# UNIVERSITY OF SOUTH CAROLINA ACCOUNTS RECEIVABLE

### MISCELLANEOUS BILLING PROCEDURES

The following procedures are to be used by all departments of the University when billing outside agencies, SC State Agencies, firms or individuals. A supply of invoices may be obtained from the Bursar's Office at 1244 Blossom Street.

Attached is a sample bill used by the Accounts Receivable Department, which is explained below. (See attached.)

#### 1. Sponsor Identification Number:

Accounting & Reporting assigns a sponsor identification number to each agency, firm or individual billed. Each University department is responsible for requesting a sponsor identification number if one doesn't exists. Once this number is assigned it is used continuously for that particular agency, firm or individual.

A sponsor identification number assignment is not necessary when bills are sent to students, faculty or staff of the University. In these cases the Banner ID number is utilized in lieu of an assigned sponsor number.

#### 2. Date:

Use the date the bill is mailed.

#### 3. Billing Address:

Self-explanatory

#### 4. University Address:

All payments will be remitted to the University of South Carolina, Bursar's Office, Columbia, South Carolina, 29208.

#### 5. Description:

In the space provided, itemize and state clearly the reason for the charges. Attach any additional information that might be helpful or needed by the receiver of the bill.

#### 6. Dollar Amount of Bill:

List individually all categories that make up the total amount of the bill.

#### 7. Grand Total of Bill:

Self-explanatory.

#### 8. Department Account Number:

The department number, fund number, and class number are to be inserted by the department. This is most important to assure proper credit to the respective department when the invoices are set up on Accounts Receivable. Each department/fund/object combination is assigned a detail code, a 4 character code indicating billing unit for miscellaneous invoices. The detail code is the identifying code on the General Ledger Activity. You will use the detail code to reconcile back to Banner account activity or to run Data Warehouse reports.

#### 9. Department/Signature:

Type the billing department name. Type the name of the person preparing the invoice and the department contact telephone number. This is needed should there be any question concerning the bill, either by the Accounts Receivable Department or the vendor.

Mail the original and copy #2 (Remittance Copy) to the customer. Submit copy #3 of each invoice and a miscellaneous transmittal to **Accounting & Reporting**, Bursar's Office. Please keep copy #4 (Department copy) for departmental reference.

#### **Miscellaneous Transmittal Form:**

A copy of the transmittal is attached. Submit all information on the transmittal, with the exception of the batch number, to Accounting & Reporting Department along with copy #3 of the invoice. The transmittal will be dated, the invoices set up on Accounts Receivable, and returned to respective department when completed.

Please submit this form in DUPLICATE, with your documents. After verification, the duplicate will be returned to you confirming receipt and credit to your account as indicated above. (*See Attached*)

## Follow-up:

Sponsor statements are printed monthly and list all outstanding invoices for a particular sponsor. The statements are mailed to the sponsor as a follow-up. If an invoice is over three months old, the department is notified by memo of the status and follow-up by the department is requested. If the invoice is not cancelled or resolved within 30 days, Accounts Receivable will cancel the invoice and debit the department's account.

Inquiries regarding payment or status of outstanding invoices may be directed to **Accounting & Reporting** at **803-777-3571**.

#### Cancellation of Invoice:

If an invoice needs to be cancelled, please send a memo or email with explanation for cancellation to Accounting & Reporting, 1244 Blossom Street. The invoice will be cancelled on Accounts Receivable and the department's revenue account adjusted.

#### **Voided Invoices:**

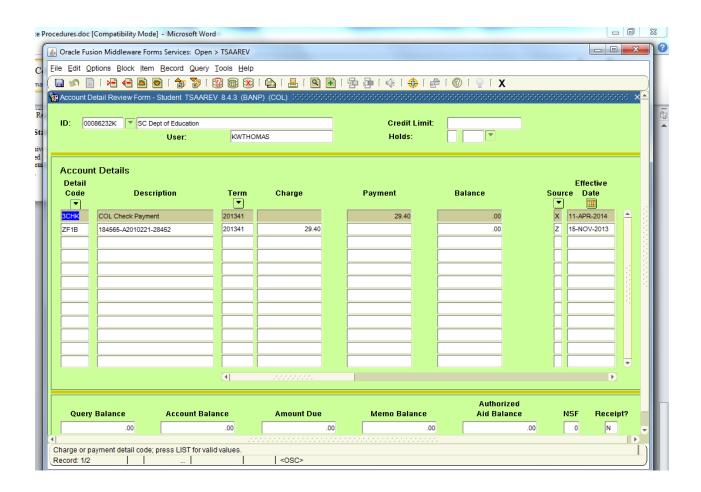
If an invoice needs to be voided, please mark all invoice copies "VOID" and retain with your records. Do not dispose of voided invoices. (Voided invoices are invoices still in the department's possession and have not been submitted to Accounting & Reporting for processing or mailed to the sponsor.)

# **Invoicing South Carolina State Agencies:**

State Agencies are now billed University invoice. The IDT system is no longer in existence. A payment for State Agency invoices are received through a special ACH from the state and are received daily by the Cashier's Office. You can confirm or claim an ACH payment by contacting the Cashier's Office at 803-777-4233.

# TSAAREV—Account Detail Review Form

Activity for a sponsor can be reviewed on Banner (INB) on TSAAREV. Inquiries are based on the sponsor number and you can view charges, payments and outstanding balances.

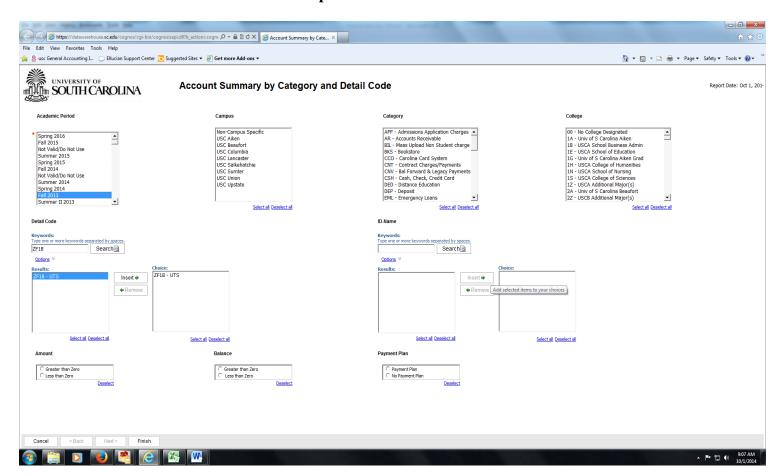


# **Data Warehouse Reports**

# **Running a Report of Account Activity:**

- Log into Data Warehouse datawarehouse.sc.edu
- Click in the USC Banner Reporting Tab
- Click on Accounts Receivable
- Click on AR Reports
- Click on Account Summary by Category and Detail Code
- Select a term
- Enter detail code in the Detail Code search box. Click Search, click on the detail code, click Insert to add to Results box. (The detail code is in the Remark column on the Intranet Banner-ZF1B-201408).

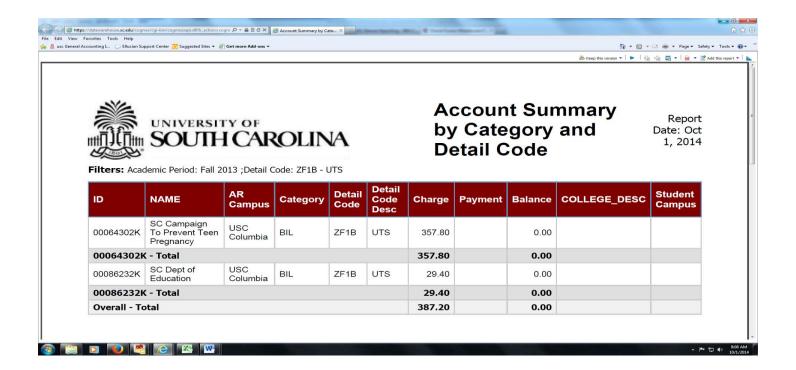
#### **Example Search Parameters:**



Click Finish

### **Example Output:**

If you don't have access to the USC Banner Reporting tab or to the Accounts Receivable folder, please complete the following access form and return to the Bursar's Office:



# UNIVERSITY OF SOUTH CAROLINA MISCELLANEOUS RECEIVABLES TRANSMITTAL

TO:	D: BURSAR'S OFFICE—ACCOUNTING & REPORTING 1244 BLOSSOM STREET				
FROM: DEPT:					
BLDG#:					
		DATE	ITEM COUNT	AMOUNT	
* If more th	nan one item,	_	tape must be attached.  **CREDIT ACCOUNT NUM	∕IBER**	
DEPT	FUND	CLASS	AMOUN		
*INVOICE N	UMBER(S)				