

OFFICE OF THE CONTROLLER

General Accounting – Accounts Payable Team Payment Request Entry and Inquiry

March 2024



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Reminders



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Reimbursement Reminders

- Departments will use the **Student Reimbursement Form** for any reimbursements (non-travel) to student non-employees and send these forms to Accounts Payable using the AP Upload mailbox.
- Departments will use the **Travel and Expense** module to reimburse student employees for expenses (non-travel) related to work they do at the University.
- Please send reimbursement for Moving and Relocation to moving@mailbox.sc.edu.



Payment Request Matrix



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Payment Request Matrix

The Payment Request Matrix is a quick reference document that provides information regarding the types of items eligible to be paid using the PeopleSoft Payment Request feature.

The matrix also provides:

- dollar limits, if applicable
- account codes
- required files to be attached
- Helpful hyperlinks to various web pages



Payment Request Type: Advances



Cash Advance

Description To advance funds for athletic team travel per diem & study abroad participant per diem.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	10203 – Grants and Fund Management Cash Advance 10204 – Cash Advance 10205 – Team Travel Cash Advance	Cash Custodian Supplier Form	Cash Advance Form	See Cash Advance Procedures for Settlement Information

**Cash advances are not allowed for educational programs, gift cards & research participant incentives. These purchases should be made using the Program Expense Card. For more information email cards@mailbox.sc.edu.*



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Payment Request Type: Reimbursements



Petty Cash

Description Reimbursements to the Petty Cash Custodian for miscellaneous purchases made by Employees/ Students

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	Various – (See 5XXXX Account Code Series)	Cash Custodian Supplier Form	1 – itemized Receipts 2 – Food approval memo (memo must be signed by VP level or higher) 3 – Petty Cash Reconciliation Form	None

** Reimbursements should be the exception and not the norm, please use department purchasing cards when possible.*



Payment Request Type:

Individuals – Specialty Payments



Royalties

Description

Payments made by one party to another in exchange for the right to use intellectual property or physical assets for which work is typically copyrighted or patented.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52255 – Royalties and Commissions 52255 – Royalties/International	W9 or W8 International	Royalty Agreement/Amount Calculation (This can be department specific or use the form provided on Controller's website)	For more than 10 recipients, you may use the AP Upload Spreadsheet. See Controller's website



Participants

Description

Payments made to individuals as an incentive to take part or participate in to include but not limited to, research studies, screenings, programs, and/or surveys for a means of gathering information and/or data for programs supported by the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54533 – Participant Pmt under \$50 54534 – Participant Pmt Greater than \$50 54535 – Human Subject Incentive	W9 or W8 BEN (International)	1 – Participant Program Memo that outlines the Program and Dates. Not participant specific, same form can be attached to all participants in the given program. 2 – The Institutional Review Board (IRB) approval.	For more than 10 participants, you may use the APUpload Spreadsheet. See Controller's website On-Line Survey Participant Limit, no greater than \$20 per individual

** For participant payments please consider using the Program Expense Card. For more information email cards@mailbox.sc.edu.*



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Stipends

Description Payments made as one time or periodic payments as a part of scholarship or fellowship allowance granted to a student.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54530 – Grants and Funds Management 54531 – Stipends/Fellowships 51433 – Stipends/International	W9 or W8 BEN (International)	1 – Stipend Form or Department Stipend Information 2 – Approved contract and agreement for scholarship or fellowship	For more than 10 stipend recipients, you may use the APUpload Spreadsheet. See Controller's website

* Please review our [Student Payment Method Decision Tree](#) for additional guidance on stipends and other student payments.



Honorariums

Description Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52250 – Honorarium	W9	Honorarium Form	None



Honorariums International

Description Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52250 – Honorarium/ International	W8 BEN (International)	1 – Honorarium Form 2 – Copy of passport, I-94 admission record and corresponding visa status documents	None



Payment Request Type: Contractual Services



Contractual Services

Description Payments made to entities for any contractual obligation that benefits the university.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000 per type of Service	Various (See 52XXX Account Codes Series)	W9 or W8 BEN (International)	Invoice	None



Legal Payments

Description Payments for legal services must first be approved by the legal department.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52072 – Contractual Services/Legal	W9 or W8 (International)	1 – Invoice 2 – Legal Department approval	Approval by Legal Department required prior to submitting payment request.



Annual Maintenance Renewals

Description Payments made to a supplier for annual maintenance renewals - software, hardware. **This is a one-time annual payment.**

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52046 – Info Tech Hardware/Software Maintenance Contracts 52048 – Equipment Maintenance Contracts	W9 or W8 (International)	Invoice	This is for a one - time annual payment



Study Abroad

Description Payments made to entities providing accommodations for study aboard purposes.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52092 – Global/Domestic Study Programs	W9 or W8 (International)	1 – Invoice or a Departmental Specific Detailed form 2 – Program Leader Expense Form required (PLEF) for Leaders Only 3 – Foreign per diem rates in US dollars and the appendix B.	https://aoprals.state.gov/web920/per_diem.asp



Payment Request Type:

Supplies



Supplies

Description Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H2O, etc.)

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Various (See 53XXX Account Codes Series)	W9 or W8 (International)	Invoice	None

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*



Payment Request Type:

Dues and Fees

** These payment types require the use of the P-Card , if allowed.
If the P-Card is not allowed, then submit a Payment Request.*



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Subscriptions (Non-Library)

Description Payments made to subscribe to either print or web publications.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54114 – Subscriptions (Non-Library)	W9 or W8 (International)	Invoice	None



Membership Dues

Description Payments made to organizations for individual or department/University memberships to organizations that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54111 – Membership Dues	W9 or W8 BEN (International)	1 – Membership Renewal form 2 – Membership Justification Memo	Membership Justification memo with explanation why membership is reasonable, justifiable and necessary to benefit the University and not just the individual.

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*

Licenses and Fees

Description Payments made to organizations for individual or department/University for licenses or fees that benefit the University

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54110 – Licenses and fees	W9 or W8 BEN (International)	1 – Invoice or a Licensing Registration Form 2 – Certification Memo	This can be used when purchasing tickets.

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*

Registration Fees

Description Payments made to organizations for individual or department/University for attendance at conferences/meetings that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54112 – Registration Fees	W9 or W8 BEN (International)	Invoice or Registration form	Please note that registration can be paid directly to the supplier prior to the event. However, if registration is being reimbursed, then it should be processed through the Travel and Expense module.



Sponsorship Fees

Description Payments made to organizations for individual or department/University for assisting with conferences/meetings that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54113 – Sponsorship Fees	W9 or W8 BEN (International)	Invoice or Sponsorship form	None



Dept of Homeland Security

Description Payments made to DHS on behalf of incoming faculty.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54002 – VISA Application Fees	W9 or W8 (International)	1 – DHS GS-1055 Fee Schedule excerpt (fee verification document) provided by HR-OIS to the unit 2 – Memo for justification	Memo for justification for DHS application fees (template provided by HR-OIS to the unit)



Payment Request Type:

Fixed Charges/Rental



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Insurance

Description Payments made to entities for purchase of insurance to benefit the university (personal property, vehicle, student, etc.).

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54100 – Insurance	W9 or W8 (International)	Invoice or Renewal Notice	None



Rentals

Description Payments made to entities for one-time rentals (non-recurring). Examples are conference space, AV equipment, container rentals - gases, etc.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Use 54015 Account Code	W9 or W8 (International)	Invoice	None



Hotels

Description Payments made directly to hotels on behalf of travelers conducting business on behalf of the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Various (See 5202X Account Codes)	W9 or W8 (International)	Invoice	Please reference TA number that is on file with the travel office if available

Payment Request Type:

Food/Catering



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Food (not individual reimbursement)

Description Payments to entities for food such as caterers, grocery stores, and restaurants.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	53005 – Food	W9	1 – Invoice(itemized) 2 – List of Attendees	Food approval memo needed; all food purchases will be routed to purchasing



Payment Request Type:

Utilities



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Utilities

Description Payments made to entities for monthly utility payments to include electricity, water/sewer, and cable/satellite, telephone and cell phones.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	Various (See 52XXX Account Codes Series)	W9 or W8 (International)	Monthly Statements (Invoice)	None

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*

** For Large Utility Payments for 10 or more use AP Upload.*



Payment Request Type:

**Department Specific
Payments**



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Bookstore

Description Payments made to entities for the bookstores across campuses.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	591XX Series – Resale Expenditure Codes	W9	Invoice	Attach Credit memo to be applied to the invoice



Library

Description Payments made to entities for the libraries across campuses for purchase of library books, subscriptions and materials.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	56XXX Series – Library Account Codes	W9 or W-8	Invoice	Attach Credit memo to be applied to the invoice



School of Medicine - Physicians

Description Payments made to physicians on behalf of the school of medicine.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52071 – Contractual Services/ Medical	W9 or W8 (International)	Invoice	None



School of Medicine - Preceptors

Description Payments to staff that function in the role of preceptors.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52071 – Contractual Services/ Medical	W9 or W8 (International)	Invoice	None



Payment Request

Additional Payments for Payment Request:

- Continually reviewing payments to see if they could be used in the PR Module.
- If you have a payment you would like to have analyzed/reviewed for use, please send this information to AP@mailbox.sc.edu.

Current Assessment:

- Payment Request payments processing within 7-10 business days once they are in AP's approval queue.



Payment Request

Matrix and Information required:

https://sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php

Follow the matrix and attach all necessary and required documentation.

- Be sure to attach all required documentation to ensure quick processing.
- Use the Payment Request Matrix to identify allowable payments. Reach out to the Accounts Payable department if you don't see an applicable payment type.
- If payment messages go unanswered, the request will be denied so the problems can be resolved.



How to Create a Payment Request



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Navigation

Main Menu > Employee Self-Service > Payment Request Center

The screenshot shows the Payment Request Center interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Employee Self-Service > Payment Request Center. The University of South Carolina logo is on the left, and navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign out) are on the right. A welcome message for Joanne Callahan is displayed. The main content area is split into two panels: 'Request Summary' and 'Recent Messages'. The 'Request Summary' panel shows a date range from 08/03/2016 to 11/01/2016 and a table with columns for Display, Status, and Number of Requests. The 'Recent Messages' panel shows 'No Recent Messages'. Below these panels is a 'Create' button and a 'Requests' table with columns: Request ID, Entered Datetime, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pa.

Payment Request Center

Welcome: Joanne Callahan

Request Summary From 08/03/2016 to 11/01/2016

Display	Status	Number of Requests
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Recent Messages

No Recent Messages

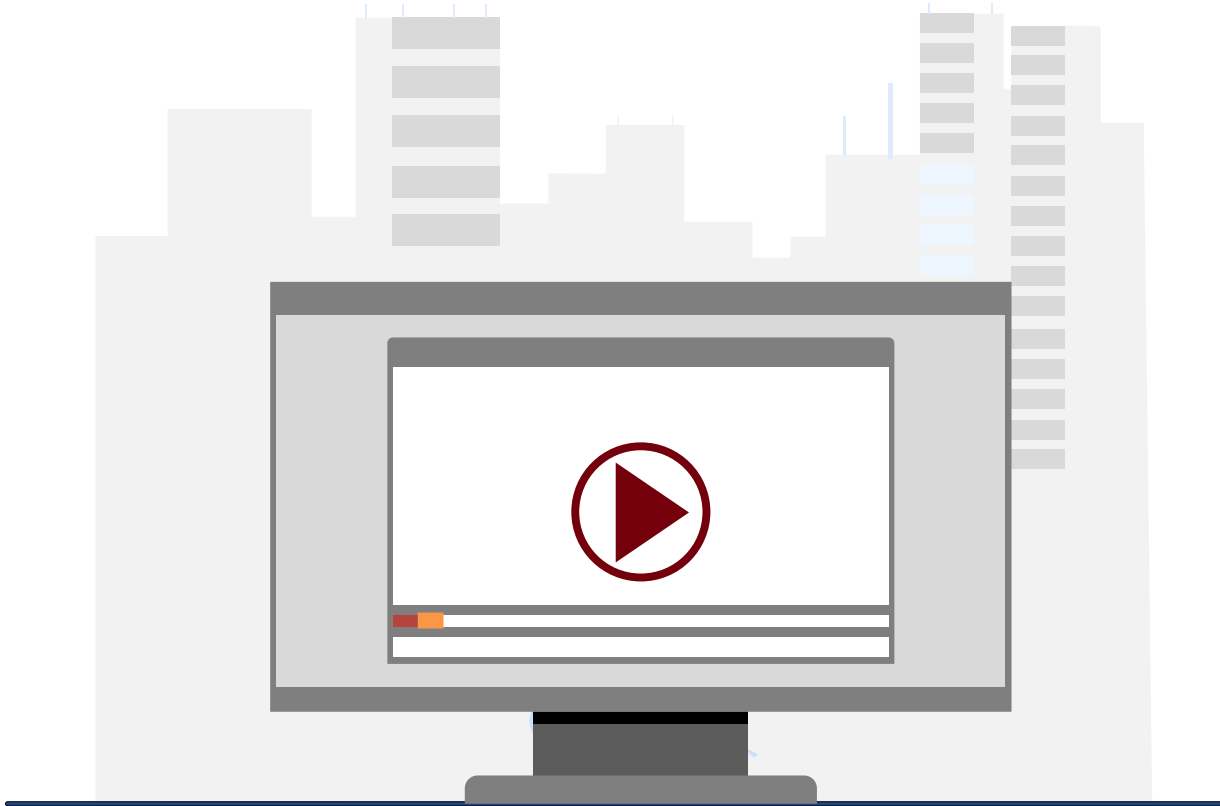
Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pa
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Demonstration

- Create a Payment Request



Tracking the Payment Request

Track your Payment Requests using the **Payment Request Landing** page.

The screenshot shows the 'Payment Request Center' interface for the University of South Carolina. The page includes a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Payment Request Center'. The user is logged in as Shannon Lackey. The main content area is divided into two sections: 'Request Summary' and 'Recent Messages'. The 'Request Summary' section shows a table with columns for 'Display', 'Status', and 'Number of Requests'. The 'Recent Messages' section shows 'No Recent Messages'. Below these sections is a 'Create' button and a 'Requests' table. The 'Requests' table has columns for 'Request ID', 'Entered Datetime', 'Supplier ID', 'Supplier', 'Description', 'Total Amount', 'Currency', 'Request Status', 'Business Unit', 'Voucher ID', and 'Scheduled to Pay'. Three requests are listed in the table.

Payment Request Center Welcome: Shannon Lackey

Request Summary From 05/18/2016 to 08/16/2016

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	2
<input checked="" type="checkbox"/>	Pending	1
<input type="checkbox"/>	Vouchered	18

Recent Messages
No Recent Messages

[Create](#)

Requests

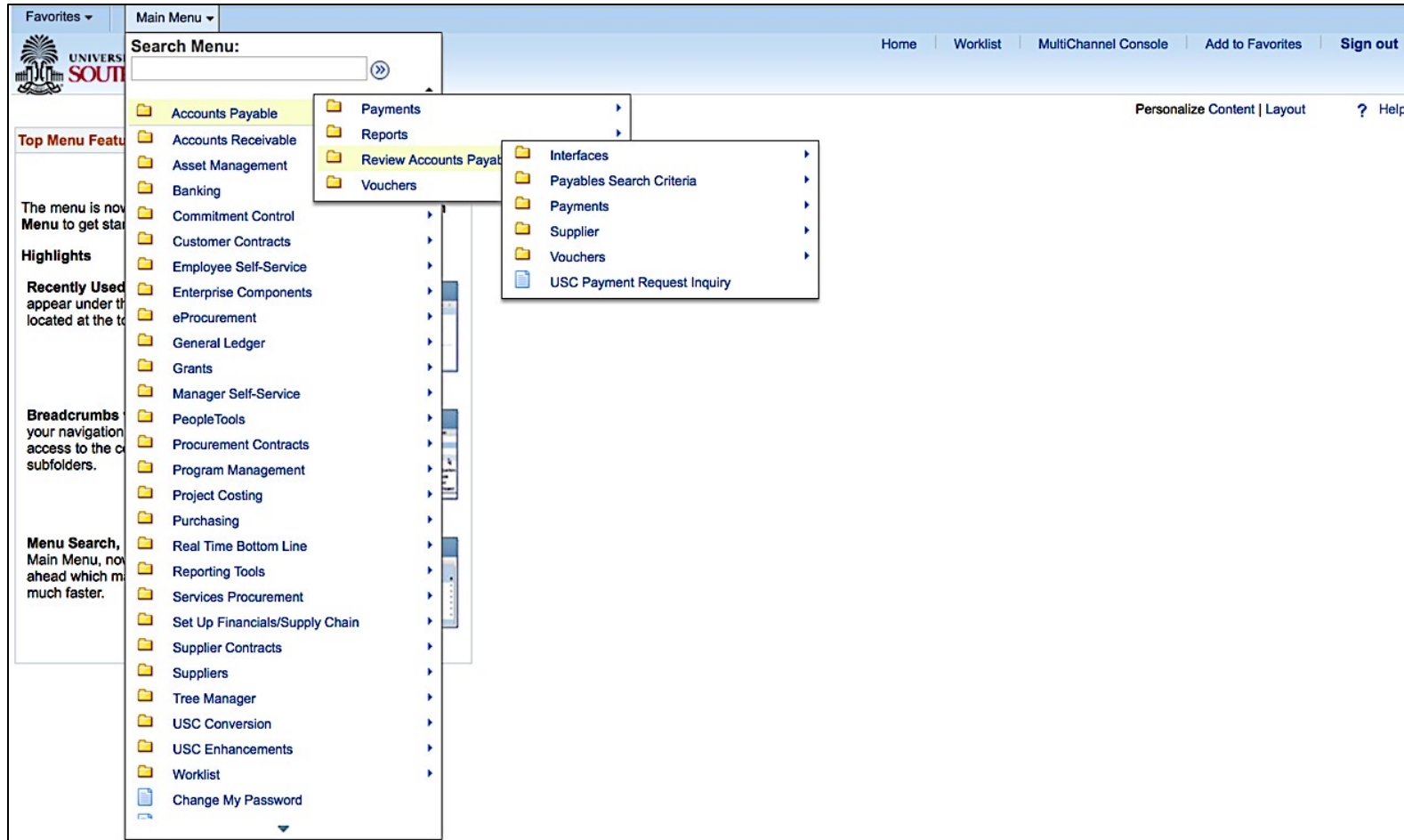
Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000027606	08/16/2016 1:57PM	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	Food(Not Individual Reimbursement)Gamecock Leaders	192.94	USD	Pending	USC01		
0000027605	08/16/2016 1:32PM	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	Food(Not Individual Reimbursement) Gamecock Leader	192.94	USD	New	USC01		
0000027604	08/16/2016 1:12PM			Food(Not Individual Reimbursement) Gamecock Leader	192.94	USD	New	USC01		

How to Inquire on a Payment Request



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Payment Request Inquiry



Allows inquiry of payment status by:

- Operating Unit, Department or by User

Navigation: Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry

Demonstration

- Using the Payment Request Inquiry



Resources & Contacts



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Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds
ManagementCompliance and Tax
Management

Payroll Department

Operational Management
and ReportingExternal Financial Reporting
and TransparencyResource and Training
Toolbox

Contact Us

Accounts Payable

Accounts payable is responsible for the review and disbursement of funds in accordance with university policies and procedures.

Accounts Payable Services

Our staff processes invoices from external suppliers as well as all non-payroll payments to faculty and staff.

AP Uploads

Expand all



Cash Advances



Employee Reimbursement (non-travel)



Expense Module Correction Form



Independent Contractor vs. Employee Classification



Journal Vouchers



Payment Request



Payments to Individuals (Honorariums and Stipends)



Purchase Order Invoices



Royalties



Student Reimbursement

Contact Accounts
Payable

For questions about any Accounts Payable services, please contact us directly:

1600 Hampton Street, 6th floor
Columbia, SC 29208

Email: ap@mailbox.sc.edu

Where to Find the Resources

For accounts payable resources, visit the [Accounts Payable](#) page in the General Accounting section.



Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet



Where to Find the Resources

For payment request training resources, visit our [Business Manager](#) page.



Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu



Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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