

UNIVERSITY OF SOUTH CAROLINA
ACCOUNTS RECEIVABLE

MISCELLANEOUS BILLING PROCEDURES

The following procedures are to be used by all departments of the University when billing outside agencies, SC State Agencies, firms or individuals. A supply of invoices may be obtained from the Bursar's Office at 1244 Blossom Street.

Attached is a sample bill used by the Accounts Receivable Department, which is explained below. (See attached.)

1. Sponsor Identification Number:

Accounting & Reporting assigns a sponsor identification number to each agency, firm or individual billed. Each University department is responsible for requesting a sponsor identification number if one doesn't exist. Once this number is assigned it is used continuously for that particular agency, firm or individual.

A sponsor identification number assignment is not necessary when bills are sent to students, faculty or staff of the University. In these cases the Banner ID number is utilized in lieu of an assigned sponsor number.

2. Date:

Use the date the bill is mailed.

3. Billing Address:

Self-explanatory

4. University Address:

All payments will be remitted to the University of South Carolina, Bursar's Office, Columbia, South Carolina, 29208.

5. Description:

In the space provided, itemize and state clearly the reason for the charges. Attach any additional information that might be helpful or needed by the receiver of the bill.

6. Dollar Amount of Bill:

List individually all categories that make up the total amount of the bill.

7. Grand Total of Bill:

Self-explanatory.

8. Department Account Number:

The department number, fund number, and class number are to be inserted by the department. This is most important to assure proper credit to the respective department when the invoices are set up on Accounts Receivable. Each department/fund/object combination is assigned a detail code, a 4 character code indicating billing unit for miscellaneous invoices. The detail code is the identifying code on the General Ledger Activity. You will use the detail code to reconcile back to Banner account activity or to run Data Warehouse reports.

9. Department/Signature:

Type the billing department name. Type the name of the person preparing the invoice and the department contact telephone number. This is needed should there be any question concerning the bill, either by the Accounts Receivable Department or the vendor.

Mail the original and copy #2 (Remittance Copy) to the customer. Submit copy #3 of each invoice and a miscellaneous transmittal to **Accounting & Reporting**, Bursar's Office. Please keep copy #4 (Department copy) for departmental reference.

Miscellaneous Transmittal Form:

A copy of the transmittal is attached. Submit all information on the transmittal, with the exception of the batch number, to Accounting & Reporting Department along with copy #3 of the invoice. The transmittal will be dated, the invoices set up on Accounts Receivable, and returned to respective department when completed.

Please submit this form in DUPLICATE, with your documents. After verification, the duplicate will be returned to you confirming receipt and credit to your account as indicated above. (*See Attached*)

Follow-up:

Sponsor statements are printed monthly and list all outstanding invoices for a particular sponsor. The statements are mailed to the sponsor as a follow-up. If an invoice is over three months old, the department is notified by memo of the status and follow-up by the department is requested. If the invoice is not cancelled or resolved within 30 days, Accounts Receivable will cancel the invoice and debit the department's account.

Inquiries regarding payment or status of outstanding invoices may be directed to **Accounting & Reporting** at **803-777-3571**.

Cancellation of Invoice:

If an invoice needs to be cancelled, please send a memo or email with explanation for cancellation to Accounting & Reporting, 1244 Blossom Street. The invoice will be cancelled on Accounts Receivable and the department's revenue account adjusted.

Voided Invoices:

If an invoice needs to be voided, please mark all invoice copies "VOID" and retain with your records. Do not dispose of voided invoices. (Voided invoices are invoices still in the department's possession and have not been submitted to Accounting & Reporting for processing or mailed to the sponsor.)

Invoicing South Carolina State Agencies:

State Agencies are now billed University invoice. The IDT system is no longer in existence. A payment for State Agency invoices are received through a special ACH from the state and are received daily by the Cashier's Office. You can confirm or claim an ACH payment by contacting the Cashier's Office at 803-777-4233.

January 17, 2019

Data Warehouse Reports

Running a Report of Account Activity:

- Log into Data Warehouse – datawarehouse.sc.edu
- Click in the USC Banner Reporting Tab
- Click on Accounts Receivable
- Click on AR Reports
- Click on Account Summary by Category and Detail Code
- Select a term
- Enter detail code in the Detail Code search box. Click Search, click on the detail code, click Insert to add to Results box. (The detail code is in the Remark column on the Intranet – Banner-ZF1B-201408).

Example Search Parameters:

The screenshot displays the 'Account Summary by Category and Detail Code' configuration page. The page is titled 'Account Summary by Category and Detail Code' and includes a 'Report Date: Oct 1, 201...' indicator. The configuration is organized into several sections:

- Academic Period:** A dropdown menu with 'Spring 2016' selected.
- Campus:** A list box containing 'Non-Campus Specific', 'USC Aiken', 'USC Beaufort', 'USC Columbia', 'USC Lancaster', 'USC Salkehatchie', 'USC Sumter', 'USC Union', and 'USC Upstate'. 'Select all' and 'Deselect all' buttons are present.
- Category:** A list box containing various categories like 'APF - Admissions Application Charges', 'AR - Accounts Receivable', etc. 'Select all' and 'Deselect all' buttons are present.
- College:** A list box containing college codes like '00 - No College Designated', '1A - Univ of S Carolina Aiken', etc. 'Select all' and 'Deselect all' buttons are present.
- Detail Code:** A search box with 'ZF1B' entered. Below it, a 'Results' box contains 'ZF1B - UTS' and a 'Choice' box also contains 'ZF1B - UTS'. 'Insert' and 'Remove' buttons are available.
- ID-Name:** A search box with 'ZF1B' entered. Below it, a 'Results' box is empty and a 'Choice' box is empty. 'Insert' and 'Remove' buttons are available.
- Amount:** Radio buttons for 'Greater than Zero' and 'Less than Zero'. 'Deselect' button.
- Balance:** Radio buttons for 'Greater than Zero' and 'Less than Zero'. 'Deselect' button.
- Payment Plan:** Radio buttons for 'Payment Plan' and 'No Payment Plan'. 'Deselect' button.

At the bottom of the page, there are navigation buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The Windows taskbar at the bottom shows the time as 9:07 AM on 10/1/2014.

Click Finish

January 17, 2019

Example Output:

If you don't have access to the USC Banner Reporting tab or to the Accounts Receivable folder, please complete the following access form and return to the Bursar's Office:

UNIVERSITY OF SOUTH CAROLINA

Account Summary by Category and Detail Code

Report Date: Oct 1, 2014

Filters: Academic Period: Fall 2013 ;Detail Code: ZF1B - UTS

ID	NAME	AR Campus	Category	Detail Code	Detail Code Desc	Charge	Payment	Balance	COLLEGE_DESC	Student Campus
00064302K	SC Campaign To Prevent Teen Pregnancy	USC Columbia	BIL	ZF1B	UTS	357.80		0.00		
00064302K - Total						357.80		0.00		
00086232K	SC Dept of Education	USC Columbia	BIL	ZF1B	UTS	29.40		0.00		
00086232K - Total						29.40		0.00		
Overall - Total						387.20		0.00		

UNIVERSITY OF SOUTH CAROLINA
MISCELLANEOUS RECEIVABLES TRANSMITTAL

TO: BURSAR'S OFFICE—ACCOUNTING & REPORTING
1244 BLOSSOM STREET

FROM: _____

DEPT: _____

BLDG#: _____

DATE	ITEM COUNT	AMOUNT

* If more than one item, adding machine tape must be attached.

CREDIT ACCOUNT NUMBER

DEPT	FUND	CLASS	AMOUNT

*INVOICE NUMBER(S) _____