

OFFICE OF THE CONTROLLER

General Ledger

Adjusting a Paid Expense Using an APEX eForm



UNIVERSITY OF
South Carolina



Table of Contents

| | |
|------------------------|---|
| New Apex eForm | 3 |
| Resources and Contacts | 9 |



New APEX eForm



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Adjusting a Paid Expense

What is an Apex?

The term “Apex” refers to the **A**ddjustment of a **P**aied **E**xpense. An Apex eForm is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, and travel cards.

To complete an Apex eForm, use the following navigation:

- **Main Menu – USC Finance eForms – Apex eForm**

What can be corrected with an Apex?

An Apex is used to correct any portion of the chartfield string that was used on the original paid and posted expense report. This could be anything from the operating unit to the project and all values in between.



Adjusting a Paid Expense

Why can't I just process a journal entry (JE)?

The use of an Apex rather than a JE to correct expense reports allows the correction to remain in the expense module and flow to the general ledger (GL) in the same manner as the original item did. It also allows easy future reference to the correction, as it will be directly linked to the original expense report.

How can I tell if I need to process an Apex instead of a JE?

The easiest way to tell is to look at how the item needing correcting posted to the GL. If it posted with a JE beginning with EX, such as EXA0012345 for example, an Apex would be needed. JEs beginning with any other prefix would require different means to correct.



Understanding the Different Form Status

| Apex eForm Status | |
|-------------------|---|
| Saved | The Apex eForm has not been submitted. |
| Withdrawn | The creator of the Apex has cancelled the eForm and therefore it cannot be resubmitted. |
| Pending | The Apex eForm has been submitted and waiting for approvals. |
| Denied | An approver denied the Apex and therefore it cannot be resubmitted. |
| On Hold | An approver has put the Apex on hold, but the creator and approver can continue to make changes to the Apex and resubmit using the Update Apex option on the landing page. |
| Executed | The Apex is fully approved and is assigned an ID. |
| Recycle | An approver has returned the Apex to the creator. When recycled, only the creator can make changes and resubmit using the Update Apex option on the landing page. The form status will show partially approved. |



Cost Transfer Justification

Be sure to provide detailed explanations when responding to the three Cost Transfer questions that will populate if you are correcting a USC Sponsored Project (USCSP) project.

Cost Transfer Justification

***More Information**

Please specify the transactions(s) being moved and how it directly benefits the sponsored project it is being moved to/from.

***CTJ1**

How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.

***CTJ2**

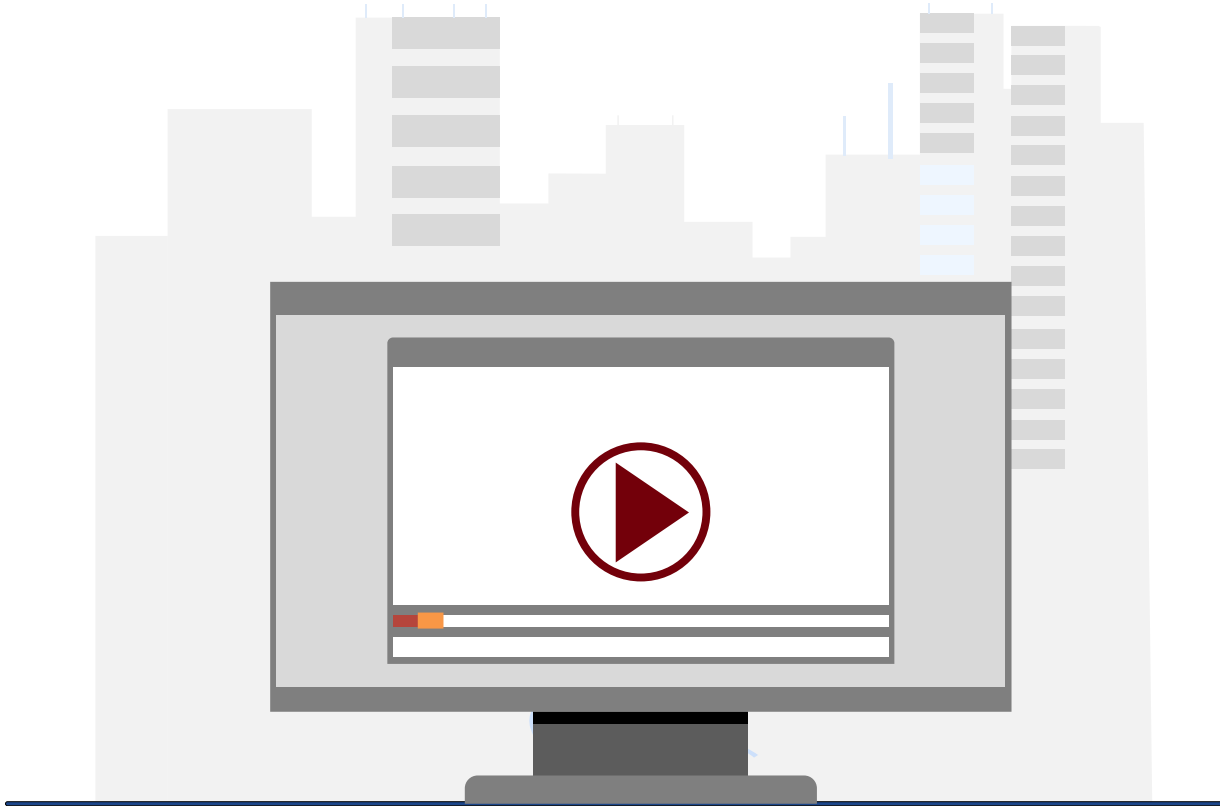
How will this type of error or situation be prevented from happening in the future?

***CTJ3**



Demonstration

- How to process an Apex



Resources & Contacts



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**Apex eForm available in
Finance PeopleSoft
November 1!**



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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

General Ledger

The General Ledger (GL) team is responsible for the review and approval of all items that post to the university ledger. This includes journal entries (JE), journal vouchers (JV), expense module corrections (Apex) and all system generated entries that flow from various Peoplesoft modules.

The General Ledger area is responsible for making sure all items post to the ledger in both a detailed and accurate manner. This is done while also complying with all generally accepted accounting principles and auditing standards. The GL team also provides customer service to the entire USC community as they review and process transactions.

Expand all

Deposits



Journal Entry



Journal Voucher



Expense Module Correction Form (Apex)



What is an Apex?

The term "Apex" refers to the **Adjustment of a Paid Expense**. An Apex form is used to adjust or correct the accounting associated with paid expense reports for travel, employee non-travel reimbursements, procurement cards (P-cards), team cards, and travel cards.

What can be corrected with an Apex?

An Apex is used to correct any portion of the chartfield string that

Contact General Ledger

For questions about any General Ledger services, please contact us directly:

1600 Hampton Street, 6th floor
Columbia, SC 29208

Email: genacctg@mailbox.sc.edu

Where to Find Resources

For APEX resources,
visit the Expense Module
Correction section on our
[General Ledger](#) page.



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General Accounting

Grants and Funds
ManagementCompliance and Tax
Management

Payroll Department

Operational Management
and ReportingExternal Financial Reporting
and TransparencyResource and Training
Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training
Schedule

Listsers

Social Media

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.

Transaction Corrections (JE, JV, and APEX)

A correction is a redistribution or change of a posted transaction. Corrections are used to adjust or correct posted vouchers, expense transactions, and journal entries.

The below training resources are available:

- [Apex eForm Training Recording](#)
- [Apex eForm Training Presentation \[pdf\]](#)
- [Apex Voucher eForm Job Aid \[pdf\]](#)
- [Journal Entry and Journal Voucher eForm Webinar Recording](#)
- [Journal Entry and Journal Voucher eForm Presentation \[pdf\]](#)
- [Journal Entry Upload Template and JobAid \[pdf\]](#)
- [Journal Voucher eForm Job Aid \[pdf\]](#)
- [Transaction Corrections Webinar Recording](#) (Training begins at 1:03 mins)
- [Transaction Corrections Presentation \[pdf\]](#) (Slides 3-26)
- [General Ledger Useful Queries and Job Aid \[pdf\]](#)
- Visit the [General Ledger](#) page for additional Transaction Correction information.

Training: Journal Entry and Journal Voucher and General Accounting Hot Topics

System: PeopleSoft Finance

Contact: genacct@mailbox.sc.edu

Where to Find Resources

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



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 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 |
| 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 | concp1@mailbox.sc.edu |
| General Tax Email Address | tax@mailbox.sc.edu |
| Research/Development Sales/Use Tax Exemptions | rdequip@mailbox.sc.edu |
| Payroll | Email Address |
| General Email Address | payroll@mailbox.sc.edu |

Questions



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THANK YOU!

Office of the Controller



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



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