UNIVERSITY OF South Carolina

Office of the Controller
August 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.


We are thrilled to announce that we have updated our website and it is live! Our goal was to provide detailed information for all areas within the Controller's Office, new and updated resources, as well as a quick way to find the training resources based on the role(s) you have within your college/department.

Some of our great new features include:

- A new General Ledger page in General Accounting. Here you will find information and new resources for Deposits, JEs, JVs, and Expense Module Corrections (Apex).

- Moved Cash and Treasury Management, now Treasury Management, and Chart of Accounts pages to General Accounting.
- Grants and Funds Management has been expanded to include sponsored award set up, award management, invoicing and AR, reporting, and close out. So much great information now available at your fingertips!
- The Supplier and Tax Management page is now Compliance and Tax Management with some new compliance (including Subrecipient and Time and Effort Reporting) and tax information provided. **Supplier Management/Onboarding information is still located in this area of responsibility.**
- Access to the Payroll website since this is a Controller's Office function.
- A new Operational Management and Reporting page to provide for your operational reporting and research needs.
- A new Resource and Training Toolbox where you will find:
    - New pages for Business Manager, Grant Administration, and Principal Investigators with a list of tasks related to each role and available resources for each task
    - A new Forms page listing all the forms found on our website in alphabetical order and includes a search feature to help narrow down the list.
    - The following pages have been moved to the Toolbox:
        - Policies and Procedures
        - Newsletters (updated with Office of Controller 2023 newsletters)
        - PeopleSoft Finance Training Schedule
        - Listservs
        - Social Media

Be sure to visit our website, Office of the Controller, and take some time to view these changes.

DID YOU KNOW?
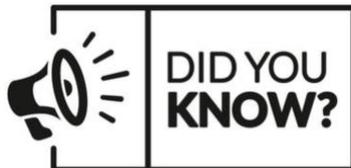
Number of Travel Transactions Reviewed and Approved Annually
6,800 - Expense Reports
2,800 - TRVs Student/Non-employee
2,700 - TAs Employees/Students
3.200 - TAs Non-Employees

Meet the Travel Team

The Travel Team is comprised of three people that report to Melinda Craft:

    Jade Norris - Young – Travel Manager

    Megan Dozier – Travel Accounting Specialist Danielle

    Wooten – Travel Accounting Specialist

New Resource! Travel Checklist

The Travel Team created a Travel Checklist that the employee and/or Travel Proxy can use to ensure an expense report is complete and accurate before submitting. Visit the Travel page on our website to view and download this great resource! You can find it in the Resources section.

How can You Take Advantage of Our Travel Card Program?

The University completed the roll out of the Travel Card program fiscal year 2022. The use of the Travel Card reduces the monetary burden to the traveler and allows the department to book airline tickets for employees, students, and non-employees. There are two types of Travel cards available:

- • **Individual Travel Card:** Individual travel for airfare, hotel, and registration.
- • **Department Travel Card:** Airfare (for employees, students, and non-employees) and pay registration (for employees and students).

If you do not have a Travel Card but would like to participate in the program, please reach out to the Travel Team (travelcard@sc.edu). They will provide all the information needed to better understand the program and help complete the process. To learn more about this program, join us **September 20** or **October 12** for Travel Card training. To register, click the link for the date that works best for you in the Training section of this newsletter.

Outstanding Travel Authorizations and Expense Reports

It is very important to review the Travel and Expense module for any outstanding Travel Authorizations and Expense Reports. To do this, use the below queries in PeopleSoft Finance:

- • **Travel Authorizations: SC_EX_TAUTH_USER_INQUIRY_PRMPT**
  Enter the following query criteria: accounting to and from date, default location can be changed to In State, Out of State, or Foreign – if needed, and TA Status can be selected.
- • **Expense Reports: SC_EX_RPT_USER_INQUIRY_PMPT**
  Enter the following query criteria: business purpose, default location can be changed to In State, Out of State, or Foreign – if needed, and TA Status can be selected.

Travel eForms Coming Soon!

The Travel Team is in the process of developing new Travel Authorization and Travel Reimbursement Voucher eForms for student and non-employee travel in PeopleSoft Finance. Due to the large amount of feedback on travel reimbursement processing times, Controller's Office made this a priority. The **improvements** will shorten the timeline for student and non-employee travel reimbursements and minimize the personal obligation for upfront travel costs. Stay tuned for more information in the coming months!

If you have any questions, please reach out to the Travel Team at teoffice@mailbox.sc.edu

General Ledger - Tip of the Month
What is an Apex?

The term "Apex" refers to the **A**djustment of a **P**aid **Ex**pense. An Apex form is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, and travel cards.

What can be corrected with an Apex?

An Apex is used to correct any portion of the chartfield string that was used on the original paid and posted expense report. This could be anything from the operating unit to the project and all values in between. Just remember to include a 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 an Apex rather than a JE to correct expense reports allows the correction to remain in the expense 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 expense report.

How can I tell if I need to process an Apex 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 EX, such as EXA0012345 for example, an Apex would be needed. JEs beginning with any other prefix would require different means to correct.

How do I get started?

Currently, the Apex is a PDF form that must be completed, signed, and emailed to the GL team at genacctg@mailbox.sc.edu. The Expense Module Correction Form can be found on the Accounts Payable page of our website. After completion, the form will be attached in PeopleSoft for future reference. Include back up with the form detailing when the item posted to the GL and **why** the correction is needed.

The future of the Apex?

In the coming months, a new eForm version of the Apex form will be available in PeopleSoft Finance and will closely resemble the current journal voucher eForm. This new digital eForm will replace our current PDF form. Stay tuned for more information in the coming months.

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

Important Payroll Reminder

Submitting Timesheets Timely

It is very important that employees submit and supervisors approve timesheets in a timely manner. All weekly timesheets are due to be submitted and approved by noon every Monday. Once a timesheet is submitted, time entered is not picked up for payment until it is in an approved status. Payroll cannot do their part until it is approved by the supervisor or departmental TL/ABS Approver.

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

September 14: Cost Share Training for the Business Manager and Principal Investigator

September 20: Travel Card Training

September 21: Employee Travel Refresher Training

October 12: Travel Card Training

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

August 11 by 5pm: Deadline to submit July F&A Adjustment Journal Entries

August 25 by 5pm: Team Card, Travel Card, and PCard August billing cycle deadline

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

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

September 1 by 5pm: August Journal Entires completed and approved in PeopleSoft Finance

September 5: Tentative GL close for August

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