

OFFICE OF THE CONTROLLER

Queries Webinar Series:
General Ledger

September 2026





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UNIVERSITY OF
South Carolina

Accessing and Searching for Queries



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South Carolina

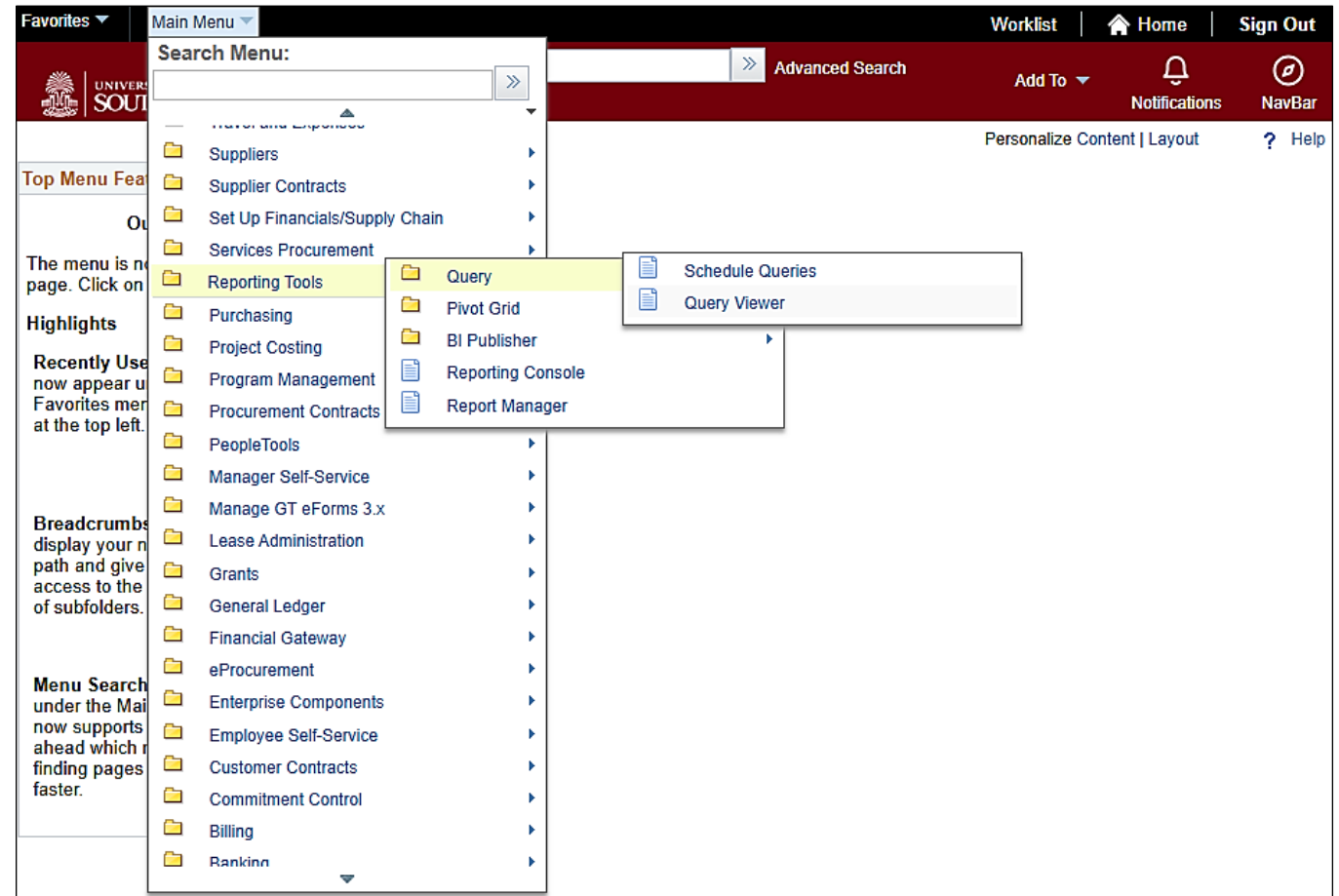
Query Viewer

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, there's a section for search criteria with dropdown menus for 'Query Name', 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', and 'Folder Name'. The 'Folder Name' dropdown is highlighted with a red box. Below the search criteria, there's a 'Search' button, also highlighted with a red box, and a 'Clear' button. The 'Search Results' section shows a table with columns: 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The table contains one row with the query 'SC_CF_ACCOUNT_LIST'.

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 =

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

Search Clear Basic Search

Search Results

*Folder View -- All Folders --

Query

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

General Ledger Queries



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General Ledger Queries

If you need to . . .

Find an account, description, or account status

Find a department or confirm whether it is budgetary only

Find a fund, fund description, or fund status

Find a class code or description

Review active department/fund chartfield combinations

View project team assignments

Research General Ledger journal activity

Find deposit information using a journal ID

Review Finance PeopleSoft security roles

View account-range details by operating unit

Use this query!

SC_CF_ACCOUNT_LIST

SC_CF_DEPT_LIST

SC_CF_FUND_LIST

SC_CF_CLASS_LIST

SC_CF_DEPTFUND_XWALK

SC_PROJECT_TEAM_LIST

SC_LEDGER_ACTUAL_JOURNALS

SC_AR_DJ_BY_JRNLID

SC_SECURITY_ROLES_USERS

SC_FR_LEDGER_ACCT_DET_BY_UNIT

SC_CF_ACCOUNT_LIST

What does it do?

Find GL account information, descriptions, and status.

When would I use it?

- Find the correct expense account.
- Find a revenue account for deposits.
- Verify an account is active.

Key Search Criteria:

- Account Number
- Account Type
- Description
- Budgetary Only

SC_CF_ACCOUNT_LIST - SC Chartfield GL Account List						
Account 5% Q Type Description Status Bud. Only [Y/N] ☐ View Results Download results in : Excel Spreadsheet CSV Text File XML File (117 kb) View All First 1-100 of 668 Last						
Row	Account	Type	Description	Status	Bud. Only	Control Flag
1	50000	Expense	EXPENDITURES	Active	Y	N
2	50001	Expense	CURRENT ENT FISCAL YEAR UNDIST	Active	Y	N
3	50002	Expense	GFM BUDGET ADJUSTMENT CLOSEOUT	Active	Y	N
4	50003	Expense	PARENT-SUB ACCT TRANSFER	Active	Y	N
5	50004	Expense	USCSP CARRYFORWARD	Active	Y	N
6	50005	Expense	RISK ACCOUNT BUDGET ADJ	Active	Y	N
7	50006	Expense	PRIOR FY CARRYFORWARD UNDIST	Active	Y	N
8	50XXX	Expense	CURRENT ENT FISCAL YEAR UNDIST	Inactive	N	N
9	51000	Expense	SALARIES	Active	Y	N
10	51001	Expense	ACCRUED ANNUAL LEAVE	Inactive	N	N
11	51100	Expense	PRESIDENT	Active	N	Y
12	51200	Expense	CLASSIFIED EMPLOYEES	Active	N	Y
13	51201	Expense	CLASSIFIED BONUS	Inactive	N	N
14	51202	Expense	STAFF RETIREMENT INCENTIVE	Inactive	N	N
15	51204	Expense	TEMPORARY SALARY ADJUSTMENT	Inactive	N	N
16	51205	Expense	TEMPORARY RESEARCH SALARY ADJU	Inactive	N	N
17	51206	Expense	MARKET GEOGRAPHICAL DIFF PAY	Inactive	N	N
18	51207	Expense	SPECIAL ASSIGNMENT PAY	Inactive	N	N

Key Tip: Use "%" as a wildcard when searching for accounts that begin with a specific number.

SC_CF_DEPT_LIST

What does it do?

Find department information, including whether a department is budgetary only and active.

When would I use it?

- Determine whether a department can be used in Finance PeopleSoft.
- Confirm whether a department is budgetary only.
- Verify that a department is active.

Key Search Criteria:

- Department Number
- Description
- Budgetary Only

SC_CF_DEPT_LIST - SC Chartfield Department List						
Department 5%						
Description						
Status						
Bud. Only [Y/N]						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (7 kb)						
View All First 1-61 of 61 Last						
Row	Department	Description	Status	Bud. Only	APPROVER	
1	500000	FACILITIES SERVICES	Active	N	APPROVER	
2	500005	WORK MANAGEMENT	Active	N	APPROVER	
3	500010	FACILITIES SIGNAGE	Active	N	APPROVER	
4	500011	FACILITIES EQUIPMENT REPLACEME	Inactive	N	APPROVER	
5	500012	OFFICE OF SUSTAINABILITY	Active	N	APPROVER	
6	500013	FACILITIES RENO & INFRAS CONST	Active	N	APPROVER	
7	500014	FACILITIES RENO & INFR CLEARIN	Active	N	APPROVER	
8	500015	FACILITIES STORES OPERATION	Inactive	N	APPROVER	
9	500020	MRO VENDOR CLEARING	Active	N	APPROVER	
10	500021	STORES OP INVENTORY	Active	N	APPROVER	
11	500025	MINORITY SMALL BUSINESS PROJEC	Active	N	APPROVER	
12	500026	FACILITY SERVICES APPRENTICESH	Inactive	N	APPROVER	
13	500030	E&G PARTIAL FUNDING	Inactive	N	APPROVER	
14	500040	FACILITIES ADMINISTRATION	Active	N	APPROVER	
15	500041	FACILITIES HUMAN RESOURCES	Active	N	APPROVER	
16	500042	FACILITIES INFO TECHNOLOGY	Inactive	N	APPROVER	
17	500043	FACILITIES PROCUREMENT	Active	N	APPROVER	
18	500044	FACILITIES INFORMATICS & REPOR	Active	N	APPROVER	
19	500050	MAINTENANCE ADMINISTRATION	Inactive	N	APPROVER	

Key Tip: Budgetary-only departments are HCM home departments and are not used for financial transactions.

SC_CF_FUND_LIST

What does it do?

Find fund information, descriptions, and active status.

When would I use it?

- Identify the next fund value for a new chartfield request.
- Find a fund number when you know only part of its name.
- Confirm that a fund is active.

Key Search Criteria:

- Fund Number
- Fund Type / Beginning Letter
- Description
- Budgetary Only

SC_CF_FUND_LIST - SC Chartfield Fund List					
Fund Code E%					
Description					
Status					
Bud. Only [Y/N] ☐					
View Results					
Download results in : Excel Spreadsheet CSV Text File XML File (313 kb)					
View All					
Row	Fund Code	Description	Status	Bud. Only	Short Desc
1	E0000	CURRENT UNRESTRICTED FUNDS SPE	Active	Y	CURRENT UN
2	E0001	BENJAMIN E MAYS ACADEMY	Inactive	N	BENJAMIN E
3	E0002	WGST CONFERENCE	Inactive	N	WGST CONFE
4	E0003	CONTINUING EDUCATION-CONFERENC	Inactive	N	CONTINUING
5	E0004	LAB FEES ACTIVITY	Inactive	N	LAB FEES A
6	E0008	SC ACCREDITATION COORDINATORS	Inactive	N	SCACCRED
7	E0011	SLED FEES	Inactive	N	SLED FEES
8	E0012	NURSING SUMMIT	Inactive	N	NURSING SU
9	E0013	CPR CERTIFICATION TRAINING	Inactive	N	CPR CERTIF
10	E0014	ASPH/SC PUBLIC HEALTH CONSORTI	Inactive	N	ASPH/SC PU
11	E0015	PUBLIC HEALTH PREPAREDNESS CTR	Inactive	N	PUBLIC HEA
12	E0016	EPIDEMIOLOGY AND BIostatISTICS	Inactive	N	EPIDEMIOLO
13	E0017	INSTRUCTION-RELATED REVENUE AC	Inactive	N	INSTRUCTIO
14	E0018	INSTRUCTION-RELATED REV ACTIVI	Inactive	N	INSTRUCTIO
15	E0019	ANNE FRANK PARTNERSHIP	Active	N	ANNEFRANK
16	E0020	CPARG	Inactive	N	CPARG
17	E0023	MHA WEEKEND PROGRAM	Active	N	MHA WEEKEN
18	E0027	DEPARTMENTAL CONFERENCE EXPENS	Active	N	DEPARTMENT
19	E0028	CHSPR - SPECIAL CONFERENCES AC	Inactive	N	CHSPR - SP

Key Tip: Search the Description field when you know a fund's name but not its number.

SC_CF_CLASS_LIST

What does it do?

Find class codes, descriptions, and active status.

When would I use it?

- Identify an appropriate class code for a new chartfield request.
- Find a class code by its description.
- Confirm that a class code is active.

Key Search Criteria:

- Class Code
- Description

Key Tip: Search by description when you know the purpose of the class code but not its number.

SC_CF_CLASS_LIST - SC Chartfield Class List

Class Field

Description

Status

Bud. Only [Y/N] ☐

View Results

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

View All First 1-8 of 8 Last

Row	Class Field	Description	Status	Bud. Only
1	500	Student Services	Active	N
2	501	Student Services Admin	Active	N
3	502	Social and Cultural Devel	Active	N
4	503	Counseling and Career Guidance	Active	N
5	504	Financial Aid Administration	Active	N
6	505	Student Admissions	Active	N
7	506	Student Records	Active	N
8	507	Student Health Services	Active	N

SC_CF_DEPTFUND_XWALK

What does it do?

Displays active department and fund chartfield combinations.

When would I use it?

- Identify active chartfield combinations for an operating unit or department.
- Review chartfields as part of a cleanup effort.
- Monitor chartfield balances and determine whether combinations are still needed.

Key Search Criteria:

- Fiscal Year(s) — required
- Operating Unit
- PC Business Unit

SC_CF_DEPTFUND_XWALK - Department/Fund Crosswalk

From Year

2026

To Year

2026

Oper Unit

CL071

PC Bus Unit

Status

Payroll

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(803 kb)

View All

First 1-100 of 2136

Last

Row	USC Combo Key	Descr	Year	Oper Unit	Dept	Fund	Class	Product	PC Bus Unit	Project	Activity	Cost Share	Payroll	End Date	Status
1	100012044	RESEARCH CENTER FOR CHILD WELL BEING	2026	CL071	135800	N1700	202		USCIP	80003546	1		Y	06/30/2026	Active
2	100012094	SC CIVIL HUMAN RIGHTS ANTH	2026	CL071	121029	L0110	301						Y	06/30/2026	Active
3	100012176	BOURBONNAIS LAB ACCOUNT	2026	CL071	216100	E1602	202						Y	06/30/2026	Active
4	100012177	CAS STRATEGIC ENGAGEMENT	2026	CL071	121026	A0001	201						Y	06/30/2026	Active
5	100012293	SPARC:BLACK:BIOLOGICAL MECHNSMS RELTD SO	2026	CL071	135800	N1400	202		USCIP	80003627	1		Y	06/30/2026	Active
6	100012327	MEYER - GUTBROD START UP	2026	CL071	216100	N1300	202		USCIP	80003657	1		Y	06/30/2026	Active
7	100012328	XUEFENG PENG - STARTUP	2026	CL071	216100	N1300	202		USCIP	80003658	1		Y	06/30/2026	Inactive
8	100012336	SMITH GEOLOGY MUSEUM QUASI ENDOW INCOME	2026	CL071	340055	EQ000	412		USCEN	E0000184	1	10008707	Y	06/30/2026	Active
9	100012420	GIRLS GO FOR IT	2026	CL071	216100	E0423	301						N	06/30/2026	Inactive
10	100012448	KRISTY WELSHANS STARTUP ACCT	2026	CL071	130100	N1300	202		USCIP	80003738	1		Y	06/30/2026	Active
11	100012670	MARK WEIST SALARY SAVINGS	2026	CL071	135800	N2100	202		USCIP	80003903	1		Y	06/30/2026	Active
12	100012674	ELLERMAN START UP	2026	CL071	130100	N1300	202		USCIP	80003906	1		Y	06/30/2026	Active
13	100012676	SUTTON START UP	2026	CL071	130200	N1300	202		USCIP	80003908	1		Y	06/30/2026	Inactive
14	100012677	BRENT KLEIN START UP	2026	CL071	122000	N1300	202		USCIP	80003909	1		Y	06/30/2026	Active
15	100012680	J EDWARDS START UP	2026	CL071	125300	N1300	201		USCIP	80003911	1		Y	06/30/2026	Active
16	100012682	BOLINSKA START UP	2026	CL071	125600	N1300	202		USCIP	80003913	1		Y	06/30/2026	Inactive
17	100012683	DROLG START UP	2026	CL071	125700	N1300	202		USCIP	80003914	1		Y	06/30/2026	Inactive

Key Tip: Export results to Excel to sort, filter, and review chartfield activity more easily.

SC_PROJECT_TEAM_LIST

What does it do?

Shows project team assignments and project responsibilities.

When would I use it?

- Find all projects assigned to an individual.
- View the team assigned to a specific project.
- Identify projects that need reassignment when an employee changes roles or leaves.

Key Search Criteria:

- USCID
- Project ID

SC_PROJECT_TEAM_LIST - SC Project Team List

Name

USCID

PC BU

Project

Project Descr

Primary Project Role

User ID

Email ID

Dept %

Project Status

Oper Unit

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (314 kb)

View All First 1-100 of 466 Last

Row	PC BU	Oper Unit	Dept ID	Description	Project ID	Project Description	Primary Project Role	User ID	Name	USCID	Email	Project Status	End Date
1	USCSP	CL040	155400	MECHANICAL ENGINEERING RESEARCH	10004762	Remote Ultrasonic Diagnostics	BM					A	12/31/2025
2	USCSP	CL040	967849	SMT BUSINESS AFFAIRS	10004762	Remote Ultrasonic Diagnostics	BM					A	12/31/2025
3	USCSP	CL040	155200	CIVIL ENGINEERING RESEARCH	10009019	Investigation of Fouling Effec	BM					A	08/15/2026
4	USCSP	CL040	155100	CHEMICAL ENGINEERING RESEARCH	10009432	Integrating Scholarships, Acad	BM					A	05/31/2026
5	USCSP	CL040	155200	CIVIL ENGINEERING RESEARCH	10009757	Investigation of Fouling Parti	BM					A	12/31/2027
6	USCSP	CL040	155100	CHEMICAL ENGINEERING	10009773	Parametric Studies of	BM					A	12/31/2026

Key Tip: Search by USCID to see every project assigned to one employee at once.

SC_LEDGER_ACTUAL_JOURNALS

What does it do?

Provides detailed General Ledger journal-entry activity.

When would I use it?

- Find unposted journals.
- Review a department's journal activity.
- Research a specific transaction or journal-line amount.

Key Search Criteria:

- Journal Status
- Department Number
- Fiscal Year
- 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

First 1-100 of 725 Last

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	JrnlGen - 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	JrnlGen - 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: Enter a specific amount Journal Line Amount to help locate a transaction quickly.

SC_AR_DJ_BY_JRNLIID

What does it do?

Connects journal IDs to deposit information and supporting documentation.

When would I use it?

- Find a deposit ID from a journal ID.
- Locate backup documentation for a deposit.
- Research deposit activity.

Key Search Criteria:

- Journal ID
- DEP Journal ID

SC_AR_DJ_BY_JRNLIID - Direct Journal by JrnliID																		
Journal ID like DEP% DEP0145931																		
View Results																		
Download results in : Excel SpreadSheet CSV Text File XML File (61 kb)																		
View All First 1-100 of 151 Last																		
Row	Unit	Deposit ID	Account	Dept	Fund	Class	PC Bus Unit	Project	Activity	An Type	Amount	Journal ID	GLDist Status	Template	Acctg Date	Line Type	Year	Period
1	SCCOL	195809	10303	620300	A0001	602					150.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
2	SCCOL	195788	10303	620300	A0001	602					38.100	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
3	SCCOL	195793	10303	620300	A0001	602					96.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
4	SCCOL	195711	10303	620300	A0001	602					901.500	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
5	SCCOL	195799	10303	620300	A0001	602					965.320	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
6	SCCOL	195765	10303	620300	A0001	602					300.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
7	SCCOL	195810	10303	620300	A0001	602					790.250	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
8	SCCOL	195787	10303	620300	A0001	602					593.450	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
9	SCCOL	195769	10303	620300	A0001	602					80.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
10	SCCOL	195725	10303	620300	A0001	602					276979.750	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
11	SCCOL	195783	10303	620300	A0001	602					49314.420	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
12	SCCOL	195791	10303	620300	A0001	602					2305.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
13	SCCOL	195760	10303	620300	A0001	602					10439.120	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
14	SCCOL	195789	10303	620300	A0001	602					125.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
15	SCCOL	195808	10303	620300	A0001	602					57513.970	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
16	SCCOL	195803	10303	620300	A0001	602					2055.790	DEP0145931	D	AR_DIRJRNLI	07/13/2022	Cash	2023	1
17	SCCOL	195809	10300	000000	CZ100	000					150.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
18	SCCOL	195788	10300	000000	A0001	000					38.100	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
19	SCCOL	195793	10300	000000	A0000	000					96.000	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
20	SCCOL	195711	10300	000000	E0263	000					901.500	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
21	SCCOL	195799	10300	000000	A0001	000					868.780	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
22	SCCOL	195799	10300	000000	A0001	000					77.230	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1
23	SCCOL	195799	10300	000000	A0001	000					19.310	DEP0145931	D	AR_DIRJRNLI	07/13/2022	IntraUnit	2023	1

Key Tip: Use the DEP Journal ID to locate the associated deposit ID and attachments.

SC_SECURITY_ROLES_USERS

What does it do?

Shows PeopleSoft Finance security roles assigned to users.

When would I use it?

- Review an employee's current PeopleSoft Finance access.
- Identify roles to remove or add.
- Transfer responsibilities when an employee changes roles.

Key Search Criteria:

- Role Name
- Role Description
- User ID
- Name
- EMPLID

SC_SECURITY_ROLES_USERS - SC Security Roles Users

Role Name

Role Description

User ID

Name

EMPLID

Email ID

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(6 kb)

View All

First 1-16 of 16 Last

Row	Role Name	Role Description	User ID	Name	USCID	Email ID
1	SCFAP_PAYMENT_REQUEST_APPRV	SC AP Payment Request Approval				
2	SCFAP_WF_GT_JV_DEPT_APPROVER	JV Department Approver				
3	SCFAR_ReceivablesDepositor	Receivables Depositor				
4	SCFAR_Univ_Dashboard	AR University Dashboard				
5	SCFEX_ExpenseDeptMgr	EX Expense Dept Manager				
6	SCFEX_WF_ExpenseApprover	WF EX Expense Approver				
7	SCFEX_WF_Traveler	WF EX Traveler				
8	SCFFS_ESS	FS Employee Self-Service				
9	SCFFS_FinancialsUser	Financials System User				
10	SCFGL_GenLedgerAccountant	Gen Ledger Accountant				
11	SCFGL_GenLedgerBudJrnlAppvPost	Gen Ledger Bud Jrnl Appv Post				
12	SCFGL_JE_Jrnl_Approver	WF GL Journal Approver				
13	SCFKK_BudgetJournalEntry	Budget Journal Entry				
14	SCFPV_WF_ReqPR_DeptApprover	WF Req & PR Department Apprv				
15	SCFPV_eProRequisitioner	ePro Requisitioner				
16	XMLP Report User	BI Publisher READ and RUN Only				

Key Tip: Search by USCID to see every project assigned to one employee at once.

SC_FR_LEDGER_ACCT_DPT_BY_UNIT

What does it do?

View account balances by chartfield combination within an operating unit.

When would I use it?

- Review account activity for a selected period.
- Identify the department, fund, or project associated with an account balance.
- Compare account balances across chartfield combinations.

Key Search Criteria:

- Year
- Account
- Operating Unit

SC_FR_LEDGER_ACCT_DET_BY_UNIT - Acct range detail by oper unit

Year:

Period from:

Period to:

Account:

Oper Unit:

Fund:

Dept:

Project:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#) First 1-9 of 9 Last

Row	Ledger	Year	Unit	Account	Oper Unit	Dept	Fund	Class	Project	Product	Fund Src	Cost Share	Sum Total Amt
1	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101					-1462.800
2	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202401			4923.500
3	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202501			377.000
4	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202508			500.000
5	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202601			3221.870
6	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202605			34266.750
7	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		202608			983488.330
8	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		ARTERM			1138264.740
9	ACTUALS	2027	USC01	10052	AK000	917811	A0001	101		BR15RH			-905000.000

Key Tip: Results display balances from the ACTUALS ledger.



Demonstration

View and access Queries in PeopleSoft Finance



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Resources and Communications



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GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES
CALENDAR MAP DIRECTORY APPLY GIVE

SEARCH SC.EDU

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 Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource 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.

Deposits

Journal Entry

Journal Voucher

Apex eForm - Expense Module Correction

General Information

Expand all

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 the Resources

For JE, JV, and Apex resources, visit the General Ledger section on our General Accounting page.



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Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

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

AP Uploads

Business Expense Prepaid Cards

Cash Advances

Cost Transfer

Departmental Deposits

Employee Reimbursement (Non-travel)

Endowments

Finance Intranet

Expand all



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**.



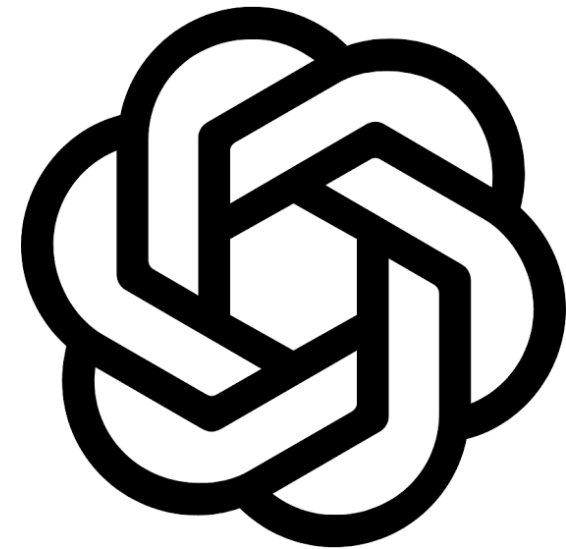
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Controller's Office Custom GPTs

The Controller's Office has introduced Custom GPTs to help faculty and staff locate information, understand processes, and access available resources.

Available Tools

- **Controller's Office Policy Navigator** - Find guidance on Controller's Office policies and procedures.
- **Controller's Office Resource Navigator** - Locate forms, webpages, training materials, and other resources.
- **Grants and Funds Management Navigator** - Get assistance locating information related to grants and funds management.
- **Controller's Office Contact Navigator** - Identify the appropriate Controller's Office contact for your question or need.

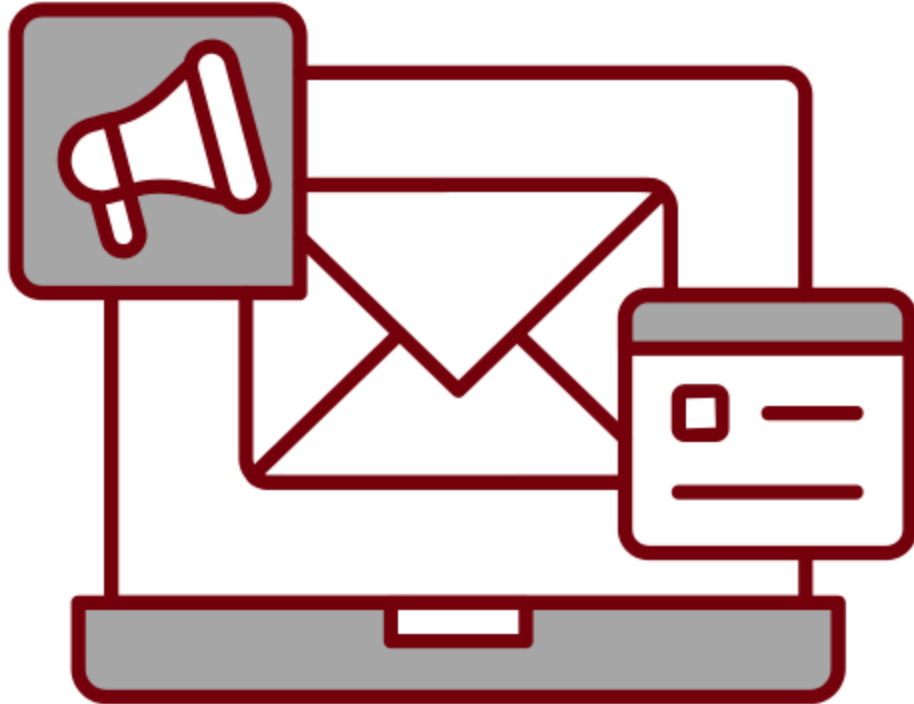


Learn more and access the available tools on our website!



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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.

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