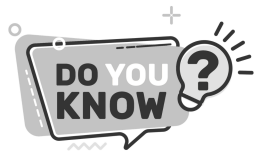




Office of the Controller

September 2026 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.



The Accounts Payable Team processes **3,400 payment requests, 2,250 single pay vouchers, and 3,200 purchase order vouchers** monthly.



Accounts Payable

All items related to Accounts Payable are on the Controller's Office Website under [General Accounting](#).

- Use the most up to date forms and be sure they are signed by a department head (director or higher).
- All submissions to AP should include the appropriate forms, backup documentation, and memos if required.
- **AP Uploads** follow the same guidelines as payment requests.
 - Departments should use the correct template from the website without altering the format.
- **Justification memos** are necessary for any item that does not follow the procedures and guidelines set by USC and the State of South Carolina.

Payment Request Descriptions

- **Description field** – should reflect the type of payment/expense type (e.g., Royalties).
- **Comment section** – use this to list details or notes for AP review.

Student Non-Employees

- Departments will use the [Student Reimbursement Form](#) for any reimbursements (non-travel) to **student non-employees**.
- Send completed forms to Accounts Payable via the AP Upload mailbox: apupload@mailbox.sc.edu

Student Employees

- Departments will use the **Travel and Expense module** to reimburse **student employees** for non-travel expenses related to their work at the University.

AP Matrixes

Use the following matrixes and associated guides for the different processes:

- [Payment Request Matrix](#)
- [Employee Reimbursement \(non-travel\) Matrix](#)
- [Student \(non-employee\) Reimbursement Matrix](#)

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

Purchase order or Purchasing related questions and update requests should be directed to the Purchasing Department at PURCHASE@mailbox.sc.edu



Denied Journal Entries – PeopleSoft Finance

Occasionally, PeopleSoft journal entries (JEs) may need to be denied in the system. Denial can occur at either the department level or the Controller's Office level. JEs may be denied for a variety of reasons, including, but not limited to, insufficient supporting documentation, an incorrect account or chartfield, or debits and credits being entered incorrectly or reversed. You should receive a system generated email for any JEs that are denied.

To view the reason a journal entry (JE) was denied and determine what changes are needed:

- Log into PeopleSoft Finance and navigate to Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries.
- Select the Find an Existing Value button on the right.
- Enter USC01 in the Business Unit field and your specific 10-digit JE number in the Journal ID field (ex. 0000228039). Leave all other fields blank. Select Search button.
- Navigate to the Approval tab.
- Click the small triangle/arrow to expand the Comments section.
- Review the comments to determine why the JE was denied. See the sample below.

GL JE Journal Approval

Unit USC01, ID 0000228039, Date 2026-02-12, Line Unit USC01: **Denied** [View/Hide Comments](#)

GL Journal Entry Approval

Approved
✓ Jason W. Bashore
Journal Entry Approver 1
02/13/26 - 1:04 PM

Denied
✗ Jason W. Bashore
Controller Journal Approver
08/25/26 - 8:20 AM

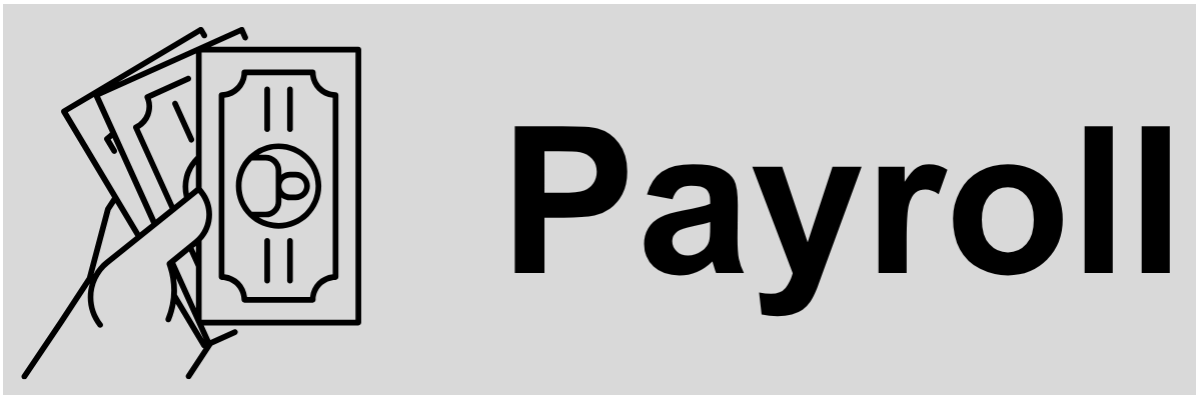
Skipped
⚠ Maria F. Noah
Controller Journal Approver
02/13/26 - 1:04 PM

Comments

Jason W. Bashore at 08/25/26 - 8:20 AM
Please add additional supporting documentation to the header tab of the JE detailing when/how the original transaction occurred and why the correction is needed.

- Make the requested corrections/adjustments.
- Once the necessary adjustments have been made, edit and resubmit the JE to restart the approval workflow.
- If the JE enters a Terminated status at any point during this process, editing and resubmitting the JE should clear the status and allow the approval workflow to restart.

Reach out to the General Ledger team at genacctg@mailbox.sc.edu if you run into any issues or have additional questions.



Payroll Department Communication Hours and Contact Information

The Payroll Team is located on the 6th floor of 1600 Hampton Street. In person employee appointments are available on Wednesdays from 9 a.m. to 4 p.m. For assistance outside of those hours or to schedule an appointment, employees are encouraged to contact the team by email at payroll@mailbox.sc.edu or by phone at 803- 777-4227.

The employee liaison team is committed to responding within 24 hours to address questions or coordinate meetings as needed. Scheduling appointments helps ensure timely support by making the right individuals available, contributing to clear communication and effective assistance.



Miscellaneous Accounts Receivable (MAR) Implementation Update

The Controller's Office has successfully implemented MAR using a phased approach across all **three comprehensive campuses** and **four regional campuses**. During FY26,

implementation expanded to several Columbia campus colleges and departments, most recently including the College of Arts and Sciences.

Additional Columbia campus units will be identified and contacted throughout this fiscal year as MAR implementation continues. For more information, visit the [MAR webpage](#) or email MISCAR@mailbox.sc.edu with questions.



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.

- [Queries Webinar Series - General Ledger](#) – September 22nd from 2 - 3 PM
- [Attachment Best Practices](#) – September 23rd from 2 to 2:30 PM
- [Queries Webinar Series – Capital Assets](#) – September 24th from 2 – 2:30 PM
- [Queries Webinar Series – GFM](#) – September 29 from 2 – 3 PM
- [Capital Assets and Physical Inventory Management Training Webinar](#) – September 30th from 10 to 11 AM

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



Important Dates

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

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

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

September 30th by 12pm: September Expense Module Correction eForms (APEX) completed and approved in PeopleSoft

September 30th by 12pm: September AP JV eForms completed and approved in PeopleSoft

October 1st by 5pm: September Journal Entries completed and approved in PeopleSoft

October 5th by 10am: Tentative close of GL for September

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

Visit our website!