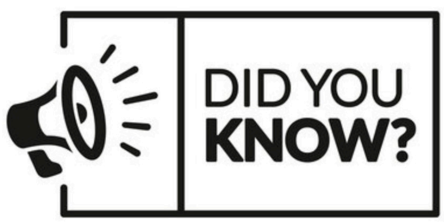
UNIVERSITY OF
South Carolina

Office of the Controller

August 2024 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.



Each year, our Travel Team reviews and approves roughly **11,000** expense reports, **4,600** travel forms for students and non-employees, **4,900** TAs for employees and students, and **4,300** TAs for non-employees.

Monthy Highlight: Travel Team

Meet the Travel Team

- Jade Norris-Young – Travel Manager
- Megan Dozier – Travel Accounting Specialist
- Danielle Wooten – Travel Accounting Specialist
- Carter Sliwoski – Travel Student Intern

Travel Resources/Updates

- **Lodging Rate Change**: The adjusted rate for FY25 is **$429.54 per day**. Please use this new rate when preparing Travel Authorizations and Expense Reports for travel that occur on or after July 1, 2024.

- **[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 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.
   - Submit the report for approval.
3. **Documentation:** Attach the statement and all paid receipts to the expense report.
4. **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
5. **Account Usage:** Use the correct account based on the type of traveler.
6. **Approval Timeline:** Travel card expense reports must be fully approved within 30 days of the billing cycle end date.
7. **Budget Posting:** Travel card expenses post to your budget when the travel card expense report status is marked as paid.

You can refer to this Travel Card job aid to 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:**Verify that the recipient address is current and correct. Be sure to verify the address, city, zip code, and apartment number (if applicable). Ensure the apartment number is included 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.
3. **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.
4. **Save Search Function:**
   - **Create Specific Search Parameters:**
     - Example: Select form type as TRV and enter the USERID of the creator.
     - Create a name for the search.
     - Save the search for future use.
   - **Using Saved Searches:**
     - Select from the drop-down menu under **Use Saved Search** to apply your saved search parameters.
     - Select from the drop-down menu on the Use Save Search

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 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 Expense Report Status can be selected.

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

Processing an Apex (Adjustment to a Paid Expense) in PeopleSoft Finance

Here is a quick guide to get you started on creating an Apex.

Navigation: Main Menu > USC Finance eForms > APEX eForm

- Review notes and tips on the Landing page.
- Select the Add APEX tab on the left.
- Enter the 10-digit Report ID/Expense Report Number (3xxxxxxxxx) that is being corrected and select the Search button.
- This will bring you to the new apex screen which contains six sections that need to be reviewed/completed:
  1. **Transaction Information:** Contains the initiators user ID along with information from the original expense report. Review all information in this section to be sure this is the correct expense report you need to correct. The only information that can be changed in this section is the date. Adjust the date as needed to be sure item post in the current month.
  2. **Current Distribution:** Contains the accounting information from the original expense report. Use the "Yes/No" sliders at the far right on each line to determine which items you will be correcting. As the slider is moved to "Yes" the system will automatically copy that chartfield string to the next section with the amount reversed.
  3. **New Distribution:** Contains the accounting information for the Apex. Use the copy down slider/button on the left or plus sign on the right to add additional lines as needed. Verify the chartfield string as needed using the PeopleSoft combo edit screen.
  4. **Justification:** Used to explain the reason the Apex is needed. Please be as detailed as possible in this section. If your entry

involves a USCSP project, the system will auto-populate the Cost Transfer Justification questions. All boxes in this section must be completed before the Apex can be submitted.

5. **File Attachments:** At least one attachment is required for all Apex's. Click the Upload button to locate and save your attachment. This can be anything from invoices, receipts, memos, emails, spreadsheets, information from original expense report, etc. Be sure the attachment is detailed enough to allow someone with no prior knowledge of your entry to review and understand it at any time.
6. **Comments:** This field is not required but is a good place to list any additional information the Apex creator or approver feel is important to keep on file with the entry.

When you have completed all the tasks listed above, you can submit the Apex for approval by using the Submit button at the bottom of the screen.
After submission, it will go through the approval process outlined below, depending on whether a USCSP project is included.

- **USCSP:** Project PI > Department > GFM > General Accounting
- **Non-USCSP:** Department > General Accounting

Once the approval process is complete, the Apex will be processed by the nightly Travel/Expense batch job. It will then post to the GL using an EXAxxxxxxx journal entry. You can find your new Apex expense report number in the reference field of the journal entry, which will be the 3xxxxxxxxx number.
If you run into any issues while creating an Apex or have any questions on the process, please reach out to the General Ledger team at genacctg@mailbox.sc.edu.

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.

Training Opportunities

The following training will be offered in the coming months**.** To register, click a link below. 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.

August 7: Nonqualified Scholarships - Tax Implications for International Students
August 15: Account Coding - 1099 Tax Implications
September 10: Travel Card Refresher Training
September 25: Employee Travel Refresher Training
October 9: Student/Non-Employee (TA/TRV) eForm Refresher Travel

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

August 9 by 5pm: Deadline to submit July Sales/Use/Admissions Tax Returns
August 23 by 5pm: Team Card, Travel Card, and Program Card August billing cycle deadline

August 27 by 5pm: P-Card August billing cycle deadline
August 30 by 12pm: August Expense Module Correction eForms (APEX) completed and approved in PeopleSoft
August 30 by 12pm: August AP JV eForms completed and approved in PeopleSoft
September 3 by 5pm: August Journal Entries completed and approved in PeopleSoft
September 4: Tentative close for GL for August
Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.
