

# **OFFICE OF THE CONTROLLER**

## **General Accounting – Accounts Payable Team** **AP Upload**

**March 2026**





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# What is AP Upload



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# 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



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# 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







# Demonstration


- Using the Regular Payment Worksheet







# Regular Payment Worksheet Template

Email Example:

**Duke Energy AP Upload** 🌙 😊 ⏪ ⏩ ↶ ↷

 **Waters, Courtney** <WATERSC4@mailbox.sc.edu> Today at 5:20 PM

To:  Callahan, Joanne

 Duke Energy Invoice... 48.6 MB  Duke Energy AP Up... 496.9 KB  Utility - Electricity 0... 27.6 KB


[Download All](#) · [Preview All](#)

Please process the attach upload for payment.

Duke Energy 6/2022

Warmly,

**Courtney Waters**  
Accounts Payable Assistant Manager  
1600 Hampton Street, 6<sup>th</sup> Floor  
Columbia, SC 29208  
Phone: (803) 777-8741  
[watersc4@mailbox.sc.edu](mailto:watersc4@mailbox.sc.edu)

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# Single Pay Worksheet Template

One time Payment where no Supplier ID is needed.

- Refunds to companies or Individuals for a one-time payment
- Refunds are not for business/individuals that have valid supplier IDs
- Refunds are not for repeat payments to a business or individual





Controller's Office  
AP Upload  
Refund Form

Complete the form below and email to APupload@mailbox.sc.edu along with required backup

Legal Name:

Supplier ID (if applicable):

Mailing Address Line 1:

Mailing Address Line 2:

City, State & Zip Code:

Amount:

Description of Payment:

Operating Unit	Department	Fund	Account	Class	PC Bus. Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Requestor Contact (name, email, phone):

Department Approver Signature:  Date:

# Refund Payment Form



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# Single Pay Worksheet Template

Refund Example:

University of South Carolina													
SPREADSHEET FOR APUPLOADS						Email when complete to: APUPLOAD@mailbox.sc.edu							
Text Formatting			Custom Formatting			General Formatting			Text Formatting				
10 DIGITS			YYYY-MM-DD										
Supplier Name	Supplier ID	Invoice Number	Date	Amount	Operating Un	Departm	Fun	Class Fiel	Account (Former Object Code)	Project Business Unit	Project	Activity	Cost Share
Jordan Lynn Marthers	0000068126	Marthers022126	2026-02-21	250	BF000	925705	F1000	301	54531	USCSP	10015507	1	
Heather Johnson	0000068108	Johnson022126	2026-02-21	250	BF000	925705	F1000	301	54531	USCSP	10015507	1	
Kyndal D Silva	0000068157	Silva022126	2026-02-21	250	BF000	925705	F1000	301	54531	USCSP	10015507	1	



# 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.





### 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](mailto:APUpload@mailbox.sc.edu).*

# AP Upload Approval Form



# Tips and Tricks



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# 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
  - ✓ No special characters (\*, \_, /)
- 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





# Demonstration

- Review common errors



# AP Upload Voucher Lookup

Use the following navigation:

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

**Voucher Inquiry**

▼ Search Criteria

Search Name  x 🔍

From Voucher ID  🔍 To  🔍

From Invoice Number  🔍  🔍

Supplier SetID  🔍

From Supplier Short Name  🔍  🔍

From Supplier Name  🔍  🔍

From Additional Name  🔍  🔍

From Supplier ID  🔍  🔍

Supplier Location  🔍

Entry Status

Incomplete Voucher

From Accounting Date  📅  📅

From Invoice Date  📅  📅

From Due Date  📅  📅

From Entered Date  📅  📅



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# Demonstration

- Using the Voucher Inquiry



# Resources & Contacts



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## Office of the Controller

## Office of the Controller

## General Accounting

## Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Contact Us

## Accounts Payable

Accounts payable is responsible for the review and disbursement of funds in accordance with university policies and procedures.

## Accounts Payable Services

Our staff processes invoices from external suppliers as well as all non-payroll payments to faculty and staff.

## AP Uploads

Expand all



## Cash Advances



## Employee Reimbursement (non-travel)



## Expense Module Correction Form



## Independent Contractor vs. Employee Classification



## Journal Vouchers



## Payment Request



## Payments to Individuals (Honorariums and Stipends)



## Purchase Order Invoices



## Royalties



## Student Reimbursement

Contact Accounts  
Payable

For questions about any Accounts Payable services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [ap@mailbox.sc.edu](mailto:ap@mailbox.sc.edu)

# Where to Find the Resources

For accounts payable resources, visit the [Accounts Payable](#) page in the General Accounting section.



## 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.

**Account Funding Change**

Expand all



**AP Uploads**



**Business Expense Prepaid Cards**



**Cash Advances**



**Cost Transfer**



**Departmental Deposits**



**Employee Reimbursement (Non-travel)**



**Endowments**



**Finance Intranet**

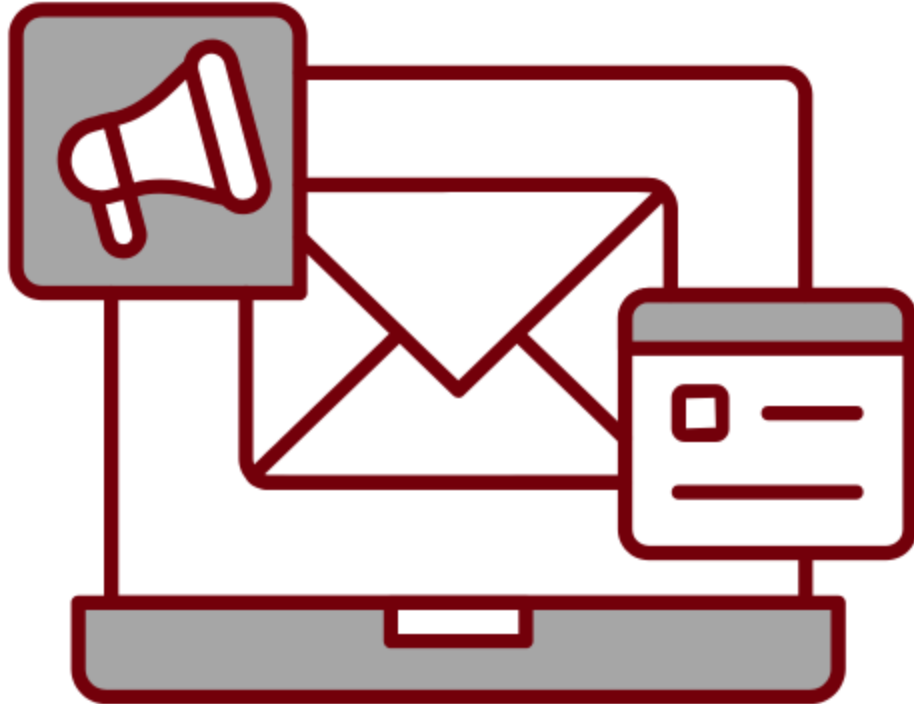


# Where to Find the Resources

For AP Upload training resources, visit our [Business Manager](#) page.



# Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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# Questions



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# THANK YOU!

## Office of the Controller



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



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

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



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



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