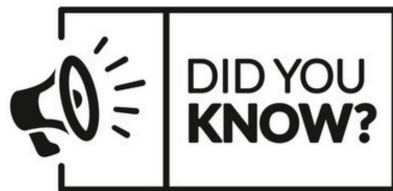# University of South Carolina
Office of the Controller
September 2025 Newsletter

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.

DID YOU KNOW?

Our Accounts Payable Team reviews and approves over 3,300 Payment Requests, 2,650 Single Pay Vouchers, and 3,000 Purchase Orders monthly.

Choosing the Right AP Process
When processing payments via Accounts Payable, pick the method based on who you're paying and how you're submitting the request. Choosing the right path speeds up

processing and ensures compliance.

1. Payments to Individuals: Includes honorariums (payments made in recognition of services when no contract is in place) and stipends (scholarship, fellowship, or fixed allowance payments that don't qualify as employee wages). Both are submitted through Payment Requests in PeopleSoft, which can be accessed by using the navigation: Main Menu > Employee Self-Service > Payment Request Center.

- **Training Resources:** Access the [Payments to Individuals Training Recording](#) and [Presentation](#) in the Business Manager Toolbox. These resources walk you through completing the forms, submitting documentation, and avoiding common errors.
- **Procedure Snapshot:** Complete the appropriate form, attach all required approvals and supporting documentation, and submit through Payment Request in PeopleSoft.

2. AP Uploads: Use this function when you have **10 or more payments** to process in categories such as prizes/awards, stipends, services rendered, preceptor payments, refunds, or participants. This method prevents keying each request separately into Payment Request.

- **Training Resources:** Access the [AP Upload Webinar Recording](#), [Presentation](#), and [Job Aid](#) via the Business Manager toolbox.
- **Procedure Snapshot:** Complete the AP Upload Template Spreadsheet **plus** the AP Upload Approval Form, add your memos and any supporting documentation, and submit all of it to [apupload@mailbox.sc.edu.](mailto:apupload@mailbox.sc.edu)

3. Purchase Order Invoicing: Use this function when you're procuring goods or services under formal purchase order requirements (typically invoices over $10,000, or when a requisition is required).

- **Training Resources:** Access the [Purchase Order Processing Training Recording](#) and [Presentation](#) in the Business Manager Toolbox.
- **Procedure Snapshot:** Forward all PO-related invoices to Accounts Payable at ap@mailbox.sc.edu upon receipt, and complete receipting in PeopleSoft immediately when required. Payment is processed once the invoice, PO, and receipt (when applicable) match.

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

Accounts Payable Webpage

Get to know the Accounts Payable Section of the Controller's [webpage](#). There is a lot of useful information and tips available.

AP Matrixes

Use the [Payment Request Matrix](#), [Employee Reimbursement (non-travel) Matrix](#), and [Student (non-employee) Reimbursement Matrix](#) to ensure a smooth approval process.

Accounts Payable Training

Visit our [Business Manager Resource](#) page to view AP Upload, Employee Reimbursement, and Payment request training resources.

What Type of Correction Do I Need?
When errors occur in General Ledger (GL) entries, there are several correction methods available depending on how the original transaction was posted. Using the below guidelines allows the correction to be processed in the same module as the original transaction.

- **Journal Voucher (JV):** Use this for adjustments to posted and paid Accounts Payable vouchers. These zero-impact vouchers are submitted in PeopleSoft at **USC Finance eForms > Journal Voucher eForm** and recorded with an **APxxxxxxxx** journal entry.
- **Adjustment to a Paid Expense (Apex):** Use this for adjustments to paid travel, non-travel reimbursements, procurement card, team card, travel card or program card expenses. These zero-impact expense reports are submitted in PeopleSoft at **USC Finance eForms > Apex eForm** and recorded with an EXA**xxxxxxx** journal entry.
- **Payroll Retro/Funding Change (RPAY/Retro):** For salary-related corrections originally processed in Payroll/HCM module, submit a paper form with documentation of where the expense was originally posted along with where it is being moved. Break out changes by check date (include additional forms if more than three checks are involved). Send completed forms to RetroJE@mailbox.sc.edu. Corrections appear in the GL as **RPAYxxxxxxx** entries.
- **Regular Online Journal Entry (JE):** Needed for corrections related to deposits, internal charges, transfers between departments/funds/projects, or single-pay supplier vouchers that didn't post through AP. These are submitted via PeopleSoft (**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**) and typically carry a **0000xxxxxx** format.

Please ensure that all above submissions include the appropriate supporting documentation (such as screenshots showing item being moved or that funds are available to move, invoices, memos, spreadsheets, relevant emails, etc.).
For charges moved on or off a USCSP project, please be sure the Cost Transfer Justification (CTJ) form is attached for a JV, JE, Retro or completed in PeopleSoft Finance for an Apex.
For questions or additional guidance, please contact the General Accounting team at genacctg@mailbox.sc.edu.

Payroll Team Relocates to 6th Floor of 1600 Hampton Street

The Payroll Team has relocated to the 6th floor of 1600 Hampton Street. In person employee appointments will remain unchanged—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.

Training and Resources

We sincerely appreciate the strong turnout for the recent Policy and Procedure Webinar Series. Your engagement helps strengthen our shared understanding of these important processes. Recordings and related resources are now available on our Policies and Procedures page.

The following training will be offered this month. 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.

- Tips and Tricks Webinar: Accessing Approvals and Understanding

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

September 12th by 5pm: Deadline to submit August F&A adjustment Journal Entries

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

September 26th by 5pm: Purchasing 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

[Workflow](#) – September 23rd at 10:00 AM
- [Student/Non-Employee Travel (TA/TRV) eForm Refresher Training](#) – September 30th at 10:00 AM

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

PeopleSoft

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

October 3rd 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.