



UNIVERSITY OF
SOUTH CAROLINA

**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



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 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.



Payment Request Type Advances





Cash Advance

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



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	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



UNIVERSITY OF
SOUTH CAROLINA



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.



Annual Maintenance Renewals

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 - 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.*





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

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



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**





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





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

Payment Request Type

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





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.



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





Main Menu > Employee Self-Service > Payment Request Center

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

UNIVERSITY OF SOUTH CAROLINA

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Request Center Welcome: Joanne Callahan

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

Display	Status	Number of Requests

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



Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

UNIVERSITY OF SOUTH CAROLINA Home Worklist MultiChannel Console

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later | Next ▶

Summary Information - Step 1 of 4

Instructions ?

*Business Unit Invoice Number Entered By Joanne Callahan
Request ID *Invoice Date Entered Datetime 11/01/2016 5:23PM

Description Attachments (0)

*Cost Sub-Total
Misc Charge Amount
Freight Amount
Tax Amount

Total Amount *Currency

Notes/Comments
254 characters remaining

Exit Save for Later | Next ▶



Step 1 – Summary Information

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

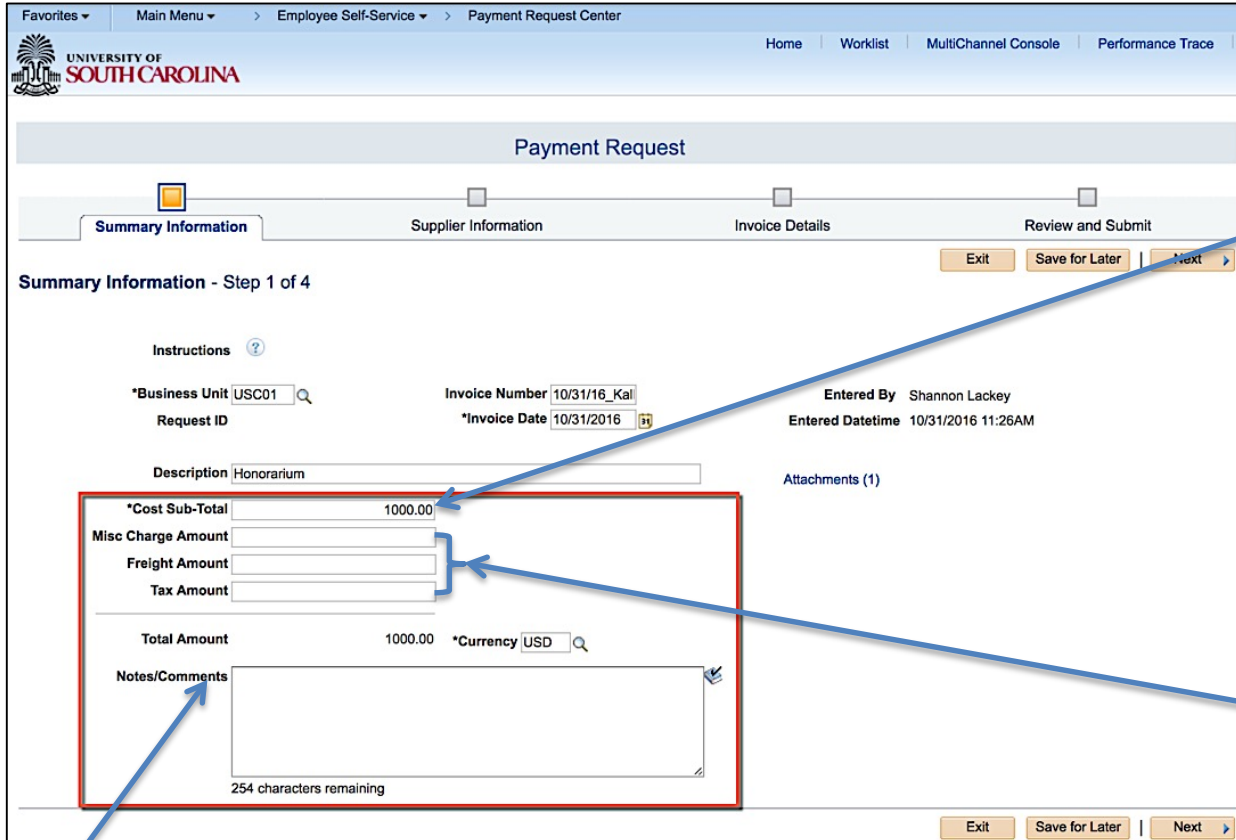
Invoice Date – This should be the date on the invoice.

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



Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Summary Information - Step 1 of 4

Instructions ?

*Business Unit USC01 Invoice Number 10/31/16_Kal Entered By Shannon Lackey
Request ID *Invoice Date 10/31/2016 Entered Datetime 10/31/2016 11:26AM

Description Honorarium Attachments (1)

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

Total Amount 1000.00 *Currency USD

Notes/Comments
254 characters remaining

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

Payment Request

Supplier Information - Step 2 of 4

Business Unit USC01
Request ID

Invoice Number 10/31/16_Kalb
Invoice Date 10/31/2016

Entered By Shannon Lackey
Entered Datetime 10/31/2016 11:26AM

Supplier Search

Country USA

Supplier ID

Supplier Name

Search

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

Supplier Search

Country

Supplier ID

Supplier Name

Supplier list

Personalize | Find | View All | | First 1 of 1 Last

Supplier ID	Name	Address	City	State	Country
0000003077	JUDITH E KALB	Arts And Sciences	Columbia	SC	USA

|

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

VERY IMPORTANT!!



Step 3a – Invoice Details

The screenshot displays the 'Payment Request' interface in the 'Payment Request Center'. The navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', and 'Performance Trace'. The main content area shows a progress bar with four steps: 'Summary Information', 'Supplier Information', 'Invoice Details' (the current step), and 'Review and Submit'. Below the progress bar, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The 'Invoice Details - Step 3 of 4' section contains the following information:

Instructions ?

Business Unit USC01 Invoice Number 10/31/16_Kalb Entered By Shannon Lackey
Request ID Invoice Date 10/31/2016 Entered Datetime 10/31/2016 11:26AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
<input type="button" value="Add Lines"/>					

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

Total Amount 1000.00 *Currency USD

At the bottom, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

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

The screenshot shows the 'Add a New Line' dialog box in the Payment Request Center. The 'Accounting Details' section is highlighted with a red box. Below it, the 'Look Up Office Location' dialog is open, showing search results for office locations.

Line	Quantity	*Amount	*GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business Unit
1		0.00	USC01						

Office Location	Description
029-608	1600 HAMPTON STREET-608
029-608A	1600 HAMPTON STREET-608A
029-H608	1600 HAMPTON STREET-H608

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.



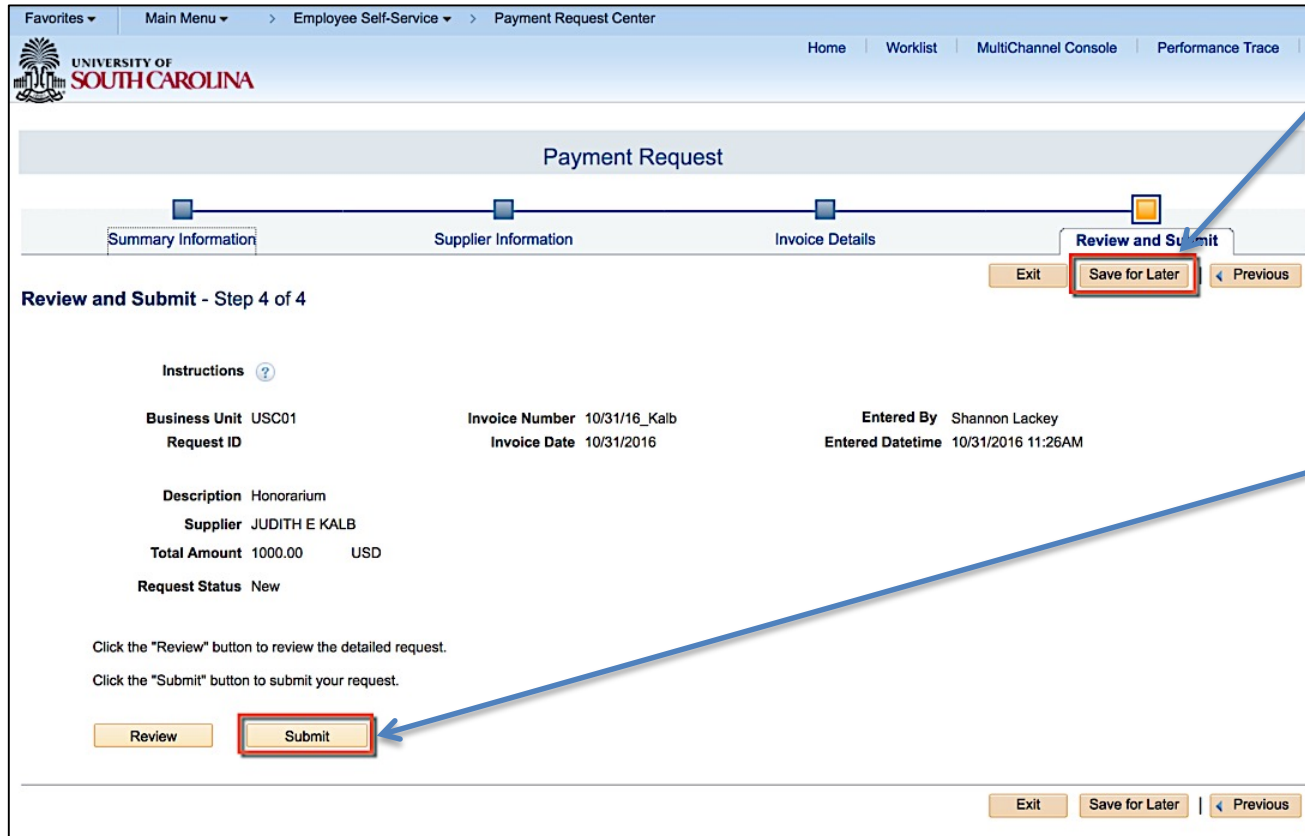
3c - Chartfield Errors (Invalid Combo, Chartfield Not Found)

The screenshot displays the 'Payment Request Center' interface. A modal window titled 'Add a New Line' is open, showing an error message: 'The following error(s) need to be corrected: -- Accounting Details line 1 contains an invalid chartfield combination DEPTID/ FUND_CODE/ CLASS_FLD/ PROJECT_ID/ OPERATING_UNIT in group FULLSTRING.' Below the error message, a 'Message' dialog box prompts the user to 'Please correct the highlighted error(s) to proceed to the next step.' The background shows the 'Accounting Details' table with the following data:

Line	Description	Quantity	*Amount	Account	Class	PC Business Unit
1	Honorarium		1000.00	USC01	CL040	121001
				A0000	10270	400

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)



Payment Request

Summary Information Supplier Information Invoice Details **Review and Submit**

Exit **Save for Later** Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit USC01 Invoice Number 10/31/16_Kalb Entered By Shannon Lackey
Request ID Invoice Date 10/31/2016 Entered Datetime 10/31/2016 11:26AM

Description Honorarium
Supplier JUDITH E KALB
Total Amount 1000.00 USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review **Submit**

Exit Save for Later Previous

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)

Review Page ✕

Summary Information

Request ID		Request Status New
Entered By	Shannon Lackey	
Entered Datetime	10/31/2016 11:26AM	Attachments (1)
Business Unit	USC01	
Invoice Number	10/31/16_Kalb	
Invoice Date	10/31/2016	
Description	Honorarium	
Total Amount	1000.00 USD	
Notes/Comments	<input type="text"/>	

Supplier Information

Supplier ID	0000003077
Supplier	JUDITH E KALB Arts And Sciences Lang and Lit Columbia, SC 29208-0001



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.

[Favorites](#) | [Main Menu](#) | [Employee Self-Service](#) | [Payment Request Center](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

UNIVERSITY OF SOUTH CAROLINA

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		

Payment Request Navigation

- Demonstration

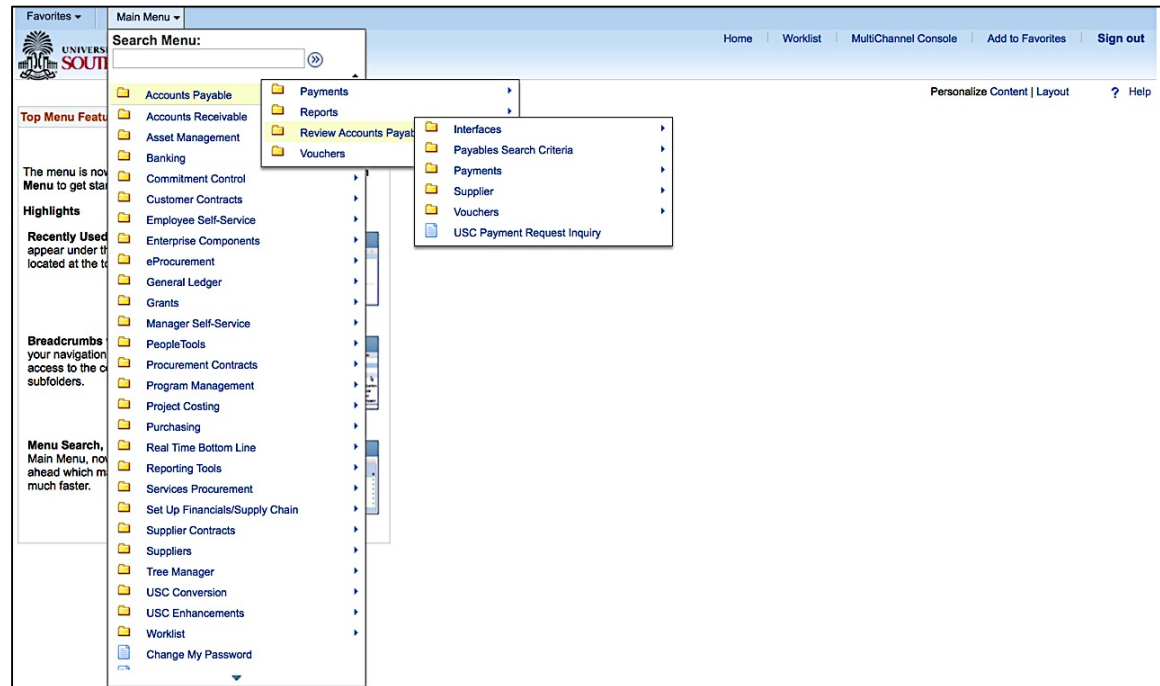


How to Inquire on a Payment Request



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

Payment Request Inquiry

Request ID

User ID

Request Status

Supplier ID

From Date

To Date

Operating Unit

Fund Code

From Department

To Department

PC Business Unit

Project

Invoice Number

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 Welcome: Joanne Callahan

Request Summary

Status	Number of Requests
Pending	9
Vouchered	43

Recent Messages

No Recent Messages

Requests

Request ID	Entered on	Supplier ID	Supplier	Invoice ID	Description	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Total Amount	Request Status	Voucher ID
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending	
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending	
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending	
0000039137	10/28/2016	0000013102	CHEN LI	Chen li	office accessories	CL040	155112	A1000	202	USCIP	40BENCH	1,152.52	Pending	
0000037508	10/20/2016	0000021093	SANG HEE WON	10202016_Won	Sang Hee Won Relocation	CL040	155019	A0001	101			8,808.95	Vouchered	01225453
0000038523	10/26/2016	0000021237	DATUM ELECTRONICS LTD	INV 12911	transducer to Datum for repair and recalibration	CL040	155412	EN600	301	USCIP	40ASPIRE	1,046.96	Vouchered	01225596
0000038523	10/26/2016	0000021237	DATUM ELECTRONICS LTD	INV 12911	APPLIED	CL040	155412	EN600	301	USCIP	40ASPIRE	1,046.96	Vouchered	01225596



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



Questions

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

The screenshot shows the top navigation bar of the University of South Carolina website with the logo and a search box. Below is a dark header for the 'PeopleSoft University Financial System'. The main content area is divided into a left sidebar with a menu and a right main section. The sidebar menu includes: PeopleSoft University Financial System, News, Training, Resources, Newsletters, Support Contacts (highlighted with a right-pointing arrow), New User Information, and PeopleSoft FAQs. The main section is titled 'Support Contacts' and contains a paragraph: 'PeopleSoft users can access support for departmental or topical questions. Investigate topics related to individual departments and, if needed, connect with additional assistance for specific topics.' Below this is a list of expandable sections: General Accounting (+), Team Travel (+), Travel (+), and Accounts Payable (-). The Accounts Payable section is expanded, showing a bulleted list: Vendor Payments, Payment request, AP Uploads, Refunds, and Travel. At the bottom of the Accounts Payable section, there are two lines of text: 'For questions regarding AP Upload, email apupload@mailbox.sc.edu.' and 'For all other accounts payable inquiries, email accountspayable@sc.edu.'

Uof SC. South Carolina

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE

SEARCH SC.EDU

PeopleSoft University Financial System

PeopleSoft University Financial System

News

Training

Resources

Newsletters

» **Support Contacts**

New User Information

PeopleSoft FAQs

Support Contacts

PeopleSoft users can access support for departmental or topical questions. Investigate topics related to individual departments and, if needed, connect with additional assistance for specific topics.

Expand all

General Accounting (+)

Team Travel (+)

Travel (+)

Accounts Payable (-)

- Vendor Payments
- Payment request
- AP Uploads
- Refunds
- Travel

For questions regarding AP Upload, email apupload@mailbox.sc.edu.

For all other accounts payable inquiries, email accountspayable@sc.edu.



Questions





UNIVERSITY OF
SOUTH CAROLINA