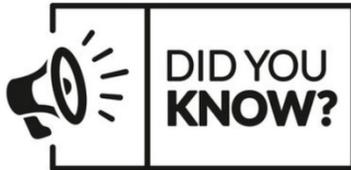




Office of the Controller

March 2024 Newsletter

Committed to upholding the objectives of the University of South Carolina by delivering streamlined, proficient, and exemplary assistance to students, faculty, and staff in matters pertaining to financial operations.



Annually, our Compliance Team:

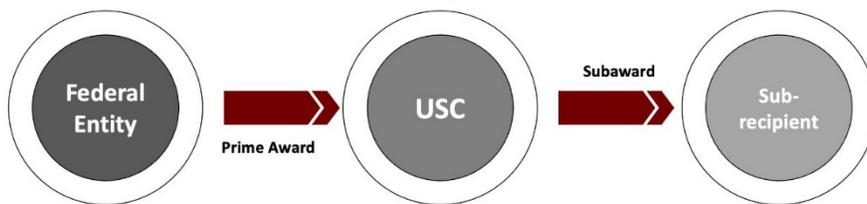
- Processes 1,500+ subrecipient invoices,
- Ensures compliance with subaward agreements for 200+ entities,
- Manages 6,000+ time and effort reports!



Subrecipient Monitoring and Invoicing

Before subrecipient invoicing can occur, a fully executed subaward agreement must exist between the University and the subrecipient. This involves collaboration between many parties – the subrecipient, the sponsor, the SAM Office, the Controller’s Office, the Purchasing Department, and individual departments.

Funding Flow



Once a subaward agreement has been executed, **subrecipients** must submit their invoices to the Compliance Team using the [Subaward Invoice Payment Request Form](#). After a compliance review occurs, all invoices require PI approval prior to payment. PIs must be satisfied that the subrecipient’s work was completed in accordance with proposed specifications and that expenses are allowable and allocable to the sponsored award.

Why does it matter? Fully executed subaward agreements represent binding contracts. The terms and conditions of the University’s prime award flow down to the subrecipient as part of the subaward – subrecipient noncompliance constitutes University noncompliance, which creates significant risk for the University. Federal regulation and University policy requires the monitoring of subrecipients to ensure the subaward is being used for authorized purposes.

Upcoming! Currently, PI approval is requested by the Compliance Team via email for each invoice. We recognize the inherent limitations of this manual process. Later this year, a workflow solution will be implemented in PeopleSoft Finance for subrecipient invoices, which will eliminate the need for manual email approvals.

Useful Resources: Visit the [Compliance Management](#) page on our Controller's Office website. If you have questions not addressed on our website, please contact subinv@mailbox.sc.edu.

- [Subrecipient Monitoring and Invoicing Presentation](#)
- [Subaward Agreement Process](#)

Time and Effort Reporting

Time and effort reporting occurs twice a year. Reports will be automatically generated for any individual whose salary was paid from a sponsored project or cost shared to a project – this includes hourly employees as well (including students). All reports must be certified by the employee as well as a PI and supervisor with first-hand knowledge of the employee's effort.

Why does it matter? Salary is the largest expense on sponsored awards and represents our biggest risk exposure. This “after-the-fact” verification must occur to ensure the actual time spent on sponsored awards matches the amounts recorded in the system. Effort reports are frequently requested during audits. Federal regulation, sponsor-specific guidance, and University policy requires effort documentation that demonstrates amounts charged are accurate, allowable, and properly allocated.

Upcoming! The next cycle of time and effort reports, for the July – December 2023 period, will be made available on **March 4th, 2024**. Certification is required to occur within 30 days – reports are **due April 3rd, 2024!**

Useful Resources: Visit the [Compliance Management](#) page on our Controller's Office website. If you have questions not addressed on our website, please contact timeandeffort@sc.edu.

- [Time and Effort Reporting Refresher and Updates for the Business Manager](#)
- [Time and Effort Reporting Refresher and Updates for the Principal Investigator](#)

Moving and Relocation Reminder!

The Moving agreement and offer letter should be sent to moving@mailbox.sc.edu during the onboarding process. These documents will then be forwarded to the University Controller for approval and signature.



Correct Addresses for Student/Non-Employee Reimbursements

Ensure that the address provided in the **Recipient Information** section of the TA/TRV eForm is a valid address for the individual. It is crucial to include apartment or suite numbers, if applicable.



Tip of the Month!

Understanding Journal Entries (JE)

When do I process a JE? JE's can be submitted to correct previously posted deposits, to record or correct internal transfers, to process or correct 86000/81000 departmental transfers, to correct a previously posted online JE done in error, or to correct a single pay voucher processed through AP module.

When to not process a JE? JE's should not be used to correct posted expense reports, to correct paid AP vouchers (with exception of single pay vouchers), or to correct payroll items processed in HCM module.

JE Quick Tips

- **Header Tab:** Two very important parts of the JE are on the Header tab, the Long Description and the Attachment. Be sure both of these are as detailed and complete as possible. The information should be so detailed that someone with no knowledge of the JE, could easily tell exactly what is being done. And remember to attach a Cost Transfer Justification form if USCSP expenses are being moved.
- **Lines Tab:** The lines tab contains the accounting strings and debits/credits for the entry.
 - Use the **Reference** and **Journal Line Description** fields on each line of the entry to store information to be used after the entry posts. These fields will be very helpful in the future when running queries or Finance Intranet reports.
 - Use Speedtypes to auto-populate a chartfield string when entering a project. In the Speedtype field, simply type the letter "P" followed by the full project number, the system will automatically populate the full chartfield.
 - Use the [Increases and Decreases/Debits vs. Credits Quick Reference](#) to compare debits/credits with positives/negatives.
 - Use the [Analysis Types Chart Quick Reference](#) to determine the analysis type used with projects.
 - Use the [Fund Types: Transfer From/Transfer To Quick Reference](#) for assistance with processing an Internal Transfer entry where one department is providing a good or service for another.
 - Use the **Grid Action Menu** icon on the left of the screen to personalize the order of the individual fields for your entries or to download your entry to Excel as needed.
 - Use **Errors Only** check box at the top of the screen on right to view any error lines on your entry.
 - Remember if you use different balancing chartfields (operating unit, fund or project) on your entry, it will automatically create 10300 lines. The lines cannot be edited and are essential to be sure the cash is in the correct locations on the GL.
- **Totals Tab** – shows the details associated with the different balancing chartfields on your entry.
- **Errors Tab** – details any errors you may have with brief explanations of each.
- **Approval Tab** – Allows your entry to be submitted for approval and shows where your entry is in the approval process.

If you run into any issues while creating a JE or have questions, please email our General Ledger Team at genacctg@mailbox.sc.edu.



Selecting the correct Work Location Code

Tax location should reflect the state where the employee is conducting the work so taxes can be appropriately deducted for that state and reported. As employees may work remotely, we need to ensure the data is accurate in HCM PeopleSoft, our HR/Payroll system.

If the address for the employee is incorrect, please direct them to Employee Self Service (ESS) in HCM PeopleSoft to update their address. Instructions to updated addresses can be found [here](#).

As a reminder, the hiring proposal in People Admin has the work location code which feeds to the tax location code in HCM PeopleSoft at the time of hire. Please ensure the appropriate state is chosen when completing the hiring proposal.

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



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

April 9: [Transaction Corrections in PeopleSoft Finance](#)

April 23: [How to Create an Expense Report for P-Card, Program Expense Card, and Team Card](#)

April 23: [Understanding Cost Share](#)

April 24: [Understanding Cost Transfer](#)

April 25: [Understanding and Requesting Retro Funding Changes](#)

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



March 8 by 5pm: Deadline to submit February Sales/Use/Admissions Tax Returns

March 8 by 5pm: Deadline to submit February F&A Adjustment Journal Entries

March 25 by 5pm: Team Card, Travel Card, and Program Card March billing cycle deadline

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

March 29 by 12pm: March Expense Module Correction forms (APEX) submitted to GL mailbox

March 29 by 12pm: March AP JV eForms completed and approved in PeopleSoft Finance

April 1 by 5pm: March Journal Entries completed and approved in PeopleSoft Finance

April 3: Tentative GL close for March

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



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