Controller’s Office - General Accounting
AP Upload

February 26th, 2020
Discussion Topics

• What is AP Upload
• Types of Worksheet Templates
• Appropriate Documentation
• Tips
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
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

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Supplier ID</th>
<th>Invoice Number</th>
<th>Date</th>
<th>Amount</th>
<th>Operating Unit</th>
<th>Department</th>
<th>Fund</th>
<th>Class Field</th>
<th>Account (Former Object Code)</th>
<th>Project Business Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Email when complete to: APUPLOAD@mailbox.sc.edu

10 DIGITS

YYYY-MM-DD
Regular Payment Worksheet Template

- Example:
Regular Payment Worksheet Template

- Email Example

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Please process the attached upload and hold checks for Pickup.

Thanks,

Alex Norwood
USC Controller's Office
1600 Hampton Street, 6th Floor
Columbia, South Carolina 29208
Phone (803) 777-8741
Email anorwood@mailbox.sc.edu
Single Pay Worksheet Template

• One time Payment where no Supplier ID is needed.
  – Refunds to companies or Individuals for a one time payment
Refund Payment Form

Legal Name:
Supplier ID (If available):
Mailing Address line 1:
Mailing Address line 2:
City, State & Postal Code:
Amount:

Description of Payment:

USC Chartfields:
Operating Unit  Department  Fund Code  Account  Class Field

For Grants or Projects:
PC Business Unit  Project  Activity

Department Contact (Name, Email, Phone):

Please remit the Refund Form to Controller’s Office: Accounts Payable for processing by email to AP/epmfd@mailbox.sc.edu

USC Controller’s Office
Refund Form
2/26/19
## Single Pay Worksheet Template

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<th>J</th>
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<th>N</th>
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<tbody>
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<td>University of South Carolina</td>
<td>Email when complete to: <a href="mailto:APUPLOAD@mailbox.sc.edu">APUPLOAD@mailbox.sc.edu</a></td>
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</table>

### YYYY-MM-DD

- [ ] Supplier Name
- [ ] Supplier Address
- [ ] City
- [ ] St.
- [ ] Zip Code
- [ ] Invoice Number
- [ ] Date
- [ ] Amount
- [ ] Operating Unit
- [ ] Department
- [ ] Fun
- [ ] Class Field
- [ ] Account (Former Object Code)
- [ ] Project Business Unit
- [ ] Project
- [ ] Activity

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[University of South Carolina Logo]

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### Single Pay Worksheet Template

**Example: Refund**

<table>
<thead>
<tr>
<th>Supplier Name</th>
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<th>Zip Code</th>
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<th>Date</th>
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<td>NJ</td>
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<td>Florence</td>
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<td>Greenville</td>
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</tbody>
</table>
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
  – All required documentation listed on the Payment Request Matrix
• Refunds
  – Refund Payment Form
  – Single Pay Worksheet Template
  – 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: ____________________________
Payment Handling: ____________________________

AP Upload Approval:

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 APUpload@mailbox.sc.edu.
Tips

• 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
Common Errors

• Example:
AP Upload Voucher Lookup

Step 1:
Use the following navigation:
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
AP Upload Voucher Lookup

Step 2:
Enter relevant information (invoice number, supplier ID, etc.)
AP Upload Voucher Lookup

Step 3:
Scroll down and click on the search button. Then scroll down again to review your search results.
AP Upload Voucher Lookup

Step 4:
Review voucher details and payment information by clicking on actions.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Supplier ID</th>
<th>Entry Status</th>
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<td>01608525</td>
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<td>02/13/2018</td>
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Where to Find the Resources Referenced in this Presentation

PeopleSoft Training Related Resources

The PeopleSoft training teams use comprehensive training plans incorporating a variety of approaches including self-paced tutorials, full-blown documentation, hands-on training workshops, and recorded webinars. All of the training resources below cover the university's suite of business processes from beginning to end.

Getting Started: Access, Using the UPK Player

- Accounts Payable: Payment Request, AP Upload, Employee Reimbursement (non-travel)
- Approval Workflow: Approver Responsibilities, Out of Office
- Deposits: Creating a Deposit, Deposit Transmittal
- General Accounting: Journal Entries/Vouchers, Cash Advances, Physical Inventory
- General Ledger: Chart of Accounts, Budget, Speedcharts
- Grants and Funds Management: Grants Inquiry, University Dashboard, Time and Effort Reporting
- Purchasing: Requisitions, Change Requests, Highlights
- Reporting Tools: Queries, University Dashboard, Finance Intranet
- Supplier Maintenance
- Team Card/Procurement Card: Update My Wallet, Reconcile/Approve Card Transactions
- Travel and Expense: Update Banking Information, Create a Travel Auth, Travel Advance, Expense Report, Approving Expense Transactions
Software contacts

PeopleSoft users can access support for departmental or topical questions. Investigate topics related to individual departments and, if needed, connect with additional assistance for specific topics.

<table>
<thead>
<tr>
<th>Support Contacts</th>
<th>General Accounting</th>
<th>Team Travel</th>
<th>Travel</th>
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<tbody>
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</table>

For questions regarding AP Upload, email apupload@mailbox.sc.edu.

For all other accounts payable inquiries, email accountspayable@sc.edu.

Supplier Maintenance
Questions