

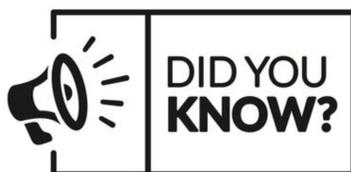


Office of the Controller

July 2023 Newsletter

Dedicated to supporting the mission of the University of South Carolina by providing efficient, effective, and professional service to students, faculty, and staff for appropriate financial functions.

Hope everyone's FY23-24 is off to a great start! We would like to start by thanking everyone for their assistance navigating through our fiscal year end activities. Beginning August 1st, our external auditors will begin the year end audit processes for FY22-23. During this process, you may receive requests from the Controller's Office for various information and back-up detail. The audit is very time sensitive, so please provide the information as quickly as possible. Our GL team is here to assist you, as needed, when pulling any USC General Ledger information out of PeopleSoft. Email us at genacctg@mailbox.sc.edu if you have any issues/questions.



Each month, almost **90,000 reports** are run on the Finance Intranet by its **4000+ users** to review grant reports, account balances, transaction activity and trend data.

Monthly Highlight



Need to update, inactivate, or request a new accounting chartfield?

It's as easy as submitting a [Chartfield Request Form](#) to the cfmaint@mailbox.sc.edu mailbox. You can use this form to do a variety of things including:

- requesting a new internal project or student activity account,
- changing the end date on an incentive project,
- creation of a new E Fund or of payroll combo codes, or
- inactivation of a specific account.

The form can be found on the Controller's Office website under [Chart of Accounts](#). If you are unsure what type of account is needed, you can use the [Funding Sources Matrix](#) to assist in the determination.

Finance Intranet – Updates and Enhancements

Did you know there are three new reports available on the Finance Intranet?

1. **GL Yearly Comparison:** provides a comparative data for 2 to 5 fiscal years.
2. **Non-USCSP Project Dashboard:** provides the ability to easily see cash balances and end dates for internal projects (USCIP), spendable endowments (USCEN), and student activity projects (USCSA) all in one report with drill downs into GL Summary and GL Activity. New enhancements have been added that also allow you run by specific Project Type or PI. You can also subtotal using these new options!
3. **Fund Dashboard:** provides the ability to see activity by Fund type and Group. It is the perfect place to go if you want to see all the Fund types within a department or operating unit.

If you want to know more about these tools; check out our last [Finance Intranet Training Webinar](#).

There are exciting new enhancements to the Intranet coming soon! Stay tuned!

Meet the Internal Financial Reporting Team

The Internal Financial Reporting Team is comprised of three people that report to the Assistant Controller, Lindsay Crawford:

- Mark Tabor – Reporting Analyst
- Tiffany Boyd – Sr. Mgr of Financial Reporting and Analysis
- Carrie Ellsworth – Records Manager

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





General Ledger - Tip of the Month

Looking Up a Deposit in PeopleSoft Finance

Beginning June 2023, looking up a deposit in PeopleSoft got a whole lot easier! The deposit ID information can now be seen in the Reference and Journal Line Description fields of the DEP system generated journal entry. The reference field contains the Deposit Unit (USCSP, SCCOL, SCAIK, SCBFT, etc.) while the specific deposit ID number will show in the Journal Line Description field. DEP journal entries created prior to June 2023 will not contain this information. To view pre-June 2023 items use steps outlined in our April 2023 newsletter or contact the GL Team at genacctg@mailbox.sc.edu.

Once you have the Deposit Unit and Deposit ID, the actual deposit can be pulled up using the following navigation in PeopleSoft Finance:

Main Menu - USC Enhancements - USC Regular Deposit - USC Regular Deposit

Below are a few samples of how the items look in PeopleSoft and on the Finance Intranet.

Journal Entry Create/Update Page

PeopleSoft Finance Query SC_LEDGER_ACTUAL_JOURNALS

GL Activity in Finance Intranet



Important Payroll Tips & Reminders

Account Funding Change eForm Enhancement

A new enhancement for the Account Funding Change form in PeopleSoft HCM now gives you the ability to make funding changes up until the day after the previous pay date as

outlined on the [Payroll Schedule for Lag Employees](#). This is a significant change for those with lag employees and should reduce the number of retro funding changes needed.

Current and Lag Employee

- Example: To ensure a funding change for the 7/31/23 paycheck, the eForm must be submitted by 7/16/23.

Updating Personal Address

Please remind employees to ensure their correct address is entered into PeopleSoft HCM. If their address is incorrect, please direct them to make the change in HCM PeopleSoft on the Personal Details Employee Self Service page by clicking the Addresses tile or contact HR.

Correct State Tax Location

As a reminder, it is important that the State tax location code is correct in PeopleSoft HCM. The hiring proposal in People Admin has the work location code which feeds to the tax location code in PeopleSoft at the time of hire. It is important for tax reporting purposes that the appropriate state is chosen when completing the hiring proposal.

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



July 5 by 12pm: Deadline for Payroll Retro Submissions for pay period ending 06/30/23

July 5 by 12pm: Deadline for FY23 Journal Entries

July 5 by 12pm: Deadline for FY23 Invoice Submission

July 10 by 5pm: Deadline to submit June Sales/Use/Admissions Tax Returns

July 14 by 5pm: Deadline to submit June F&A Adjustment Journal Entries

July 25 by 5pm: Team Card and Travel Card July billing cycle deadline

July 27 by 5pm: P-Card July billing cycle deadline

July 31 by 12pm: July Expense Module Correction forms (APEX) submitted to GL mailbox

July 31 by 12pm: July AP JV eForms completed and approved in PeopleSoft

August 1 by 5pm: July Journal Entries completed and approved in PeopleSoft

August 3: Tentative GL close for July

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