



UNIVERSITY OF
SOUTH CAROLINA

**Controller's Office – General Accounting
Payment Request Entry and Inquiry**

March 2023

Discussion Topics

- Reminders
- Payment Request Matrix Overview
- Payment Request Limits
- How to create a Payment Request
- How to Inquire on a Payment Request
- Payment Request Resources



Reminders

- Departments will use the **Student Reimbursement Form** for any reimbursements (non-travel) to student non-employees and send these forms to Accounts Payable using the AP Upload mailbox.
- Departments will use the **Travel and Expense** module to reimburse student employees for expenses (non-travel) related to work they do at the University.
- Please send reimbursement for Moving and Relocation to moving@mailbox.sc.edu.



Payment Request Matrix

- The Payment Request Matrix is a quick reference document that provides information regarding the types of items eligible to be paid using the PeopleSoft Payment Request feature.
- The matrix also provides:
 - dollar limits, if applicable
 - account codes
 - required files to be attached
 - Helpful hyperlinks to various web pages



Payment Request Type Advances



UNIVERSITY OF
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Cash Advance

Description To advance funds for educational programs, trips, research participants or athletic team travel.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	10203 – Grants and Fund Management Cash Advance 10204 – Cash Advance/ Gift Cards 10205 – Team Travel Cash Advance	Cash Custodian Supplier Form	Cash Advance Form	See Cash Advance Procedures for Settlement Information

** If requesting a cash advance for an educational program or for research participants please consider using one of the prepaid card programs. For more information regarding the prepaid card program email cards@mailbox.sc.edu.*

Payment Request Type

Reimbursements





Description Reimbursements to the Petty Cash Custodian for miscellaneous purchases made by Employees/ Students

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	Various – (See 5XXXX Account Code Series)	Cash Custodian Supplier Form	1 – itemized Receipts 2 – Food approval memo (memo must be signed by VP level or higher) 3 – Petty Cash Reconciliation Form	None

** Reimbursements should be the exception and not the norm, please use department purchasing cards when possible.*

Payment Request Type

Individuals – Specialty Payments





Description Payments made by one party to another in exchange for the right to use intellectual property or physical assets for which work is typically copyrighted or patented.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52255 – Royalties and Commissions 52255 – Royalties/International	W9 or W8 International	Royalty Agreement/Amount Calculation (This can be department specific or use the form provided on Controller's website)	For more than 10 recipients, you may use the AP Upload Spreadsheet. See Controller's website



Description

Payments made to individuals as an incentive to take part or participate in to include but not limited to, research studies, screenings, programs, and/or surveys for a means of gathering information and/or data for programs supported by the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54533 – Participant Costs 54534 – Participant Costs Greater than \$50 52070 – On-Line Provider Fee	W9 or W8 BEN (International)	1 – Participant Program Memo that outlines the Program and Dates. Not participant specific, same form can be attached to all participants in the given program. 2 – The Institutional Review Board (IRB) approval.	For more than 10 participants, you may use the APUpload Spreadsheet. See Controller's website On-Line Survey Participant Limit, no greater than \$20 per individual

** For participant payments please consider using one of the prepaid card programs. For more information regarding the prepaid card program email cards@mailbox.sc.edu.*



Description Payments made as one time or periodic payments as a part of scholarship or fellowship allowance granted to a student.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54530 – Grants and Funds Management 54531 – Stipends/Fellowships 51433 – Stipends/International	W9 or W8 BEN (International)	1 – Stipend Form or Department Stipend Information 2 – Approved contract and agreement for scholarship or fellowship	For more than 10 stipend recipients, you may use the APUpload Spreadsheet. See Controller's website



Honorariums

Description Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52250 – Honorarium	W9	Honorarium Form	None



Description Payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52250 – Honorarium/ International	W8 BEN (International)	1 – Honorarium Form 2 – Copy of passport, I-94 admission record and corresponding visa status documents	None

Payment Request Type

Contractual Services



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Contractual Services

Description Payments made to entities for any contractual obligation that benefits the university.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000 per type of Service	Various (See 52XXX Account Codes Series)	W9 or W8 BEN (International)	Invoice	None



Legal Payments

Description Payments for legal services must first be approved by the legal department.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52072 – Contractual Services/Legal	W9 or W8 (International)	1 – Invoice 2 – Legal Department approval	Approval by Legal Department required prior to submitting payment request.



Description Payments made to for annual maintenance renewals - software, hardware. **This is a one-time annual payment.**

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52046 – Info Tech Hardware/Software Maintenance Contracts 52048 – Equipment Maintenance Contracts	W9 or W8 (International)	Invoice	This is for a one - time annual payment



Description Payments made to entities providing accommodations for study abroad purposes.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52092 – Global/Domestic Study Programs	W9 or W8 (International)	1 – Invoice or a Departmental Specific Detailed form 2 – Program Leader Expense Form required (PLEF) for Leaders Only 3 – Foreign per diem rates in US dollars and the appendix B.	https://aoprals.state.gov/web920/per_diem.asp

Payment Request Type

Supplies





Description Payments made to entities for any supplies (lab, office, maintenance, research, computer supplies, gases - H2O, etc.)

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Various (See 53XXX Account Codes Series)	W9 or W8 (International)	Invoice	None

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*

Payment Request Type

Dues and Fees



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** These payment types require the use of the P-Card , if allowed.
If the P-Card is not allowed, then submit a Payment Request.*



Subscriptions (Non-Library)

Description Payments made to subscribe to either print or web publications.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54114 – Subscriptions (Non-Library)	W9 or W8 (International)	Invoice	None



Membership Dues

Description Payments made to organizations for individual or department/University memberships to organizations that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54111 – Membership Dues	W9 or W8 BEN (International)	1 – Membership Renewal form 2 – Membership Justification Memo	Membership Justification memo with explanation why membership is reasonable, justifiable and necessary to benefit the University and not just the individual.

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*



Description Payments made to organizations for individual or department/University for licenses or fees that benefit the University

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54110 – Licenses and fees	W9 or W8 BEN (International)	1 – Invoice or a Licensing Registration Form 2 – Certification Memo	This can be used when purchasing tickets.

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*



Registration Fees

Description Payments made to organizations for individual or department/University for attendance at conferences/meetings that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54112 – Registration Fees	W9 or W8 BEN (International)	Invoice or Registration form	Please note that registration can be paid directly to the supplier prior to the event. However, if registration is being reimbursed, then it should be processed through the Travel and Expense module.



Sponsorship Fees

Description Payments made to organizations for individual or department/University for assisting with conferences/meetings that benefit the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54113 – Sponsorship Fees	W9 or W8 BEN (International)	Invoice or Sponsorship form	None



Description Payments made to DHS on behalf of incoming faculty.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54002 – VISA Application Fees	W9 or W8 (International)	1 – DHS GS-1055 Fee Schedule excerpt (fee verification document) provided by HR-OIS to the unit 2 – Memo for justification	Memo for justification for DHS application fees (template provided by HR-OIS to the unit)

Payment Request Type

**Fixed Charges/
Rental**





Description Payments made to entities for purchase of insurance to benefit the university (personal property, vehicle, student, etc.).

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	54100 – Insurance	W9 or W8 (International)	Invoice or Renewal Notice	None



Description Payments made to entities for one-time rentals (non-recurring).
Examples are conference space, AV equipment, container rentals
- gases, etc.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Use 54015 Account Code	W9 or W8 (International)	Invoice	None



Description Payments made directly to hotels on behalf of travelers conducting business on behalf of the University.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	Various (See 5202X Account Codes)	W9 or W8 (International)	Invoice	Please reference TA number that is on file with the travel office if available

Payment Request Type

Food/Catering





Food (not individual reimbursement)

Description Payments to entities for food such as caterers, grocery stores, and restaurants.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
Under \$10,000	53005 – Food	W9	1 – Invoice(itemized) 2 – List of Attendees	Food approval memo needed; all food purchases will be routed to purchasing

Payment Request Type

Utilities





Description Payments made to entities for monthly utility payments to include electricity, water/sewer, and cable/satellite, telephone and cell phones.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	Various (See 52XXX Account Codes Series)	W9 or W8 (International)	Monthly Statements (Invoice)	None

** These payment types require the use of the P-Card, if allowed. If the P-Card is not allowed, then submit a Payment Request.*

** For Large Utility Payments for 10 or more use AP Upload.*

Payment Request Type

Department Specific Payments



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Description Payments made to entities for the bookstores across campuses.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	591XX Series – Resale Expenditure Codes	W9	Invoice	Attach Credit memo to be applied to the invoice



Description Payments made to entities for the libraries across campuses for purchase of library books, subscriptions and materials.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	56XXX Series – Library Account Codes	W9 or W-8	Invoice	Attach Credit memo to be applied to the invoice



Description Payments made to physicians on behalf of the school of medicine.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52071 – Contractual Services/ Medical	W9 or W8 (International)	Invoice	None



Description Payments to staff that function in the role of preceptors.

Dollar Limits	Account Code	Supplier	Attachments Needed	Special Instructions
No Limit	52071 – Contractual Services/ Medical	W9 or W8 (International)	Invoice	None

Payment Request

Additional Payments for Payment Request:

- Continually reviewing payments to see if they could be used in the PR Module.
- If you have a payment you would like to have analyzed/reviewed for use, please send this information to AccountsPayable@sc.edu.

Current Assessment:

- Payment Request payments processing within 7-10 business days once they are in AP's approval que.



Payment Request

Matrix and Information required:

https://sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php

Follow the matrix and attach all necessary and required documentation.

- Be sure to attach all required documentation to ensure quick processing.
- Use the Payment Request Matrix to identify allowable payments. Reach out to the Accounts Payable department if you don't see an applicable payment type.
- If payment messages go unanswered, the request will be denied so the problems can be resolved.



How to Create a Payment Request




UNIVERSITY OF
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Main Menu > Employee Self-Service > Payment Request Center

Favorites ▾Main Menu ▾Employee Self-Service ▾Payment Request Center


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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Request Center

Welcome: Joanne Callahan

Request Summary

From 08/03/2016 to 11/01/2016 

Display

Status

Number of Requests

Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
------------	------------------	-------------	----------	-------------	----------	----------------	---------------	------------	------------------



Navigation: Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Payment Request Center

Home Worklist MultiChannel Console

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and Submit

Exit Save for Later | Next >

Summary Information - Step 1 of 4

Instructions ?

*Business Unit Invoice Number Entered By Joanne Callahan
Request ID *Invoice Date Entered Datetime 11/01/2016 5:23PM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Attachments (0)

Total Amount *Currency

Notes/Comments 254 characters remaining

Exit Save for Later | Next >



Step 1: Summary Information

Payment Request

Summary Information - Step 1 of 4

Instructions ?

*Business Unit USC01

Request ID

Invoice Number 103116_Kalb

*Invoice Date 10/31/2016

Description Honorarium

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount

*Currency USD

Notes/Comments

254 characters remaining

Entered By Joanne Callahan

Entered Datetime 05/03/2017 8:25AM

Attachments (1)

Invoice #: This should be the number found on the invoice.

Invoice Date: This should be the date on the invoice.

No Invoice #: Use the Date (06012016) and Supplier Name/Last Name (06012016Smith).

No Date: Use the same date you use in the Invoice field.

Description: Enter Payment Request Type(see Matrix) at the beginning then your description (Library – Books, SOM – Physician Payments, Supplies – Paper for Lab).



Step 1: Summary Information

The screenshot displays the 'Payment Request' interface in the 'Payment Request Center'. The 'Summary Information' tab is active, showing 'Step 1 of 4'. The form includes fields for 'Business Unit' (USC01), 'Request ID', 'Invoice Number' (10/31/16_Kal), 'Invoice Date' (10/31/2016), 'Entered By' (Shannon Lackey), and 'Entered Datetime' (10/31/2016 11:26AM). The 'Description' field contains 'Honorarium'. A red box highlights the 'Amounts Section' which includes 'Cost Sub-Total' (1000.00), 'Misc Charge Amount', 'Freight Amount', 'Tax Amount', 'Total Amount' (1000.00), and 'Currency' (USD). The 'Notes/Comments' field is at the bottom, with a '254 characters remaining' indicator. Navigation buttons 'Exit', 'Save for Later', and 'Next' are at the bottom right.

Amounts Section: If reimbursing petty cash, enter the Cost Sub Total Only. **DO NOT** enter Misc, Freight or Tax.

Supplier Invoices: Enter the Costs Sub Total less Tax Freight and Misc. Enter the Tax and Freight separately, if applicable. Other charges billed can be put into Misc.

Notes/Comments: Enter any special handling for this payment such as HOLD FOR PICKUP or anything unique for this payment.



Step 2a: Supplier Information

Payment Request

Summary Information | **Supplier Information** | Invoice Details | Review and Submit

Exit | Save for Later | Previous | Next

Supplier Information - Step 2 of 4

Instructions ?

Business Unit USC01
Request ID

Invoice Number 10/31/16_Kalb
Invoice Date 10/31/2016

Entered By Shannon Lackey
Entered Datetime 10/31/2016 11:26AM

Supplier Search

Country USA | Supplier ID | Supplier Name

Search

Exit | Save for Later | Previous | Next

Tips for Searching and Selecting Supplier:

- Change the Country Code when looking for an International Supplier.
- Searching Supplier by name is most reliable.



Step 2b: Choose Appropriate Supplier

Supplier Search

Country

Supplier ID

Supplier Name

Search

Request New Supplier

Supplier list Personalize | Find | View All | | First 1 of 1 Last

Supplier ID	Name	Address	City	State	Country
0000003077	JUDITH E KALB	Arts And Sciences	Columbia	SC	USA

Exit

Save for Later

 |

Previous

Next

When selecting your Supplier after the search be certain you are selecting the correct supplier and location (address).

VERY IMPORTANT!!



Step 3a: Invoice Details

Payment Request

Summary Information Supplier Information **Invoice Details** Review and Submit

Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Instructions ?

Business Unit USC01 Invoice Number 10/31/16_Kalb Entered By Shannon Lackey
Request ID Invoice Date 10/31/2016 Entered Datetime 10/31/2016 11:26AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
------	-------------	----------	------	------------	-------------

Add Lines

*Cost Sub-Total 1000.00
Misc Charge Amount
Freight Amount
Tax Amount

Total Amount 1000.00 *Currency USD

Exit Save for Later Previous Next

All of the invoice information should have transferred to this Invoice Detail from Step 1. If it did not, please ensure you enter the information as requested in Step 1.

Once verified, then select **ADD LINES** to add your chartfields and accounting details.



Step 3b: Accounting Details

The screenshot shows the 'Payment Request Center' interface. The 'Add a New Line' dialog box is open, displaying the 'Accounting Details' section. The 'Look Up Office Location' dialog box is also open, showing search results for 'Office Location'.

Accounting Details Table:

Line	Quantity	*Amount	*GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business Unit
1		0.00	USC01						

Look Up Office Location Dialog:

SetID: USC01

Office Location: contains 608

Description: contains Hampton

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Office Location	Description
029-608	1600 HAMPTON STREET-608
029-608A	1600 HAMPTON STREET-608A
029-H608	1600 HAMPTON STREET-H608

Line Amount: This is the Cost Sub-Total amount.

Office Location: Use the **Office Location Look Up** button to select your specific Office Location, this will help determine the tax.

Accounting Details: This includes everything that is required, Amount, Operating Unit, Department, Fund, Account, Class, PC Business Unit, Project and Activity. Use the scroll bar to view all fields.



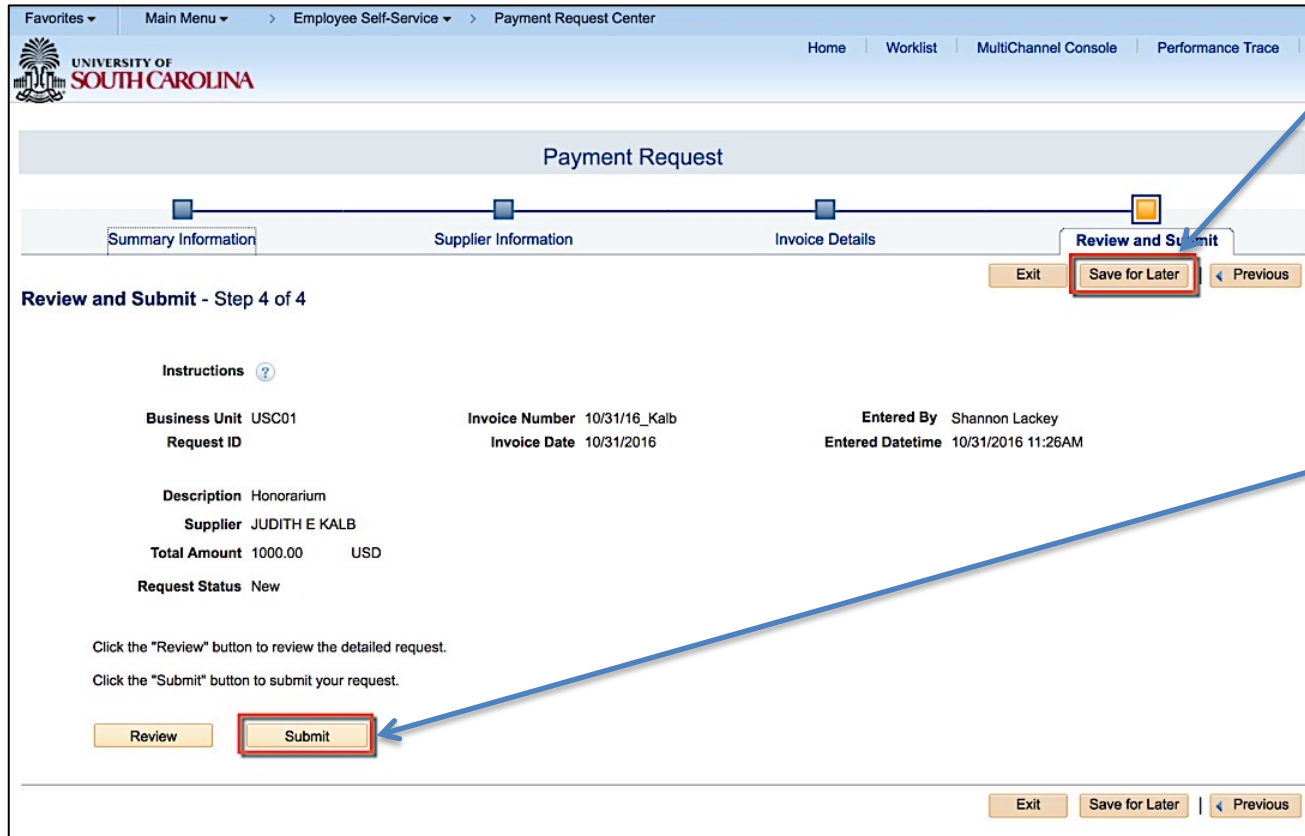
Step 3c: Chartfield Errors (Invalid Combo, Chartfield Not Found)

The screenshot displays the 'Payment Request' interface. A red box highlights an error message: 'The following error(s) need to be corrected: -- Accounting Details line 1 contains an invalid chartfield combination DEPTID/ FUND_CODE/ CLASS_FLD/ PROJECT_ID/ OPERATING_UNIT in group FULLSTRING.' A 'Message' dialog box is open, stating 'Please correct the highlighted error(s) to proceed to the next step.' with an 'OK' button. The background shows the 'Add a New Line' form with 'Line 1' having a description of 'Honorarium' and an amount of '1000.00'. The 'Accounting Details' section shows a table with columns for Line, Quantity, Amount, Account, Class, and PC Business Unit. The 'Total Amount' is 1000.00 and the currency is USD.

Line	Description	Quantity	*Amount	Account	Class	PC Business Unit
1	Honorarium		1000.00	USC01	CL040	121001

You will not be able to proceed to the next step until you correct the invalid chartfields. Please see the **USC CoA Combos Inquiry** for assistance if needed.

Step 4a: Review and Submit (or Save for Later)



The screenshot shows the 'Payment Request' workflow in the 'Payment Request Center'. The progress bar indicates four steps: Summary Information, Supplier Information, Invoice Details, and Review and Submit (the current step). The 'Review and Submit' section contains a 'Save for Later' button highlighted with a red box. Below this, the request details are displayed:

Business Unit USC01	Invoice Number 10/31/16_Kalb	Entered By Shannon Lackey
Request ID	Invoice Date 10/31/2016	Entered Datetime 10/31/2016 11:26AM
Description Honorarium		
Supplier JUDITH E KALB		
Total Amount 1000.00	USD	
Request Status New		

Instructions: Click the "Review" button to review the detailed request. Click the "Submit" button to submit your request.

At the bottom, the 'Submit' button is highlighted with a red box. Navigation buttons at the bottom right include 'Exit', 'Save for Later', and 'Previous'.

Save for Later:

This will create a Request ID and give you the opportunity to complete or edit the request.

Submit: Once submitted the request can't be edited. Edits can only be made if the request is sent back to you by an Approver asking you to make changes.



Step 4b: Review Page (top portion)

Review Page

Summary Information

Request ID		Request Status	New
Entered By	Shannon Lackey		
Entered Datetime	10/31/2016 11:26AM	Attachments (1)	
Business Unit	USC01		
Invoice Number	10/31/16_Kalb		
Invoice Date	10/31/2016		
Description	Honorarium		
Total Amount	1000.00	USD	
Notes/Comments	<div></div>		

Supplier Information

Supplier ID	0000003077
Supplier	JUDITH E KALB
	Arts And Sciences
	Lang and Lit
	Columbia, SC 29208-0001



Step 4c: Review Page (bottom portion)

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1	Honorarium				1000.00	
Office Location						
173-0B03A						
Office Location Description						
SWEARINGEN ENGINEERING C-0B03A						

Accounting Details

Line	Quantity	Amount	GL Business Unit	Operating Unit	Department	Fund Code	Account	Class	PC Business
1		1000.00	USC01	CL040	155416	A0001	56203	202	

Cost Sub-Total

1000.00

Misc Charge Amount

Freight Amount

Tax Amount

Total Amount

1000.00 USD

[Return](#)




Track your Payment Requests using the **Payment Request Landing page**.

Favorites ▾

Main Menu ▾

> Employee Self-Service ▾

> Payment Request Center


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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Request Center

Welcome: Shannon Lackey

Request Summary

From 05/18/2016 to 08/16/2016 







Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	2
<input checked="" type="checkbox"/>	Pending	1
<input type="checkbox"/>	Vouchered	18

Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000027606	08/16/2016 1:57PM	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	Food(Not Individual Reimbursement)Gamecock Leaders	192.94	USD	Pending	USC01		 
0000027605	08/16/2016 1:32PM	0000006088	JIMMY JOHNS COLUMBIA LOCATIONS	Food(Not Individual Reimbursement) Gamecock Leader	192.94	USD	New	USC01		 
0000027604	08/16/2016 1:12PM			Food(Not Individual Reimbursement) Gamecock Leader	192.94	USD	New	USC01		 

Payment Request Navigation

- Demonstration



How to Inquire on a Payment Request

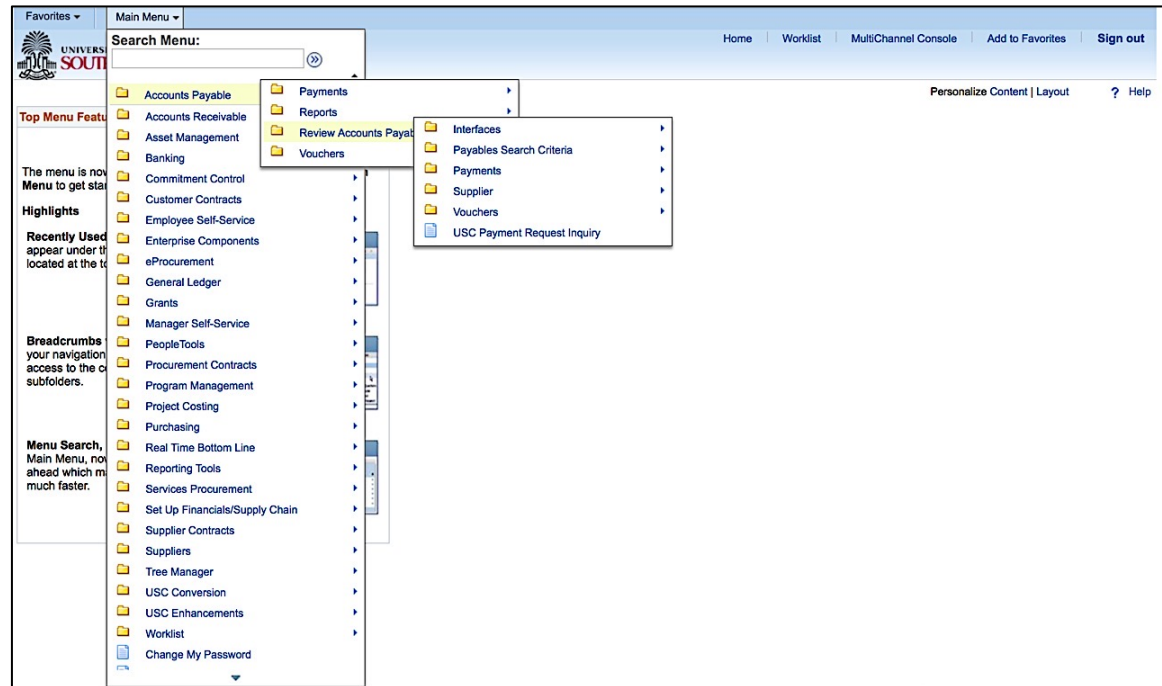


UNIVERSITY OF
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Payment Request Inquiry

Allows inquiry of payment status by:

- Operating Unit, Department or by User



Payment Request Inquiry

- Search Options

Payment Request Inquiry

Request ID

User ID

Request Status

Supplier ID

From Date

To Date

Operating Unit

Fund Code

From Department

To Department

PC Business Unit

Project

Invoice Number

Search

Clear

Refresh

To help keep the search results manageable, always enter a **From and To Date** range as well as an **Operating Unit**. Any other criteria you are aware of may also be helpful.

Payment Request Inquiry

- Search Results


Favorites

Main Menu

Accounts Payable

Review Accounts Payable Info

USC Payment Request Inquiry

UNIVERSITY OF
SOUTH CAROLINA

Home | Worklist

Payment Request Inquiry

Welcome: Joanne Callahan













Request Summary

Status	Number of Requests
Pending	9
Vouchered	43

Recent Messages

No Recent Messages

Requests

Request ID	Entered on	Supplier ID	Supplier	Invoice ID	Description	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Total Amount	Request Status	Voucher ID		
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending			
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending			
0000039163	10/28/2016	0000008427	ANDREAS HEYDEN	1001962807	AICHE MEMBERSHIP	CL040	155100	F1000	202	USCSP	10002813	229.00	Pending			
0000039137	10/28/2016	0000013102	CHEN LI	Chen li	office accessories	CL040	155112	A1000	202	USCIP	40BENCH	1,152.52	Pending			
0000037508	10/20/2016	0000021093	SANG HEE WON	10202016_Won	Sang Hee Won Relocation	CL040	155019	A0001	101			8,808.95	Vouchered	01225453		
0000038523	10/26/2016	0000021237	DATUM ELECTRONICS LTD	INV 12911	transducer to Datum for repair and recalibration	CL040	155412	EN600	301	USCIP	40ASPIRE	1,046.96	Vouchered	01225596		



Payment Request Inquiry

- Demonstration



Payment Request Resources

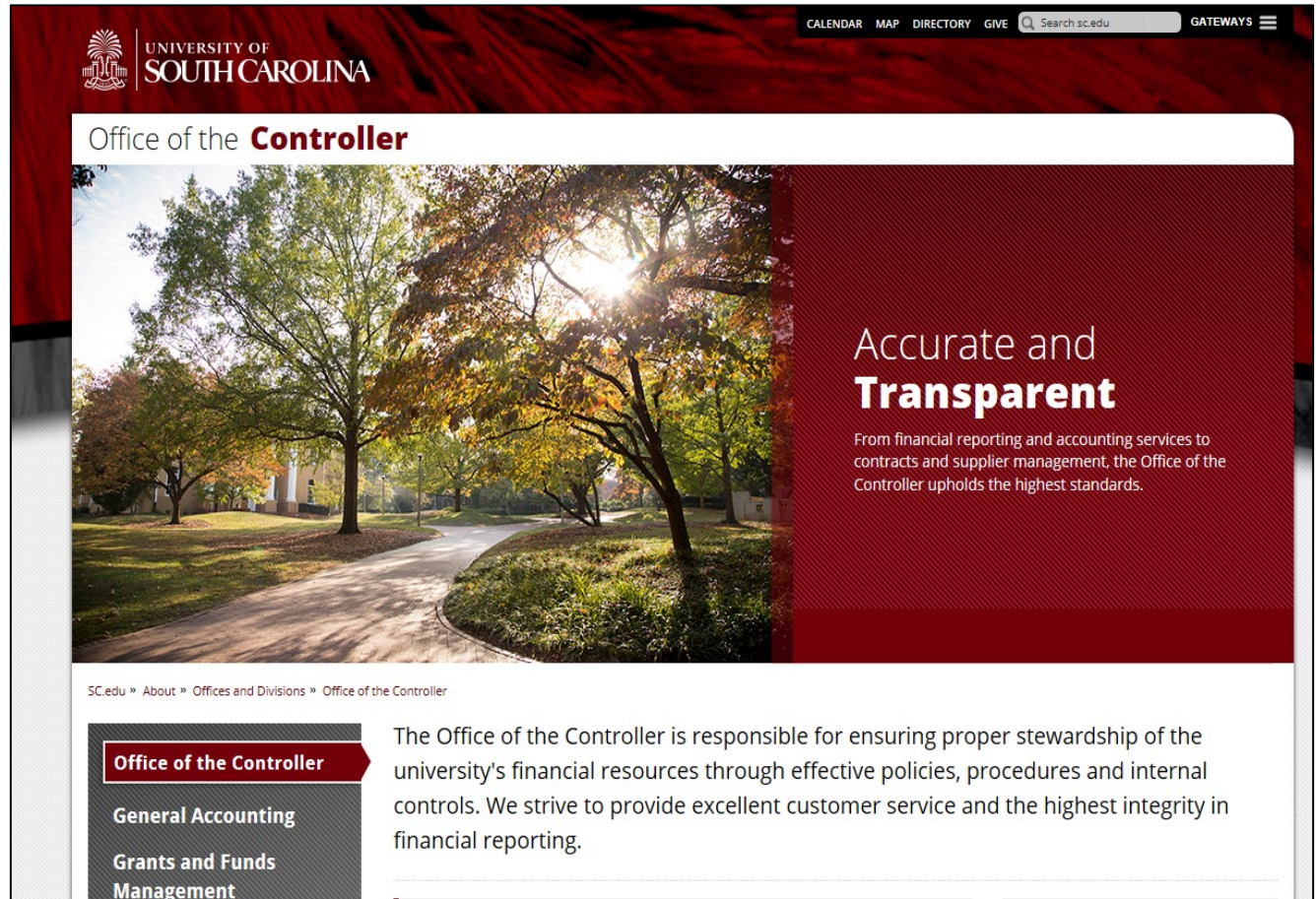
- Payment Request Matrix
- Accounts Payable - Controller's Office
- Payment Request Entry and Inquiry PPT
- PeopleSoft Resource Page
- Payment Request Entry and Inquiry Webinar Recording
- Payment Request Entry Video Tutorial
- Payment Request Inquiry Video Tutorial



Where to Find the Resources Referenced in this Presentation

Controller's Website

http://sc.edu/about/offices_and_divisions/controller/



The screenshot displays the official website of the University of South Carolina's Office of the Controller. The header features the university's logo and name, along with navigation links for Calendar, Map, Directory, Give, and Gateways, and a search bar. The main content area is titled "Office of the Controller" and includes a large photograph of a sunlit path through trees. To the right of the photo, the text "Accurate and Transparent" is prominently displayed, followed by a description of the office's services. A breadcrumb trail indicates the current location: "SC.edu » About » Offices and Divisions » Office of the Controller". A sidebar on the left lists the "Office of the Controller" and its sub-sections: "General Accounting", "Grants and Funds Management", and "Management". The main text block describes the office's role in ensuring proper stewardship of the university's financial resources through effective policies, procedures, and internal controls, and its commitment to excellent customer service and integrity in financial reporting.

UNIVERSITY OF
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CALENDAR MAP DIRECTORY GIVE Search sc.edu GATEWAYS

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.

SC.edu » About » Offices and Divisions » Office of the Controller

Office of the Controller

- General Accounting
- Grants and Funds Management
- Management

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.



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Upcoming Training

Upcoming Controller's Office Training

Tuesday	March 28, 2023	9:00 AM	AP Upload
Wednesday	March 29, 2023	9:00 AM	Supplier Onboarding Liaison
Wednesday	April 5, 2023	9:00 AM	GL JE/JV Training
Tuesday	April 25, 2023	9:00 AM	Creating Expense Reports (Pcard, Team Card, and Travel Card)

To register, click the links in the monthly newsletters or reminder emails sent to the BIZMANAGER listserv. 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.

Registration Tip: If you have trouble registering, you may need to clear cache or use a different browser.



Contact Information

Contact Us

General Accounting (JEs, JVs, Apex, GL issues/questions)

Cash Advance Settlement

genacctg@mailbox.sc.edu

Payroll Retro Journal Entries

cashadvc@mailbox.sc.edu

Chartfield Maintenance

retroje@mailbox.sc.edu

Moving Mailbox

cfmaint@mailbox.sc.edu

PeopleSoft Finance Security Requests

moving@mailbox.sc.edu

pssecure@mailbox.sc.edu

Accounts Payable

ap@mailbox.sc.edu

AP Uploads

apupload@mailbox.sc.edu

Supplier Maintenance

apsupplr@mailbox.sc.edu

Travel Office

teoffice@mailbox.sc.edu

Student/Non-employee Travel Authorizations and
Travel Reimbursement Vouchers

tesubmit@mailbox.sc.edu

Capital Asset Team

Physical Inventory

physinv@mailbox.sc.edu

Treasury

treasury@mailbox.sc.edu

Business Expense/Participant Card

cards@mailbox.sc.edu

Team Card

teamcard@mailbox.sc.edu

Travel Card

trvcard@mailbox.sc.edu

Tax Office

tax@mailbox.sc.edu

Research/Development Sales/Use Tax Exemptions

rdequip@mailbox.sc.edu

Payroll

payroll@mailbox.sc.edu

Controller's Compliance Office

concppl@mailbox.sc.edu

Controller's Office

controller@sc.edu



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Questions



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