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**Controller's Office – General Accounting
Payment Request Entry and Inquiry**

February 9, 2021

Discussion Topics

- Payment Request Matrix Overview

- Payment Request Changes

  – Students are no longer reimbursed through Payment request

- Payment Request Limits

- How to create a Payment Request

- How to Inquire on a Payment Request

- Payment Request Resources

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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

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Payment Request Changes

- 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.

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Payment Request Type Advances

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Description To advance funds for educational programs, trips, research participants or athletic team travel.

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

* If requesting a cash advance for an educational program or for research participants please consider using one of the pre-paid card programs. For more information regarding the pre-paid card program email cards@mailbox.sc.edu.

Description   To advance funds for the purpose of business travel on behalf of the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	10206 Travel Advance – **Students only**	Cash Custodian Supplier Form	Travel Advance Form Approved TA	See Travel Advance Procedures for Settlement Information

Payment Request Type

Reimbursements

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)	None

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

Description   **NO LONGER PROCESSED THROUGH PAYMENT REQUEST FOR MOVES OCCURRING ON OR AFTER JANUARY 1, 2018**

- 2017 IRS changed regulations.
- All reimbursements will be taxable
- Payments will be disbursed through payroll
- New policy is on the Controller's website.
- Questions can be directed to moving@mailbox.sc.edu

Payment Request Type

Individuals – Specialty Payments

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	51432 Royalties and Commissions 51434 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

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 Costs 54534 – Participant Costs Greater than $50 52070 – On-Line Provider Fee	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 one of the pre-paid card programs. For more information regarding the pre-paid card program email cards@mailbox.sc.edu.

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

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	51440 Honorarium	W9	Honorarium Form	None

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	51439 Honorarium - International	W8 BEN (International)	1 - Honorarium Form 2- International Support Approval Form 3 - Copy of Passport and Entry Stamp	None

Payment Request Type

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

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.

Description   Payments made to 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

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

Description   Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H20, 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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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

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.

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.

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 Office.

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

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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 application form (visa application) 2 - Memo for justification	Memo for justification for the VISA application fees and approval through International Support Office.

Payment Request Type

Fixed Charges/ Rental

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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

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

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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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	1 - Food approval memo needed; all food purchases will be routed to purchasing

Payment Request Type

Utilities

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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

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

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

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

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 AccountsPayable@sc.edu

Current Assessment:

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

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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.

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How to Create a Payment Request

Main Menu > Employee Self-Service > Payment Request Center

Step 1 – Summary Information

Invoice # - This should be the number found on the invoice.

Invoice Date – This should be the date on the invoice.

No Invoice# - Use the Date (06012016) and Supplier Name/Last Name (06012016Smith)

No Date – Use the same date you use in the Invoice field.

Description – Enter Payment Request Type(see Matrix) at the beginning then your description (Library – Books, SOM – Physician Payments, Supplies – Paper for Lab)

Step 1 – Summary Information

Amounts Section:
Reimbursements (Students) – Enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.

Supplier Invoices – Enter the Costs Sub Total less Tax Freight and Misc. Enter the Tax and Freight separately, if applicable. Other charges billed can be put into Misc.

Notes/Comments: Enter any special handling for this payment such as HOLD FOR PICKUP or anything unique for this payment.

Step 2a – Supplier Information

Tips for Searching and Selecting Supplier:
- Change the Country Code when looking for an International Supplier.

- Searching Supplier by name is most reliable.

Step 2b – Choose Appropriate Supplier

When selecting your Supplier after the search be certain you are selecting the correct supplier and location (address).
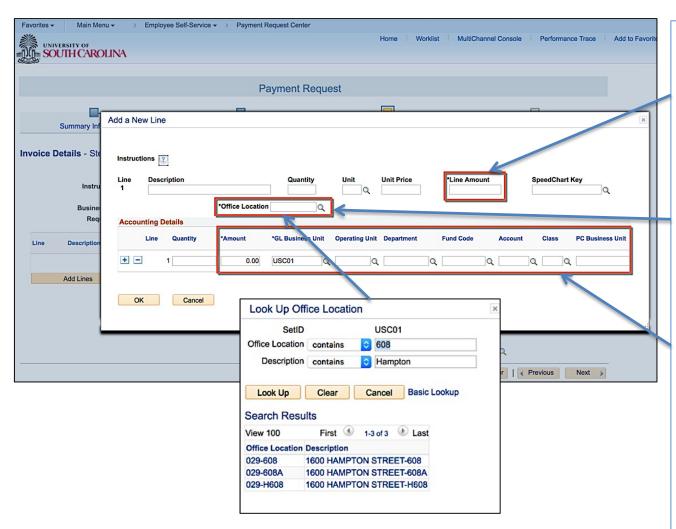**VERY IMPORTANT!!**

Step 3a – Invoice Details

All of the invoice information should have transferred to this Invoice Detail from Step 1. If it did not, please ensure you enter the information as requested in Step 1.

Once verified, then select **ADD LINES** to add your chartfields and accounting details.

Step 3b – Accounting Details

Line Amount - This is the Cost Sub-Total amount.

Office Location - Use the **Office Location Look Up** button to select your specific Office Location, this will help determine the tax.

Accounting Details - This includes everything that is required, Amount, Operating Unit, Department, Fund, Account, Class, PC Business Unit, Project and Activity. Use the scroll bar to view all fields.

3c - Chartfield Errors
(Invalid Combo, Chartfield Not Found)

You will not be able to proceed to the next step until you correct the invalid chartfields. Please see Conversion Crosswalk for assistance if needed.

Step 4a – Review and Submit (or Save for Later)

Save for Later - This will create a Request ID, and give you the opportunity to complete or edit the request.

Submit - Once submitted the request can't be edited. Edits can only be made if the request is sent back to you by an Approver asking you to make changes.
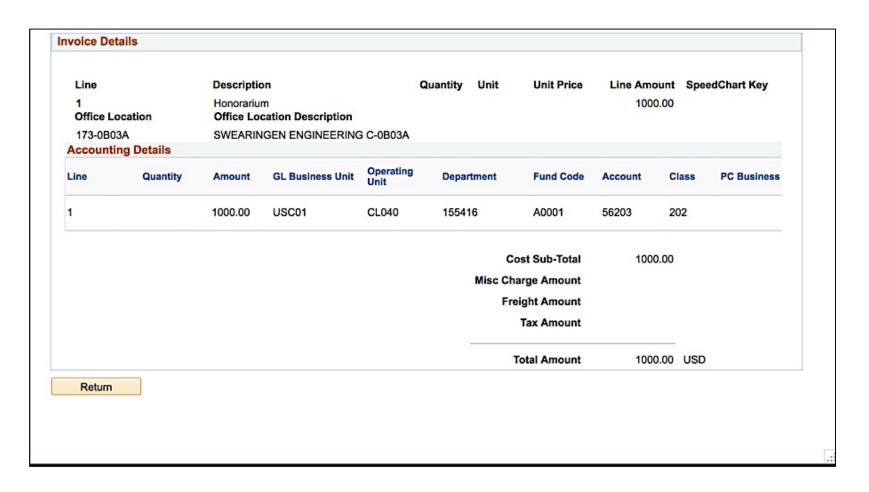
Step 4b– Review Page (top portion)

Step 4c – Review Page (bottom portion)

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1	Honorarium				1000.00	
Office Location	**Office Location Description**					
173-0B03A	SWEARINGEN ENGINEERING C-0B03A					

Accounting Details

Line	Quantity	Amount	GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business
1		1000.00	USC01	CL040	155416	A0001	56203	202	

Cost Sub-Total	1000.00
Misc Charge Amount	
Freight Amount	
Tax Amount	
Total Amount	1000.00 USD

Return

Track your Payment Requests using the Payment Request Landing page.

Payment Request Navigation

- Demonstration

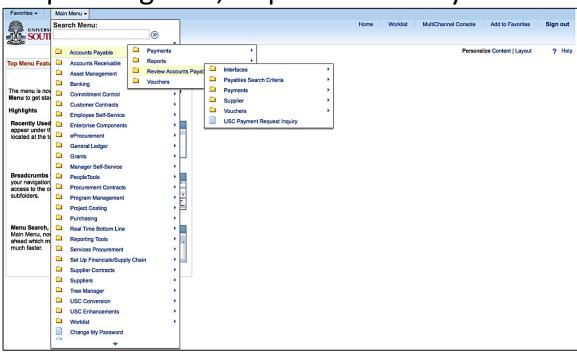# How to Inquire on a Payment Request

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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
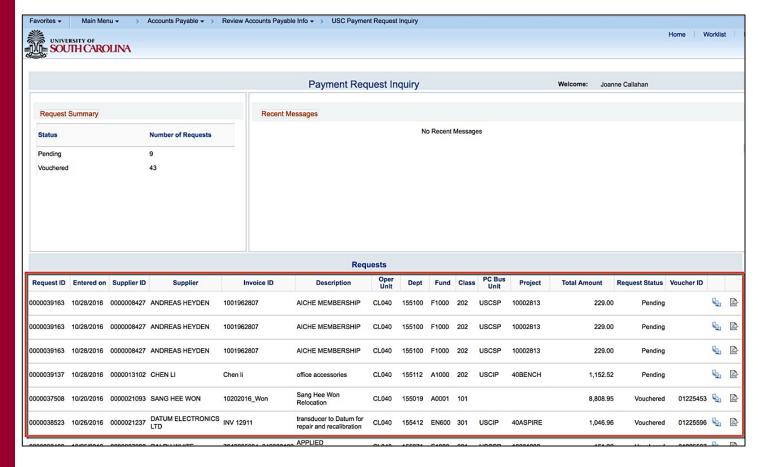
Payment Request Inquiry

- Search Options

To help keep the search results manageable, always enter a **From and To Date** range as well as an **Operating Unit**. Any other criteria you are aware of may also be helpful.

Payment Request Inquiry

- Search Results
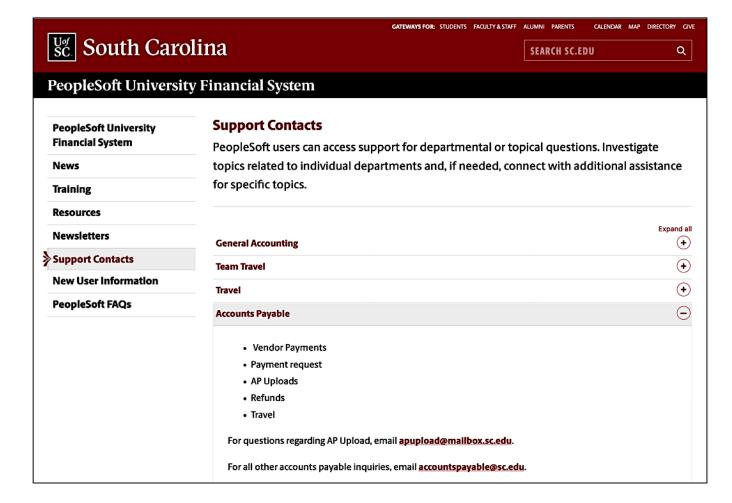
Payment Request Inquiry

- Demonstration

Payment Request Resources

- [Payment Request Matrix](#)

- [Accounts Payable - Controller's Office](#)

- Payment Request Entry and Inquiry PPT

- [PeopleSoft Resource Page](#)

- Payment Request Entry and Inquiry Webinar Recording

- Payment Request Entry Video Tutorial

- Payment Request Inquiry Video Tutorial

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Questions

- If you have any additional questions please use the [Support Contacts](#) page to determine the appropriate department to email your question.

Questions

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