



### General Accounting Monthly Newsletter

#### Note from the GL Team

We hope everyone had a great Thanksgiving! With 2022 winding down, we wanted to send out a few items to keep in mind before Christmas break.

- All taxable fringe benefit files need to be submitted to Payroll as soon as possible to be included with W2's. These would include gift cards, cell phones and other taxable non-cash items given to employees in 2022. Questions and submissions can be sent to [Payroll@mailbox.sc.edu](mailto:Payroll@mailbox.sc.edu).
- Before leaving for break, check/clean out your work list and approve any items that are complete.
- Check all December journal entries that were started but are not yet posted. Please have these complete and approved before break. Emails can be sent to [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu) if assistance is needed.
- Double check to be sure all JV eforms have been posted. Emails can be sent to [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu) if assistance is needed.
- Be sure all deposits are posted in PeopleSoft and cash/checks are sent to the Cashier's Office/Bank.

#### Tip of the Month

For this month's tip, the Compliance Team here in the Controller's Office has put together some reminders for subawards that will aid in processing the invoices for payment.

1. All invoices MUST include the Truth and Accuracy certification as required by Uniform Guidance and be signed by an authorized official of the subrecipient.
2. Invoices should include the beginning and ending dates the invoice covers, current as well as cumulative costs, Subaward number, Project number and Purchase Order number. A sample invoice can be located at: [Sample Invoice](#)
3. Indirect Costs rate applies to the expenses **incurred**.
4. If an IDC rate changes during the agreement period, the prevailing IDC rate at the time the agreement is signed is the rate to be used in calculating the IDC on invoices. Any changes need to be incorporated in an amendment/ budget.
5. All subaward invoices should be sent to the sub invoice central mailbox, [subinv@mailbox.sc.edu](mailto:subinv@mailbox.sc.edu), to ensure proper coordination of processing/payment. Failure to do so, could expose the department to risk of covering expenses by departmental funds.

Not adhering to these guidelines constitutes non-compliance and will potentially delay processing and payment of invoices as they will require additional follow up.

The Controller's Office staff would like to wish everyone a safe and Merry Christmas and Happy New Year!



#### Dates/Deadlines to Remember

Friday	December 9, 2022	5:00 PM	Deadline to submit November Sales/Use/Admissions Tax Returns
Friday	December 9, 2022	5:00 PM	Deadline to submit November F&A adjustment journal entries
Thursday	December 22, 2022	12:00 PM	December Expense Module Correction forms (APEX) submitted to GL mailbox
Thursday	December 22, 2022	12:00 PM	December AP JV Eforms completed and approved in PeopleSoft
Thursday	December 22, 2022	12:00 PM	December Journal Entries completed and approved in PeopleSoft
Thursday	December 22, 2022	5:00 PM	Team Card November billing cycle deadline
Thursday	December 22, 2022	5:00 PM	Travel Card November billing cycle deadline
Thursday	December 22, 2022	5:00 PM	P-Card November billing cycle deadline
Wednesday	January 4, 2023		Tentative close of GL for December