OFFICE OF THE CONTROLLER

General Ledger – Hot Topics

March 2025





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General Ledger



Corrections Types

Journal Vouchers

- Used to adjust or correct posted and paid AP vouchers in the AP module
- Zero amount vouchers and all adjustments must have a zero effect to the voucher
- Post to the GL with an APxxxxxxxx journal entry

JV



Expense Module Corrections

- Used to adjust or correct paid expense reports for Travel, Employee Reimbursement (non-travel), Procurement Cards and Team Cards.
- The use of this module will allow corrections and adjustments to be connected directly with the original expense report.
- Post to the GL with an EXAxxxxxxx journal entry

Payroll Corrections

- Used to correct items originally processed in Payroll/HCM
- All requests must include back-up that shows where the salary expense was originally charged and the Cost Transfer Justification Form.
- Post to the GL with a PAYxxxxxxx journal entry.

RETRO

JE

Journal Entries

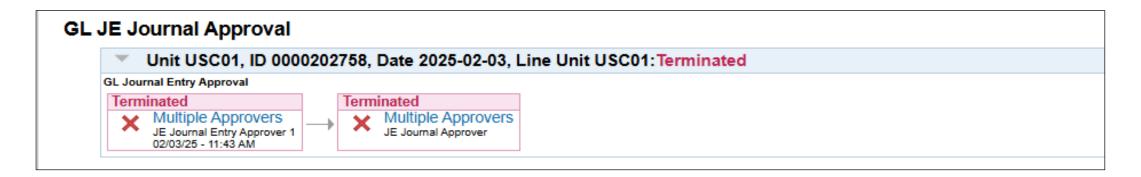
- Used to correct deposits (post to GL with a DEPxxxxxxx journal entry)
- Records Intra-institution transfers (5xxxxx/6xxxxx IIT)
- Used to record 86xxx/81xxx transfer entries
- Correct previously posted ONL JEs, pre-PeopleSoft transactions, and any single pay SPxxxxxxxx AP supplier vouchers



Terminated JEs

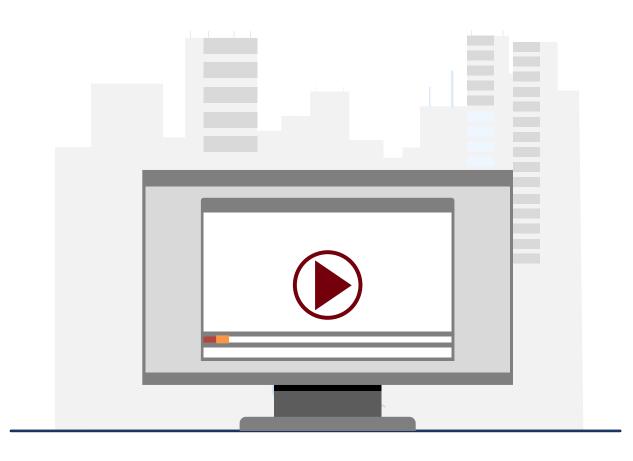
Terminated at Level 1 or 2

If a JE is adjusted and edited after it has been submitted for approval, it may fall to a Terminated status. If this happens, correct the entry as needed and then re-edit it. Once the entry is back to Valid, use the Submit button on the approval tab of the JE to restart the approval workflow.





JE Saved Search



Follow Along Demonstration

 Open Finance PeopleSoft and follow along to add your own JE Saved Search



Debits/Credits

Telling the difference between a debit and a credit and how it effects the bottom line can be confusing at times. This chart is a good tool to use when creating a new journal entry to correct or record items on the GL. It also shows the effect of system generated journal entries on the GL.

Account	Account	Accounting	Accounting	PeopleSoft JE	PeopleSoft JE	Intranet Signs
Number	Name	Debit Effect	Credit Effect	Positive Effect	Negative Effect	Compared to PeopleSoft
1xxxx	Assets	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
2xxxx	Liabilities	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
4xxxx	Revenue	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
5xxxx	Expense	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
бхххх	Contra Expense	Decrease	Increase	Decrease	Increase	Same as PeopleSoft
81xxx	Transfer In	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
86xxx	Transfer Out	Increase	Decrease	Increase	Decrease	Same as PeopleSoft

The chart shows the general accounting effect of debits/credits and the positive/negative values posting in PeopleSoft. For example, a credit/negative value increases revenue (4xxxx account codes) while a debit/positive value increases an expense account (5xxxx). The last column shows the values in the Finance Intranet, which on some occasions, are reversed when compared to PeopleSoft since the Intranet is for more formal reporting purposes.

Cost Transfer Justification Form PURPOSE This justification form will help ensure compliance with Uniform Guidance along with University policy regarding cost transfers. In the event of an audit, the information provided below will be used to substantiate the adjustment. This form is required for any cost transfers that adjust expenditures involving sponsored project accounts (the USCSP Business Unit). Principal Investigator (PI) certification and approval is required for all cost transfer requests. Once completed, this form needs to be attached with required supporting documentation to the proper request (Payroll Retro, Expense Module Correction Form, JV eform, etc.). If this form is not included, the request will not be completed. COST TRANSFER TYPE Payroll Retro Funding Change Request Expense Module (payment with pcard) JV (payment through check/voucher) Other Original (incorrect) chartfield *: Correct chartfield *: * For payroll retro forms, "see retro form" may be listed if multiple projects/funds are involved in the request JUSTIFICATION 1. Please specify the transaction(s) being moved and how it directly benefits the sponsored project it is being moved to, if this is being moved to a USCSP account. 2. How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account. 3. How will this type of error or situation be prevented from happening in the future? CERTIFICATION As PI, I approve this expense to be adjusted according to the fund(s)/project(s) listed above. I certify this expense is in accordance with the award budget as well as allocable and necessary for accomplishing the scope of work. PI Signature: Date: **PI Signature: Date: Printed Name: **Printed Name: ** If adjustment impacts more than one PI

Cost Transfer Justification Form



Capital Assets



GASB 87

What is GASB 87?

GASB 87 introduced the new definition of a lease as a contract that conveys control of the right to use another entity's nonfinancial asset (an underlying asset such as buildings, land, vehicles, or equipment) as specified by the contract for a period of time.

This requires the Controller's Office to gather information on all lease agreements with a term greater than 12 months for university tangible assets such as building/office space, parking garages/lots, and equipment.

What does this mean for departments?

If your department is leasing tangible real property to or from an outside entity, please ensure that those contracts are being routed through Facilities Planning, Design, and Construction in accordance with FCMN 1.05 for Lessor contracts and FCMN 1.03 for Lessee contracts. Facilities will then route them to the Controller's Office for payment.

If your department is leasing tangible equipment assets to or from an outside entity, please ensure that those contracts are being routed to the Board of Trustees if appropriate under BTRU 1.04. Once fully executed, please complete the attached GASB 87 Information Request Form.



GASB 96

What is GASB 96?

GASB 96 introduced the new definition of a Subscription-based information technology arrangement (SBITA) as a contract that conveys control of the right to use another entity's IT software, alone or in combination with tangible capital assets as specified in the contract for a period of time.

This requires the Controller's Office to gather information on all software subscription contracts/agreements with a term greater than 12 months for university intangible assets.

What does this mean for departments?

If your department has a software contract with an outside entity, please ensure that those contracts are being routed to the Board of Trustees if appropriate under BTRU 1.04. Once fully executed, please complete the attached GASB 96 Information Request Form.



Physical Inventory

The FY25 Physical Inventory of the University's Capital Assets has begun! Your department's inventory due date has been communicated to assigned users and approvers. To begin working on your department's inventory, please navigate in *Finance PeopleSoft* to:

Main Menu > Asset Management > Physical Inventory > USC Inventory Review & Update

Webinars, job aids, and quick reference guides for the inventory process can be found on the <u>Capital</u> <u>Assets</u> page.

If you identify an asset that requires an update (i.e. tag number, location code), please utilize our <u>Capital Asset Update Form</u> located on our website.

If you have any questions about items on your list or items you are missing, please email us at PHYINV@mailbox.sc.edu.

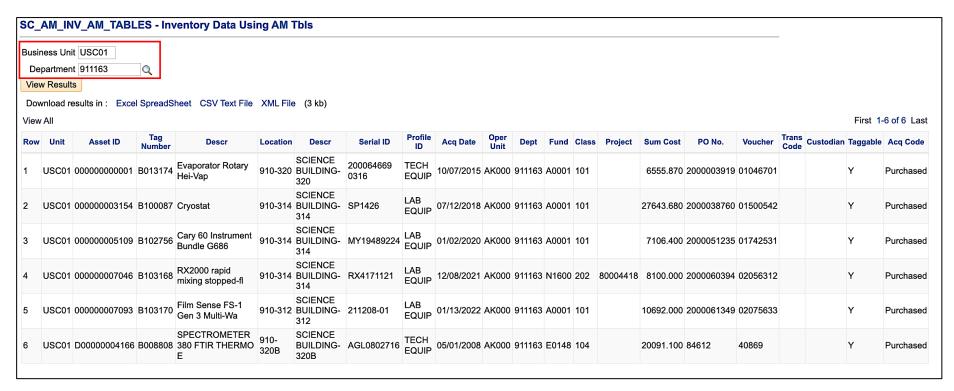


Physical Inventory

To track real-time updates of your inventory, navigate to:

Menu > Reporting Tools > Query > Query Viewer

Query Name: SC_AM_INV_AM_TABLES





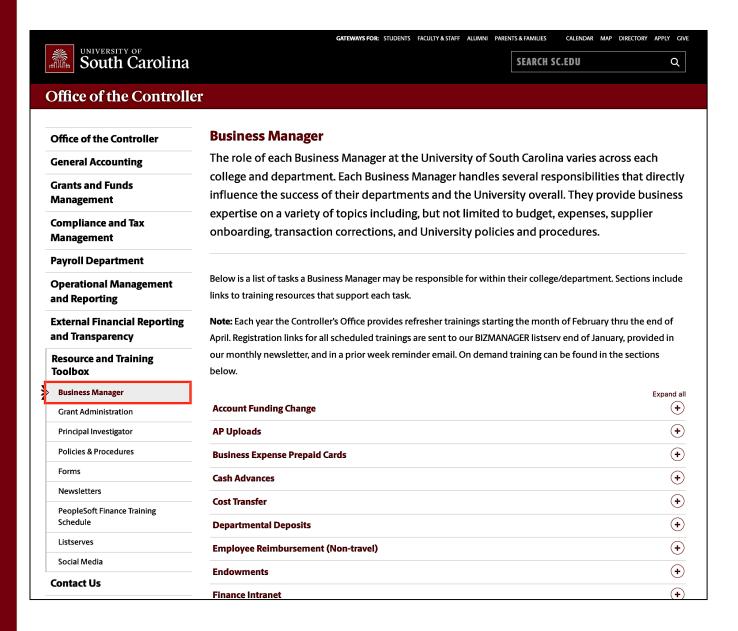
Resources and Contacts



Where to Find the Resources

For information on the General Ledger and Capital Assets, visit the General Accounting page.





Where to Find the Resources

For transaction correction training resources, visit our Business Manager page.



Questions



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
Travel Office General Email Address	Email Address teoffice@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program 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



THANK YOU!



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

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



