MISCELLANEOUS BILLING PROCEDURES

The following procedures are to be used by all departments of the University when billing outside agencies, SC State Agencies, firms or individuals. A supply of invoices may be obtained from the Bursar’s Office at 1244 Blossom Street.

Attached is a sample bill used by the Accounts Receivable Department, which is explained below. (See attached.)

1. **Sponsor Identification Number:**
   Accounting & Reporting assigns a sponsor identification number to each agency, firm or individual billed. Each University department is responsible for requesting a sponsor identification number if one doesn’t exist. Once this number is assigned it is used continuously for that particular agency, firm or individual.

   A sponsor identification number assignment is not necessary when bills are sent to students, faculty or staff of the University. In these cases the Banner ID number is utilized in lieu of an assigned sponsor number.

2. **Date:**
   Use the date the bill is mailed.

3. **Billing Address:**
   Self-explanatory

4. **University Address:**
   All payments will be remitted to the University of South Carolina, Bursar’s Office, Columbia, South Carolina, 29208.

5. **Description:**
   In the space provided, itemize and state clearly the reason for the charges. Attach any additional information that might be helpful or needed by the receiver of the bill.

6. **Dollar Amount of Bill:**
   List individually all categories that make up the total amount of the bill.

7. **Grand Total of Bill:**
   Self-explanatory.

8. **Department Account Number:**
   The department number, fund number, and class number are to be inserted by the department. This is most important to assure proper credit to the respective department when the invoices are set up on Accounts Receivable. Each department/fund/object combination is assigned a detail code, a 4 character code indicating billing unit for miscellaneous invoices. The detail code is the identifying code on the General Ledger Activity. You will use the detail code to reconcile back to Banner account activity or to run Data Warehouse reports.
9. **Department/Signature:**
   Type the billing department name. Type the name of the person preparing the invoice and the department contact telephone number. This is needed should there be any question concerning the bill, either by the Accounts Receivable Department or the vendor.

Mail the original and copy #2 (Remittance Copy) to the customer. Submit copy #3 of each invoice and a miscellaneous transmittal to **Accounting & Reporting**, Bursar’s Office. Please keep copy #4 (Department copy) for departmental reference.

**Miscellaneous Transmittal Form:**

A copy of the transmittal is attached. Submit all information on the transmittal, with the exception of the batch number, to Accounting & Reporting Department along with copy #3 of the invoice. The transmittal will be dated, the invoices set up on Accounts Receivable, and returned to respective department when completed.

Please submit this form in DUPLICATE, with your documents. After verification, the duplicate will be returned to you confirming receipt and credit to your account as indicated above. *(See Attached)*

**Follow-up:**

Sponsor statements are printed monthly and list all outstanding invoices for a particular sponsor. The statements are mailed to the sponsor as a follow-up. If an invoice is over three months old, the department is notified by memo of the status and follow-up by the department is requested. If the invoice is not cancelled or resolved within 30 days, Accounts Receivable will cancel the invoice and debit the department’s account.

Inquiries regarding payment or status of outstanding invoices may be directed to **Accounting & Reporting** at 803-777-3571.

**Cancellation of Invoice:**

If an invoice needs to be cancelled, please send a memo or email with explanation for cancellation to Accounting & Reporting, 1244 Blossom Street. The invoice will be cancelled on Accounts Receivable and the department’s revenue account adjusted.

**Voided Invoices:**

If an invoice needs to be voided, please mark all invoice copies “VOID” and retain with your records. Do not dispose of voided invoices. *(Voided invoices are invoices still in the department’s possession and have not been submitted to Accounting & Reporting for processing or mailed to the sponsor.)*

**Invoicing South Carolina State Agencies:**

State Agencies are now billed University invoice. The IDT system is no longer in existence. A payment for State Agency invoices are received through a special ACH from the state and are received daily by the Cashier’s Office. You can confirm or claim an ACH payment by contacting the Cashier’s Office at 803-777-4233.
TSAAREV—Account Detail Review Form

Activity for a sponsor can be reviewed on Banner (INB) on TSAAREV. Inquiries are based on the sponsor number and you can view charges, payments and outstanding balances.
Data Warehouse Reports

Running a Report of Account Activity:

- Log into Data Warehouse – datawarehouse.sc.edu
- Click in the USC Banner Reporting Tab
- Click on Accounts Receivable
- Click on AR Reports
- Click on Account Summary by Category and Detail Code
- Select a term
- Enter detail code in the Detail Code search box. Click Search, click on the detail code, click Insert to add to Results box. (The detail code is in the Remark column on the Intranet – Banner-ZF1B-201408).

Example Search Parameters:

Click Finish
Example Output:

If you don’t have access to the USC Banner Reporting tab or to the Accounts Receivable folder, please complete the following access form and return to the Bursar’s Office:

![Image of Account Summary by Category and Detail Code]

```
<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>AR Campus</th>
<th>Category</th>
<th>Detail Code</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>COLLEGE_DESC</th>
<th>Student Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>00064302K</td>
<td>SC Campaign To Prevent Teen Pregnancy</td>
<td>USC</td>
<td>BIL</td>
<td>ZF1B</td>
<td>357.80</td>
<td>0.00</td>
<td>357.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00064302K - Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>357.80</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00086232K</td>
<td>SC Dept of Education</td>
<td>USC</td>
<td>BIL</td>
<td>ZF1B</td>
<td>20.40</td>
<td>0.00</td>
<td>20.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00086232K - Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29.40</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall - Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>387.20</td>
<td>0.00</td>
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</tbody>
</table>
```
Please complete this form to request access to Accounts Receivable Data Warehouse Reports, [https://datawarehouse.sc.edu](https://datawarehouse.sc.edu).

**Employee Contact Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Office Phone</th>
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<table>
<thead>
<tr>
<th>USC Network ID</th>
<th>Email</th>
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</table>

**Business Purpose**

*Univ. of South Carolina – Statement of User Responsibility (Policy ACAF 7.02)*

I understand that by virtue of my employment with the University of South Carolina, I may have access to data, information, systems, or files in various forms which contain individually identifiable information, the disclosure of which may be prohibited by federal or state law or by University policy. I acknowledge that the intentional disclosure by me of this information to any person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure may also violate University of South Carolina policy and could constitute just cause for disciplinary action including termination of my employment on the first offense regardless of whether criminal or civil penalties are imposed.

If I am in doubt about a request, I will consult with my supervisor prior to releasing the information.

My signature denotes that I have read and understand the above statement.

<table>
<thead>
<tr>
<th>Signature of Employee</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature and Name of Supervisor</th>
<th>Date</th>
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</table>

**Please either fax this completed form to:**

Bursar’s Office  
Attn: Phillip Chester  
(803)777-7953

**Or mail to:**  
Univ. of South Carolina  
Bursar’s Office  
1244 Blossom St.  
Columbia, SC 29208
TO: BURSAR’S OFFICE—ACCOUNTING & REPORTING  
1244 BLOSSOM STREET

FROM: __________________________________________

DEPT: __________________________________________

BLDG#: ________________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM COUNT</th>
<th>AMOUNT</th>
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* If more than one item, adding machine tape must be attached.

**CREDIT ACCOUNT NUMBER**

<table>
<thead>
<tr>
<th>DEPT</th>
<th>FUND</th>
<th>CLASS</th>
<th>AMOUNT</th>
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*INVOICE NUMBER(S) ______________________________________________