Uof SC South Carolina

October 2022

Office of the Controller

General Accounting Monthly Newsletter

Note from the GL Team

This month's note includes an announcement from our Accounts Payable Team here in the Controller's Office. It is concerning student reimbursements. There are 2 separate methods, based on whether the student is also an employee or not. Student employees are reimbursed through the travel and expense module. Students who are not employees are reimbursed using the student reimbursement form through the APUpload mailbox (apupload@mailbox.sc.edu). The AP department is always happy to help with any questions, they can be reached at ap@mailbox.sc.edu .

Dates/Deadlines to Remember

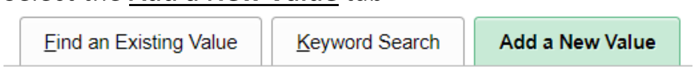
Tuesday	October 4, 2022	9:00 AM	Intro to Uof SC Accounting Part 1 (Teams)
Wednesday	October 5, 2022	9:00 AM	Intro to Uof SC Accounting Part 2 (Teams)
Monday	October 10, 2022	5:00 PM	Deadline to submit September Sales/Use/Admissions Tax Returns
Friday	October 14, 2022	5:00 PM	Deadline to submit September F&A adjustment journal entries
Tuesday	October 25, 2022	5:00 PM	Team Card September billing cycle deadline
Tuesday	October 25, 2022	5:00 PM	Travel Card September billing cycle deadline
Thursday	October 27, 2022	5:00 PM	P-Card September billing cycle deadline
Monday	October 31, 2022	12:00 PM	October Expense Module Correction forms (APEX) submitted to GL mailbox
Monday	October 31, 2022	12:00 PM	October AP JV Eforms completed and approved in PeopleSoft
Tuesday	November 1, 2022	5:00 PM	October Journal Entries completed and approved in PeopleSoft
Thursday	November 3, 2022		Tentative close of GL for October

GL Tip of the Month

Creating a PeopleSoft Journal Entry (JE)

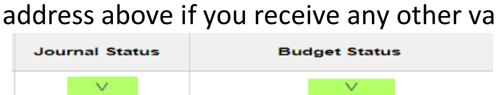
Below are the steps to create a new PeopleSoft JE. Email us at genacctg@mailbox.sc.edu with any questions.

- To start, pull up the original JE using the following breadcrumbs:
  Main Menu→General Ledger→Journals→Journal Entry→Create/Update Journal Entries
- Select the **Add a New Value** tab



- Verify the Business Unit is **USC01**, the Journal ID is **NEXT** and the Journal Date is the **Current Date**. Click Add button.
- On the **Header** tab, enter a Long Description and add an Attachment. Be sure both are very detailed so the JE can be understood/audited by someone who may have no prior knowledge of the reason the JE is being created. Please do not change any other values on the Header tab unless prior approval was received from the Controller's Office.
- Next go to the **Lines** tab, this is where the accounting line information will be entered for the JE.
- Enter the accounting information and amount for line one of your JE. Then use the Lines to Add box and plus (+) symbol to add the desired number of additional lines, entering the accounting information and amounts as you go.
- Use the scroll bar to be sure all required fields are entered.
- Notice there is an optional Refence box and a Journal Line Description box. Using these to store various data may help later as queries are run on the JE information.
- When all accounting details and amounts are added, it is then time to edit your JE. This will verify you have used valid chartfield combinations and that your debits and credits are in balance. Select Edit Journal from the Process drop down and click the Process button.

- The goal is to get the two "V" values in the Journal Status and Budget Status as seen below. Contact us at the email address above if you receive any other values. It is an error but can be due to various different circumstances.



- Once your JE is valid, go to the **Approval** tab and click the Submit button to submit your JE for approval.
- Your approvers will show at the bottom and they will receive an email letting them know the JE is ready. Email the GL team if your JE skips the approval process, we will help you get approvers set up and show you how to re-submit your JE. Also, email us if you run into any other issues while submitting your JE.