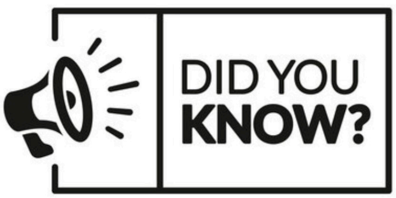
UNIVERSITY OF
South Carolina

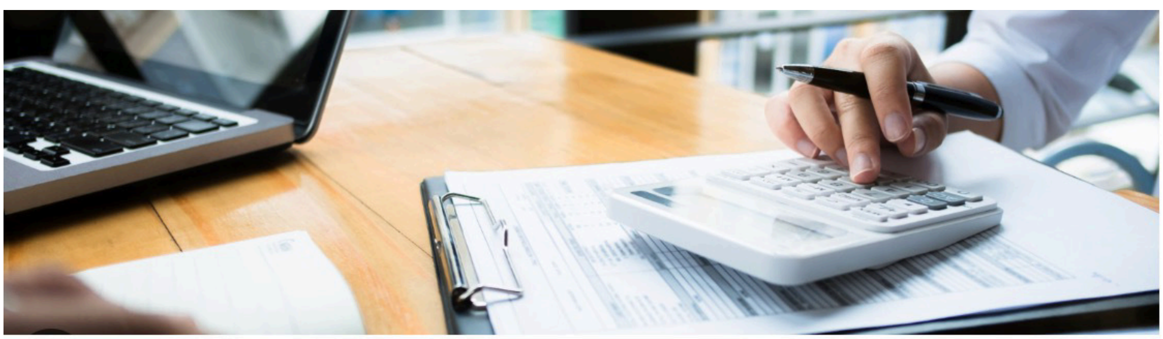
Office of the Controller

May 2025 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.



There are **353** current **Program Expense** Cardholders, **112** current **Team** Cardholders, and **678** current **Travel** Cardholders.



Accounting Services and Treasury Team

New Research Incentive Payment Option

The Controller's Office is now offering a faster, easier way to pay incentives to research participants through **Tremendous**!

What is Tremendous?

Tremendous is a platform that provides a method for researchers to compensate participants allowing recipients flexibility to choose their preferred gift card options. Tremendous simplifies the process of paying incentives for researchers, by:

- Using an e-form to submit funding requests
- Making funds available quickly – expect funds to be available within 2-3 days of request
- Providing an upload template for bulk sending
- Automatically processing monthly settlements by Controller's Office (no expense report, settlement forms, or receipts required)
- Eliminating the need for credit card or activation fees

- Providing a list of merchants Participants can choose from
    - Researchers can limit to specific merchant(s), if preferred

Who can take advantage of this platform?
Principal Investigators (PIs) who compensate participants for taking part in research.
The request form and additional resources can be found on our **Treasury Management** webpage:

- Request forms
- Procedure & Job Aid

If you have questions about this platform and how to make funding requests, please contact our Cards Team at cards@mailbox.sc.edu.

Upcoming Card Expense Report Deadlines

Fiscal Year-End Card Program Due Dates		
Billing Month	**P-Card**	**Travel, Team & Program Cards**
April	May 27th	May 23rd
May	June 27th	June 25th
June	**Monday, June 30th at 12pm**	

All expense reports for the June billing cycle must be **fully approved** in PeopleSoft by **noon on Monday, June 30th**. We recommend cardholders cease spending after June 20th to ensure transactions will post and interface into PeopleSoft timely.
Keep in mind, transactions will not reflect in your expenses for FY25 unless fully approved by the deadline. This includes outstanding expense reports for prior billing cycles.
Text block at your service. Replace this text with yours.

Internal Charge Journal Entry vs. Transfer Journal Entry

Definitions
Internal Charge: An internal charge journal entry (JE) is an entry created to record a transaction where one USC department provides a good or service for another USC department. Goods or services must change hands for all internal charge entries. Examples are postage from the Post Office, or Adobe subscription from DoIT.
Transfer: A transfer JE is an entry for one USC department to provide funding to another USC department without moving an actual expense. Goods or services are not exchanged. An example is a department providing funding to a faculty member to do an internal research project.

General Ledger Account Codes
Internal Charge

- Debit/Positive Value – Use a 5xxxx expense account code. This will be the department receiving the goods or services.

- Credit/Negative Value – Use a 6xxxx contra expense account code. This will be the department providing goods or services.

Transfer

- Debit/Positive Value – Use account code 86000. This will be the department providing the funding and will act as an expense to them in their departmental reporting.
- Credit/Negative Value – Use account code 81000. This will be the department receiving the funding and will act as revenue for them in their departmental reporting.

Required Attachments for JE

Internal Charge: Invoice, memo, note, letter, spreadsheet, or email. Be sure the back-up fully explains the transaction that Is taking place. If charging a sponsored award for services, the charge must be fully documented to explain the types of goods or services provided and when they were provided.

Transfer: Finance Intranet or PeopleSoft Finance report showing funding is available to transfer. Documentation explaining why entry is needed and how the amount was determined. Be sure the back-up fully explains the transaction that is taking place.

The information above is the basic process for most types of entries. There are some special rules that apply to specific chartfield strings and projects (Example, USCSP projects cannot be used on transfer JEs whereas they can be used on internal charge JEs as long as prior approval has been received).

For more information on your specific JE, please reach out to the General Ledger Team at genacctg@mailbox.sc.edu.

Using Correct Funding on Summer Hire ePAF Forms

When completing Summer Hire ePAF forms, please verify that you are using the correct account funding information to ensure proper distribution of earnings, deductions, and taxes. Monitor HCM Distribution on the HUB at least monthly so that timely Retro Funding Requests can be made if an incorrect chartfield string was used.

Correct Address and State Taxes in PeopleSoft HCM

Now that tax season is over, we would like to remind everyone to verify that your address and state tax withholdings are correct in PeopleSoft HCM. In most cases, employees are taxed based on where work is physically performed. If you have moved or plan to move, please let Payroll know so we can update your state tax settings in PeopleSoft HCM.

If you have questions, please reach out to our Payroll Team at payroll@mailbox.sc.edu.

Training Opportunities

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

- Supplier Onboarding Q&A – May 6 at 2:00 PM
- Fiscal Year 2024 - 2025 Reminders Session - May 22 at 2:00 PM
- Fiscal Year 2024 - 2025 Reminders Session - June 5 at 9 AM

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

May 9th by 5pm: Deadline to submit April Sales/Use/Admissions Tax Returns
May23rd by 5pm: Team, Travel, and Program Card April billing cycle deadline
May 27th by 5pm: Purchasing Card May billing cycle deadline
May 30 by 12pm: May Expense Module Correction eForms (APEX) completed and approved in PeopleSoft
May 30 by 12pm: May AP JV eForms completed and approved in PeopleSoft
June 2 by 5pm: April Journal Entries completed and approved in PeopleSoft
June 5: Tentative close of GL for April
Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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