES	05/12/2023	\$36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1			No
2 OFFICE SUPPLIES	05/24/2023	\$12.52	CL034	115007	F1000	53001	201	USCSP	10012299	1			No

Below the table is a "Select All" button.

New Distribution: A section for adding new distribution entries with fields for *Transaction Amount, *Operating Unit, *Department, *Fund Code, *Account, *Class Field, PC Business Unit, and Project.

Step 5: In the Current Distribution area, select the transaction row(s) that requires the correction by clicking the **NO** button to toggle to **Yes**. For this example, the incorrect account code was entered on Line 1, Educational Supplies.

Step 6: The transaction row in Current Distribution is copied to the New Distribution section of the form. Notice when the row is copied the **Transaction Amount** is automatically reversed.

Transaction Information

Empl ID V11792297 Houston, Julia Faith Business Purpose PCARD Procurement Card
Entered By BLACKBU4 Katherine Blackburn Journal Report ID 3000151178 Houston May2023 BoA Statement
*Accounting Date 10/12/2023 Original Accounting Date 07/02/2023

Current Distribution

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 OTHER SUPPLIES	05/12/2023	\$36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1			<input checked="" type="radio"/> Yes
2 OFFICE SUPPLIES	05/24/2023	\$12.52	CL034	115007	F1000	53001	201	USCSP	10012299	1			<input type="radio"/> No

Select All

New Distribution

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	
1 <input type="radio"/> No	\$-36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1			+ -

Copy Down

Step 7: To copy down the line in the New Distribution section to make the correction, click the **NO** button to toggle to **Yes**.

Step 8: Click the **Copy Down** button. This will create a copy of the reversed row and open the fields to make necessary correction(s).

The screenshot shows the 'Current Distribution' section with two rows of data. Below it is the 'New Distribution' section. The first row in 'New Distribution' has a 'Copy Down' button set to 'Yes' (highlighted with a red box). The second row is a copy of the first row with search icons. A 'Copy Down' button is also highlighted with a red box below the second row. The 'Justification' section contains two text boxes: one for '*More Information' and another for '*A1'.

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 OTHER SUPPLIES	05/12/2023	\$36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1			Yes
2 OFFICE SUPPLIES	05/24/2023	\$12.52	CL034	115007	F1000	53001	201	USCSP	10012299	1			No

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity
1 Yes	\$-36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1
2	\$36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1

Step 9: Click in the **Chartstring** field(s) to make the necessary change(s). For this example, the UCSSP Project needs to be changed.

This screenshot is similar to the previous one, but the 'Project' field in the second row of the 'New Distribution' section is highlighted with a red box and contains the value '10011992'. The 'Copy Down' button is now set to 'No'.

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 OTHER SUPPLIES	05/12/2023	\$36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1			Yes
2 OFFICE SUPPLIES	05/24/2023	\$12.52	CL034	115007	F1000	53001	201	USCSP	10012299	1			No

Copy Down	*Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity
1 No	\$-36.72	CL034	115007	F1000	53009	201	USCSP	10012187	1
2	\$36.72	CL034	115007	F1000	53009	201	USCSP	10011992	1

Step 10: A justification is **required** for the change. The three Cost Transfer questions that will populate if you are correcting a USC Sponsored Project (USCSP) project. Click in the box for each question and add detailed information explaining why the change is needed. You can enter up to 254 characters.

Here is a good example:

- **More Information:** Correct account code keying error. \$36.72 in supplies were mistakenly recorded to USCSP Project 10012187 instead of 10011992.
- **Please specify the transactions(s) being moved and how it directly benefits the sponsored project it is being moved to/from.** Correctly moving expenses for supplies from project 10012187 to 10011992. Project 10011992 included budget to cover supplies and they were mistakenly recorded to project 10012187 on original expense report.
- **How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.** While going through the monthly GL review processes for project 10012187 it was determined that the expenses were higher than anticipated for the project. It was discovered that an incorrect project was used initially.
- **How will this type of error or situation be prevented from happening in the future?** Review the expense report and project balances more closely before submitting the initial expense report.

Justification

*More Information

Please specify the transactions(s) being moved and how it directly benefits the sponsored project it is being moved to/from.

*A1

How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

*A2

How will this type of error or situation be prevented from happening in the future?

*A3

Step 11: Attachments are required. To attach applicable documentation, click the **Upload** button.

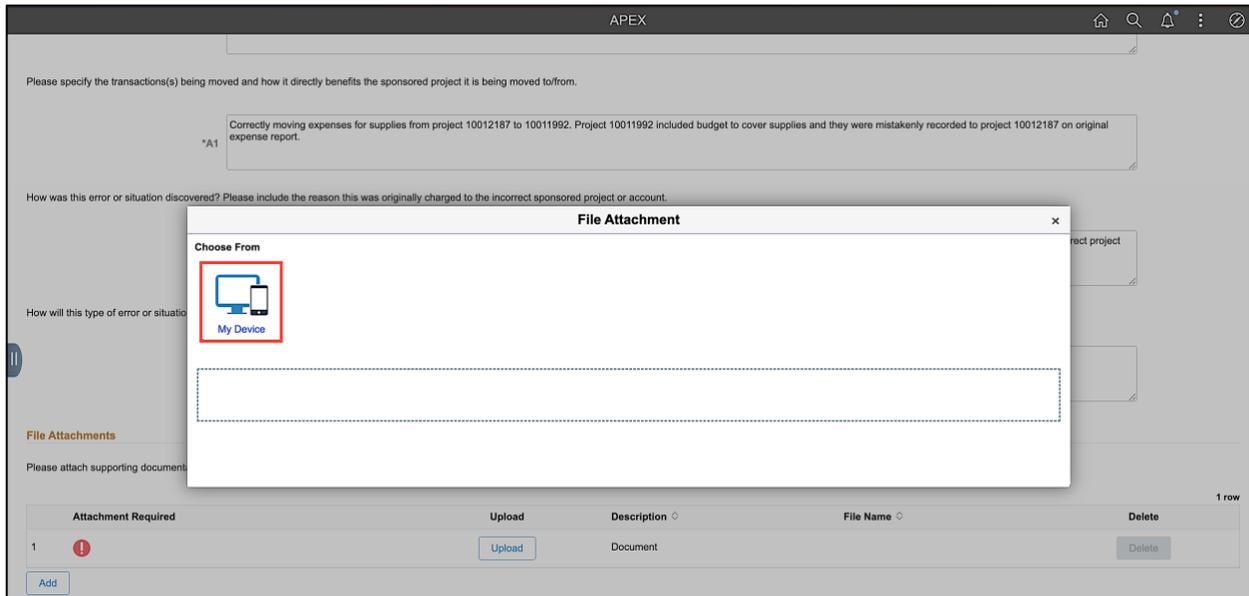
File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

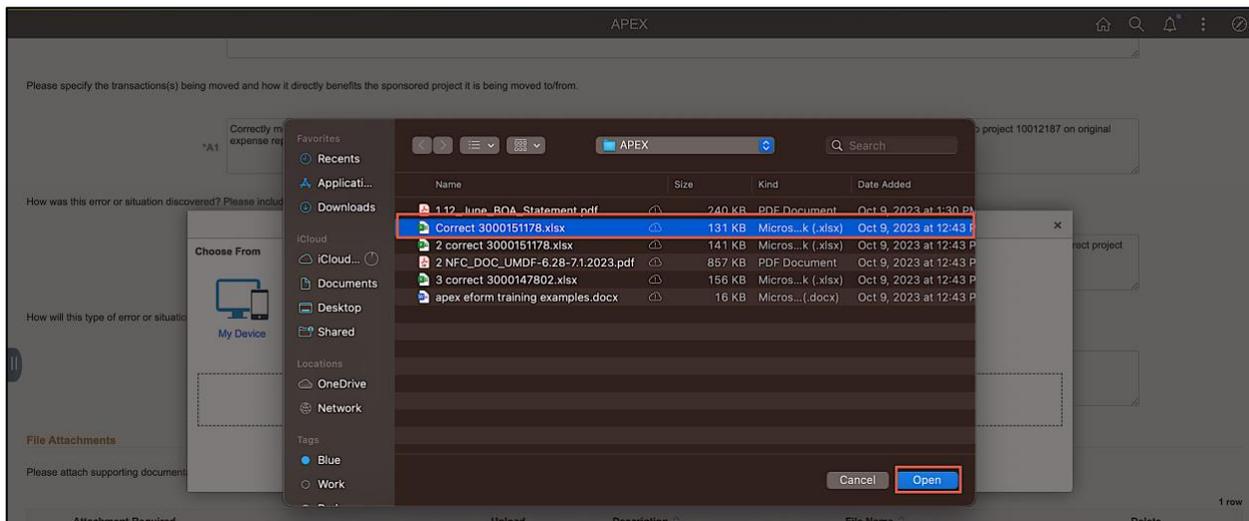
Attachment Required	Upload	Description	File Name	Delete
1	<input type="button" value="Upload"/>	Document		<input type="button" value="Delete"/>

Comments

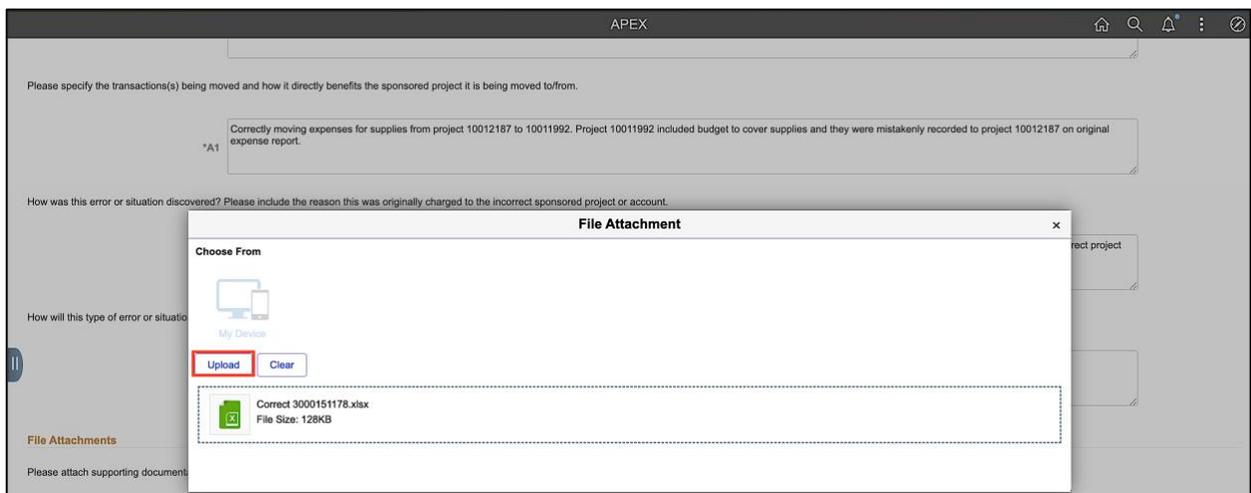
Step 12: Click the **My Device** icon to search for the saved document.



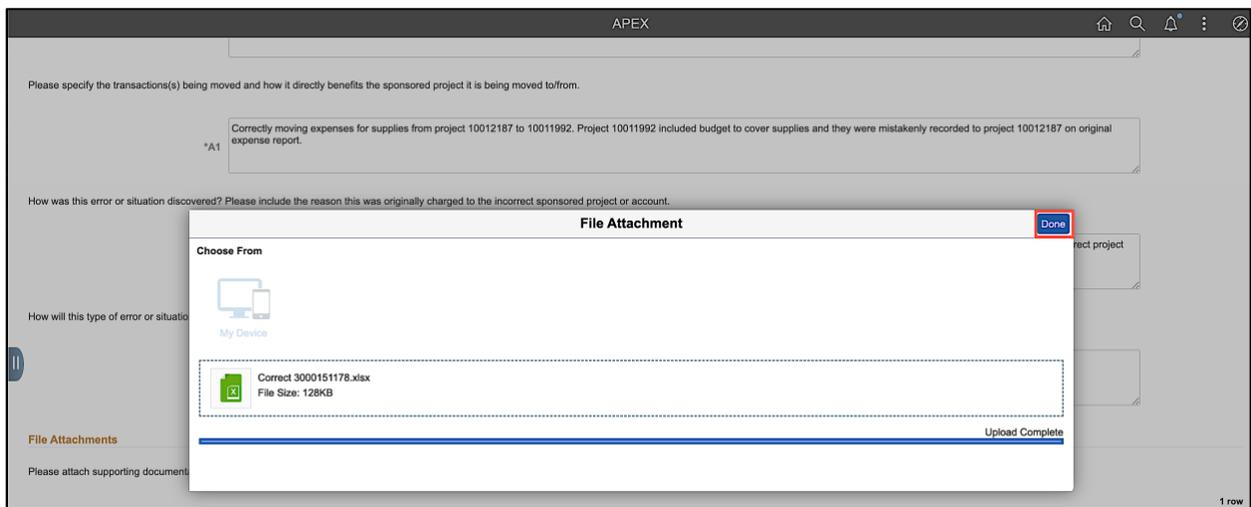
Step 13: Select the document, click the **Open** button.



Step 14: Click the **Upload** button.



Step 15: When you see the **Upload Complete** message, click the **Done** button to return to the form page.



Note: To add additional attachments, click the **Add** button, select **Document** for the Description, and repeat steps 12 through 15.

Attachment Uploaded	View	Description	File Name	Replace
1 <input checked="" type="checkbox"/>	View	Document	Correct_3000151178.xlsx	Replace
2 <input type="checkbox"/>	Upload	<input checked="" type="checkbox"/> Document		Delete

[Add](#)

Step 16: To submit the Apex form for approval, click the **Submit** button.

Note: If a form is not ready to submit, save the form and return to it from the Update APEX search page. From there you can make changes, Save, Submit, or Withdraw.

Please specify the transactions(s) being moved and how it directly benefits the sponsored project it is being moved to/from.

*A1 Correctly moving expenses for supplies from project 10012187 to 10011992. Project 10011992 included budget to cover supplies and they were mistakenly recorded to project 10012187 on original expense report.

How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

*A2 While going through the monthly GL review processes for project 10012187 it was determined that the expenses were higher than anticipated for the project. It was discovered that an incorrect project was used initially.

How will this type of error or situation be prevented from happening in the future?

*A3 Review the expense report and project balances more closely before submitting the initial expense report.

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Replace
1	View	Document	Correct_3000151178.xlsx	Replace

Comments

[Search](#) [Save](#) [Submit](#)

Step 17: On the Approval Submission page, click the **View Approval Route** button to see where the Apex eForm is in the approval process.

Add APEX : Results Form ID 10569 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

[View Approval Route](#)

Transaction / Signature Log

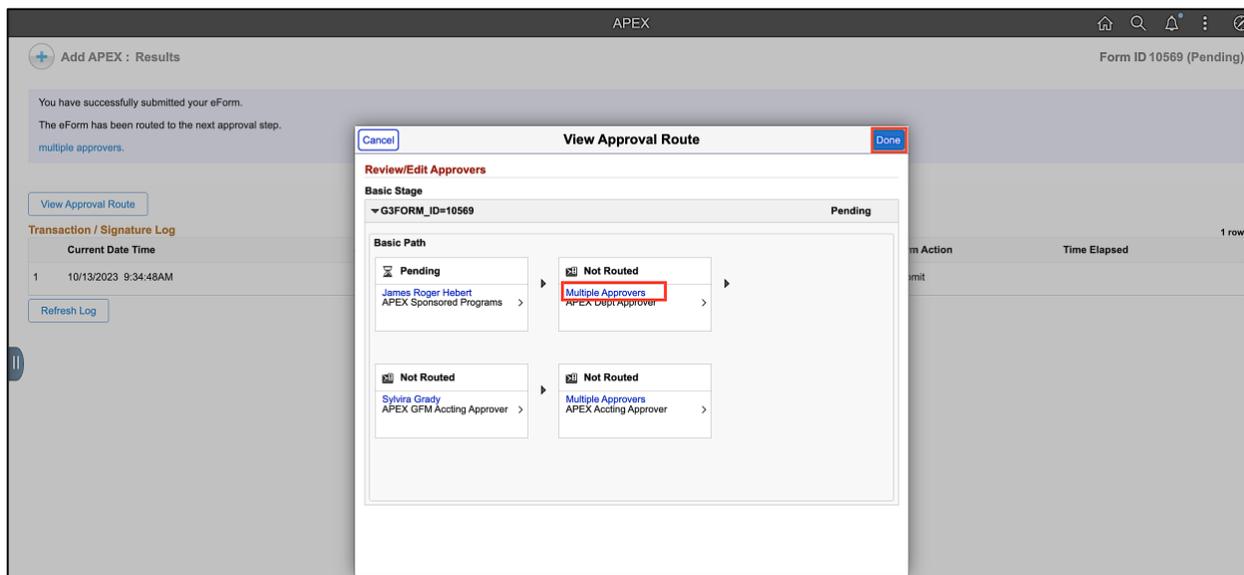
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 10/13/2023 9:34:48AM	Initiated	BLACKBU4	Katherine Blackburn	Submit	

[Refresh Log](#)

Step 18: Click the **Multiple Approvers** link at the Dept and Acting levels to view a list of who has access to approve.

For this example, the Principal Investigator for the USCSP Project is required to approve, it will then move on to department approvers, from here to the Post Award Accountant in Grants and Funds Management, and then to the Controller’s Office for final approval.

Step 19: Click the **Done** button close the View Approval Route page.



VII. Updating an Apex eForm

If a form is not ready to submit, save the form and return to it from the **Update APEX** search page. From here you can make changes, Save, Submit, or Withdraw.

Main Menu > USC Finance eForms > APEX eForm

Step 1: Click the **Update APEX** tab.

Step 2: You can find an Apex eForm that requires updating by using any of the available search fields or just click the **Search** button. This will return all the Apex forms that have been saved and not submitted.

The screenshot shows the APEX search interface. On the left, a sidebar contains navigation options: Landing Page, Add APEX, Update APEX (highlighted with a red box), Approve APEX, and View APEX. The main area is titled 'APEX' and contains search criteria:

- Search by:
 - Form ID: Begins With [input field]
 - Form Type: Begins With [input field]
 - Form Status: Is Equal To [input field]
 - Empl ID: Begins With [input field]
 - Report ID: Begins With [input field]
 - Accounting Date: Is Equal To [input field]
- Buttons: Search (highlighted with a red box), Clear, Save Search

Step 3: Click on the **APEX eForm** you would like to update.

- Apex eForms with a status of **Pending** have been submitted but not approved. This eForm can be updated. You also have the option to Withdraw or Resubmit.
- Apex eForms with a status of **Saved** have been saved but not submitted. This eForm can be updated. You also have the option to Save, Withdraw or Resubmit.

The screenshot shows the APEX search results table. The 'Update APEX' tab is selected in the sidebar. The search criteria are the same as in the previous screenshot. The table below shows 10 rows of results. The first row is highlighted with a red box.

Form ID	Form Type	Form Status	Empl ID	Report ID	Accounting Date	Journal Report ID	Original Operator	Original Date	Last Operator	Last Date	
10571	APEX	Saved	C32689324	NEXT	2023-10-13	3000152415	BLACKBU4	2023-10-13	BLACKBU4	2023-10-13	
2	10569	APEX	Pending	V11792297	NEXT	2023-10-13	3000151178	BLACKBU4	2023-10-13	BLACKBU4	2023-10-13
3	10567	APEX	Pending	D66180257	NEXT	2023-10-12	3000152677	BLACKBU4	2023-10-12	BLACKBU4	2023-10-12
4	10555	APEX	Pending	W94139306	NEXT	2023-10-10	3000153399	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
5	10554	APEX	Pending	A18696380	NEXT	2023-10-10	3000153027	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
6	10551	APEX	Pending	A04343978	NEXT	2023-10-09	3000000246	PH26	2023-10-09	PH26	2023-10-09
7	10550	APEX	Pending	A14796964	NEXT	2023-10-09	3000002200	PH26	2023-10-09	PH26	2023-10-09
8	10549	APEX	Pending	E63278762	NEXT	2023-10-09	3000148869	AKREBS	2023-10-09	AKREBS	2023-10-09
9	10548	APEX	Pending	E63278762	NEXT	2023-10-09	3000160435	AKREBS	2023-10-09	AKREBS	2023-10-09
10	10547	APEX	Pending	A87247015	NEXT	2023-10-09	3000154905	BASHOJAS	2023-10-09	BASHOJAS	2023-10-09

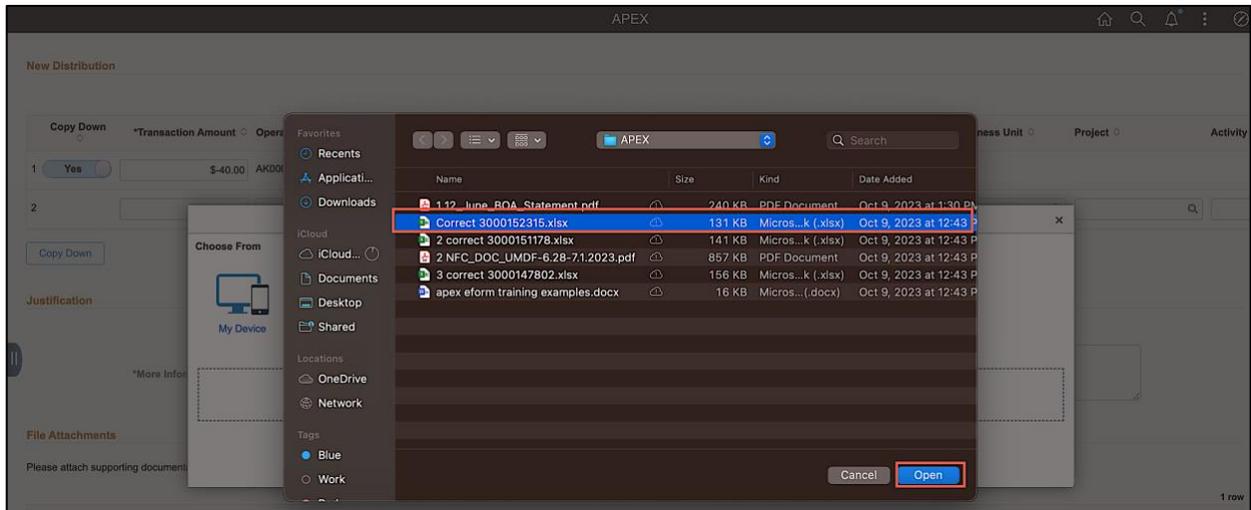
Step 4: For this example, the Apex was saved because the documentation was not completely pulled together. Now that it's pulled together into one spreadsheet, it is ready to upload to the Apex. To attach, click the **Upload** button.

The screenshot shows the 'New Distribution' form in the APEX system. At the top, there's a header with 'APEX' and navigation icons. Below that, the 'New Distribution' section contains a table with columns: Copy Down, Transaction Amount, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, Project, and Activity. Row 1 has values: Yes, \$-40.00, AK000, 911111, E8053, 53009, 301. Row 2 has values: \$40.00, AK000, 911111, E8053, 53001, 301. Below the table is a 'Copy Down' button. The 'Justification' section has a text box with the text: 'Correct account code keying error. \$40.00 in miscellaneous supplies were mistakenly recorded to account code 53009 instead of 53001.' The 'File Attachments' section has a note: 'Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV'. Below this is a table with columns: Attachment Required, Upload, Description, File Name, and Delete. Row 1 has a red exclamation mark icon, an 'Upload' button (highlighted with a red box), 'Document', and a 'Delete' button. At the bottom, there are buttons for 'Search', 'Save', 'Withdraw', and 'Submit'.

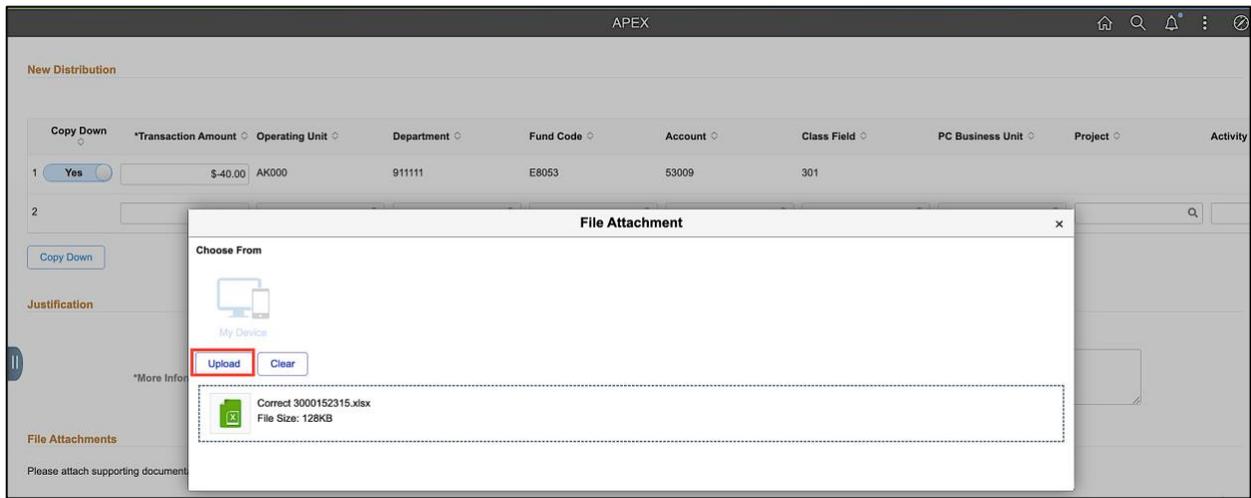
Step 5: Click the **My Device** icon to search for the saved document.

This screenshot shows the same 'New Distribution' form as in Step 4, but with a 'File Attachment' dialog box open in the foreground. The dialog box has a title bar 'File Attachment' and a close button 'x'. Inside, there's a 'Choose From' section with a red box around a 'My Device' icon (a computer monitor and a smartphone). Below the icon is a dashed-line rectangular area for file selection. The background form is dimmed, showing the 'File Attachments' table with the 'Upload' button still highlighted.

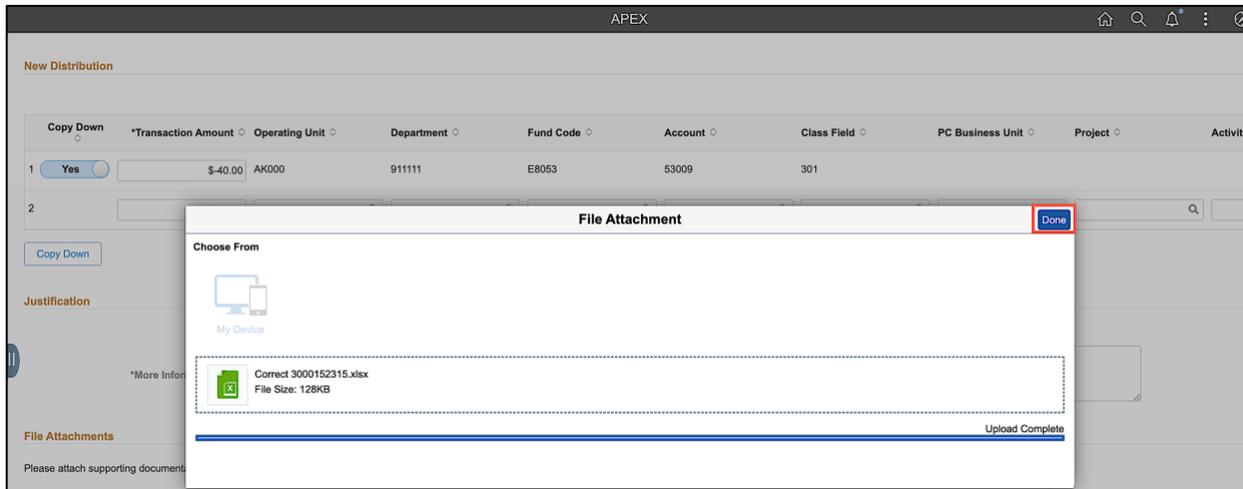
Step 6: Select the document, click the **Open** button.



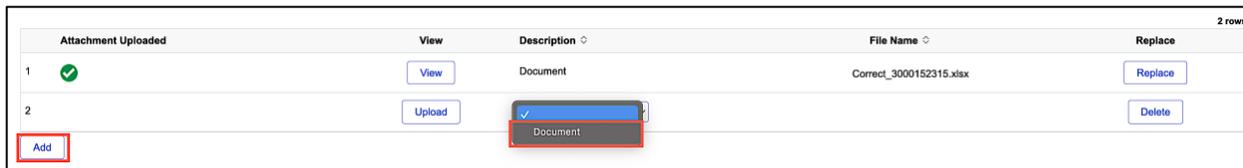
Step 7: Click the **Upload** button.



Step 8: When you see the **Upload Complete** message, click the **Done** button to return to the form page.

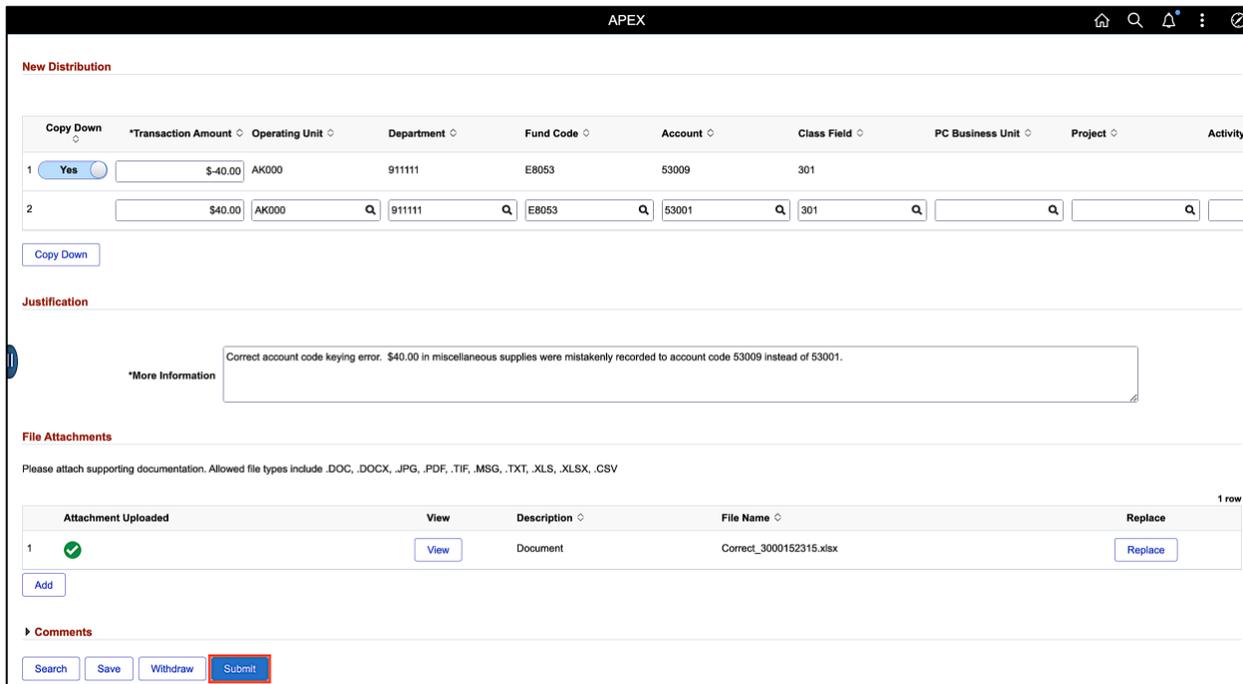


Note: To add additional attachments, click the **Add** button, select **Document** for the Description, and repeat steps 5 through 8.



Step 9: To submit the Apex form for approval, click the **Submit** button.

Note: From there you can make Save, Submit, or Withdraw.



VIII. Approving an Apex eForm

Use the Approve APEX tab to search for an APEX eForm that is ready for approval. You will only see APEX eForms you have access to approve.

Main Menu > USC Finance eForms > APEX eForm

Step 1: Click the **Approve APEX** tab.

Step 2: You can find an Apex eForm ready for approval by using any of the available search fields or just click the **Search** button.

The screenshot shows the APEX search interface. On the left is a navigation menu with options: Landing Page, Add APEX, Update APEX, Approve APEX (highlighted with a red border), and View APEX. The main area contains search filters for Form ID, Form Type, Form Status, Empl ID, Report ID, and Accounting Date, each with a dropdown menu and an input field. Below the filters are buttons for Search, Clear, and Save Search. A table displays 3 rows of search results. The first row is highlighted with a red border.

	Form ID	Form Type	Form Status	Empl ID	Report ID	Accounting Date	Journal Report ID	Original Operator	Original Date	Last Operator	Last Date
1	10543	APEX	Pending	E32149161	NEXT	2023-10-09	3000147802	BASHOJAS	2023-10-09	BLACKBU4	2023-10-10
2	10554	APEX	Pending	A18696380	NEXT	2023-10-10	3000153027	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
3	10567	APEX	Pending	D66180257	NEXT	2023-10-12	3000152677	BLACKBU4	2023-10-12	BLACKBU4	2023-10-12

Step 3: Click the **Form ID** for the Apex you are approving.

This screenshot is identical to the previous one, but the first row of the search results table (Form ID 10543) is highlighted with a red border, indicating it has been selected for approval.

Step 4: Review the Apex eForm.

APEX🏠 🔍 🔔 ⋮ 🗑️

Approve APEX : Expense Module Correction RequestForm ID 10543 (Pending)

Transaction Information

Empl ID E32149161 All_Jessica	Business Purpose EMPL Employee Travel
Entered By BASHOJAS Jason W. Bashore	Journal Report ID 3000147802 State Bursar's Group Meeting
*Accounting Date 10/09/2023 📅	Original Accounting Date 06/19/2023

Current Distribution

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 Mileage	05/19/2023	\$78.60	SA000	956605	A0001	52024	603						Yes
2 Miscellaneous Travel Expenses	05/19/2023	\$2.85	SA000	956605	A0001	52024	603						Yes

[Deselect All](#)

New Distribution

Copy Down	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share
1 Yes	\$-78.60	SA000	956605	A0001	52024	603					
2	\$78.60	SA000	956607	A0001	52024	301					
3 Yes	\$-2.85	SA000	956605	A0001	52024	603					
4	\$2.85	SA000	956607	A0001	52024	301					

[Copy Down](#)

Justification

More Information

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Replace
1 <input checked="" type="checkbox"/>	View	Document	correct_3000147802.xlsx	Replace

[Add](#)

Comments

[Search](#) [Deny](#) [Recycle](#) [Approve](#)

APEX eForm

October 2023

Step 5: You have the option to Deny, Recycle, Hold and Approve. For this example, click the **Approve** button.

Note: If recycling back to the original creator, be sure to include a comment clearly describing the edit that is needed.

The screenshot shows the APEX eForm interface. At the top, there is a 'Deselect All' button. Below it is the 'New Distribution' section with a table containing 4 rows of data. The table has columns for Copy Down, Transaction Amount, Operating Unit, Department, Fund Code, Account, Class Field, PC Business Unit, Project, Activity, Product, and Cost Share. Below the table is a 'Copy Down' button. The 'Justification' section contains a 'More information' field with the text: 'Move expense to 956607 due to incorrect department code mistakenly used on original expense report 3000147802.' The 'File Attachments' section has a note: 'Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV' and a table with 1 row showing an attachment named 'correct_3000147802.xlsx'. At the bottom, there is a 'Comments' section with buttons for Search, Deny, Recycle, and Approve. The 'Approve' button is highlighted with a red box.

Copy Down	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share
1 Yes	\$-78.60	SA000	956605	A0001	52024	603					
2	\$78.60	SA000	956607	A0001	52024	301					
3 Yes	\$-2.85	SA000	956605	A0001	52024	603					
4	\$2.85	SA000	956607	A0001	52024	301					

Attachment Uploaded	View	Description	File Name	Replace
1	View	Document	correct_3000147802.xlsx	Replace

Step 6: Once you approve, the Apex eForm will move to the next step in the workflow.

The screenshot shows the 'Approve APEX : Results' screen. At the top, there is a success message: 'You have successfully approved your eForm.' Below the message is a 'View Approval Route' button. The 'Transaction / Signature Log' section contains a table with 5 rows of data. The table has columns for Current Date Time, Step Title, User ID, Description, Form Action, and Time Elapsed. Below the table is a 'Refresh Log' button.

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
10/09/2023 11:22:21AM	Initiated	BASHOJAS	Jason W. Bashore	Submit	
10/09/2023 1:22:42PM	Resubmitted	NEALJH	Jacob Neal	Resubmit	2 hours
10/09/2023 1:24:07PM	Resubmitted	NEALJH	Jacob Neal	Resubmit	1 minute
10/10/2023 9:28:50AM	APEX Dept Approver	BLACKBU4	Katherine Blackburn	Approve	20 hours 2 minutes
10/12/2023 2:51:42PM	APEX Accting Approver	BLACKBU4	Katherine Blackburn	Authorize	2 days 5 hours 24 minutes

IX. View an Apex eForm

Use the View APEX tab to view Apex eForm details, status, and/or see who has approved the entry.

Main Menu > USC Finance eForms > APEX eForm

Step 1: Click the **View APEX** tab.

Step 2: You can view an APEX eForm by using any of the available search fields or just click the **Search** button.

The screenshot displays the APEX application interface. On the left is a navigation menu with options: Landing Page, Add APEX, Update APEX, Approve APEX, and View APEX (highlighted with a red box). The main area contains search filters for Form ID, Form Type, Form Status, Empl ID, Report ID, and Accounting Date, each with a 'Begins With' or 'is Equal To' dropdown and an input field. Below the filters are 'Search', 'Clear', and 'Save Search' buttons. A table below shows 10 rows of data with columns: Form ID, Form Type, Form Status, Empl ID, Report ID, Accounting Date, Journal Report ID, Original Operator, Original Date, Last Operator, and Last Date. The table is bordered by a red line.

	Form ID	Form Type	Form Status	Empl ID	Report ID	Accounting Date	Journal Report ID	Original Operator	Original Date	Last Operator	Last Date
1	10543	APEX	Executed	E32149161	3000160646	2023-10-09	3000147802	BASHOJAS	2023-10-09	BLACKBU4	2023-10-12
2	10546	APEX	Pending	F06571178	NEXT	2023-10-09	3000157605	BASHOJAS	2023-10-09	BASHOJAS	2023-10-09
3	10547	APEX	Pending	A87247015	NEXT	2023-10-09	3000154905	BASHOJAS	2023-10-09	BASHOJAS	2023-10-09
4	10548	APEX	Pending	E63278762	NEXT	2023-10-09	3000160435	AKREBS	2023-10-09	AKREBS	2023-10-09
5	10549	APEX	Pending	E63278762	NEXT	2023-10-09	3000148869	AKREBS	2023-10-09	AKREBS	2023-10-09
6	10550	APEX	Pending	A14796964	NEXT	2023-10-09	3000002200	PH26	2023-10-09	PH26	2023-10-09
7	10551	APEX	Pending	A04343978	NEXT	2023-10-09	3000000246	PH26	2023-10-09	PH26	2023-10-09
8	10554	APEX	Pending	A18696380	NEXT	2023-10-10	3000153027	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
9	10555	APEX	Pending	W94139306	NEXT	2023-10-10	3000153399	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
10	10567	APEX	Pending	D66180257	NEXT	2023-10-12	3000152677	BLACKBU4	2023-10-12	BLACKBU4	2023-10-12

Step 3: Select an Apex eForms from the list.

The screenshot shows the APEX application interface. On the left is a navigation menu with items: Landing Page, Add APEX, Update APEX, Approve APEX, and View APEX (highlighted in red). The main area contains search filters for Form ID, Form Type, Form Status, Empl ID, Report ID, and Accounting Date. Below the filters are 'Search', 'Clear', and 'Save Search' buttons. A table displays 10 rows of Apex eForm data. The second row is highlighted in red.

	Form ID	Form Type	Form Status	Empl ID	Report ID	Accounting Date	Journal Report ID	Original Operator	Original Date	Last Operator	Last Date
1	10543	APEX	Executed	E32149161	3000160646	2023-10-09	3000147802	BASHOJAS	2023-10-09	BLACKBU4	2023-10-12
2	10546	APEX	Pending	F06571178	NEXT	2023-10-09	3000157605	BASHOJAS	2023-10-09	BASHOJAS	2023-10-09
3	10547	APEX	Pending	A87247015	NEXT	2023-10-09	3000154905	BASHOJAS	2023-10-09	BASHOJAS	2023-10-09
4	10548	APEX	Pending	E63278762	NEXT	2023-10-09	3000160435	AKREBS	2023-10-09	AKREBS	2023-10-09
5	10549	APEX	Pending	E63278762	NEXT	2023-10-09	3000148869	AKREBS	2023-10-09	AKREBS	2023-10-09
6	10550	APEX	Pending	A14796964	NEXT	2023-10-09	3000002200	PH26	2023-10-09	PH26	2023-10-09
7	10551	APEX	Pending	A04343978	NEXT	2023-10-09	3000000246	PH26	2023-10-09	PH26	2023-10-09
8	10554	APEX	Pending	A18696380	NEXT	2023-10-10	3000153027	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
9	10555	APEX	Pending	W94139306	NEXT	2023-10-10	3000153399	BLACKBU4	2023-10-10	BLACKBU4	2023-10-10
10	10567	APEX	Pending	D66180257	NEXT	2023-10-12	3000152677	BLACKBU4	2023-10-12	BLACKBU4	2023-10-12

Step 4: Review the eForm details.

Step 5: To view the approval routing, go to the bottom of the screen and click the **Next** button.

Transaction Information

Empl ID F06571178 Bradham,Rebecca L. Business Purpose PCARD Procurement Card
 Entered By BASHOJAS Jason W. Bashore Journal Report ID 3000157805 P-CARD-JUL 2023
 Accounting Date 10/09/2023 Original Accounting Date 09/04/2023

Current Distribution

Expense Type	Transaction Date	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1 OTHER SUPPLIES	07/25/2023	\$126.83	UP000	981139	N2100	53002	202	USCIP	80004002	1			Yes
2 OTHER SUPPLIES	07/26/2023	\$1,107.88	UP000	981139	N2100	53002	202	USCIP	80004002	1			No

New Distribution

Copy Down	Transaction Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share
1 Yes	\$-126.83	UP000	981139	N2100	53002	202	USCIP	80004002	1		
2	\$126.83	UP000	981139	N2100	53009	202	USCIP	80004002	1		

Justification

More information: Correct account code keying error

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Attachment Uploaded	View	Description	File Name	Replace
1	View	Document	1_correct_3000153027.xlsx	Replace

Comments

[Search](#) [Next](#)

Step 6: Click the **View Approval Route** to view where the eForm is in the approval process.

View Approval Route

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 10/09/2023 11:56:59AM	Initiated	BASHOJAS	Jason W. Bashore	Submit	

[Refresh Log](#)

[Search](#) [Previous](#)