

General Accounting Monthly Newsletter

Note from the GL Team

This month's note includes a few announcements from our Supplier Team here in the Controller's Office. Thanks to everyone who attended our *Supplier Onboarding Updates and Refresher Training* on August 30. The next training opportunity is set for **October 11 from 9:00 am – 10:00 am**. Please be on the lookout for an email invitation from the Supplier Team about 2 weeks prior to the training. In our recent trainings, we mentioned we were working on rollout of the **"Forgot My Password"** functionality. This functionality allows our suppliers to reset their passwords independently through the self-service portal. We are proud to announce that this went live on **July 21, 2022**. This will not impact your role as a supplier liaison except informing the supplier, if necessary, that they may now complete this in the portal as opposed to reaching out to the Supplier Team.

Dates/Deadlines to Remember

Friday	September 9, 2022	5:00 PM	Deadline to submit August Sales/Use/Admissions Tax Returns
Friday	September 9, 2022	5:00 PM	Deadline to submit August F&A adjustment journal entries
Friday	September 23, 2022	5:00 PM	Team Card August billing cycle deadline
Tuesday	September 27, 2022	5:00 PM	Travel Card August billing cycle deadline
Tuesday	September 27, 2022	5:00 PM	P-Card August billing cycle deadline
Friday	September 30, 2022	12:00 PM	September Expense Module Correction forms (APEX) submitted to GL mailbox
Friday	September 30, 2022	12:00 PM	September AP JV Eforms completed and approved in PeopleSoft
Monday	October 3, 2022	5:00 PM	September Journal Entries completed and approved in PeopleSoft
Wednesday	October 5, 2022		Tentative close of GL for September

GL Tip of the Month

Copying a Journal Entry

Below are the steps to copy a previously created journal entry. Email us a genacctg@mailbox.sc.edu with any questions.

- To start, pull up the original JE using the following breadcrumbs: **Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries**
- Select the "Find an Existing Value" tab.

Find an Existing Value

Keyword Search

Add a New Value

- On Search Criteria page, enter the following information:
 - Business Unit: USC01
 - Journal ID: Original JE number (example 0000123456)
 - Be sure all other criteria are left blank and select the Search button to pull up original entry
- Pull up the Lines tab on the original JE.

Header

Lines

Totals

Errors

Approval

- Select Copy Journal from the Process drop down box and click the Process button.

*Process

Copy Journal

Process

- A "Journal Entry Copy" screen will appear. The most important items from this pop box are below. Select the "Reverse Signs" box to create a new entry with signs reversed from original JE. Do not check this box if you want the debits and credits on new JE to match the original JE. Always select both the "Recalculate Budget Date" and "Save Journal Incomplete Status" boxes. These boxes will allow the budget date to always match the new JE date (instead of the original JE date) and the journal will be able to be saved and completed at a different time if you have to start and finish later.
- Select the OK button.
- System will automatically create a new JE that can be edited and submitted.

Reverse Signs
 Recalculate Budget Date
 Save Journal Incomplete Status