

OFFICE OF THE CONTROLLER

General Accounting
Fiscal Year End 2025





Table of Contents

Fiscal Year End Overview	4
Purchasing	6
Card Programs	7
Travel	9
Accounts Payable	11
Cash Advances	13
General Ledger	15
Reviewing Account Activity and Balances	19
Resources and Contacts	24



FY 25 Overview



UNIVERSITY OF
South Carolina

Fiscal Year End - Overview

Accounts Payable	Send invoices to Accounts Payable as soon as possible.
Purchase Orders	Review and begin planning for what you need next Fiscal Year
General Ledger	Review to determine if Journal Entries, Journal Vouchers, or Apex corrections are needed
Match Exceptions	Ensure you have received any goods/services and respond within two (2) days if you receive an email.

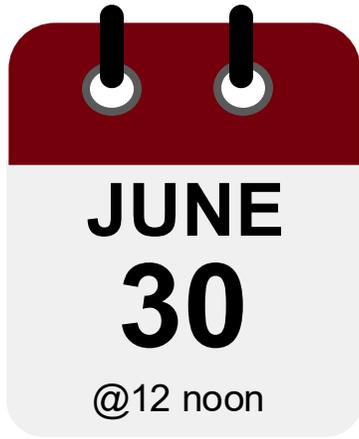


Purchasing



UNIVERSITY OF
South Carolina

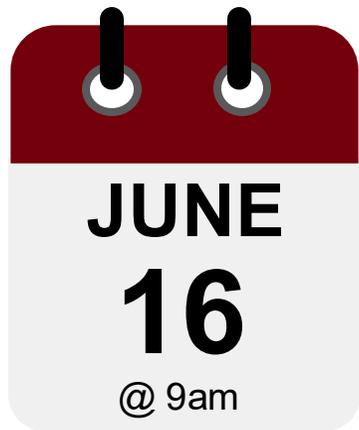
Purchasing Year End Deadlines



Purchasing Card

Follow deadlines established by Procurement for PCard reconciliations

- Expense reports for the June billing cycle must be fully approved in PeopleSoft no later than June 30th at 12 noon.
- For questions regarding Purchasing Card, please email purchasing@sc.edu.



Requisitions

- **June 16, 2025, 9am** – Deadline to submit approved requisitions to Purchasing for FY25.

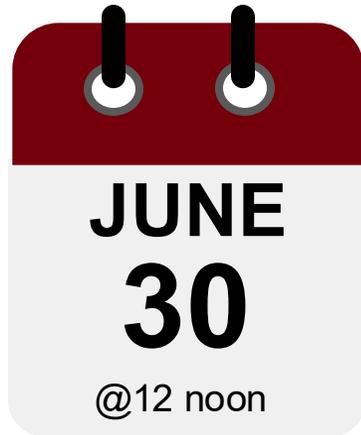


Card Programs



UNIVERSITY OF
South Carolina

Card Program Fiscal Year Deadlines



Expense reports for the June billing cycle must be fully approved in Peoplesoft by **noon** on June 30th.

Team Card

- For questions regarding Team Card, please email teamcard@mailbox.sc.edu.

Travel Card

- For questions regarding Travel Card, please email travelcard@sc.edu.

Program Expense Card

- For questions regarding Program Expense Card, please email cards@mailbox.sc.edu.



Using a Query to Review Expense Reports

Use this query to review Expense Reports: SC_EX_RPT_USER_INQUIRY_PMPTS

- Please select the correct Business Purpose.

To Review	Use the Business Purpose
Travel	EMPL
Travel Card	TRAVC
Employee Reimbursement (non-Travel)	REIMB
Procurement Card	PCARD
Program Card	PROGM
Team Card	TEAM

- Include the To and From accounting dates.
- The Default Location can be changed to In State, Out of State, or Foreign – if needed for a travel expense report.
- The Status can be selected - if needed.

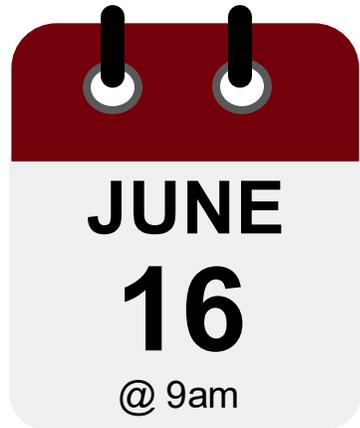


Travel



UNIVERSITY OF
South Carolina

Travel Fiscal Year Deadlines



Expense Reports

- **June 16, 2025** – Deadline to submit expense reports in PeopleSoft – must be in the queue for approval by the Travel Office.
- Clean up any outstanding expense reports that will not be approved.

TRVs

- **June 16, 2025** – TRVs – GT Forms (non-employees and students) must be in the queue for approval by the Travel Office.

TAs

- Close out all FY25 TAs unless there are Travel items to be reimbursed in **July**.
- Clean up any pending TAs where travel dates have passed.
- All TAs that need to roll forward to FY26 must be in an “approved” or “pending” status.

****Travel will continue to process as many TRVs and Expense Reports as possible through June 30th.**



UNIVERSITY OF
South Carolina

Using a Query to Review Travel Authorizations

Use this query to review Travel Authorizations: SC_EX_TAUTH_USER_INQUIRY_

- Include the From and To accounting dates.
- The Default Location can be changed if needed to In State, Out of State, or Foreign.
- The TA Status can be selected - if needed.

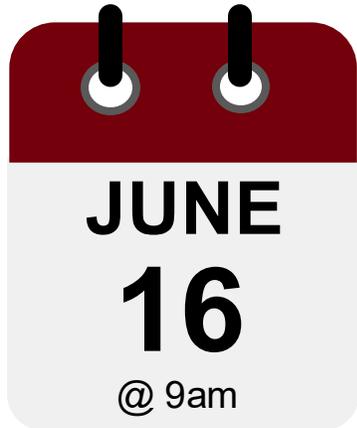
eForm Statuses	
Saved	The TA/TRV eForm has not been submitted.
Pending	The TA/TRV eForm has been submitted and waiting for approvals.
Denied	An approver denied the TA/TRV and therefore it cannot be resubmitted.
On Hold	An approver has put the TA/TRV on hold, but the creator and approver can continue to make changes to the TA/TRV and resubmit using the Update TA/TRV option on the landing page.
Executed	The TA/TRV is fully approved and is assigned an ID.
In Process	Administrative review of unapproved past date Travel Authorizations

Accounts Payable



UNIVERSITY OF
South Carolina

Accounts Payable Fiscal Year Deadlines



Invoices for month ending June

- **June 16, 2025** – Deadline for invoices to reach AP for a payment in **June**.

Payment Requests**

- **June 16, 2025** – Last day for Payment Requests to reach AP for **June** and for FY25.

Employee Reimbursement (non-travel)

- **June 16, 2025** – Deadline to submit Employee Reimbursement Non-travel Expense Reports in PeopleSoft – must be in the queue for approval by Accounts Payable.
- Clean up any outstanding expense reports that will not be approved.

****AP will continue to process as many Payment Requests as possible through June 30th.**



UNIVERSITY OF
South Carolina

Cash Advances



UNIVERSITY OF
South Carolina

Cash Advances Fiscal Year Deadlines

Cash Advance

- Find the Cash Advance Settlement Procedure at this [link](#).
- Submit settlements to: cashadvc@mailbox.sc.edu

Travel Advance

- Find the Travel Advance Settlement Procedure at this [link](#).
- Submit settlements to: teoffice@mailbox.sc.edu



General Ledger



UNIVERSITY OF
South Carolina

General Ledger Fiscal Year Deadlines



Journal Vouchers/Expense Module Corrections

- **June 23, 2025** – Deadline to approve journal voucher eForms and APEX eForms.



Journal Entries

- **July 2, 2025** – Deadline to approve Period 12 (June) journal entries.
- **July 7, 2025** – Deadline to approve Period 13 journal entries for FY25.
- Period 13 journal entries and uploads - ensure you note in the comment field this entry is for “FY2024-2025”.

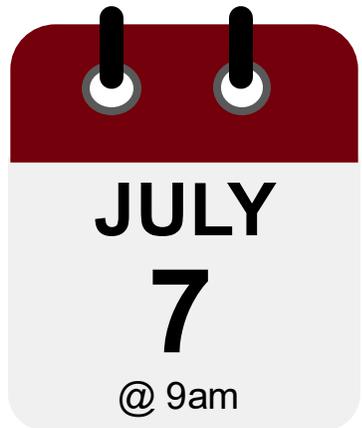


General Ledger Fiscal Year Deadlines



Payroll Retro Journal Entries

- **June 16, 2025** – Deadline to complete all payroll retro journal entries (non USCSP) for payroll ending June 15th or prior.



- **July 7, 2025** – Deadline to complete all payroll retro journal entries (non USCSP) for payroll ending June 30th.



Fiscal Year End Task

Review Z Funds

Review all Z funds for your area. The fund balance should be as close to zero as possible.

FY25 Revenue/FY26 Revenue

Any revenue that has been earned in FY25 but not received prior to year end should be accrued in FY25. Any revenue that has been received in FY25 but will be earned in FY26 should be moved to a deferred revenue account. If you are unsure of how to code these entries, please contact the Controller's Office.

Review Revenue and Expenses

Review all revenue and expenses coded to miscellaneous accounts (48650, 44210, 53009). Any items that can be reclassified to a specific account should be moved prior to year end.



Reviewing Account Activity and Balances



UNIVERSITY OF
South Carolina

Searching for Items on GL

Main Menu > Reporting Tools > Query > Query Viewer

Query Name: SC_LEDGER_ACTUAL_JOURNALS

- Use this query to search for journal entries that haven't posted yet and/or retrieve detail for all JEs that you have processed during a Fiscal Year.

SC_LEDGER_ACTUAL_JOURNALS - SC Ledger Actual Journals

Fiscal Year

Accounting Period

Operating Unit

Department

Fund Code

Account

Class Field

PC Business Unit

Project

Activity

Cost Share

Product

Source

System Source

Journal ID

Journal Date

Date Posted

Journal Line Reference

Journal Line Description

Journal Header Status

User ID

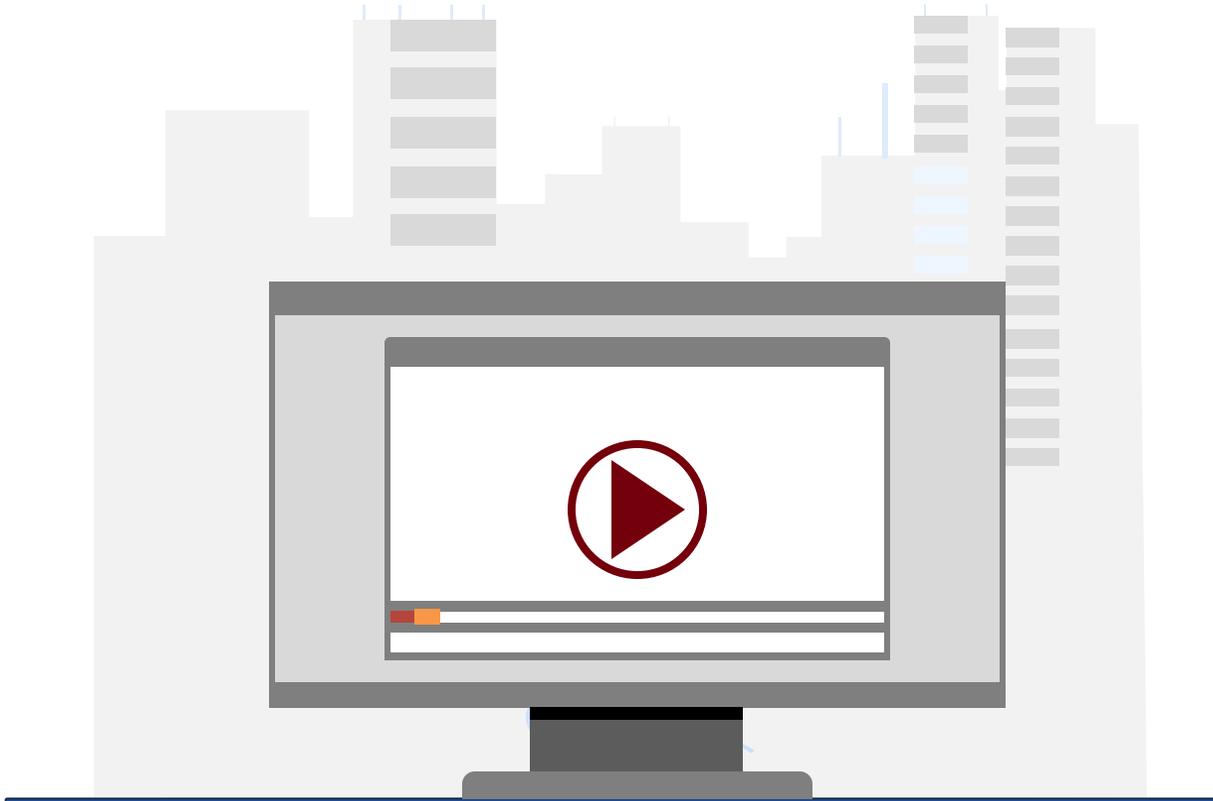
Budget Status

Journal Line Amount

Row	Fiscal Year	Accounting Period	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Cost Share	Product	Source	System Source	Journal ID	Journal Date	Date Posted	Amount	Journal Line Reference	Journal Line Description	Journal Header Status	User ID	Journal Description	APPROVE	Journal Line Status	Budget Line Status
-----	-------------	-------------------	-----------	------------	------	---------------	-------------	---------	----------	------------	---------	--------	---------------	------------	--------------	-------------	--------	------------------------	--------------------------	-----------------------	---------	---------------------	---------	---------------------	--------------------

Demonstration

- Search for items on the GL



[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Ledger](#)

UNIVERSITY OF SOUTH CAROLINA
 Search
 [Advanced Search](#)
[Last Search Results](#)

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER_INQ
 *Unit: USC01
 *Ledger: ACTUALS
 *Fiscal Year: 2017
 *From Period: 1
 *To Period: 2
 Currency:
 Stat Code:
 Date Code View:
 Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows: 100

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	<input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Department	<input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Operating Unit	CL072 <input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Product	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	E0269 <input type="text"/>	<input type="text"/>	Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Class Field	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Funding Source	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Share	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type	<input type="text"/>	<input type="text"/>	Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Checking a GL Balance

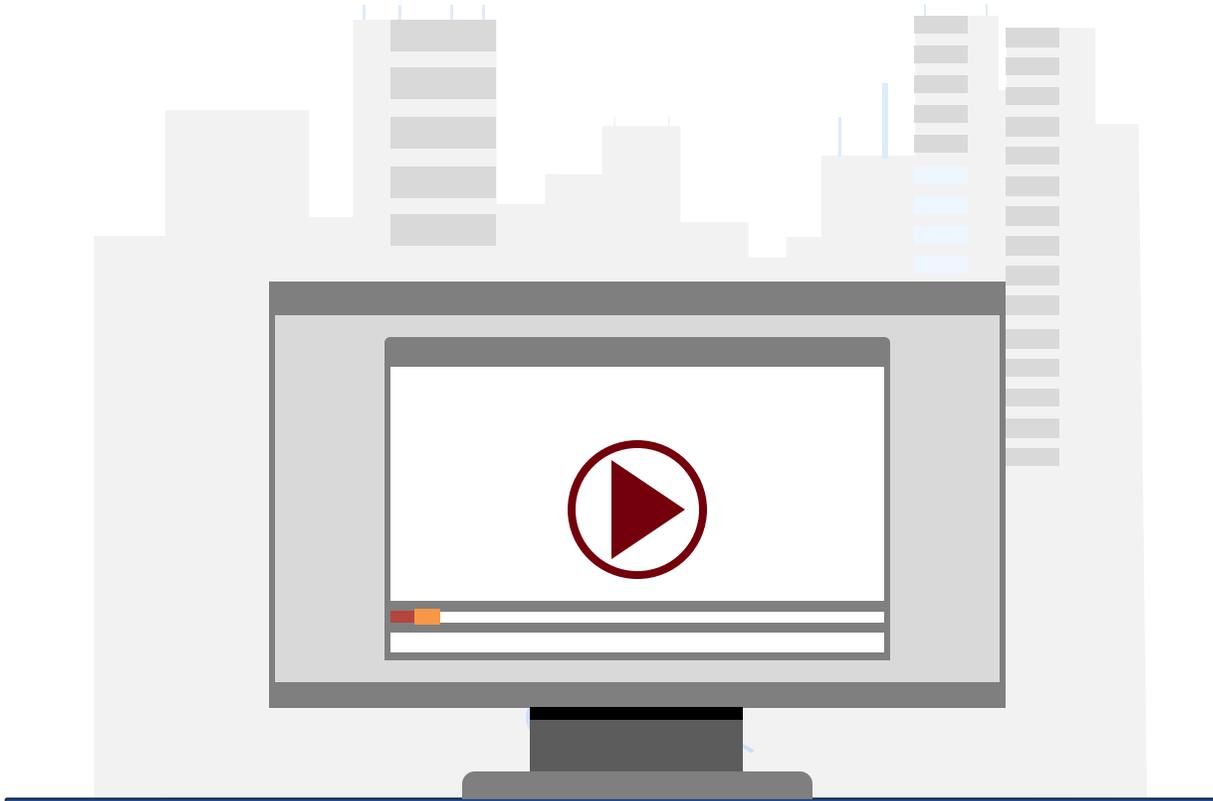
**Main Menu > General Ledger >
 Review Financial Information >
 Ledger**

Use this query to review all your account balances.



Demonstration

- Check GL Balance



Resources and Contacts



UNIVERSITY OF
South Carolina

Office of the Controller



ACCURATE AND TRANSPARENT

From financial reporting and accounting services to contracts and supplier management, the Office of the Controller upholds the highest standards.

Office of the Controller

General Accounting

Grants and Funds
Management

Compliance and Tax
Management

Payroll Department

Operational Management
and Reporting

External Financial Reporting
and Transparency

Resource and Training
Toolbox

Contact Us

The Office of the Controller is responsible for ensuring proper stewardship of the university's financial resources through effective policies, procedures and internal controls. We strive to provide excellent customer service and the highest integrity in financial reporting.

Office of the Controller is the Proud Recipient of the GFOA Award!

Our office continuously strives to achieve excellence! We are proud to announce that we have been awarded the Certification of Achievement for Excellence in Financial Reporting for the thirteenth consecutive year. This is the highest form of recognition in the area of governmental accounting and finance reporting, for its comprehensive annual financial report.

"With the many new changes in reporting and compliance, this award is a great achievement, and I am very proud of the professional reporting team that we have at the university. This achievement continues to demonstrate the dedication of the

Office of the Controller

Mandy Kibler, University Controller
1600 Hampton Street, 6th floor
Columbia, SC 29208
Phone: 803-777-2602
Fax: 803-777-9586

Access Financial Systems

[PeopleSoft Finance](#)
[PeopleSoft HCM](#)
[Finance Intranet](#)

Where to Find the Resources

For forms, matrix, and general information, visit our [Controller's Office website](#).



Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu



Questions



UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



UNIVERSITY OF
South Carolina



UNIVERSITY OF
South Carolina