# **OFFICE OF THE CONTROLLER**

#### General Accounting – Accounts Payable Team AP Upload

March 2024





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### What is AP Upload



# What is AP Upload

- An Upload is a way to pay a Supplier or Individuals.
- If you have 10 or more payments in the categories below, the AP Upload is available instead of keying each payment into the Payment Request in PeopleSoft.

✓ Prizes & Awards

- ✓ Stipends
- ✓ Services Rendered
- ✓ Preceptor Payments
- ✓ Refunds
- ✓ Participants

\*\*Note: For awards, please contact AP for proper processing.



### Types of Worksheets



## **Worksheet Template Types**

There are 2 Worksheet Template types:

- Regular Payments
- Single Payment



## **Regular Payment Worksheet Template**

Payments that have a Supplier ID and have either an invoice number or date of service.

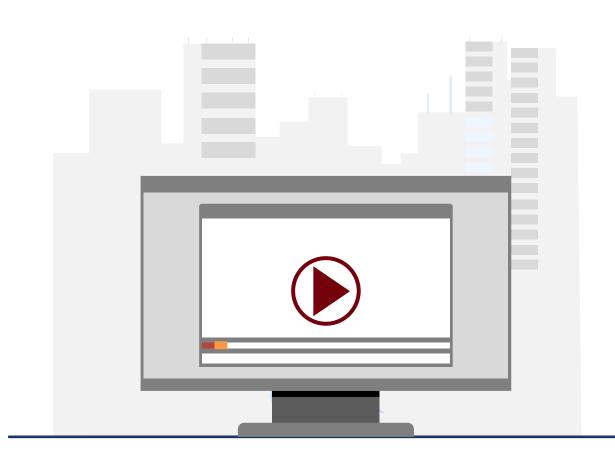
- Participants
- Stipends
- Services Rendered (Preceptors, Mentors, etc.)
- Over 10 invoices to the same Supplier



### **Regular Payment Worksheet Template**

University of South Carolina																		
SPREADSHEET FOR APUPLOA	DS					Email w	nen o	complete to:	AF	PUPLOAD@mai	lbox.sc.edu							
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Supplier Name	- S	upplier ID	- Inv	voice Num	nber 🚽	Date	-	Amount	*	Operating Uni	Departme 🚽	Fund 🗸	Class Field	bject Code	e) 🔻	Project Business Unit 🗸	Project 🚽	Activity
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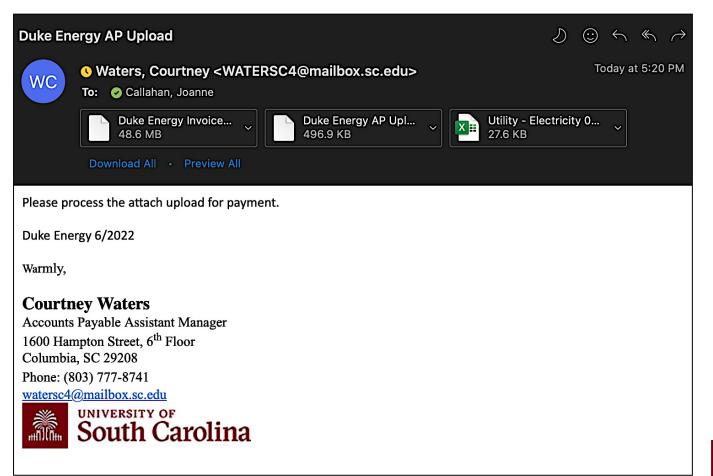
#### **Demonstration**

• Using the Regular Payment Worksheet



## **Regular Payment Worksheet Template**

#### Email Example:





## Single Pay Worksheet Template

One time Payment where no Supplier ID is needed.

• Refunds to companies or Individuals for a one-time payment



	Refun	d Form		
Legal Name:				
Supplier ID (If available):				
Mailing Address line 1:				
Mailing Address line 2:				
City, State & Postal Code:				
Amount:				
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Description of Payment:				
Description of Payment:				
Description of Payment: USC Chartfields:		Account	Class Field	
Description of Payment: USC Chartfields: Operating Unit Department		Account	Class Field	
Description of Payment: USC Chartfields: Operating Unit Department		Account	Class Field	
Description of Payment: USC Chartfields: Operating Unit Department For Grants or Projects:	Fund Code	Account	Class Field	
Description of Payment: USC Chartfields: Operating Unit Department For Grants or Projects: PC Business Unit Project		Account	Class Field	
Description of Payment: USC Chartfields: Operating Unit Department For Grants or Projects:	Fund Code	Account	Class Field	

### Refund Payment Form



### **Single Pay Worksheet Template**

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iniversity of Sou																
PREADSHEET FO	DR APUPL	OADS					Email when con	mplete to: APUP	LOAD@mailbox.sc	.edu						
								1989.L	1918 I.I.							S
							YYYY-MM-DD									
										-			Account (Former Object Code)	Project Business Unit		-
Supplier Nam	<u> </u>	upplier Addres	City	S	Zip Code	Invoice Number	Date	Amount	Operating Un	Departm	Fun	Class Fiel	Code)	Project Business Unit	Project	Activity
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## Single Pay Worksheet Template

#### Refund Example:

University of Sout	h Carolina										
SPREADSHEET FOR	R APUPLOADS					Email when com	plete to: APUPLOAD@ma	ilbox.sc.ed	u		
											Account (Former
Supplier Name	Supplier Address 🕞	City 🔽	SC 🗸	Zip Code 星	Invoice Number 🔽	Date 💌	Amour Operating Unit	Departme	Fund	Class Field	Object Code)
Baratta, Jordan	305 Settlecroft Ln	Holly Spring		27540	Baratta-12182018	2018-12-18	55 CL088	661040	CP100	808	45170
Brewster, Tyra P.	215 Spencer Place	Cavce	SC	29033	Brewster-12122018	2018-12-12	45 CL071	125800	A0001	101	48650
Brown, Molly Arlene	218 West Richland St	Summerville	SC	29483	Brown-12192018	2018-12-19	200 CL088	661040	CP100	808	45170
Carter, Lauren Kate	309 Retreat St	Westminster			Carter-12142018	2018-12-14	55 CL088	661040	CP100	808	45170
DeSantis, Marlena	1495 Willowbrooke Cir	Franklin	TN	37069	DeSantis-12142018	2018-12-14	400 CL088	661040	CP100	808	45170
Faulkner, Stefan	1909 Elmwood Dr	Graham	NC	27253	Faulkner-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
Green, Taylor	222 Catawba Circle	Columbia	SC	29201	Green-12182018	2018-12-18	55 CL088	661040	CP100	808	45170
Heydet, Jacqueline	8920 Alysbury Way	Cumming	GA	30041	Heydet-12192018	2018-12-19	260 CL088	661040	CP100	808	45170
Hosch, Chelsea	3953 Lois St	Winston-Sale	r NC	27127	Hosch-12182018	2018-12-18	44 CL088	661040	CP100	808	45170
Labrie, Ashley Elizabeth	19 Matthews Ct	Cincinnati	OH	45246	Labrie-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
Lakavitch, Karly Jane	31 Sparrow Walk	Newtown	PA		Lakavitch-12182018	2018-12-18	55 CL088	661040	CP100	808	45170
Lees, Olivia Rose	71 Wilson Pond Lane	Rowley	MA	01969	Lees-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
ong, Mackenzie Grace	278 Waterstone Dr APT 12	West Union	SC	29696	Long-12192018	2018-12-19	222 CL088	661040	CP100	808	45170
Mark, Julia Lee	95 John Rezza Dr	North Attlebo	r MA	02763	Mark-12142018	2018-12-14	55 CL088	661040	CP100	808	45170
Mcllhenny, Micah	510 Heyward St Apt 425	Columbia	SC		Mcllhenny-12192018	2018-12-19	400 CL088	661040	CP100	808	45170
Vetzdorf, Wyatt	69 Glendale Rd	Park Ridge	NJ	07656	Metzdorf-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
Myers, Emily G.	1714 Oakdale Terrace Blvd Apt 4	Florence	SC		Myers-12142018	2018-12-14	129 CL088	661040	CP100	808	45170
Nolan, Michalla	3821 Houndstooth Ct	Richmond	VA	23233	Nolan-12142018	2018-12-14	51 CL088	661040	CP100	808	45170
Parris, Chadwick	675 Parkland Avenue	Inman	SC	29349	Parris-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
Rader, Darian	3313 Marlborough Rd	Burlington	NC		Rader-12142018	2018-12-14	400 CL088	661040	CP100	808	45170
ichell, Elizabeth	7 Valley Fall Court	Greenville	SC		Schell-12142018	2018-12-14	400 CL088	661040	CP100	808	45170
Simon, Tricia	900 Gracern Rd Apt 243	Columbia	SC	29210	Simon-12182018	2018-12-18	10 CL088	661040	CP100	808	45170
avenner, Benjamin	200 Walsing Dr	Richmond	VA	23229	Tavenner-12192018	2018-12-19	55 CL088	661040	CP100	808	45170
Fumlin, Elizabeth	98 Bay Dr	Beaufort	SC	29907	Tumlin-12192018	2018-12-19	55 CL088	661040	CP100	808	45170



### Appropriate Documentation



## **Appropriate Documentation**

- All AP Uploads must include the AP Upload Approval Form
- Service

✓ Invoice, if available (Include a Memo if invoice not available)

- ✓ Regular Pay Worksheet Template
- Stipends/Participants/Mentors/Honorariums
  - ✓ Forms if Applicable
  - ✓ Regular Pay Worksheet Template
  - $\checkmark$  All required documentation listed on the Payment Request Matrix
- Refunds
  - ✓ Refund Payment Form
  - ✓ Single Pay Worksheet Template
  - $\checkmark$  Supporting documentation

\*\*Note: Please refer to the **Payment Request Matrix** as this will outline necessary documentation for payment types.





#### AP Upload Approval Form

Name of AP Upload:
Date of the AP Upload:
•
Person Submitting AP Upload:
USC Department/Campus:
Number of Payments:
Total Amount:

#### AP Upload Approval:

Payment Handling:

Department Contact (Name, Email, Phone):

Department Approval and Date:

Please remit the AP Upload Approval Form along with the AP Upload spreadsheet and other documentation to Controller's Office: Accounts Payable for processing by email to <u>APUpload@mailbox.sc.edu</u>.

USC Controller's Office AP Upload Approval Form

2/25/19

# AP Upload Approval Form



#### **Tips and Tricks**



## **Tips and Tricks**

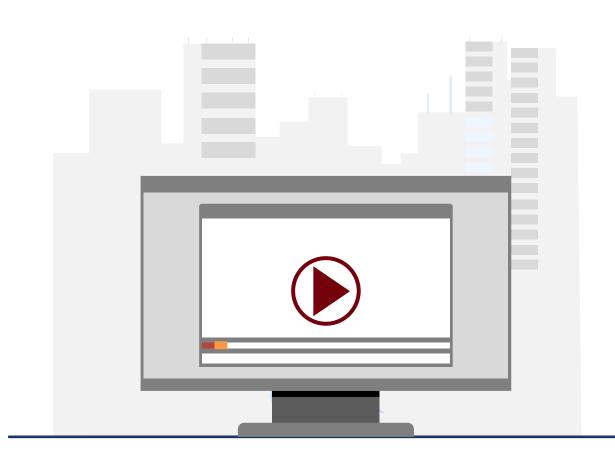
- Ensure you are using the correct Spreadsheet Template
- Do not modify the template
  - ✓No Formulas
  - ✓ Do not move, change, or delete columns
  - ✓ Please do not skip rows
  - ✓ Make sure you are using a valid chartfield
- All backup to support the AP Upload must be attached to the AP Upload email



#### **Common Errors**

- Use of special characters (&, #, \_, etc.)
- Invalid chartfields due to keying errors
- Incorrect formatting





#### **Demonstration**

• Review common errors



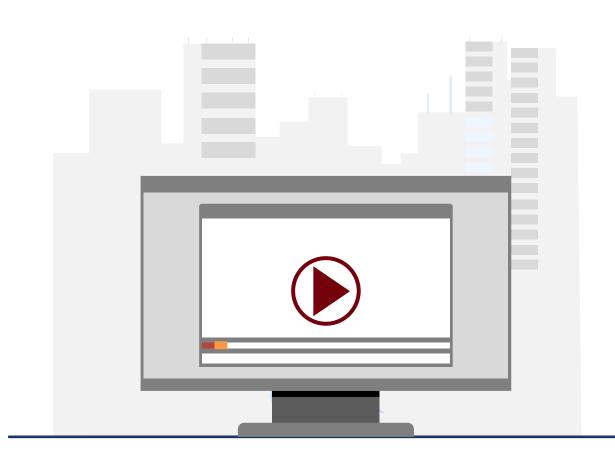
### **AP Upload Voucher Lookup**

Use the following navigation:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Favorites 🔻 🛛 Main Menu 🔻 >	Accounts Payable 🔻 🔉 Review Accounts Payable Info	Vouchers Voucher	
SOUTH CAROLI	INA FUAT	Navigator 👻 Search	Advanced Search
Voucher Inquiry			
<ul> <li>Search Criteria</li> </ul>			
Search Name	ALL × Q		
From Voucher ID	From	То	Q
From Invoice Number	٩		٩
Supplier SetID	USC01 Q		
From Supplier Short Name	٩		٩
From Supplier Name	٩		Q
From Additional Name	٩		Q
From Supplier ID	٩		Q
Supplier Location	٩		
Entry Status	V		
Incomplete Voucher	×		
From Accounting Date			
From Invoice Date			
From Due Date	<b>iii</b>		[11]
From Entered Date			iii





#### **Demonstration**

• Using the Voucher Inquiry



# Resources & Contacts



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

SEARCH SC.EDU

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#### Office of the Controller

Office of the Controller

#### Accounts Payable

with university policies and procedures.

General Accounting Accounts payable is responsible for the review and disbursement of funds in accordance

#### Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

**Grants and Funds** 

Management Compliance and Tax

Management

Payroll Department

**Operational Managemen** 

and Reporting

**External Financial Report** 

and Transparency

Resource and Training Toolbox

Contact Us

Accounts Payable	e Services		Contact Accounts
Our staff processes inv payroll payments to fa	voices from external suppliers as well as iculty and staff.	all non-	Payable For questions about any Accounts
AP Uploads		Expand all	Payable services, please contact us directly:
Cash Advances		•	1600 Hampton Street, 6th floor Columbia, SC 29208
Employee Reimburse	ment (non-travel)	+	Email: <u>ap@mailbox.sc.edu</u> [2]
Expense Module Corr	rection Form	+	
Independent Contrac	tor vs. Employee Classification	+	
Journal Vouchers		•	
Payment Request		+	
Payments to Individu	als (Honorariums and Stipends)	•	
Purchase Order Invoi	ces	•	
Royalties		•	
Student Reimbursem	ent	(+)	

# Where to Find the Resources

For accounts payable resources, visit the <u>Accounts Payable</u> page in the General Accounting section.





UNIVERSITY OF South Carolina

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GI

SEARCH SC.EDU

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#### Office of the Controller

Office of the Controller	Business Manager	
General Accounting	The role of each Business Manager at the University of South Carolina var	ies across each
Grants and Funds Management	college and department. Each Business Manager handles several respons influence the success of their departments and the University overall. Th	ey provide business
Compliance and Tax Management	expertise on a variety of topics including, but not limited to budget, expe onboarding, transaction corrections, and University policies and procedu	•••
Payroll Department		
Operational Management and Reporting	Below is a list of tasks a Business Manager may be responsible for within their college/depa links to training resources that support each task.	rtment. Sections include
External Financial Reporting and Transparency	<b>Note:</b> Each year the Controller's Office provides refresher trainings starting the month of Fe April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end	•
Resource and Training Toolbox	our monthly newsletter, and in a prior week reminder email. On demand training can be fo below.	und in the sections
> Business Manager		Expand all
Grant Administration	Account Funding Change	(+)
Principal Investigator	AP Uploads	+
Policies & Procedures	Business Expense Prepaid Cards	+
Forms	Cash Advances	+
Newsletters	Cost Transfer	
PeopleSoft Finance Training Schedule	Departmental Deposits	•• ••
Listserves	Employee Reimbursement (Non-travel)	+
Social Media	Endowments	
Contact Us	Finance Intranet	(+)

# Where to Find the Resources

For AP Upload training resources, visit our <u>Business Manager</u> 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
Accounts Payable General Email Address	Email Address ap@mailbox.sc.edu
General Email Address	ap@mailbox.sc.edu
General Email Address AP Uploads	ap@mailbox.sc.edu apupload@mailbox.sc.edu
General Email Address AP Uploads Supplier Maintenance	ap@mailbox.sc.edu         apupload@mailbox.sc.edu         apsupplr@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



# THANK YOU!

#### **Office of the Controller**



#### **Address:**

1600 Hampton Street Columbia, SC 29208



**Contact Number:** Phone: 803-777-2602 Fax: 803-777-9586



Email Address: controller@sc.edu





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

