Office of the Controller
March 2023 Newsletter

Dedicated to supporting the mission of the University of South Carolina by providing efficient, effective, and professional service to students, faculty, and staff for appropriate financial functions.

Our Records Management team scanned and stored a total of **678,767** Controller's Office documents in Hyland OnBase for preservation and to help free up workspace.

Records Management Team

The Records Management department oversees the organization, storage, and retention of documents within the Controller's Office. Records Management also ensures quality assurance for digital record storage and data protection for audits. The digitization process helps reduce the need for physical storage space, thereby reducing the department's storage costs, and makes document retrieval faster and easier for end users. The risk for data loss and degradation is also mitigated by storing these documents digitally.
Examples of documents that are now readily accessible in permanent digital format are our endowment agreements.

General Ledger Tip of the Month!

Attaching Supporting Documentation in Finance PeopleSoft

Outside of the actual accounting information, one of the most important parts of an item on the USC general ledger is the back-up documentation supporting the transaction. Attachments are essential to any GL transaction to explain and support why the transaction was completed. Unrelated information should not be included. Remember, someone with no prior knowledge of your transaction should be able to review your information and understand the purpose of the transaction, the amounts, how the chartfields were determined, and if there is funding available.

Attachments are needed for all items including vouchers, expense reports, cash receipts/deposits, journal entries, journal vouchers, expense module corrections, and retro payroll corrections. The general rule to remember when determining if an attachment is needed is to look for the blue "attachment" hyperlink. If the transaction has one of these hyperlinks, then an attachment is needed before submission/approval.

Once an entry is posted, an attachment can't be deleted or removed. However, additional items may be attached as needed after the entry is approved and posted. There is no limit on the number of attachments that can be linked to a specific transaction, so include as many as needed to fully explain the entry.

Here's a list of some attachment types that would be great support for a transaction:

- Screenshots of transactions or account balances from PeopleSoft or the Finance Intranet (very important when correcting a previously posted item or moving funds from one GL account string to another).
- Emails (use screen shots for longer emails containing information on multiple topics not related to the current transaction).
- Bank Statements and other banking images (be sure to redact any bank account numbers except for the last four digits).
- Invoices/Receipts (useful for AP vouchers, expense reports, cash receipts and internal charge JEs).
- Excel Spreadsheets (be sure any unwanted tabs are deleted before saving and remove any secure information such as social security numbers and bank account numbers)
- Memos (explaining why the transaction is needed).

- Word documents (these are good to use for making notes on the transaction or saving multiple screenshots related to the transaction).
- Cost Transfer Justification Forms (signed form needed for any type of entry when moving previously posted transactions on-to or off-of a USCSP project).

Please reach out to our General Accounting Team, GENACCTG@mailbox.sc.edu, if you have any questions.

Important Payroll Reminders!

Selecting the correct Work Location Code

The Division of Human Resources has conducted an audit of tax location codes verses the state where the employee's home address is listed. The tax location should reflect the state where the employee is conducting the work so taxes can be appropriately deducted for that state and reported. As employees may work remotely, we need to ensure the data is accurate in HCM PeopleSoft, our HR/Payroll system.

If the address for the employee is incorrect, please direct them to Employee Self Service (ESS) in HCM PeopleSoft to update their address. Instructions to updated addresses can be found here.

As a reminder, the hiring proposal in People Admin has the work location code which feeds to the tax location code in HCM PeopleSoft at the time of hire. Please ensure the appropriate state is chosen when completing the hiring proposal.

If you have questions, please reach out to Payroll@mailbox.sc.edu.

Upcoming Trainings

The following trainings will be offered in the month of **April**. To register, click the links for the session(s) you would like to attend. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email and the session will be added to your calendar.

April 5: Journal Entry and Journal Voucher

April 19: How to Create an Expense Report for P-Card, Team Card, and Travel Card

Important Dates and Deadlines for March 2023

March 10 by 5pm: Deadline to submit February Sales/Use/Admissions Tax Returns
March 10 by 5pm: Deadline to submit February F&A adjustment journal entries
March 24 by 5pm: Team Card and Travel Card March billing cycle deadline
March 27 by 5pm: P-Card March billing cycle deadline
March 31 by 12pm: March Expense Module Correction forms (APEX) submitted to GL mailbox
March 31 by 12pm: March AP JV Eforms completed and approved in PeopleSoft
April 3 by 5pm: March Journal Entries completed and approved in PeopleSoft
April 5: Tentative close of GL for March
Please reach out to our General Accounting Team, GENACCTG@mailbox.sc.edu, if you have any questions.

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