OFFICE OF THE CONTROLLER

General Ledger

Adjusting a Paid Expense Using an APEX eForm

UNIVERSITY OF
South Carolina

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Adjusting a Paid Expense

What is an Apex?

The term "Apex" refers to the **A**djustment of a **P**aid **Ex**pense. An Apex eForm is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, and travel cards.

To complete an Apex eForm, use the following navigation:

- **Main Menu – USC Finance eForms – Apex eForm**

What can be corrected with an Apex?

An Apex is used to correct any portion of the chartfield string that was used on the original paid and posted expense report. This could be anything from the operating unit to the project and all values in between.

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Adjusting a Paid Expense

Why can't I just process a journal entry (JE)?

The use of an Apex rather than a JE to correct expense reports allows the correction to remain in the expense module and flow to the general ledger (GL) in the same manner as the original item did. It also allows easy future reference to the correction, as it will be directly linked to the original expense report.

How can I tell if I need to process an Apex instead of a JE?

The easiest way to tell is to look at how the item needing correcting posted to the GL. If it posted with a JE beginning with EX, such as EXA0012345 for example, an Apex would be needed. JEs beginning with any other prefix would require different means to correct.

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Understanding the Different Form Status

Apex eForm Status	
Saved	The Apex eForm has not been submitted.
Withdrawn	The creator of the Apex has cancelled the eForm and therefore it cannot be resubmitted.
Pending	The Apex eForm has been submitted and waiting for approvals.
Denied	An approver denied the Apex and therefore it cannot be resubmitted.
On Hold	An approver has put the Apex on hold, but the creator and approver can continue to make changes to the Apex and resubmit using the Update Apex option on the landing page.
Executed	The Apex is fully approved and is assigned an ID.
Recycle	An approver has returned the Apex to the creator. When recycled, only the creator can make changes and resubmit using the Update Apex option on the landing page. The form status will show partially approved.

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Cost Transfer Justification

Be sure to provide detailed explanations when responding to the three Cost Transfer questions that will populate if you are correcting a USC Sponsored Project (USCSP) project.

Cost Transfer Justification

*More Information

Please specify the transactions(s) being moved and how it directly benefits the sponsored project it is being moved to/from.

*CTJ1

How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

*CTJ2

How will this type of error or situation be prevented from happening in the future?

*CTJ3

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Demonstration

- How to process an Apex
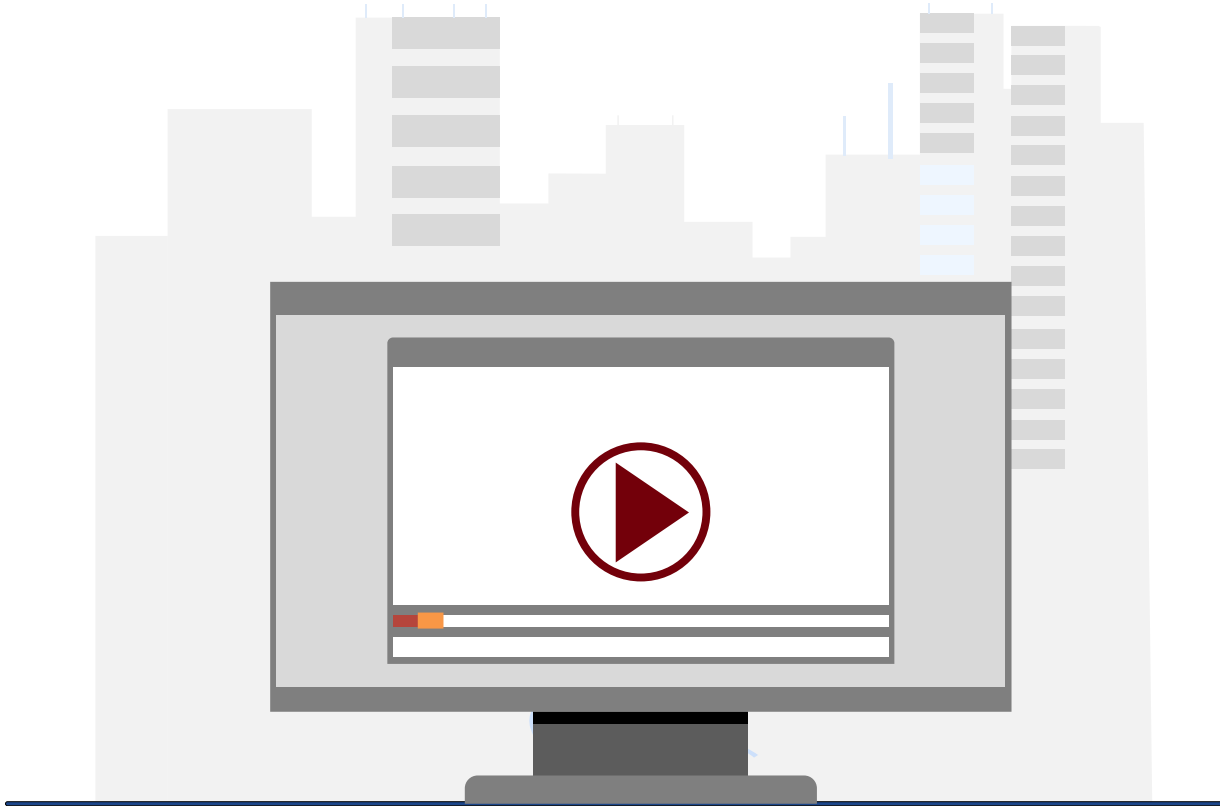
Resources & Contacts

Apex eForm available in Finance PeopleSoft November 1!

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Where to Find Resources

For APEX resources, visit the Expense Module Correction section on our General Ledger 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 Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.ed

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
Program 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
Payroll	**Email Address**
General Email Address	payroll@mailbox.sc.edu

Questions

THANK YOU!

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

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