

# OFFICE OF THE CONTROLLER

**General Accounting**  
Fiscal Year End





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# FY 24 Overview



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# Fiscal Year End - Overview

- AP - send invoices to Accounts Payable as soon as possible.
- Purchase orders - review and begin planning for what you need next Fiscal Year.
- General Ledger - review to determine if journal entries, journal vouchers or expense module corrections are needed.
- Match Exceptions - ensure you have received any goods/services and respond within two (2) days if you receive an email.



# Purchasing



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# Purchasing Year End Deadlines

## Purchasing Card

Follow deadlines established by Procurement for PCard reconciliations

- Expense reports for the June billing cycle must be fully approved in PeopleSoft no later than June 28<sup>th</sup> at 12 noon.
- Any questions regarding Purchasing Card, please contact Kim Rose in Purchasing or email [purchasing@sc.edu](mailto:purchasing@sc.edu).

## Requisitions

- **June 14, 2024, 12 noon** – Deadline to submit approved requisitions to Purchasing for FY24.



# Card Programs



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# Card Program Fiscal Year Deadlines

Expense reports for the June billing cycle must be fully approved in Peoplesoft by noon on June 28<sup>th</sup>.

## Team Card

- For questions regarding Team Card, please email [teamcard@mailbox.sc.edu](mailto:teamcard@mailbox.sc.edu).

## Travel Card

- For questions regarding Travel Card, please email [travelcard@sc.edu](mailto:travelcard@sc.edu).

## Program Expense Card

- For questions regarding Program Expense Card, please email [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).





# Travel



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# Travel Fiscal Year Deadlines

## Expense Reports

- **June 14, 2024** - Deadline to submit expense reports in PeopleSoft – must be in the queue for approval by the Travel Office.
- Clean up any outstanding expense reports that will not be approved.

## TRVs

- **June 14, 2024** – TRVs – GT Forms (non-employees and students) must be in the queue for approval by the Travel Office.

## TAs

- Close out all FY24 TAs unless there are Travel items to be reimbursed in July.
- Clean up any pending TAs where travel dates have passed.
- All TAs that need to roll forward to FY25 must be in an “approved” or “pending” status.



# Accounts Payable



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# Accounts Payable Fiscal Year Deadlines

## Invoices for month ending June

- **June 17, 2024** - Deadline for invoices to reach AP for a payment in **June**.

## Payment Requests\*\*

- **June 17, 2024** - Last day for Payment Requests to reach AP for **June** and for FY24.

## Employee Reimbursement (non-travel)

- **June 14, 2024** - Deadline to submit employee reimbursement non-travel expense reports in PeopleSoft – must be in the queue for approval by Accounts Payable.
- Clean up any outstanding expense reports that will not be approved.

*\*\*AP will continue to process as many Payment Requests as possible through June 28<sup>th</sup>.*



# Cash Advances



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# Cash Advances Fiscal Year Deadlines

## Cash Advance

- Where the settlement procedure can be found:  
[http://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/accounts\\_payable/index.php](http://www.sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php)
- Submit settlements to: [cashadvc@mailbox.sc.edu](mailto:cashadvc@mailbox.sc.edu)

## Travel Advance

- Where the Settlement procedure can be found:  
[http://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/travel/index.php](http://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php)
- Submit settlements to: [teoffice@mailbox.sc.edu](mailto:teoffice@mailbox.sc.edu)



# General Ledger



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# General Ledger Fiscal Year Deadlines

## Journal Entries

- **July 2, 2024** - Deadline to approve Period 12 (June) journal entries.
- **July 5, 2024** - Deadline to approve Period 13 journal entries for FY24.
- Period 13 journal entries and uploads- Ensure you note in the comment field this entry is for “FY2023-2024”.

## Journal Vouchers/Expense Module Corrections

- **June 21, 2024** - Deadline to approve journal voucher eforms and APEX eforms.





# General Ledger Fiscal Year Deadlines

## Payroll Retro Journal Entries

- **June 17, 2024** - Deadline to complete all payroll retro journal entries (non USCSP) for payroll ending June 15<sup>th</sup> or prior.
- **July 5, 2024** - Deadline to complete all payroll retro journal entries (non USCSP) for payroll ending June 30<sup>th</sup>.



# Z Funds Fiscal Year End Task

Review all Z funds for your area. The fund balance should be as close to zero as possible.

## **FY24 Revenue/FY25 Revenue**

Any revenue that has been earned in FY24 but not received prior to year end should be accrued in FY24. Any revenue that has been received in FY24 but will be earned in FY25 should be moved to a deferred revenue account. If you are unsure of how to code these entries, please contact the Controller's Office.

## **Review Revenue and Expenses**

Review all revenue and expenses coded to miscellaneous accounts (48650, 44210, 53009). Any items that can be reclassified to a specific account should be moved prior to year end.



# Reviewing Account Activity and Balances



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# Searching for Items on GL

Main Menu > Reporting Tools > Query > Query Viewer

Query Name: SC\_LEDGER\_ACTUAL\_JOURNALS

- Use this query to search for journal entries that haven't posted yet and/or retrieve detail for all JEs that you have processed during a Fiscal Year.

SC\_LEDGER\_ACTUAL\_JOURNALS - SC Ledger Actual Journals

Fiscal Year

Accounting Period

Operating Unit

Department

Fund Code

Account

Class Field

PC Business Unit

Project

Activity

Cost Share

Product

Source

System Source

Journal ID

Journal Date

Date Posted

Journal Line Reference

Journal Line Description

Journal Header Status

User ID

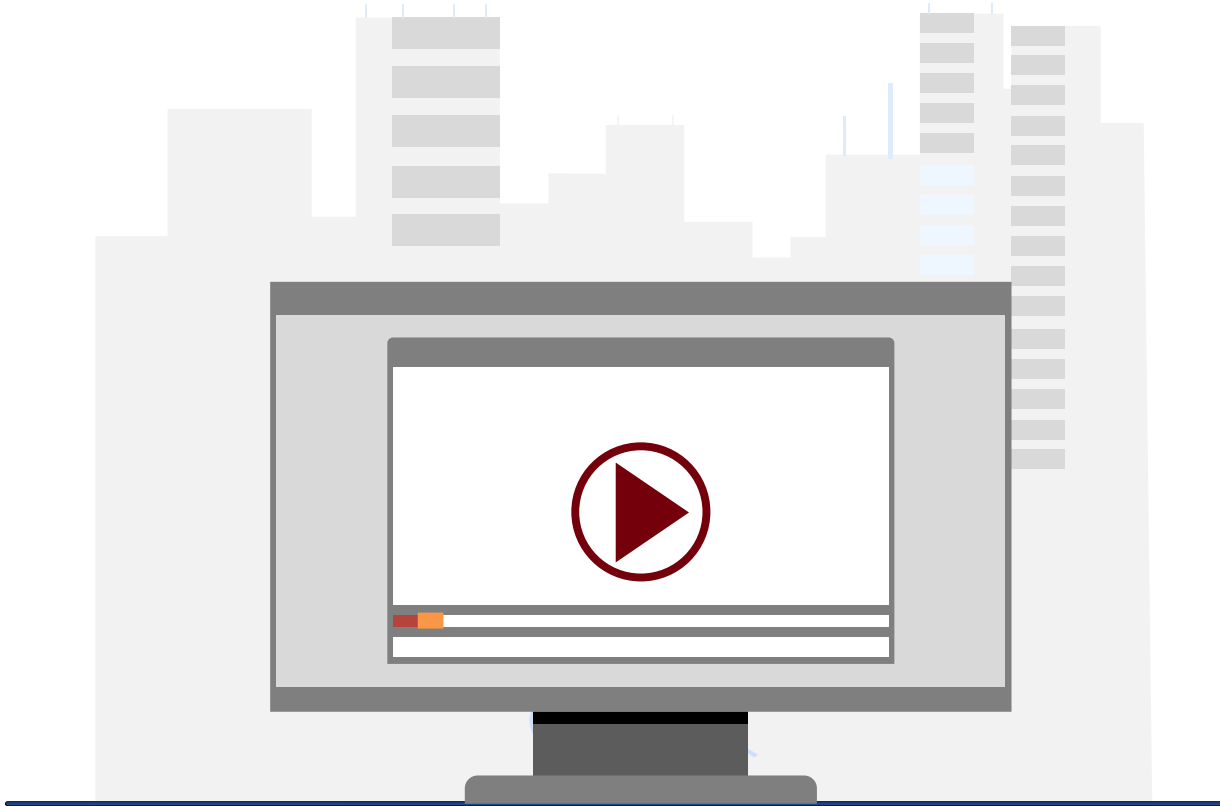
Budget Status

Journal Line Amount

Row	Fiscal Year	Accounting Period	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Source	System Source	Journal ID	Journal Date	Date Posted	Amount	Journal Line Reference	Journal Line Description	Journal Header Status	User ID	Journal Description	APPROVE	Journal Line Status	Budget Line Status
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# Demonstration

- Search for items on the GL



[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Review Financial Information](#) > [Review Ledger information](#)

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### Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

**Ledger Criteria**

Inquiry Name: LDGR\_INQ  
 \*Unit: USC01  
 \*Ledger: ACTUALS  
 \*Fiscal Year: 2024  
 \*From Period: 1  
 \*To Period: 11  
 Currency: USD

Show YTD Balance  
 Show Transaction Details

Include Closing Adjustments  
 Only in Base Currency

Max Ledger Rows: 100

**Chartfield Criteria**

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Product			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Funding Source			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Share			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

# Checking a GL Balance

**Main Menu > General Ledger >  
 Review Financial Information >  
 Review Ledger Information**

Use this query to review all your account balances.



# Demonstration

- Check GL Balance



# Resources and Contacts



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Office of the Controller



ACCURATE AND TRANSPARENT

From financial reporting and accounting services to contracts and supplier management, the Office of the Controller upholds the highest standards.

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Contact Us

The Office of the Controller is responsible for ensuring proper stewardship of the university's financial resources through effective policies, procedures and internal controls. We strive to provide excellent customer service and the highest integrity in financial reporting.

Office of the Controller is the Proud Recipient of the GFOA Award!

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"With the many new changes in reporting and compliance, this award is a great achievement, and I am very proud of the professional reporting team that we have at the university. This achievement continues to demonstrate the dedication of the

Office of the Controller

Mandy Kibler, University Controller
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Columbia, SC 29208
Phone: 803-777-2602
Fax: 803-777-9586

Access Financial Systems

PeopleSoft Finance
PeopleSoft HCM
Finance Intranet

Where to Find the Resources

For forms, matrix, and general information, visit our Controller's Office website.



# Controller's Office Contact List

<b>General Accounting (JEs, JVs, Apex, GL issues/Questions)</b>	<b>Email Address</b>
General Email Address	<a href="mailto:genacctg@mailbox.sc.edu">genacctg@mailbox.sc.edu</a>
Cash Advance Settlement	<a href="mailto:cashadvc@mailbox.sc.edu">cashadvc@mailbox.sc.edu</a>
Payroll Retro Journal Entries	<a href="mailto:retroje@mailbox.sc.edu">retroje@mailbox.sc.edu</a>
Chartfield Maintenance	<a href="mailto:cfmaint@mailbox.sc.edu">cfmaint@mailbox.sc.edu</a>
Moving & Relocation Mailbox	<a href="mailto:moving@mailbox.sc.edu">moving@mailbox.sc.edu</a>
PeopleSoft Finance Security Requests	<a href="mailto:pssecure@mailbox.sc.edu">pssecure@mailbox.sc.edu</a>
<b>Accounts Payable</b>	<b>Email Address</b>
General Email Address	<a href="mailto:ap@mailbox.sc.edu">ap@mailbox.sc.edu</a>
AP Uploads	<a href="mailto:apupload@mailbox.sc.edu">apupload@mailbox.sc.edu</a>
Supplier Maintenance	<a href="mailto:apsupplr@mailbox.sc.edu">apsupplr@mailbox.sc.edu</a>
<b>Travel Office</b>	<b>Email Address</b>
General Email Address	<a href="mailto:teoffice@mailbox.sc.edu">teoffice@mailbox.sc.edu</a>
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	<a href="mailto:tesubmit@mailbox.sc.edu">tesubmit@mailbox.sc.edu</a>

# Controller's Office Contact List

<b>Capital Assets</b>	<b>Email Address</b>
Physical Inventory	<a href="mailto:physinv@mailbox.sc.edu">physinv@mailbox.sc.edu</a>
<b>Cash Management and Treasury</b>	<b>Email Address</b>
General Treasury Email Address	<a href="mailto:treasury@mailbox.sc.edu">treasury@mailbox.sc.edu</a>
Program Expense Card	<a href="mailto:cards@mailbox.sc.edu">cards@mailbox.sc.edu</a>
Team Card	<a href="mailto:teamcard@mailbox.sc.edu">teamcard@mailbox.sc.edu</a>
Travel Card	<a href="mailto:trvcard@mailbox.sc.edu">trvcard@mailbox.sc.edu</a>
<b>Compliance and Tax</b>	<b>Email Address</b>
General Compliance Email Address	<a href="mailto:concpl@mailbox.sc.edu">concpl@mailbox.sc.edu</a>
General Tax Email Address	<a href="mailto:tax@mailbox.sc.edu">tax@mailbox.sc.edu</a>
Research/Development Sales/Use Tax Exemptions	<a href="mailto:rdequip@mailbox.sc.edu">rdequip@mailbox.sc.edu</a>
Time and Effort Reporting	<a href="mailto:timeandeffort@sc.edu">timeandeffort@sc.edu</a>

# Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your <b>Post Award Accountant</b> (PAA)
Payroll	Email Address
General Email Account	<a href="mailto:payroll@mailbox.sc.edu">payroll@mailbox.sc.edu</a>



# Questions



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# THANK YOU!

## Office of the Controller



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



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

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Fax: 803-777-9586



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



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