Paying or Reimbursing USC
From Your Foundations Projects

-Selecting a vendor in PaperSave

-What happens when the Ed Foundation sends your ACH payment

UNIVERSITY OF
South Carolina

Educational Foundation

Which vendor should you choose in PaperSave?

"University of South Carolina" #1630

- <u>You're paying an invoice</u>
- The recipient of the funds is usually not your department or the CAS
- Common Examples: Controller, Printing, Athletics, Parking, Grants & Funds, Conference Center, etc.
- ***Please choose the correct address!***
  - Each address sends notification emails to different USC personnel
  - We'll still double-check them
  - You will NOT receive a notification email

"Financial Services" #372

- <u>You're requesting reimbursement to departmental funds already spent</u>
- The recipient of the funds is usually your own department
- You can show the expense as having hit already through the Intranet's GL Activity
- Please do ***NOT*** change the address! The default 1244 Blossom St. will send notification emails to the Bursar only
  - You will NOT receive a notification email

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What happens after Foundations sends payment?

"University of South Carolina" #1630

- The Bursar and other USC personnel will be notified based on the address selected
  - You will NOT receive a notification email
- You will be able to see the payment on Friday in your RX Check Register
- The payment will appear on Monday's ACH claims email/report from the Bursar with the <u>invoice number(s)</u> being paid
- The correct USC department will claim the payment and apply it
  - You don't need to do anything!

"Financial Services" #372

- The Bursar will be notified
  - You will NOT receive a notification email

- You will be able to see the payment on Friday in your RX Check Register
- The payment will appear on Monday's ACH claims email/report from the Bursar with your <u>6+5 Department+Fund</u> string
- <u>**YOU**</u> will need to make the claim with the Bursar and apply any project if needed

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List of departments to pay under vendor USC #1630

-Select vendor 1630 USC *first,* and then choose the needed Vendor Address
-Do NOT select other existing vendors which may use these departments as their Vendor Names

Vendor Name:

University of South Carolina

Vendor Address:

c/o USC Development Office1600 Hampton Street, Suite 736Columbia, SC 29208

- Athletics or Athletics Tickets (separate options)
- Bursar's Office
- Communications & Marketing
- Conference Center
- Continuing Education
- Controller's Office
- Enrollment Management
- Facilities
- Grants & Funds Management
- Koger Center Box Office

- Law Enforcement & Safety
- McCutchen House
- Parking Services
- President (Office of)
- Printing Services
- Russell House
- Special Events (Office of)
- Treasurer's Office
- USC Press
- More!

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Tips for reimbursing USC using Financial Services #372

- Each request to Foundations should be for transactions using _**one unique**_ 6+5 Department+Fund string, without object or project codes
  - Please enter the 6+5 string as the very first part of the Short Description field (e.g. "123456 A0001 May 2023 Travel")
- You can include any number of transactions in a single request to Foundations, so long as they're all from the same 6+5 string (e.g. multiple months of transactions, or travel plus payroll, etc.)
- Always include a legible GL Activity and/or Payroll printout/screenshot with your request backup
- Each request you send us will generate a separate ACH payment transaction to Financial Services
  - We will not combine requests to pays to FS, even if they are for the same 6+5 string, unless we inform you otherwise
  - This should help you trace whether we have paid a request or not, via RX
- ALL of our payments to Financial Services are now electronic!

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