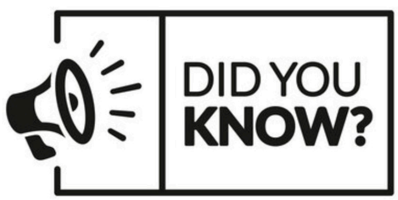
UNIVERSITY OF
South Carolina

Office of the Controller

August 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.



Our Travel Team reviews and approves over 12,500 expense reports, 5,400 TRVs, 5,600 TAs for Employee/Students, and 6,700 TAs for non-employees annually.

Monthly Highlight: Travel Team

Travel Resources/Updates

- **Lodging Rate Change**: The adjusted rate for FY26 is **$441.14 per day**. Please use this new rate when preparing Travel Authorizations and Expense Reports for travel that occurs on or after July 1, 2025.
- **Travel Checklist:** Before submitting your travel expense report, please review this checklist to ensure that the report is both complete and accurate.

- **Travel Quick Reference Guide**: This guide provides details on how to locate, cancel, and remove a Travel Authorization (TA), as well as how to find, view, and edit an Expense Report.
- **Travel Meal Matrix**: Refer to this matrix to find out how meal reimbursements will be calculated according to your departure and return times, up to the maximum allowance.
- **Travel Top 10 Q&A**: Review the most common questions and answers for travel processing.

Travel Card Reminders

1. **Billing Cycle:** Runs from the 26th of each month through the 25th of the following month.
2. **Expense Report Submission:**
    - All travel card transactions posted to the statement must be assigned to a travel card expense report.
    - Attach the statement and all paid receipts to the expense report.
    - Submit the report for approval.
3. **Description Requirements:**
    - **Employee:** USCID, Name, TA (if applicable), Date, Location, Type of Travel
    - **Student:** TA, Student, USCID, Name, Dates, Location, Type of Travel
    - **Non-Employee:** TA, Non-Employee, Name, Dates, Location, Type of Travel
3. **Account Usage:** Use the correct expense account based on the type of traveler.
4. **Approval Timeline:** Travel card expense reports must be fully approved within 30 days of the billing cycle end date.
5. **Expense Posting:** Travel card expenses post to your account when the travel card expense report status is in a paid status.

You can refer to this **Travel Card** job aid understand the process of reviewing and editing expense types in My Wallet, and to create an expense report using the My Wallet function.

Student and Non-Employee (TA/TRV) eForm Reminders

1. **TRV Address Verification:** Be sure to verify the address, city, zip code, and apartment number (if applicable) are correct. Include the apartment number, if applicable, to prevent the check from being returned.
2. **Review TA/TRV:**
    - **Find a Recycled or Saved TA/TRV:** Navigate to Main Menu > USC Finance eForms > Student/Non-Employee Travel > Update TA/TRV and locate the specific TA/TRV by its Form ID.
    - **View TA/TRV:** Navigate to Main Menu > USC Finance eForms > Student/Non-Employee Travel > View TA/TRV.
2. **Search Functions:**
    - **Search by Form ID:** Use this option to locate a specific TA/TRV.
    - **Search by Form Type:** Select **TRA** (Travel Authorization) or **TRV** (Travel Reimbursement).
    - **Search by Original Operator:** Enter the USERID of the creator of the TA/TRV.
    - **Save Search Function:** Save your commonly used search criteria for faster searches.

Outstanding Travel Authorizations and Expense Reports Review

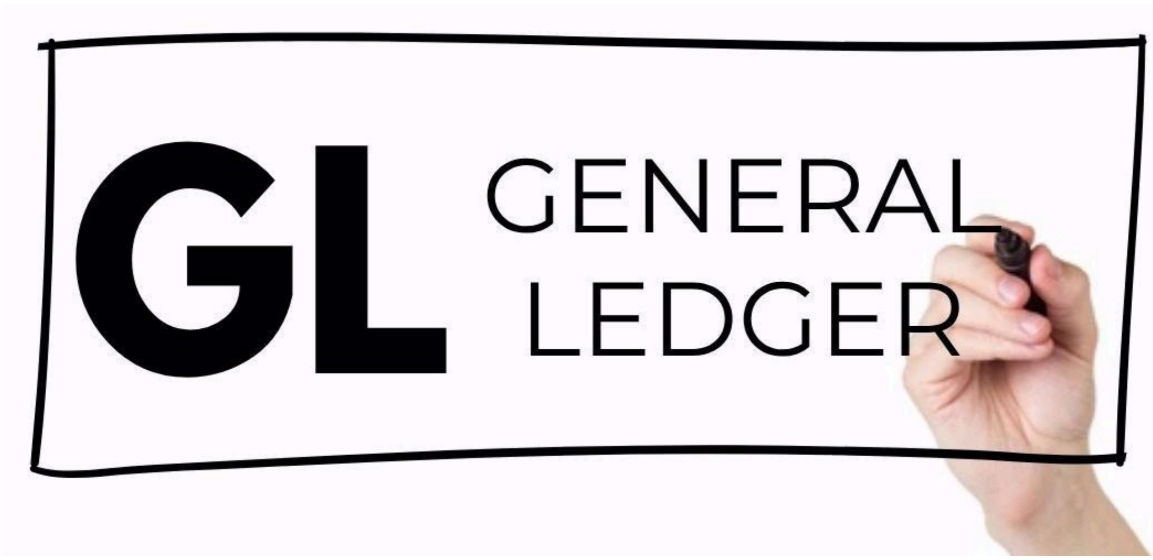
It is very important to review the Travel and Expense module for any outstanding Travel Authorizations and Expense Reports. To do this, use the following queries in PeopleSoft Finance:

- **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, and, if needed a 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, and, if needed a Expense Report Status can be selected.

If you have questions regarding the above information, please reach out to our Travel Team at TEOFFICE@mailbox.sc.edu.

- Jade Norris-Young – Travel Manager
- Megan Dozier – Travel Accounting Specialist
- Danielle Wooten – Travel Accounting Specialist



Journal Entry Upload

Ever had a twenty plus line journal entry (JE) that you had to manually enter line by line into the PeopleSoft JE module? This can be a tedious process. The JE upload process makes this task much less painful. It allows all data to be entered into an Excel spreadsheet template and sent to the General Ledger (GL) team to be automatically uploaded.

Use this link to access the **JE upload spreadsheet**. There are two tabs. The first tab is the actual upload template while the second tab contains information to review before you get started.

Here are a few tips to remember as you work on your upload.

- Be sure all fields marked as “Required” on the template notes tab are fully completed.
- Unit value will always be USC01.
- Ledger value will always be ACTUALS.
- Ensure that all accounting string information is filed in accurately. Verify chartfield information as needed by using the GL chart of accounts located at: **Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combo Inquiry**
- Verify the total of all lines net to zero.
- Verify all numbers are rounded to 2 decimal spaces.
- Use all capital letters for all fields on template.
- Verify that no special characters are used in the JE description/reference sections.

After completing all spreadsheet information, email it to **genacctg@mailbox.sc.edu**. Include your user ID in the body of the email. The JE will be uploaded into PeopleSoft by the GL team under your user ID. After the upload is complete you will receive a follow up email from the GL team containing your new JE number. At this point, you can edit the entry, add attachments and submit for approval as you would do with normal manually created JEs.

As always, please reach out to a member of the GL team at **genacctg@mailbox.sc.edu** if you have questions or run into any issues.

Direct Deposit in PeopleSoft HCM

All USC employees are **required** to set up direct deposit for payroll. New hires, including students, are prompted to set up direct deposit as a part of the Onboarding process. They simply complete that step in the activity guide! You have the option to direct deposit your earnings into up to five accounts. To initiate this process, just click on the Payroll tile in Employee Self Service and select the Direct Deposit tile. The **Direct Deposit Quick Reference** guide is available to help new employees input their direct deposit information, and it's also a useful resource for current employees needing to make changes due to bank switches, account number updates, or fraud concerns.

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

New Policy Training Series

We are excited to launch a new webinar series this August focused on updated policies and procedures. Sessions will take place throughout the month and will focus on topics such as Chart of Accounts, Accounts Payable, Compliance, Sponsored Awards, and more.
To register, click the 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.

- Chart of Accounts: August 5th at 1:00 PM

August 8th by 5pm: Deadline to submit July Sales/Use/Admissions Tax Returns
August 9th by 5pm: Deadline to submit July F&A adjustment Journal Entries
August 25th by 5pm: Team, Travel, and Program Card August billing cycle deadline
August 27th by 5pm: Purchasing Card August billing cycle deadline.
August 29th by 12pm: August Expense Module Correction eForms (APEX) completed and approved in PeopleSoft
August 29th by 12pm: August AP JV eForms completed and approved in PeopleSoft

- Accounts Payable: August 7th at 1:00 PM
- Travel/Reimbursement, Assets, and Payroll: August 12th at 1:00 PM
- Treasury Management: August 14th at 1:00 PM
- Compliance Matters – Part 1: August 19th at 1:00 PM
- Compliance Matters – Part 2: August 21st at 1:00 PM
- Sponsored Award Matters – Part 1: August 26th at 1:00 PM
- Sponsored Award Matters – Part 2: August 28th at 1:00 PM

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

September 1st by 5pm: August Journal Entries completed and approved in PeopleSoft
September 3rd by 10am: Tentative close of GL for August
Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.
