

OFFICE OF THE CONTROLLER

General Accounting – Accounts Payable Team Payment Request Entry and Inquiry

March 2026





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Reminders



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Reimbursement 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



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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:

- Expense type
- Dollar limits, if applicable
- Account codes
- Required files to be attached
- Helpful hyperlinks to various web pages

Use the PR type, found in the first column of the matrix, as the first word when entering the description for a Payment Request.



Payment Request Type:

Advances



Cash Advance

Description To advance funds for athletic team travel per diem & study abroad participant per diem.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instruction
No dollar limit	<ul style="list-style-type: none">10204: Cash Advance10205: Team Travel Advance	Yes Use the Cash Custodian Supplier Form	1. Cash Advance Form	See Cash Advance Procedures for Settlements on Controller's Office website

Note: Cash advances are not allowed for educational programs, gift cards & research participant incentives. These purchases should be made using the Program Expense Card. For more information email cards@mailbox.sc.edu.



Payment Request Type:

Reimbursements



Petty Cash

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	Various – (See 5XXXX Account Code Series)	Yes Use the Cash Custodian Supplier Form	<ol style="list-style-type: none">1. Itemized Receipts2. Food approval memo (memo must be signed by VP level or higher)3. Petty Cash Reconciliation Form

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



Payment Request Type:

Individuals – Specialty Payments



Royalties

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 Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">52255: Royalties*	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Royalty Agreement/Amount calculationThis can be department specific or use the form provided on Controller's Office website

***Note:** This includes international.



Participants

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 Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instruction
No dollar limit	<ul style="list-style-type: none">54533: Participant Incentives under \$5054534: Participant Incentives over \$5054535: Human subject incentives	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Participant Program Memo that outlines program and dates. Not participant specific, same form can be attached to all participants.IRB approval must be attached to request.	For more than 10 participants, you may use the AP upload spreadsheet. It will require attachments listed here plus Upload approval form. <u>Institutional Review Board (IRB) resources</u>

Note: For participant payments please consider using the Program Expense Card. For more information email cards@mailbox.sc.edu.



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Stipends

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">54530: Fellowships on grants54531: Stipends for services rendered	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Stipend Form or department stipend informationApproved contract and agreement for scholarship or fellowship	<p>54530 – Used for scholarships, fellowships, prizes/awards without a service component. e.g., the student receives the stipend payment for participating in training or learning but is not contributing or providing a service. Will result in a 1099-M to the student.</p> <p>54531 – Used for scholarships, fellowships, prizes/awards with a service component. e.g., the student is assisting with research. Should occur in rare instances. Will result in a 1099-N.</p>

Note: Sponsors do not allow students to be employees. Please review our [Student Payment Method Decision Tree](#) for additional guidance on stipends and other student payments.



Honorariums

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">52250: Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	<u>Honorarium Form</u>

Honorariums International

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">52250: Honorarium & Guest Lecturer	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Honorarium FormCopy of passport, I-94 admission record and corresponding visa status documents

Note: Use the [Payments to Foreign Nationals Matrix](#) and the Information on Human Resources website for [International Services](#) for Scholars for more information and resources



Payment Request Type: Contractual Services



Contractual Services

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
\$10,000 or less	Various See 52xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice

Legal Payments

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">52072: Contractual Services - Legal	Yes W-9 or W-8 BEN (International)	1. Invoice	Approval by Legal department required prior to submitting payment request



Annual Maintenance Renewals

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
\$10,000 or less	<ul style="list-style-type: none">52046: Info Tech Hardware/ Software Maintenance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice

Study Abroad

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">52092: Global/Domestic Classroom Studies	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">1. Invoice or Study Abroad agreement2. Program Leader Expense Form (PLEF)3. OANDA conversion for each receipt if invoice/receipt is in foreign currency. Use date of receipt for conversion.	ACAF 2.10 Financial Arrangements for Faculty/Staff- Led Overseas Programs



Payment Request Type:

Supplies



Supplies

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
\$10,000 or less	Various See 53xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice	For payments under \$5,000, use Procurement Card

Note: 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

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



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Subscriptions (Non-Library)

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">54114: Subscriptions (non-library)	Yes W-9 or W-8 BEN (International)	1. Invoice or Subscription Renewal



Membership Dues

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">54111: Membership Dues	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Invoice or subscription renewalMembership justification memo	Membership justification memo with explanation membership is reasonable, justifiable, and necessary to benefit the University and not just the Individual

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



Licenses and Fees

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">54110: Licenses & fees	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">Invoice or Licensing registration formJustification memo

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



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Registration Fees

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">54112: Registration Fees	Yes W-9 or W-8 BEN (International)	1. 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, the reimbursement does not occur until after the event has happened.

Sponsorship Fees

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">5411: Sponsorship Fees	Yes W-9 or W-8 BEN (International)	1. Invoice or Sponsorship Form	Use this account for any donations or sponsorships made to outside entities.



Dept of Homeland Security

Description Payments made to DHS on behalf of incoming faculty.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">54002: Visa application fees	Yes W-9 or W-8 BEN (International)	<ol style="list-style-type: none">DHS GS-1055 Fee Schedule excerpt (fee verification document) provided by HR-OIS to the unitJustification memo	Memo for justification for DHS application fees (template provided by HR-OIS to the unit)



Payment Request Type:

Fixed Charges/Rental



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Insurance

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">54100: Insurance	Yes W-9 or W-8 BEN (International)	1. Invoice or Renewal Notice

Rentals

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
\$10,000 or less	Various See 54xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice

Hotels

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
\$10,000 or less	Various See 551xx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice



Payment Request Type:

Food/Catering



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Food (not individual reimbursement)

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
\$10,000 or less	<ul style="list-style-type: none">53005: Food Supplies	Yes W-9	<ol style="list-style-type: none">Invoice (must be itemized)Personal Consumption Memo approval	Personal Consumption memo needed and all food purchases will be routed to Purchasing for approval. Grant funds (USCSP) will be approved through workflow by GFM. Z funds are exempt from this approval. <u>BUSA 7.05</u>



Payment Request Type:

Utilities



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Utilities

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	Various See 52xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice or monthly statement	If this is a payment to a single supplier with multiple invoices, submit as an AP Upload

Note: 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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Bookstore

Description Payments made to entities for the bookstores across campuses.

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	<ul style="list-style-type: none">5910: Purchase of Books for Resale	Yes W-9	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"



Library

Description

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed	Special Instructions
No dollar limit	Various See 56xxx account code series	Yes W-9 or W-8 BEN (International)	1. Invoice	Attach any credits plus indicate in the comment section "credit attached, please process with invoice"



School of Medicine - Physicians

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">52071: Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. Invoice



School of Medicine - Preceptors

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

Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed
No dollar limit	<ul style="list-style-type: none">52071: Contractual Services - Medical Support	Yes W-9 or W-8 BEN (International)	1. Invoice



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 AP@mailbox.sc.edu.

Current Assessment:

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



Matrix and Information Required

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



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Navigation

Main Menu > Employee Self-Service > Payment Request Center

The screenshot shows the 'Payment Request Center' interface. At the top, there is a navigation breadcrumb: 'Main Menu > Employee Self-Service > Payment Request Center'. The page header includes the University of South Carolina logo, a search bar with 'All' and 'Advanced Search' options, and user controls for 'Worklist', 'Home', 'Sign Out', 'Add To', 'Notifications', and 'NavBar'. The main content area is titled 'Payment Request Center' and includes a 'Welcome:' message. On the left, there is a 'Request Summary' section with a date range filter 'From 12/24/2024 to 03/24/2025' and a table with columns 'Display', 'Status', and 'Number of Requests'. On the right, there is a 'Recent Messages' section with the text 'No Recent Messages'. Below these sections is a 'Create' button and a 'Requests' section header. At the bottom, there is a table with the following columns: Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay.

Payment Request Center

Welcome:

Request Summary

From 12/24/2024 to 03/24/2025

Display	Status	Number of Requests
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Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
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Demonstration

- Create a Payment Request



Tracking the Payment Request

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

The screenshot shows the 'Payment Request Center' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Payment Request Center'. On the right, there are links for 'Worklist', 'Home', and 'Sign Out'. Below the navigation bar is a search bar with 'All' and 'Advanced Search' options. The main header area includes the University of South Carolina logo and 'FUAT' branding, along with 'Add To', 'Notifications', and 'NavBar' icons. A welcome message reads 'Welcome: Marjorie Todd'. The interface is divided into two main sections: 'Request Summary' and 'Recent Messages'. The 'Request Summary' section shows a date range from 12/26/2024 to 03/26/2025 and a table with one row: 'Cancelled' with a checkmark and '1' request. The 'Recent Messages' section is empty, displaying 'No Recent Messages'. Below these sections is a 'Create' button and a 'Requests' section containing a table with one row of request data.

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID
0000408285	03/26/2025 10:07AM	03262025 Kirk	0000000144	JAMES E KIRK		1,000.00	USD	Cancelled	USC01	

How to Inquire on a Payment Request




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Payment Request Inquiry

Allows inquiry of payment status by Operating Unit, Department or by User

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > USC Payment Request Inquiry Worklist | Home | Sign Out

All Search >> Advanced Search Add To ▾ Notifications NavBar

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Payment Request Inquiry

Request ID	<input type="text"/>	Operating Unit	<input type="text"/>	Fund Code	<input type="text"/>
User ID	<input type="text"/>	From Department	<input type="text"/>	To Department	<input type="text"/>
Request Status	<input type="text"/>	PC Business Unit	<input type="text"/>	Project	<input type="text"/>
Supplier ID	<input type="text"/>	Invoice Number	<input type="text"/>		
From Date	<input type="text"/>				
To Date	<input type="text"/>				
<input type="button" value="Search"/>		<input type="button" value="Clear"/>			

Navigation: Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry



Demonstration

- Using the Payment Request Inquiry and Chartfield 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 Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource 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

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

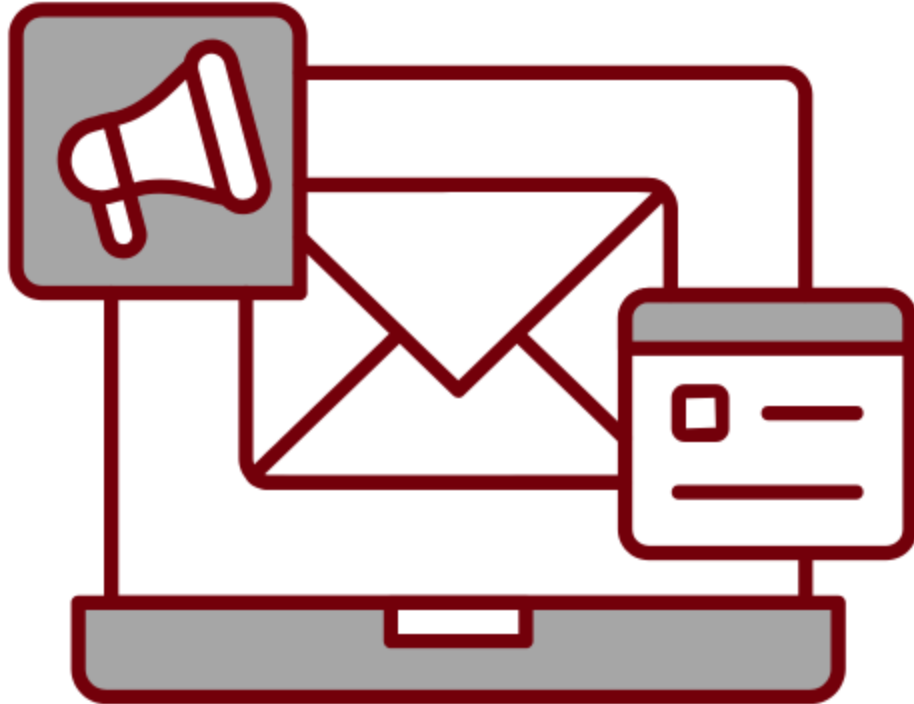


Where to Find the Resources

For payment request 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



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