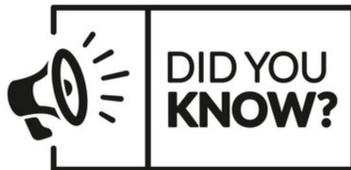




Office of the Controller

September 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.



Our Accounts Payable team creates an average of **84,000 vouchers** which includes approximately **35,000 Payment Requests**, **9,000 AP Uploads**, and **34,000 PO Invoices** annually.

Monthly Highlight



Our Accounts Payable would like to share some important tips and reminders.

When submitting an employee expense reimbursement report for approval in Accounts Payable there are several things to keep in mind to expedite the approval process:

1. The date on your report should match the date on the corresponding receipt.
2. All receipts should be itemized.
3. Proof of payment should either be found on the receipt in the form of the last four digits of the credit/debit card used or a credit/debit card statement should be included that shows the recipient's name, the supplier's name, and the charge to be reimbursed. All other information in the credit/debit card statement can be redacted.
4. All receipts should be in ONE attachment and in the same order the expense is entered on the reimbursement request report.

Other things to keep in mind:

1. Payment for services should not be handled out of pocket. These should be paid directly by the University to the supplier. The University is responsible for tracking these types of expenses for tax purposes.
2. Gift cards should also not be purchased out of pocket. The University has a card program that may need the need for a gift card (cards@mailbox.sc.edu) or a Cash Custodian payment request should be submitted for funds to purchase gift cards.
3. Registration fees are not reimbursed until after the event. Also, attachments should include the date of the event, whether it is online or in person and location.
4. If you make a payment with cash and are requesting reimbursement a memo from the department should be included acknowledging there is no proof of payment.

If you have questions, please reach out to our Accounts Payable team at ap@mailbox.sc.edu.



For faculty and staff on university related international travel, the University strongly recommends that you enroll in specialized international emergency health insurance through USC's policy. We offer this coverage because most domestic insurance policies do not provide international coverage or consider it out-of-network. Additionally, domestic policies do not typically provide emergency response assistance in the case of a natural disaster or political unrest, or if you need to be medically evacuated. The cost is \$18.56 per week. You can find the short online enrollment form [here](#).



General Ledger - Tip of the Month

What is a JV?

The term "JV" refers to a Journal Voucher. A JV is used to adjust or correct the accounting associated with paid and posted Accounts Payable (AP) vouchers.

What can be corrected with a JV?

A JV is used to correct any portion of the chartfield string that was used on the original paid and posted AP voucher. This could be the chartfield string and/or account code. Just remember to include the completed and signed Cost Transfer Justification Form if you are correcting a USCSP project.

Why can't I just process a journal entry (JE)?

The use of a JV rather than a JE to correct AP vouchers allows the correction to remain in the AP module and flow to the general ledger (GL) in the same manner as the original item did. It also allows easy future reference to the correction, as it will be directly linked to the original voucher.

How can I tell if I need to process a JV instead of a JE?

The easiest way to tell is to look at how the item needing correcting posted to the GL. If it posted with a JE beginning with AP, such as AP00012345 for example, a JV would be needed. JEs beginning with any other prefix would require a different means to correct. The one exception to the above rule is for an AP voucher associated with a single pay supplier. Since these vouchers are not linked to a specific system supplier, they will need to be corrected using a regular online JE.

How do I get started?

JVs are processed in Peoplesoft Finance using the Journal Voucher eForm. The eForm can be located using the following navigation:

Main Menu > USC Finance > Forms > Journal Voucher eForm

You will automatically be directed to the "Add a new JV" page, but can easily select to Update, Approve, or View existing eForms by clicking on the tabs on the left. To add a new form, you will need the voucher ID number for the transaction you are correcting. This can be found in the reference field of the system generated AP journal entry.

Need help getting started or stuck and need assistance moving forward?

Reach out to the GL Team at genacctg@mailbox.sc.edu.



Important Payroll Reminder

Direct Deposit in PeopleSoft HCM

All USC employees are **required** to set up direct deposit for payroll. They can have their pay direct deposited into up to three accounts. To set up direct deposit, click the Payroll tile in Employee Self Service and then select the Direct Deposit tile. The [Direct Deposit Quick Reference](#) guide can help new employees enter direct deposit information. It can also help current employees make edits when they change banks, have account number changes, or experience fraud.

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



The following training will be offered in the months of **September** and **October**. To register, click the links for the session(s) you would like to attend. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email and the session will be added to your calendar.

September 14: [Cost Share Training for the Business Manager and Principal Investigator](#)

September 20: [Travel Card Training](#)

September 21: [Employee Travel Refresher Training](#)

October 5: [Office of the Controller Reporting and Website Updates](#)



September 8 by 5pm: Deadline to submit August Sales/Use/Admissions Tax Returns

September 8 by 5pm: Deadline to submit August F&A Adjustment Journal Entries

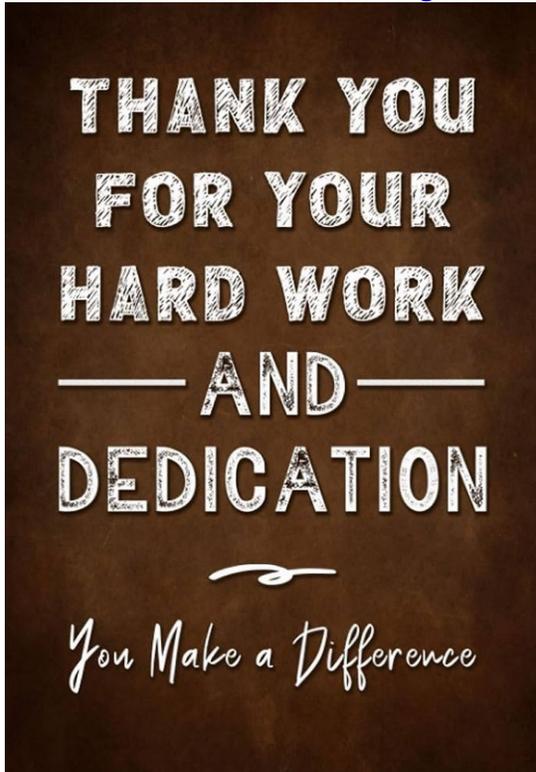
September 25 by 5pm: Team Card and Travel Card September billing cycle deadline

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

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

September 29 by 12pm: September AP JV eForms completed and approved in

October 12: [Travel Card Training](#)



PeopleSoft Finance

October 2 by 5pm: September Journal Entires completed and approved in PeopleSoft Finance

October 4: Tentative GL close for September
Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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