

OFFICE OF THE CONTROLLER

Queries Webinar Series:
Capital Assets

September 2026





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Accessing and Searching for Queries



UNIVERSITY OF
South Carolina

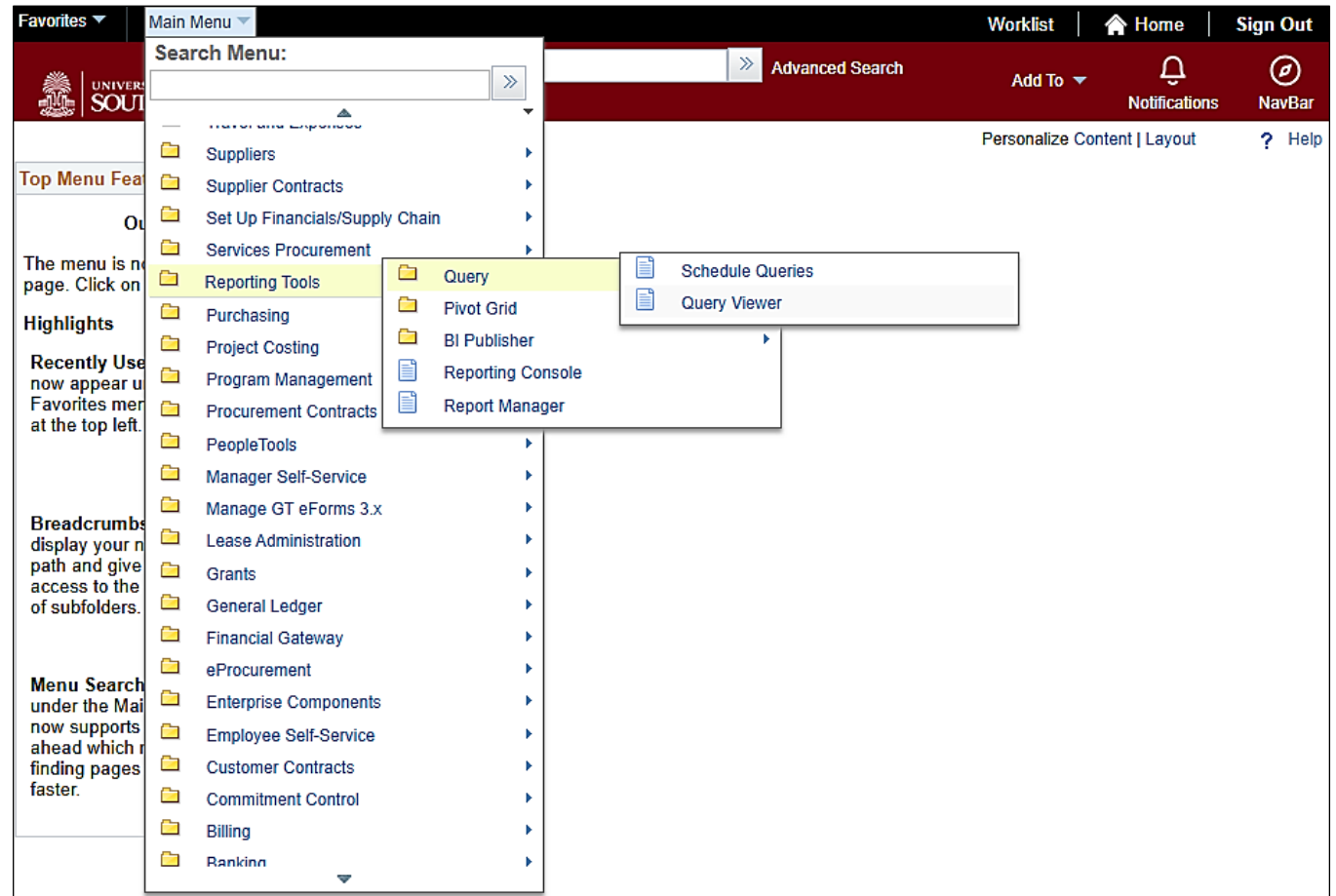
Query Viewer

To access queries, use the navigation:

Main Menu > Reporting Tools > Query > Query Viewer

Why Use Query Viewer?

- Locate existing PeopleSoft queries
- Run queries in HTML or Excel
- Save frequently used queries as Favorites
- Access real-time financial data



Searching for Queries by Name

When you know the query name:

1. Enter the query name in the **Query Name** field.

2. Leave the search option as **Begins With**.

3. Click the **Search** button.

The screenshot shows the 'Query Viewer' interface of the University of South Carolina. The top navigation bar includes 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. A search bar at the top right contains 'All' and 'Search'. Below the navigation bar, a red box highlights the 'Query Name' field with the value 'SC_CF_ACCOUNT_LIST' and the 'begins with' dropdown menu. Other search criteria like 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', 'Folder Name', and 'Owner' are also visible. A 'Search' button is highlighted with a red box. Below the search criteria, a 'Search Results' section shows a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Searching for Queries by Folder

If you don't know the exact query name, use the Folder Name search criteria.

1. Change the search operator from **Begins With** to **Contains**, **Equal To**, or other search options as needed

2. Enter all or part of the folder name.

3. Click the **Search** button.

The screenshot shows the 'Query Viewer' interface of the University of South Carolina. The top navigation bar includes 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The search bar at the top right contains 'All' and 'Search'. Below the navigation bar, the search criteria section is visible. The 'Folder Name' search criteria is highlighted with a red box, showing a dropdown menu set to 'begins with' and an input field. The 'Search' button is also highlighted with a red box. Below the search criteria, the 'Search Results' section shows a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Viewing Search Results

HTML	View results on-screen
Excel	Export directly to Excel
Favorite	Save query for future use
Description	Understand what the query does

FavoritesMain MenuReporting ToolsQueryQuery Viewer

WorklistHomeSign Out

University of South Carolina

AllSearchAdvanced SearchLast Search Results

Add ToNotificationsNavBar

New WindowHelpPersonalize Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name

begins with

SC_CF_ACCOUNT_LIST

Description

begins with

Uses Record Name

begins with

Uses Field Name

begins with

Access Group Name

begins with

Folder Name

begins with

Owner

=

SearchClearBasic Search

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Results

*Folder View-- All Folders --

Query

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Capital Assets Queries



UNIVERSITY OF
South Carolina

Capital Asset Queries

If you need to . . .

Find inventory asset information

View all asset information, including land and buildings

Review lease asset information

Research capital asset journal activity

Find the account code or asset profile for a requisition

Find a location code or address

Review physical inventory status

Find inventory users and approvers

Use this query!

SC_AM_INV_AM_TABLES

SC_AM_INV_AM_TABLES_FULL

SC_LA_ASSET_INFO

SC_LEDGER_ACTUAL_JOURNALS

SC_PO_CATEGORY_LIST

SC_SYSTEM_LOCATION_SEARCH

SC_AM_INV_PHYSICAL_INVENTORY

SC_AM_INV_USERS

SC_AM_INV_AM_TABLES

What does it do?

Displays detailed inventory asset information, including location, custodian, and cost.

When would I use it?

- Identify an asset's custodian or location.
- Review asset purchase and funding details.
- View inventory assets for a department or across the University.

Key Search Criteria:

- Department

SC_AM_INV_AM_TABLES - Inventory Data Using AM Tbls

Business UnitUSC01

Department

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (8082 kb)

View All

First 1-100 of 12708 Last

Row	Unit	Asset ID	Tag Number	Descr	Location	Descr	Serial ID	Profile ID	Acq Date	Oper Unit	Dept	Fund	Class	Project	Sum Cost	PO No.	Voucher	Trans Code	Custodian	Taggable	Acq Code
1	USC01	LA0000000736	B107869	Konica Minolta BizHub C300i MF	676-111B	411 HUGER STREET-111B	AA2K013009013	FLOTFFE096	11/01/2023	CL078	650300	E6121	603		3967.300					Y	Leased
2	USC01	000000000001	B101414	Evaporator Rotary Hei-Vap	910-320	SCIENCE BUILDING-320	200064669 0316	TECH EQUIP	10/07/2015	AK000	911163	A0001	101		6555.870	2000003919	01046701			Y	Purchased
3	USC01	000000000003	B012979	12933SG-55366-2015 Ford F250	083	FACILITIES CENTER	1FTBF2A6XFE63899	AUTO	05/28/2015	CL068	631015	A0001	706		26942.000	2000002682	01003696			Y	Purchased
4	USC01	000000000004	B102599	14088SG-66182-2016 Ford Transi	993	PALMETTO HOUSE	1FTYR1ZM7GKA50199	AUTO	01/13/2016	UP000	986023	A0001	603		21312.000	2000003801	01092667		Cox,Hunter	Y	Purchased
5	USC01	000000000005	B012981	13334SG-55368-2015 Chevy Silve	083	FACILITIES CENTER	1GCNCPHXFZ362538	AUTO	07/22/2015	CL068	500100	A0001	702		19740.000	2000003816	01031200			Y	Purchased
6	USC01	000000000006	B013745	YSI SONDE EX02	222	HOBCAW MARINE LABORATORY		TECH EQUIP	08/21/2015	CL071	216000	F1000	201		16840.790	2000004644	01031940			Y	Purchased
7	USC01	000000000008	B012820	Mentor Visual iQ System Consis	236-418	HORIZON I BUILDING-418		TECH EQUIP	09/28/2015	CL040	155400	F1000	202	10003573	30125.260	2000004873	01040469			Y	Purchased
8	USC01	000000000010	B012827	CYTOSPIN 4 110V BASE UNIT	661-B54	MED SCHOOL V.A. #1-B54	CY102231507	TECH EQUIP	08/24/2015	MC000	180600	EN700	202	80000149	12079.700	2000006434	01036203			Y	Purchased
9	USC01	000000000011	B012982	13854SG-36085-2016 Ford E450	082A	MOTOR POOL	1FDFE4FS7GDC15515	AUTO	01/08/2016	CL088	660400	A0001	603		58852.000	2000006590	01092644			Y	Purchased
10	USC01	000000000013	B013751	14087SG-06394-2016 Ford Cmax	208	1206 FLORA STREET (FACILITIES)	1FADP5AU8GL104374	AUTO	01/13/2016	CL068	500200	A0001	705		23650.000	2000007189	01092664		Hopkins,Dameon	Y	Purchased
11	USC01	000000000014	B013210	14022SG-46089-2016 Ford Explor	082A	MOTOR POOL	1FM5K8B89GGB43947	AUTO	12/07/2015	CL088	660400	A0001	501		27607.000	2000007721	01076313			Y	Purchased
12	USC01	000000000015	B012851	Camera Equipment Pkg for Baske	210	WILLIAMS-BRICE STADIUM	10150	TECH EQUIP	12/07/2015	CL003	600315	CA200	805		201147.910	2000011833	01080020		Lisle,Mark J.	Y	Purchased
13	USC01	000000000016	B012984	MSW649-04391-2014 Dodge Charge	029A	1600 HAMPTON STREET ANNEX	2C3CDXAGXE348613	AUTO	11/16/2015	CL011	690000	A0001	707		22233.000	2000011981	01072744		Ellis,Phillip Edward	Y	Purchased
14	USC01	000000000018	B013009	UV-visible System 8454	910-322	SCIENCE BUILDING-322	MY16010009	TECH EQUIP	01/12/2016	AK000	911063	A1000	101	AKINCENT	18104.450	2000012207	01092663			Y	Purchased
15	USC01	000000000019	B013089	Camera A325 w 25 Lense	170-A324B	300 MAIN STREET A324B	48012788	TECH EQUIP	12/28/2015	CL040	155400	F1000	202	10004280	11901.600	2000014679	01086395		Knight,Travis W.	Y	Purchased

Key Tip: Leave Department blank to return all inventory assets.

SC_AM_INV_AM_TABLES_FULL

What does it do?

Displays all asset information, including non-inventoriable assets such as land and buildings.

When would I use it?

- Research capital assets that are not part of inventory.
- Review building, land, or other non-inventoriable asset records.
- Pull a complete asset listing.

Key Search Criteria:

- Department

SC_AM_INV_AM_TABLES_FULL - Inv Using AM Tbls all assets

Business Unit

USC01

Department

944700

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File (14 kb)

View All

First 1-23 of 23 Last

Row	Unit	Asset ID	Tag Number	Descr	Location	Descr	Serial ID	Profile ID	Acq Date	Oper Unit	Dept	Fund	Class	Project	Sum Cost	PO No.	Voucher	Trans Code	Custodian	Taggable	Acq Code
1	USC01	000000004768	B105339	All Labor And Materials To Ins	820	HUBBARD HALL		TECH EQUIP	07/19/2019	LA000	944700	W2000	978		42051.960	2000045867	01672328			Y	Purchased
2	USC01	000000005381	B105341	Installation of Leviton Dimmer	825	JAMES BRADLEY ARTS & SCIENCE C		TECH EQUIP	03/12/2020	LA000	944700	WR999	978		23021.770	2000051355	01781327			Y	Purchased
3	USC01	000000008393	B107348	45-011028 ETC - Element 2 Cons	820-101	HUBBARD HALL-101		TECH EQUIP	07/31/2023	LA000	944700	W2000	978		8027.430	2000069706	02285294			Y	Purchased
4	USC01	000000011113		50003573 FY23 MRR - LANCASTER	AMBU	Asset Management Office		CIP	06/30/2025	LA000	944700	W1000	975	50003573	138752.840					N	Constructed
5	USC01	H00000000053	17109-001	LANCASTER - AUDITORIUM/CLASSRO	825	JAMES BRADLEY ARTS & SCIENCE C		BLDG	06/30/2000	LA000	944700	WR000	978		9386993.890					Y	Purchased
6	USC01	H00000000054	17109-002	AUDITORIUM / CLASSROOM BLDG CO	825	JAMES BRADLEY ARTS & SCIENCE C		BLDG RENO	06/30/2002	LA000	944700	WR000	978		364609.540					Y	Purchased
7	USC01	H00000000055	17109-003	AUDITORIUM / CLASSROOM BLDG CO	825	JAMES BRADLEY ARTS & SCIENCE C		BLDG RENO	06/30/2001	LA000	944700	WR000	978		30202.850					Y	Purchased
8	USC01	H000000005192	17242-001	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG	06/30/1981	LA000	944700	WR000	978		2597241.280					Y	Purchased
9	USC01	H000000005193	17242-002	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG	06/30/1982	LA000	944700	WR000	978		506962.240					Y	Purchased
10	USC01	H000000005194	17242-003	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG	06/30/1983	LA000	944700	WR000	978		62882.100					Y	Purchased
11	USC01	H000000005195	17242-004	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG	06/30/1984	LA000	944700	WR000	978		9407.050					Y	Purchased
12	USC01	H000000005196	17242-005	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG RENO	06/30/1988	LA000	944700	WR000	978		23000.000					Y	Purchased
13	USC01	H000000005197	17242-006	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG RENO	06/30/1989	LA000	944700	WR000	978		45905.000					Y	Purchased
14	USC01	H000000005198	17242-007	LANCASTER PE CENTER	823	GREGORY HEALTH & WELLNESS		BLDG RENO	06/30/1991	LA000	944700	WR000	978		64805.000					Y	Purchased
15	USC01	H000000005231	17249-001	MEDFORD LIBRARY EXPANSION	822	MEDFORD LIBRARY		BLDG ADD	06/30/2003	LA000	944700	WR000	978		3902470.370					Y	Purchased
16	USC01	H000000005232	17249-002	MEDFORD LIBRARY	822	MEDFORD LIBRARY		BLDG	06/30/2004	LA000	944700	WR000	978		74061.860					Y	Purchased

Key Tip: Use the Full query when the asset may not be inventoriable, such as a mechanical systems.

SC_LA_ASSET_INFO

What does it do?

Displays lease-related asset information.

When would I use it?

- Look up a lease asset.
- Review lease status and key dates.
- Find related lease details.

Key Search Criteria:

- This Query is Autorun

SC_LA_ASSET_INFO- LS Related Asset Information																						
Download results in : Excel Spreadsheet CSV Text File XML File (560 kb)																						
View All																						
First 1-100 of 703 Last																						
Row	Unit	Lease Number	Lease Oblig	Lease ID	Name	Status	Principal	Asset ID	Descr	Profile ID	Category	Location	Tag Number	Serial ID	Est Life	ROU	ROU Asset	Commencement	Termination	Imp. Rate	Borrow Rt	Supplier
1	USC01	0000000476	Payables	54926	800 Huger St 800A (renewal of 3692)	Expired	0000000184	LA0000000B476	800 Huger St 800A (renewal of	FLLOBLD082	FLLO	AMBU			40	306143.800	306143.800	07/01/2018	10/31/2021	0.0000	5.5000	SC STATE FEDERAL CREDIT UNION
2	USC01	0000000466	Payables		1000 Catawba St Ste 110	Expired	0000000892	LA00000000466	1000 Catawba St Ste 110	FLLOBLD041	FLLO	AMBU			41	181287.020	181287.030	07/01/2019	11/30/2022	0.0000	4.0000	USC EDUCATIONAL FOUNDATION
3	USC01	0000000542	Payables	70430	1000 Catawba St Suite 135	Expired	0000000892	LA00000000542	1000 Catawba St Suite 135	FLLOBLD032	FLLO	AMBU			32	0.000	139267.660	07/01/2020	02/28/2023	0.0000	4.0000	USC EDUCATIONAL FOUNDATION
4	USC01	0000000543	Payables	70431	1000 Catawba St Suite 145	Expired	0000000892	LA00000000543	1000 Catawba St Suite 145	FLLOBLD032	FLLO	AMBU			32	0.000	189984.310	07/01/2020	02/28/2023	0.0000	4.0000	USC EDUCATIONAL FOUNDATION
5	USC01	0000000544	Payables	70422	1000 Catawba St Suites 120, 140, 170	Expired	0000000892	LA00000000544	1000 Catawba St Suites 120, 14	FLLOBLD030	FLLO	AMBU			30	0.000	239469.520	07/01/2020	12/31/2022	0.0000	4.0000	USC EDUCATIONAL FOUNDATION
6	USC01	0000000452	Payables		1005 Idlewilde Blvd	Expired	0000002383	LA00000000452	1005 Idlewilde Blvd	FLLOBLD051	FLLO	639			51	214796.710	214796.710	04/01/2019	06/30/2023	0.0000	4.0000	MABRY COMMERCIAL PROPERTIES LLC
7	USC01	0000000706	Payables	52372	1005 Idlewood Blvd.	Active	0000002383	LA00000000706	Fin Lease - LS Only Building	FLLOBLD048	FLOBD	639			48	190144.580	190144.580	07/01/2023	06/30/2027	0.0000	8.5000	MABRY COMMERCIAL PROPERTIES LLC
8	USC01	0000000704	Payables	76201	1006 Idlewilde Blvd.	Active	0000002383	LA00000000704	1006 Idlewilde Blvd.	FLLOBLD084	FLOBD				84	186684.510	186684.510	06/01/2023	05/31/2030	0.0000	8.5000	MABRY COMMERCIAL PROPERTIES LLC
9	USC01	0000000548	Payables		1430 Senate ST00512	Expired	0000003007	LA00000000548	1430 Senate ST00512	FLLOBLD024	FLLO	AMBU			24	0.000	65156.360	07/01/2020	06/30/2022	0.0000	4.0000	SC ADMIN GENERAL SERVICES
10	USC01	0000000546	Payables		1430 Senate ST00513	Expired	0000003007	LA00000000546	1430 Senate ST00513	FLLOBLD024	FLLO	AMBU			24	0.000	229435.610	07/01/2020	06/30/2022	0.0000	4.0000	SC ADMIN GENERAL SERVICES
11	USC01	0000000547	Payables		1430 Senate ST00515	Expired	0000003007	LA00000000547	1430 Senate ST00515	FLLOBLD024	FLLO	AMBU			24	0.000	107476.590	07/01/2020	06/30/2022	0.0000	4.0000	SC ADMIN GENERAL SERVICES

Key Tip: Download to excel to search using filters by Lease ID when researching a specific lease.

SC_LEDGER_ACTUAL_JOURNALS

What does it do?

Provides detailed General Ledger journal-entry activity.

When would I use it?

- Research capital asset purchases or adjustments.
- Review transactions posted to capital asset account codes.
- Locate a transaction using a specific amount.

Key Search Criteria:

- Journal Status
- Department
- Fiscal Year
- Account Code
- Journal Line Amount

SC_LEDGER_ACTUAL_JOURNALS - SC Ledger Actual Journals

Fiscal Year

Accounting Period

Operating Unit

Department

Fund Code

Account

Class Field

PC Business Unit

Project

Activity

Cost Share

Product

Source

System Source

Journal ID

Journal Date

Date Posted

Journal Line Reference

Journal Line Description

*Journal Header Status

User ID

Budget Status

Journal Line Amount

Fund Src

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(932 kb\)](#)

View All

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Row	Fiscal Year	Accounting Period	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Cost Share	Funding Source	Product	Source	System Source	Journal ID	Journal Date	Date Posted	Amount	Journal Line Reference	Journal Line Description	Journal Header Status	User ID	Journal Description	APPROVE	Journal Line Status	Budget Line Status
1	2026		1	CL071	120275	A0001 55120	101						EX	JnlGen - Expenses	EXA0213846	07/03/2025	07/03/2025	100.00	3000236052	Expense Accruals	Posted to Ledger(s)		Expense Accrual Journal	APPROVE	OK - No Errors	Not Chk'd
2	2026		1	CL071	216100	K1000 51400	301	USCSP	10014853 1				PAY	JnlGen - Global Payroll	PAY0214182	07/10/2025	07/10/2025	100.00		HR Payroll Journals	Posted to Ledger(s)		HR Payroll Journals	APPROVE	OK - No Errors	Valid

Key Tip: Use capital asset account codes, starting with 562XX, to narrow results.

SC_PO_CATEGORY_LIST

What does it do?

Links Purchasing categories to the appropriate account codes and asset profiles.

When would I use it?

- Select a Purchasing category for a requisition.
- Confirm the account code linked to a category.
- Identify the asset profile associated with a category.

Key Search Criteria:

- Account
- Description
- Category Code – Asset Categories end in **A**
- Category Description

SC_PO_CATEGORY_LIST - Catalog and Category Search

Optional Account search 

Optional Description search

Optional Receiving search

Optional Category Code 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-1 of 1 Last

Row	Catalog Description	Sub-Catalog Description	Category Code	Category Description	Account Code	Asset Profile ID	Account Description	Tax Use Code	Receiving
1	ARTS AND ENTERTAINMENT	WORKS OF ART/COMMISSIONS	05280A	Statues and Sculptures	56210	WOANP	WORKS OF ART		Required

Key Tip: Review the linked account code before submitting a requisition.

SC_SYSTEM_LOCATION_SEARCH

What does it do?

Finds PeopleSoft location codes and related address information.

When would I use it?

- Find the correct asset location code.
- Verify a building or address.
- Search locations by keyword.

Key Search Criteria:

- Keyword Search

SC_SYSTEM_LOCATION_SEARCH - Location Codes and Addresses									
Keyword Search HAMPTON									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (985 kb)									
View All First 1-100 of 1818 Last									
Row	Location Code	Status	FAMIS Building Description	Building #	Address Line 1	Address Line 2	City	County	Zip Code
1	029	Active	1600 HAMPTON STREET	029	1600 HAMPTON STREET		COLUMBIA	2160-RICHLAND	29208
2	029-001	Active	1600 HAMPTON STREET-001	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 001	COLUMBIA	2160-RICHLAND	29208
3	029-001A	Active	1600 HAMPTON STREET-001A	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 001A	COLUMBIA	2160-RICHLAND	29208
4	029-001B	Active	1600 HAMPTON STREET-001B	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 001B	COLUMBIA	2160-RICHLAND	29208
5	029-002	Active	1600 HAMPTON STREET-002	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 002	COLUMBIA	2160-RICHLAND	29208
6	029-003	Active	1600 HAMPTON STREET-003	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 003	COLUMBIA	2160-RICHLAND	29208
7	029-004	Active	1600 HAMPTON STREET-004	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 004	COLUMBIA	2160-RICHLAND	29208
8	029-005	Active	1600 HAMPTON STREET-005	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 005	COLUMBIA	2160-RICHLAND	29208
9	029-005A	Active	1600 HAMPTON STREET-005A	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 005A	COLUMBIA	2160-RICHLAND	29208
10	029-006	Active	1600 HAMPTON STREET-006	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 006	COLUMBIA	2160-RICHLAND	29208
11	029-007	Active	1600 HAMPTON STREET-007	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 007	COLUMBIA	2160-RICHLAND	29208
12	029-008	Active	1600 HAMPTON STREET-008	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 008	COLUMBIA	2160-RICHLAND	29208
13	029-009	Active	1600 HAMPTON STREET-009	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 009	COLUMBIA	2160-RICHLAND	29208
14	029-010	Active	1600 HAMPTON STREET-010	029	FACILITIES SERVICES (500000)	1600 HAMPTON STREET RM 010	COLUMBIA	2160-RICHLAND	29208
15	029-011	Active	1600 HAMPTON STREET-011	029	US DEPT OF JUSTICE - LEGAL EDU (601950)	1600 HAMPTON STREET RM 011	COLUMBIA	2160-RICHLAND	29208
16	029-012	Active	1600 HAMPTON STREET-012	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 012	COLUMBIA	2160-RICHLAND	29208
17	029-013	Active	1600 HAMPTON STREET-013	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 013	COLUMBIA	2160-RICHLAND	29208
18	029-014	Active	1600 HAMPTON STREET-014	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 014	COLUMBIA	2160-RICHLAND	29208
19	029-016	Active	1600 HAMPTON STREET-016	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 016	COLUMBIA	2160-RICHLAND	29208
20	029-017	Active	1600 HAMPTON STREET-017	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 017	COLUMBIA	2160-RICHLAND	29208
21	029-018A	Active	1600 HAMPTON STREET-018A	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 018A	COLUMBIA	2160-RICHLAND	29208
22	029-018B	Active	1600 HAMPTON STREET-018B	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 018B	COLUMBIA	2160-RICHLAND	29208
23	029-019	Active	1600 HAMPTON STREET-019	029	PRINTING SERVICES (650300)	1600 HAMPTON STREET RM 019	COLUMBIA	2160-RICHLAND	29208

Key Tip: Search using part of the building name or street address.

SC_AM_INV_PHYSICAL_INVENTORY

What does it do?

Displays physical-inventory records since 2023, including verification and approval details.

When would I use it?

- Review physical-inventory status.
- Confirm who verified or approved an asset.
- Check verification and approval timestamps.

Key Search Criteria:

- This Query is Autorun

Key Tip: Use timestamps and user IDs to confirm completion of inventory actions.

SC_AM_INV_PHYSICAL_INVENTORY- Physical Inventory Data PBC																																				
Download results in : Excel Spreadsheet CSV Text File XML File (33063 kb)																																				
View All																																				
Row	Year	Unit	Asset ID	INV Status	INV Code	Description	Location	Location	PO No	Voucher	Tag Number	Profile ID	Acq Date	Serial ID	ID	Custodian	Name	Category	Oper Unit	Fund	Class	Cost	Dept	Comments	SC_PND_OPRID	Oltm Pending	Appr Operid	Appr Date/Time	Reject Oprid	Rej Date/Time	TBP Operatorid	TBP Date/Time	Post Operatorid	Post Date/Time	Instance	
1	2023	USCO1	000000000108	PST	VER	Dell Computer X2330 for ESXI	190-153	RICE ATHLETICS CENTER-153	2000002213	01008816	8012737	TECH EQUIP	07/01/2015	BS7H562		Patrick,Daniel		FFE	CL003	CA200	805	48800.940	600328			VARNADOE	04/25/2023 10:58:14AM	JEFFT	05/01/2023 4:29:48PM					DENISI	05/02/2023 8:28:17AM	2672648
2	2023	USCO1	000000000109	PST	VER	LectroPol-5 Control unit	236-024	HORIZON I BUILDING-024	2000002963	01023177	8012946	TECH EQUIP	07/31/2015	49310500				FFE	CL040	F1000	202	18200.100	155400			ODONNEMC	04/03/2023 3:47:52PM	KNIGHTTW	04/24/2023 3:13:16PM					DENISI	04/24/2023 3:22:15PM	2672648
3	2023	USCO1	000000000001	PST	VER	Evaporator Rotary Hel-Vap	910-320	SCIENCE BUILDING-320	2000003919	01046701	8013174	TECH EQUIP	10/07/2015	200054699 0316				FFE	AK000	A0001	101	8555.870	911183			WARRENMJ	03/09/2023 11:20:15AM	ROWEG	03/31/2023 2:51:47PM					DENISI	03/31/2023 4:29:32PM	2672648
4	2023	USCO1	00000000000003	PST	VER	55398 2015 Ford F250	083	FACILITIES CENTER	2000002682	01003598	8012979	AUTO	05/28/2015	1FTBF2ABXFE83899				FFE	CL088	A0001	706	26942.000	631015			COOPE256	03/15/2023 9:33:26AM	HURTH	03/27/2023 9:33:26AM					DENISI	03/28/2023 10:54:07AM	2672648
5	2023	USCO1	00000000000004	PST	VER	66182 2016 Ford Transit	993	PALMETTO HOUSE	2000003801	01062967	8101014	AUTO	01/13/2016	1FTYR1ZM7GKA50199	F77549563	Cox,Hunter		AUTO	UP000	A0001	603	21312.000	988023			COXHC2	03/16/2023 8:58:36AM	CASHTM	03/22/2023 9:15:53AM					DENISI	03/22/2023 9:15:53AM	2672648
6	2023	USCO1	00000000000005	PST	VER	55368 2015 Chevy Silverado 1500	083	FACILITIES CENTER	2000003916	01031200	8012981	AUTO	07/22/2015	1G0NCPEH4KFZ362538				VEHIC	CL088	A0001	706	19740.000	631015			COOPE256	03/15/2023 9:30:56AM	HURTH	03/27/2023 9:33:26AM					DENISI	03/28/2023 10:54:07AM	2672648
7	2023	USCO1	00000000000007	PST	VER	Sutron SatLink2 Logger-Transmi	222	HOBCAW MARINE LABORATORY	2000004740	01045056	8013747	TECH EQUIP	08/18/2015	SL2-G3-12V2				HITEC	CL071	F1000	201	6106.680	216000			PFIRRMAB	04/26/2023 4:16:49PM	STROSNIV	05/04/2023 10:27:13AM					DENISI	05/04/2023 10:31:05AM	2672648
8	2023	USCO1	00000000000008	PST	VER	Mentor Visual IQ System Console	236-418	HORIZON I BUILDING-418	2000004873	01040469	8012820	TECH EQUIP	08/28/2015					HITEC	CL040	F1000	202	30125.280	155400			ODONNEMC	04/03/2023 3:47:52PM	KNIGHTTW	04/24/2023 3:13:16PM					DENISI	04/24/2023 3:22:15PM	2672648
9	2023	USCO1	00000000000010	PST	VER	CYTOSPIN 4 110V BASE UNIT	651-854	MED SCHOOL V.A. #1-854	2000008434	01036203	8012827	TECH EQUIP	08/24/2015	CY102231507				FFE	MC000	EN300	202	12079.700	180604			SKHANDKA	04/11/2023 12:18:47PM	ECALUDER	04/18/2023 8:52:18AM					DENISI	04/18/2023 11:07:51AM	2672648
10	2023	USCO1	00000000000011	PST	VER	36085 2015 Ford E-350 ADA-Bus	082A	MOTOR POOL	2000006560	01062644	8012962	AUTO	01/08/2016	1FDPE4F57GDC15515				AUTO	CL088	A0001	603	58852.000	660400			ASTERIA	03/08/2023 3:02:27PM	CLHOWARD	04/05/2023 8:24:20PM					DENISI	04/06/2023 8:42:37AM	2672648
11	2023	USCO1	00000000000013	PST	VER	2015 Ford Conarc	082A	MOTOR POOL	2000007189	01062964	8013751	AUTO	01/13/2016			Hopkins,Dameon		AUTO	CL088	A0001	705	23650.000	500200		Location: 1208 Flora St.	DWHTAKE	04/14/2023 3:08:57PM	STEWARN	04/14/2023 3:15:12PM					DENISI	04/14/2023 3:28:59PM	2672648
12	2023	USCO1	00000000000014	PST	VER	48089 2015 Ford Explorer 4x4	082A	MOTOR POOL	2000007721	01076313	8013210	AUTO	12/07/2015					AUTO	CL088	A0001	501	27607.000	660400			ASTERIA	03/08/2023 3:02:27PM	CLHOWARD	04/05/2023 8:24:20PM					DENISI	04/06/2023 8:42:37AM	2672648
13	2023	USCO1	00000000000016	PST	VER	#04391 2014 Dodge Charger	026A	1600 HAMPTON STREET ANNEX	2000011681	01072744	8012964	AUTO	11/16/2015	2C3CDXAGXKH648613		ELLIS,Philip		VEHIC	CL011	A0001	707	22233.000	660000			KEASTW	04/28/2023 10:56:07AM	BIRNIES	04/27/2023 5:02:46PM					DENISI	04/28/2023 8:40:41AM	2672648
14	2023	USCO1	00000000000018	PST	VER	Un-Visible System 8454	910-322	SCIENCE BUILDING-322	2000012207	01062963	8013009	TECH EQUIP	01/12/2016	MY16010009				FFE	AK000	A1000	101	18104.450	911083			WARRENMJ	03/09/2023 11:20:15AM	ROWEG	03/31/2023 2:51:47PM					DENISI	03/31/2023 4:29:32PM	2672648
15	2023	USCO1	00000000000019	PST	VER	Camera A325 w 25 Lensa	172	1220 CATAWBA STREET BUILDING	2000014679	01086395	8013089	TECH EQUIP	12/28/2015	48012788				HITEC	CL040	F1000	202	11601.600	155400			ODONNEMC	04/03/2023 3:47:52PM	KNIGHTTW	04/24/2023 3:13:16PM					DENISI	04/24/2023 3:22:15PM	2672648
16	2023	USCO1	00000000000022	PST	VER	AETechnon Linear Amplifier	POBU	Purchasing Department	2000002911	01018239	8012819	TECH EQUIP	08/06/2015	7546-1114-0142	A756709914	GINN,HERB		FFE	CL040	A0000	202	10492.790	155300		new location: (03m) 2D33. Need new tag to place on item	PIEVET	05/04/2023 2:47:48PM	ALIMO	05/04/2023 4:59:31PM					DENISI	05/05/2023 8:23:18AM	2672648
17	2023	USCO1	00000000000023	PST	VER	Power Washer & Trailer	210	WILLIAMS-BRICE STADIUM	2000003396	01029643	8012841	MACHINERY	08/07/2015	1511770		Cox,Clark		FFE	CL003	CA200	805	13815.380	600327			VARNADOE	04/27/2023 3:20:11PM	JEFFT	05/01/2023 4:29:48PM					DENISI	05/02/2023 8:28:17AM	2672648
18	2023	USCO1	00000000000024	PST	VER	Dell PowerEdge R430 Server	601E	1 MEDICAL PARK	2000003559	01015261	8012738	TECH EQUIP	07/29/2015					FFE	MC000	A0001	680	9220.390	181300			FAULLINJ	03/15/2023 8:37:37AM	REYNOLH	04/03/2023 7:22:45AM					DENISI	04/03/2023 2:48:06PM	2672648
19	2023	USCO1	00000000000025	PST	VER	Simview server	820C-120C	HUBBARD-120C	2000003741	01012120	8101380	TECH EQUIP	07/29/2015	2UA5122WVZ				HITEC	LA000	EN700	202	19139.170	845556			HBLUCASJ	03/28/2023 2:15:41PM	COLLINSW	04/04/2023 1:28:18PM					DENISI	04/04/2023 1:52:55PM	2672648
20	2023	USCO1	00000000000028	PST	VER	Simview server	820C-120C	HUBBARD-120C	2000003741	01012120	8101381	TECH EQUIP	07/29/2015	2UA5122WVLC				HITEC	LA000	EN700	202	19139.170	845556			HBLUCASJ	03/28/2023 2:15:41PM	COLLINSW	04/04/2023 1:28:18PM					DENISI	04/04/2023 1:52:55PM	2672648

SC_AM_INV_USERS

What does it do?

Displays assigned inventory users, approvers, and business managers by department.

When would I use it?

- Identify the inventory contact for a department.
- Confirm an approver or business manager assignment.
- Review user assignments before updating access or responsibilities.

Key Search Criteria:

- This Query is Autorun

SC_AM_INV_USERS- INV Users Type and DeptID					
Download results in : Excel SpreadSheet CSV Text File XML File (454 kb)					
View All			First 1-100 of 2580 Last		
Row	User	Description	INV User Type	From DeptID	Dept
1			APR	100640	100640
2			APR	101200	101200
3			APR	101300	101300
4			APR	101301	101301
5			APR	101302	101302
6			APR	101303	101303
7			APR	101304	101304
8			APR	101305	101305
9			APR	101306	101306
10			APR	101308	101308
11			APR	120400	120400
12			APR	611105	611105
13			APR	651000	651000
14			APR	651030	651030
15			APR	651500	651500
16			APR	652000	652000
17			APR	652100	652100
18			APR	652200	652200
19			APR	652201	652201
20			APR	652300	652300
21			APR	652600	652600
22			APR	652800	652800
23			APR	652801	652801
24			APR	652802	652802
25			APR	652803	652803

Key Tip: Review this query when departmental inventory responsibilities change.



Demonstration

View and access Queries in PeopleSoft Finance



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Resources and Communications



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Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Card Programs

Chart of Accounts

General Ledger

IRS 60-Day Safe Harbor Rule

Miscellaneous Accounts Receivable

Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Capital Assets

The Capital Assets Team is responsible for tracking all assets retained by the University, this includes Capital Construction Projects and accounting for the University's Debt Service. The Governmental Accounting Standards Board (GASB) has determined that certain contractual obligations are to be recorded as an asset. These are agreements for property and equipment leases, IT subscriptions, and partnership arrangements with other public and private institutions.

Capital Asset Account Code Matrix

Expand all



Capital Assets



GASB 87: Leases



GASB 96: Subscription-Based IT Arrangements



GASB 94: Public-Private & Public-Public Partnerships



Capital Construction Projects



Contact Capital Assets

For questions about any Capital Asset services, please contact us directly:

1600 Hampton Street, 6th floor
Columbia, SC 29208

Email: physinv@mailbox.sc.edu

Where to Find the Resources

For more resources,
visit the Capital
Assets section on
our General
Accounting page.



Office of the Controller

Office of the Controller

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

Listserves

Social Media

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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 transaction
correction training
resources, visit our
[Business Manager](#) page.



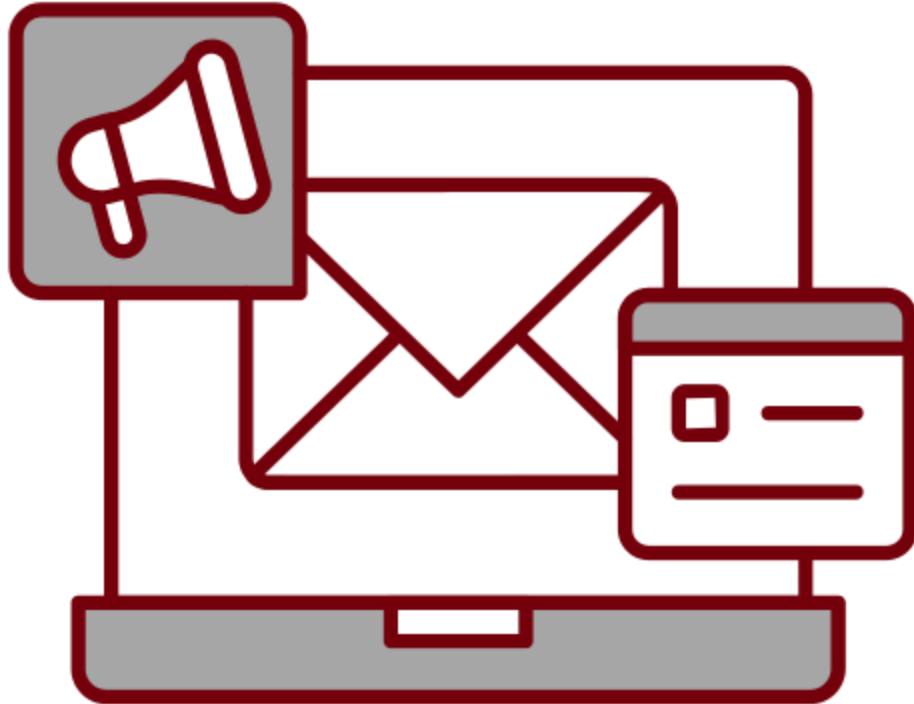
Query Viewer

To request access to Query Viewer in PeopleSoft Finance, use the [PeopleSoft Finance Access Form](#) to request for **Finance Intranet Only** under **Inquire Only** and **Operational Reporting Access**.



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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



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controller@sc.edu



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