OFFICE OF THE CONTROLLER

General Accounting – Accounts Payable Team

AP Upload

March 2024

UNIVERSITY OF
South Carolina

Table of Contents

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What is AP Upload

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

  **Note: For awards, please contact AP for proper processing.

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Types of Worksheets

Worksheet Template Types

There are 2 Worksheet Template types:
- Regular Payments
- Single Payment

Regular Payment Worksheet Template

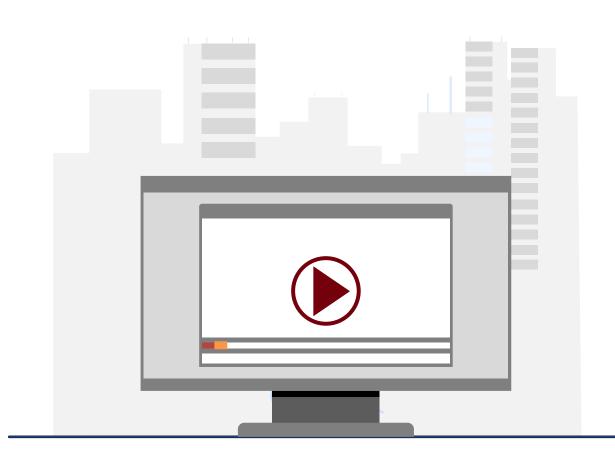Payments that have a Supplier ID and have either an invoice number or date of service.

- Participants
- Stipends
- Services Rendered (Preceptors, Mentors, etc.)
- Over 10 invoices to the same Supplier

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Regular Payment Worksheet Template

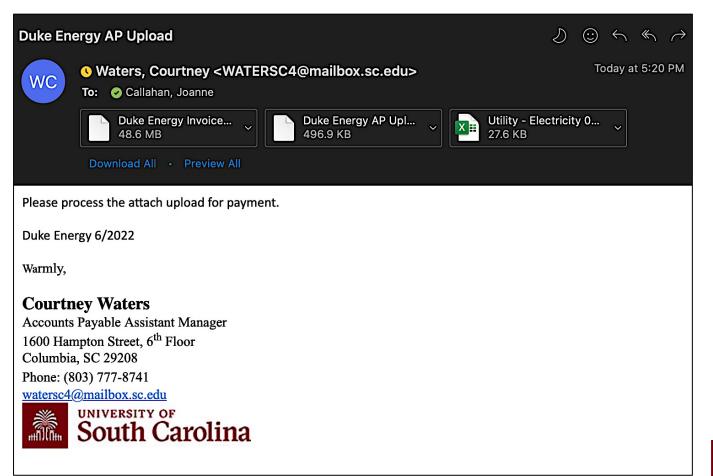| University of South Carolina												
SPREADSHEET FOR APUPLOADS			Email when complete to: APUPLOAD@mailbox.sc.edu									
		10 DIGITS		YYYY-MM-DD								
Supplier Name	**Supplier ID**	**Invoice Number**	**Date**	**Amount**	**Operating Unit**	**Departme**	**Fund**	**Class Field**	**Account (Former Object Code)**	**Project Business Unit**	**Project**	**Activity**

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Demonstration

- Using the Regular Payment Worksheet

Regular Payment Worksheet Template

Email Example:

Single Pay Worksheet Template

One time Payment where no Supplier ID is needed.

- Refunds to companies or Individuals for a one-time payment

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Refund Payment Form

Single Pay Worksheet Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	University of South Carolina															
	SPREADSHEET FOR APUPLOADS					Email when complete to: APUPLOAD@mailbox.sc.edu									
							YYYY-MM-DD									
	Supplier Name	Supplier Address	City	State	Zip Code	Invoice Number	Date	Amount	Operating Unit	Department	Fund	Class Field	Account (Former Object Code)	Project Business Unit	Project	Activity

Single Pay Worksheet Template

Refund Example:

	University of South Carolina											
	SPREADSHEET FOR APUPLOADS				Email when complete to: APUPLOAD@mailbox.sc.edu							
												Account (Former
Supplier Name	**Supplier Address**	**City**	**SC**	**Zip Code**	**Invoice Number**	**Date**	**Amount**	**Operating Unit**	**Department**	**Fund**	**Class Field**	**Object Code)**
Baratta, Jordan	305 Settlecroft Ln	Holly Spring	NC	27540	Baratta-12182018	2018-12-18	55	CL088	661040	CP100	808	45170
Brewster, Tyra P.	215 Spencer Place	Cayce	SC	29033	Brewster-12122018	2018-12-12	45	CL071	125800	A0001	101	48650
Brown, Molly Arlene	218 West Richland St	Summerville	SC	29483	Brown-12192018	2018-12-19	200	CL088	661040	CP100	808	45170
Carter, Lauren Kate	309 Retreat St	Westminster	SC	29693	Carter-12142018	2018-12-14	55	CL088	661040	CP100	808	45170
DeSantis, Marlena	1495 Willowbrooke Cir	Franklin	TN	37069	DeSantis-12142018	2018-12-14	400	CL088	661040	CP100	808	45170
Faulkner, Stefan	1909 Elmwood Dr	Graham	NC	27253	Faulkner-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Green, Taylor	222 Catawba Circle	Columbia	SC	29201	Green-12182018	2018-12-18	55	CL088	661040	CP100	808	45170
Heydet, Jacqueline	8920 Alysbury Way	Cumming	GA	30041	Heydet-12192018	2018-12-19	260	CL088	661040	CP100	808	45170
Hosch, Chelsea	3953 Lois St	Winston-Salem	NC	27127	Hosch-12182018	2018-12-18	44	CL088	661040	CP100	808	45170
Labrie, Ashley Elizabeth	19 Matthews Ct	Cincinnati	OH	45246	Labrie-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Lakavitch, Karly Jane	31 Sparrow Walk	Newtown	PA	18940	Lakavitch-12182018	2018-12-18	55	CL088	661040	CP100	808	45170
Lees, Olivia Rose	71 Wilson Pond Lane	Rowley	MA	01969	Lees-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Long, Mackenzie Grace	278 Waterstone Dr APT 12	West Union	SC	29696	Long-12192018	2018-12-19	222	CL088	661040	CP100	808	45170
Mark, Julia Lee	95 John Rezza Dr	North Attleboro	MA	02763	Mark-12142018	2018-12-14	55	CL088	661040	CP100	808	45170
Mcllhenny, Micah	510 Heyward St Apt 425	Columbia	SC	29201	Mcllhenny-12192018	2018-12-19	400	CL088	661040	CP100	808	45170
Metzdorf, Wyatt	69 Glendale Rd	Park Ridge	NJ	07656	Metzdorf-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Myers, Emily G.	1714 Oakdale Terrace Blvd Apt 4	Florence	SC	29501	Myers-12142018	2018-12-14	129	CL088	661040	CP100	808	45170
Nolan, Michalla	3821 Houndstooth Ct	Richmond	VA	23233	Nolan-12142018	2018-12-14	51	CL088	661040	CP100	808	45170
Parris, Chadwick	675 Parkland Avenue	Inman	SC	29349	Parris-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Rader, Darian	3313 Marlborough Rd	Burlington	NC	27217	Rader-12142018	2018-12-14	400	CL088	661040	CP100	808	45170
Schell, Elizabeth	7 Valley Fall Court	Greenville	SC	29650	Schell-12142018	2018-12-14	400	CL088	661040	CP100	808	45170
Simon, Tricia	900 Gracern Rd Apt 243	Columbia	SC	29210	Simon-12182018	2018-12-18	10	CL088	661040	CP100	808	45170
Tavenner, Benjamin	200 Walsing Dr	Richmond	VA	23229	Tavenner-12192018	2018-12-19	55	CL088	661040	CP100	808	45170
Tumlin, Elizabeth	98 Bay Dr	Beaufort	SC	29907	Tumlin-12192018	2018-12-19	55	CL088	661040	CP100	808	45170

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Appropriate Documentation

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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.

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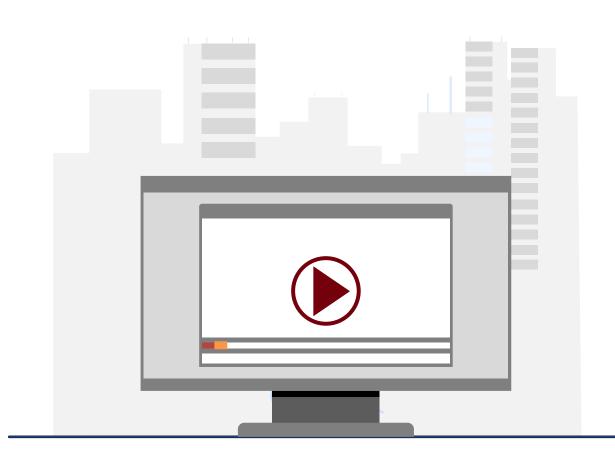# AP Upload Approval Form

Tips and Tricks

Tips and Tricks

- 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

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Common Errors

- Use of special characters (&, #, _, etc.)
- Invalid chartfields due to keying errors
- Incorrect formatting

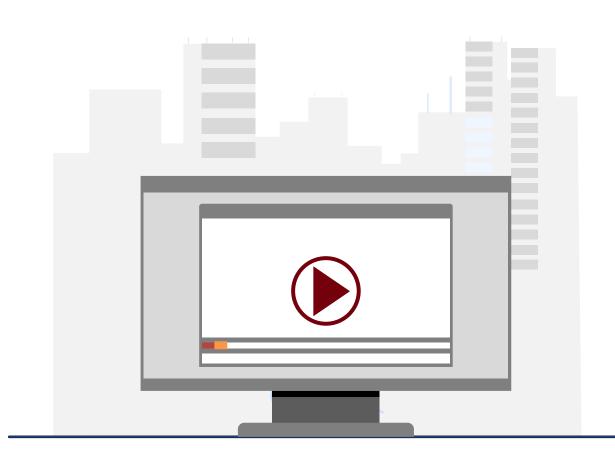# Demonstration

- Review common errors

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AP Upload Voucher Lookup

Use the following navigation:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Demonstration

- Using the Voucher Inquiry

Resources & Contacts

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Where to Find the Resources

For accounts payable resources, visit the <u>Accounts Payable</u> page in the General Accounting section.

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SEARCH SC.EDU

Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Expand all

Account Funding Change (+)

AP Uploads (+)

Business Expense Prepaid Cards (+)

Cash Advances (+)

Cost Transfer (+)

Departmental Deposits (+)

Employee Reimbursement (Non-travel) (+)

Endowments (+)

Finance Intranet (+)

Where to Find the Resources

For AP Upload training resources, visit our Business Manager page.

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Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)
Payroll	**Email Address**
General Email Account	payroll@mailbox.sc.edu

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Questions

THANK YOU!

Office of the Controller

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

Alone, we can do so little; together, we can do so much.

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