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.

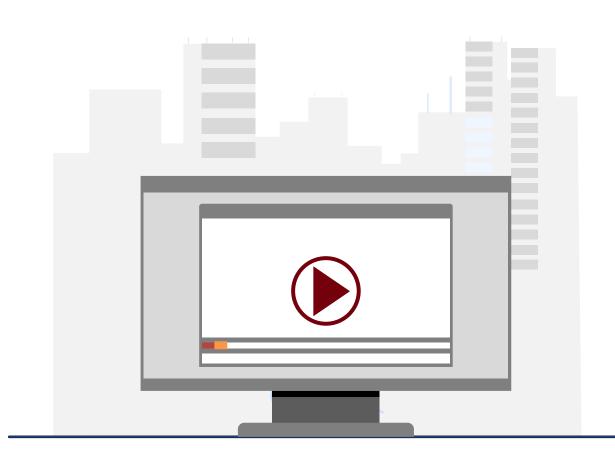
- Participants
- Stipends
- Services Rendered (Preceptors, Mentors, etc.)
- Over 10 invoices to the same Supplier



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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| | 10 DIG | TS | | | | YYYY-MM-D | D | | | | | | | 1- | | | | |
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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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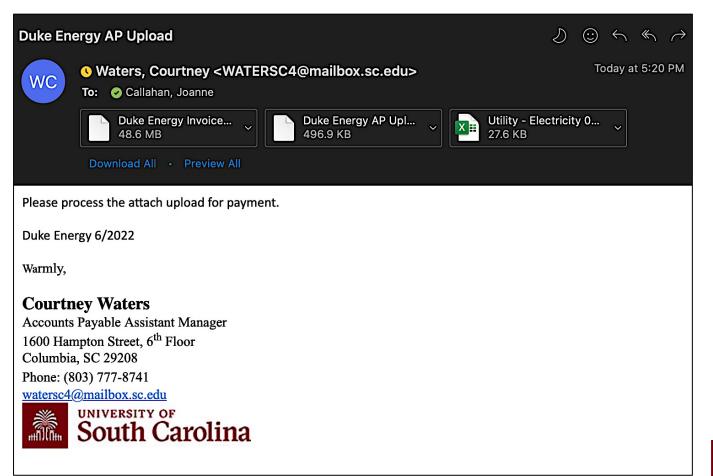
Demonstration

• 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: | | | | |
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| Description of Payment: USC Chartfields: | | Account | Class Field | |
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| 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

| A | | В | с | D | E | F | G | Н | I | J | ĸ | L | М | N | 0 | P |
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| PREADSHEET FO | DR APUPL | OADS | | | | | Email when con | mplete to: APUP | LOAD@mailbox.sc | .edu | | | | | | |
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| | | | | | | | 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

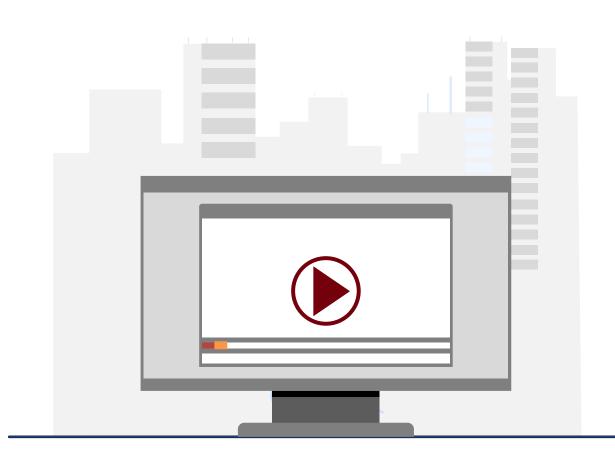
- Ensure you are using the correct Spreadsheet Template
- Do not modify the template
 - ✓No Formulas
 - ✓ Do not move, change, or delete columns
 - ✓ Please do not skip rows
 - ✓ Make sure you are using a valid chartfield
- All backup to support the AP Upload must be attached to the AP Upload email



Common Errors

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





Demonstration

• Review common errors



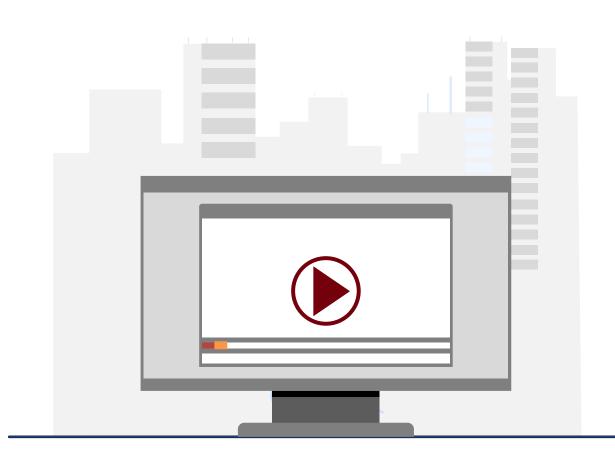
AP Upload Voucher Lookup

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 | | | |
| Search Criteria | | | |
| 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 | iii | | [11] |
| From Entered Date | | | iii |





Demonstration

• Using the Voucher Inquiry



Resources & Contacts



| 19 19 19 | UNIVERSITY OF South Carolina |
|----------------|------------------------------|
|----------------|------------------------------|

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 | Note: 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.

