



UNIVERSITY OF South Carolina

Controller's Office – General Ledger Useful Queries in PeopleSoft Finance

Finance PeopleSoft Queries

A query is a request for information. By using a query in the PeopleSoft environment, you can extract information from PeopleSoft and export it to a user-friendly format – usually Microsoft Excel. From there, you can manipulate the data using all the features and formulas that Microsoft Excel offers to:

- Work with data in a spreadsheet
- Perform further analysis on the data
- Quickly display an ad hoc query answer, with default formats
- Create mail merge documents using your system data

Main Menu → Reporting Tools → Query → Query Viewer

Step 1: Enter the query name in the **begins with** search box and click the **Search** button.

Step 2: Click the **Favorite hyperlink to save this query** to your list of favorites to be used in the future.

Step 3: Then click the **HTML** hyperlink to pull up the actual query.

The screenshot shows the PeopleSoft Query Viewer interface. At the top, there is a navigation bar with 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. Below this is a search bar with 'Journals' selected and a search input field containing 'SC_AR_DJ_BY_JRNLIID'. A 'Search' button is visible. Below the search bar, there is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The main content area displays a table of search results.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_AR_DJ_BY_JRNLIID	Direct Journal by JrnlID	Public	ANALYSIS	HTML	Excel	XML	Schedule	Lookup References	Favorite

Useful Queries in Finance PeopleSoft

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I. SC Chartfield GL Account List

Report Name: SC_CF_ACCOUNT_LIST

Search Criteria:

- Search by using a specific Account number or if you know what the account number begins with, you can use that number and the % sign (wild card) to return all the accounts that begin with that number. For example, the account begins with a 5, use 5% to return all the accounts that begin with 5.
- Search by Account type such as Asset, Liability, Revenue, Expense
- Search by Description, the account name such as “rent”
- Search by Budgetary Only account

Use this query:

- To see the account description to make sure you are using the right one.
- When creating a payment request or requisition and not sure what account code to use.
- When creating a deposit and need to know what revenue code to use.
- To see if an account is still in active status.

Data: Data is real time

SC_CF_ACCOUNT_LIST - SC Chartfield GL Account List

Account

Type

Description

Status

Bud. Only [Y/N]

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (111 kb)

[View All](#) First 1-100 of 633 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	50XXX	Expense	CURRENT ENT FISCAL YEAR UNDIST	Inactive	N	N
5	51000	Expense	SALARIES	Active	Y	N
6	51001	Expense	ACCRUED ANNUAL LEAVE	Inactive	N	N
7	51100	Expense	PRESIDENT	Active	N	Y
8	51200	Expense	CLASSIFIED EMPLOYEES	Active	N	Y
9	51201	Expense	CLASSIFIED BONUS	Inactive	N	N
10	51202	Expense	STAFF RETIREMENT INCENTIVE	Inactive	N	N
11	51204	Expense	TEMPORARY SALARY ADJUSTMENT	Inactive	N	N
12	51205	Expense	TEMPORARY RESEARCH SALARY ADJU	Inactive	N	N
13	51206	Expense	MARKET GEOGRAPHICAL DIFF PAY	Inactive	N	N
14	51207	Expense	SPECIAL ASSIGNMENT PAY	Inactive	N	N
15	51210	Expense	CLASSIFIED POSITIONS	Inactive	N	N
16	51230	Expense	BUILDING AND GROUNDS PERSONNEL	Inactive	N	N
17	51295	Expense	AFFILIATE (NON-PAID) CLASSIFIE	Inactive	N	N
18	51296	Expense	AFFILIATE (NON-PAID) CLASSIFIE	Inactive	N	N
19	51300	Expense	UNCLASSIFIED EMPLOYEES	Active	N	Y
20	51301	Expense	UNCLASSIFIED BONUS	Inactive	N	N

II. SC Chartfield Department List

Report Name: SC_CF_DEPT_LIST

Search Criteria:

- Search by using a specific Department number or if you know what the department number begins with, you can use that number and the % sign (wild card) to return all the departments that begin with that number. For example, the department begins with a 5, use 5% to return all the departments that begin with 5.
- Search by Description, the department name such as "landscaping"
- Search by Budgetary Only departments

Use this query:

- To identify if a department is budgetary only. Budgetary departments are HCM Home Departments created for HCM PeopleSoft only and therefore payroll expenses are not posted to these departments on the financial side. They are not on the crosswalk.
- To identify departments that are not Budgetary Only that can be used in both HCM PeopleSoft and Finance PeopleSoft.
- To see if a department is still in an active status.

Data: Data is real time

SC_CF_DEPT_LIST - SC Chartfield Department List					
Department <input type="text" value="5%"/> <input type="button" value="Q"/> Description <input type="text"/> Status <input type="text" value="v"/> Bud. Only [Y/N] <input type="checkbox"/> <input type="button" value="View Results"/>					
Download results in : Excel Spreadsheet CSV Text File XML File (7 kb)					
View All First 1-58 of 58 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	500015	FACILITIES STORES OPERATION	Inactive	N	APPROVER
7	500020	GRAINGER CLEARING	Active	N	APPROVER
8	500021	STORES OP INVENTORY	Active	N	APPROVER
9	500025	MINORITY SMALL BUSINESS PROJEC	Active	N	APPROVER
10	500026	FACILITY SERVICES APPRENTICESH	Inactive	N	APPROVER
11	500030	E&G PARTIAL FUNDING	Inactive	N	APPROVER
12	500040	FACILITIES ADMINISTRATION	Active	N	APPROVER
13	500041	FACILITIES HUMAN RESOURCES	Active	N	APPROVER
14	500042	FACILITIES INFO TECHNOLOGY	Active	N	APPROVER
15	500043	FACILITIES PROCUREMENT	Active	N	APPROVER
16	500050	MAINTENANCE ADMINISTRATION	Inactive	N	APPROVER
17	500075	FACILITIES DIRECTOR'S OFFICE	Inactive	N	APPROVER
18	500080	FACILITIES PERSONAL SERVICES A	Active	N	APPROVER
19	500090	FACILITIES PARKING AND VEHICLE	Active	Y	APPROVER
20	500100	MAINTENANCE SERVICES	Active	N	APPROVER
21	500101	ROUTINE CAFETERIA MAINTENANCE	Inactive	N	APPROVER
22	500102	GATEWAY ACADEMY TRACKING ACCT	Inactive	N	APPROVER
23	500103	CDRC MAINTENANCE TRACKING ACCT	Inactive	N	APPROVER

III. SC Chartfield Fund List

Report Name: SC_CF_FUND_LIST

Search Criteria:

- Search by using a specific Fund number or by fund type using the beginning Fund letter and % sign (wild card) to return all the Fund types that begin with that letter. For example, a Fund Type begins with E, use E% to return all the funds that begin with E.
- Search by Description, the Fund name such as “Magellan”
- Search by Budgetary Only funds

Use this query:

- To identify the next Fund value when completing a form to request a new chartfield.
- To enter a description to identify full description and number. For example, McNair has an E Fund, but not sure what it’s called, enter McNair in the description field to return applicable fund.
- To see if a Fund is still in an active status.

Data: Data is real time

SC_CF_FUND_LIST - SC Chartfield Fund List

Fund Code

Description

Status

Bud. Only [Y/N]

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (280 kb)

[View All](#) First 1-100 of 1429 Last

Row	Fund Code	Description	Status	Bud. Only	Short Desc	Attribute	Attribute Value
1	E0000	CURRENT UNRESTRICTED FUNDS SPE	Active	N	CURRENT UN		
2	E0001	BENJAMIN E MAYS ACADEMY	Inactive	N	BENJAMIN E		
3	E0002	WGST CONFERENCE	Active	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	Active	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	Active	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		
20	E0029	UNIVERSITY 101 CONTINUING ED	Active	N	UNIVERSITY		
21	E0030	NAT CONF ON FROSH YEAR EXP-INT	Active	N	NAT CONF O		
22	E0031	ART/ORPHANS SYMPOSIUM	Inactive	N	ART/ORPHAN		
23	E0032	SVAD SAT CHILDRENS ART CLASS	Active	N	SVAD SAT C		
24	E0033	ART/UNIVERSITY FILM & VIDEO AS	Inactive	N	ART/UNIVER		
25	E0034	SVAD SE ASSOC FOR BOOK ARTS	Active	N	SVAD SE AS		
26	E0035	SVAD SUMMER ART CONSERVANCY	Active	N	SVAD SUMME		
27	E0036	DEBATE TOURNAMENT PROGRAM	Inactive	N	DEBATE TOU		
28	E0037	CONDUCTORS INSTITUTE	Inactive	N	CONDUCTORS		
29	E0038	CHILDREN'S MUSIC DEVELOPMENT C	Active	N	CHILDREN'S		
30	E0039	PIANO ACCOMPANYING	Inactive	N	PIANO ACCO		

IV. SC Chartfield Class List

Report Name: SC_CF_CLASS_LIST

Search Criteria:

- Search by using a specific Class number or by using the beginning number of a class code and % sign (wild card) to return all the Class codes that begin with that number. For example, a Class code begins with 5, use 5% to return all the Class codes that begin with 5.
- Search by Description, class name such as "student"

Use this query:

- To identify an appropriate Class Code when completing a form to request a new chartfield.
- To see if a Class is still in an active status.

Data: Data is real time

SC_CF_CLASS_LIST - SC Chartfield Class List

Class Field

Description

Status

Bud. Only [Y/N]

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

V. Department/Fund Crosswalk

Report Name: SC_CF_DEPTFUND_XWALK

Search Criteria:

- Search by multiple fiscal years. These fields are required.
- Search by Operating Unit
- Search PC Business Unit

Use this query:

- To identify all active chartfield combinations in an operating unit or department
- To cleanup chartfields by Operating Unit or Departments. Download the returned data to excel and review to determine:
 1. if the chartfield is still needed
 2. if you are staying on top of the balances

Data: Data is real time

SC_CF_DEPTFUND_XWALK - Department/Fund Crosswalk														
From Year <input type="text" value="2022"/> To Year <input type="text" value="2022"/> Oper Unit <input type="text" value="CL071"/> <input type="button" value="🔍"/> PC Bus Unit <input type="text"/> Status <input type="text" value=""/>														
<input type="button" value="View Results"/>														
Download results in : Excel Spreadsheet CSV Text File XML File (632 kb)														
View All													First 1-100 of 1787 <input type="button" value="▶"/> Last	
Row	USC Combo Key	Descr	Year	Oper Unit	Dept	Fund	Class	Product	PC Bus Unit	Project	Activity	Payroll	End Date	Status
1	100012002	ACS JOURNAL OF PHYSICAL CHEMISTRY EDITOR	2022	CL071	130200	K1064	302							Inactive
2	100012042	MARINE SCI GRAD STUDENT ASSN	2022	CL071	130580	D0300	502		USCSA	S0000575	1	N	06/30/2022	Active
3	100012044	RESEARCH CENTER FOR CHILD WELL BEING	2022	CL071	135800	N1700	202		USCIP	80003546	1	Y	06/30/2022	Active
4	100012046	ELSEVIER B V EDITORSHIP R ADAMS	2022	CL071	130200	K1066	302					Y	06/30/2022	Active
5	100012064	KAZAKHSTAN STUDY ABROAD PROGRAM	2022	CL071	135900	D2000	101		USCSA	S0000578	1	Y	06/30/2022	Active
6	100012065	ARMY ROTC SEC DEF INITIATIVE	2022	CL071	135200	N1200	202		USCIP	80003548	1	Y	06/30/2022	Active
7	100012094	SC CIVIL HUMAN RIGHTS ANTH	2022	CL071	121029	L0110	301					Y	06/30/2022	Active
8	100012175	CAS DEAN RETENTION FUND COMMIT 19-6143	2022	CL071	135800	N1200	202		USCIP	80003557	1	Y	06/30/2022	Active
9	100012176	BOURBONNAIS LAB ACCOUNT	2022	CL071	216100	E1602	202					Y	06/30/2022	Active
10	100012177	COLLABRATIVE FOR RACE AND RECONCILIATION	2022	CL071	121026	A0001	201					Y	06/30/2022	Active
11	100012273	SPARC:HAM:SEX DIFFERENTIALS FRALITY MEDI	2022	CL071	135900	N1400	202		USCIP	80003607	1	Y	06/30/2022	Inactive
12	100012274	SPARC:BRENNAN:HISTORIES STRESS LIFE CRSE	2022	CL071	135900	N1400	202		USCIP	80003608	1	Y	06/30/2022	Active
13	100012275	SPARC:SCHUCK:ELUCIDATING BNDNG AFFNTIES	2022	CL071	130100	N1400	202		USCIP	80003609	1	Y	06/30/2022	Inactive
14	100012276	SPARC:SIMMONS:DVLPMTN ADIPOKINES ROLE AD	2022	CL071	130100	N1400	202		USCIP	80003610	1	Y	06/30/2022	Inactive
15	100012277	SPARC:CULVER:ELUCIDATING ROLE Fgf8 Fgf10	2022	CL071	130100	N1400	202		USCIP	80003611	1	Y	06/30/2022	Inactive
16	100012278	SPARC:BERRRIOS:INVSCTNG GENETIC FCTRS RQ	2022	CL071	130100	N1400	202		USCIP	80003612	1	Y	06/30/2022	Inactive
17	100012279	SPARC:MANLEY:ID OXYGENATED INTERMEDIATE	2022	CL071	130200	N1400	202		USCIP	80003613	1	Y	06/30/2022	Inactive
18	100012280	SPARC:KARI:SMART SOLID PHS EXTRCTN MTRLS	2022	CL071	130200	N1400	202		USCIP	80003614	1	Y	06/30/2022	Inactive
19	100012281	SPARC:SLOOPE:NEW APPRCH SYNTHESIZE FULLY	2022	CL071	130200	N1400	202		USCIP	80003615	1	Y	06/30/2022	Inactive
20	100012282	SPARC:KIPP:PARENT FOCUSED STRESS REDCTN	2022	CL071	135800	N1400	202		USCIP	80003616	1	Y	06/30/2022	Inactive
21	100012283	SPARC:MCELHINNY:FRENCH INTELLECTUALS IMA	2022	CL071	126100	N1400	202		USCIP	80003617	1	Y	06/30/2022	Inactive
22	100012284	SPARC:SPENCER:PUBLIC TRANSPORTATION CRIM	2022	CL071	122000	N1400	202		USCIP	80003618	1	Y	06/30/2022	Inactive
23	100012285	SPARC:DAVIS:SMALL BUSNES CMMNTY RESILIE	2022	CL071	135400	N1400	202		USCIP	80003619	1	Y	06/30/2022	Inactive
24	100012286	SPARC:DE APODACA:PRAYING SOLDIERS HOW CO	2022	CL071	135500	N1400	202		USCIP	80003620	1	Y	06/30/2022	Inactive
25	100012287	SPARC:RILEY:LITERATURE ARTILLERY BEN HAN	2022	CL071	135500	N1400	202		USCIP	80003621	1	Y	06/30/2022	Active

VI. SC Project Team List

Report Name: SC_PROJECT_TEAM_LIST

Search Criteria:

- Search by USCID to see all projects an individual is responsible for.
- Search by Project ID to view the project team.

Use this query:

- As business managers change or leave, make sure the manager is updated on the project team. Run this query before they leave to see what projects they are assigned so the necessary changes can be made before access is removed.

Data: Data is real time

SC_PROJECT_TEAM_LIST - SC Project Team List															
Name <input type="text"/> USCID <input type="text" value="Y0"/> PC BU <input type="text"/> Project <input type="text"/> Project Descr <input type="text"/> Primary Project Role <input type="text"/> User ID <input type="text"/> Email ID <input type="text"/> Dept % <input type="text"/> Project Status <input type="text" value="Active"/> Oper Unit <input type="text"/>															
View Results Download results in : Excel Spreadsheet CSV Text File XML File (53 kb)															
View All													First 1-79 of 79		Last
Row	PC BU	Dept	Descr	Project	Project Descr	Primary Project Role	User	Name	USCID	Email ID	Project Status	End Date	Oper Unit		
1	USCIP	152400	EDUCATIONAL STUDIES	80003254	CHOOSING DUAL-LANG IMMERSION	APPRV_1					A	12/31/2022	CL039		
2	USCIP	152400	EDUCATIONAL STUDIES	80003254	CHOOSING DUAL-LANG IMMERSION	APPRV_1					A	12/31/2022	CL039		
3	USCIP	152400	EDUCATIONAL STUDIES	80003254	CHOOSING DUAL-LANG IMMERSION	APPRV_1					A	12/31/2022	CL039		
4	USCIP	152400	EDUCATIONAL STUDIES	80003254	CHOOSING DUAL-LANG IMMERSION	APPRV_1					A	12/31/2022	CL039		
5	USCIP	152400	EDUCATIONAL STUDIES	80003254	CHOOSING DUAL-LANG IMMERSION	APPRV_1					A	12/31/2022	CL039		
6	USCIP	152300	EDUC LEADRSH & POLICIES	80003783	FOREIGN BORN COLLEGE STUDENTS	APPRV_1					A	06/30/2022	CL039		
7	USCIP	152300	EDUC LEADRSH & POLICIES	80003783	FOREIGN BORN COLLEGE STUDENTS	APPRV_1					A	06/30/2022	CL039		
8	USCIP	152300	EDUC LEADRSH & POLICIES	80003783	FOREIGN BORN COLLEGE STUDENTS	APPRV_1					A	06/30/2022	CL039		
9	USCIP	152300	EDUC LEADRSH & POLICIES	80003783	FOREIGN BORN COLLEGE STUDENTS	APPRV_1					A	06/30/2022	CL039		
10	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
11	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
12	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
13	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
14	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
15	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
16	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
17	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
18	USCSP	152500	INSTRUC & TECHR EDUCATION	10004091	Developing Master Teachers thr	BM					A	07/31/2023	CL039		
19	USCSP	152500	INSTRUC & TECHR EDUCATION	10007499	University of South Carolina S	BM					A	03/31/2023	CL039		
20	USCSP	152500	INSTRUC & TECHR EDUCATION	10007499	University of South Carolina S	BM					A	03/31/2023	CL039		
21	USCSP	152500	INSTRUC & TECHR EDUCATION	10007499	University of South Carolina S	BM					A	03/31/2023	CL039		

10010076			
TECHNICAL ASSISTANCE AND SUPPORT FOR POLICY RESEAR	USCSP - Grant Project	CON0005167	07/01/2020-06/30/2023 [36 months]
SPN0000655 SC Dept of Health & Human Services	93.778 Medical Assistance Program	A202513005A	
Operating Unit	Department	Fund	Class
CL061 INST FOR FAMILIES IN SOCIETY	100100 INST FAMILIES IN SOCTY	F1000 FEDERAL GRANT CURRENT RESTRICTED	201 INSTITUTES AND RESEARCH COMP
PROJECT TEAM			
Role	Name	USCID	Email
APPRV_1	Mayfield-Smith, Kathy L	M45657514	kimayfie@mailbox.sc.edu
BM	Heatley, Sheila B.	Q88476330	sheatley@mailbox.sc.edu
CGA	Grady, Sylvia LaToya	G04650922	gradysl@mailbox.sc.edu
PI	Lopez-Defede, Ana	C57691306	adefede@mailbox.sc.edu

VII. SC Ledger Actual Journals

Report Name: SC_LEDGER_ACTUAL_JOURNALS

Search Criteria:

- Search by Journal status
- Search by department number and fiscal year.
- Search by Fund or Account code to narrow down the returned results

Use this query:

- To search for journal entries that haven't posted yet.
- To Search by department number to pull results for everything during a fiscal year that has posted to that department.
- To retrieve detail for all JEs that you have processed during FY21-22 (you can change the fiscal year if needed) by entering a fund or account code to narrow down the returned data.
- To search for a specific amount. For example, enter the amount of 57.45 in the "Journal Line Amount" field. This will pull in all items on the GL matching this amount.

Data: Data is real time

Row	Fiscal Year	Accounting Period	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Cost Share	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	2023	3	CL071	120700	A0001	82083	101					ONL	PS/GL Journal Entry Page	0000148768	08/20/2022		-500.00	IT OTHER CONTR SERV- USO WORK	Valid Journal - Edits Complete	HANNAHIA	transfer 500.00 to Languages, Literatures, and Cultures to support Geoffrey Pullum visit on November 9-9 2022	APPROVE	OK - No Errors	Valid	
2	2023	3	CL071	000000	A0001	10300	000					ONL	PS/GL Journal Entry Page	0000148768	08/20/2022		500.00	DUE TO DUE FROM CLAIM ON CASH	Valid Journal - Edits Complete	HANNAHIA	transfer 500.00 to Languages, Literatures, and Cultures to support Geoffrey Pullum visit on November 9-9 2022	APPROVE	OK - No Errors	Valid	
3	2023	3	CL071	135800	F1000	52051	202	USCSP	10011692	1		ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		21.33	19732-1 Handout - RCCWB Dean Furr - Ho	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
4	2023	3	CL071	135800	F1000	52051	202	USCSP	10011692	1		ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		21.33	19734-1 Handout - RCCWB Dean Furr - Ho	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
5	2023	3	CL071	135800	F1000	52051	202	USCSP	10012227	1		ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		52.90	19757-1 Handout - ESSS Opt Out Letter	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
6	2023	3	CL071	135800	F1000	52051	202	USCSP	10012227	1		ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		434.37	19756-1 Handout - ESSS Opt Out Letter	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
7	2023	3	CL071	125800	A0001	52051	101					ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		92.80	19800-1 Poster - A Midsummer Night's D	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Warning	
8	2023	3	CL071	125800	A0001	52051	101					ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		84.70	19800-2 Invitation - A Midsummer Night	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Warning	
9	2023	3	CL071	125800	A0001	52051	101					ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		12.10	19800-3 Tickets - A Midsummer Night's	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Warning	
10	2023	3	CL071	125800	A0001	52051	101					ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		119.65	19801-1 Handout - Dance Days Flyer	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Warning	
11	2023	3	CL071	000000	F1000	10300	000	USCSP	10011692			ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		-42.66	DUE TO DUE FROM CLAIM ON CASH	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
12	2023	3	CL071	000000	F1000	10300	000	USCSP	10012227			ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		-487.27	DUE TO DUE FROM CLAIM ON CASH	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
13	2023	3	CL071	000000	A0001	10300	000					ONL	PS/GL Spreadsheet Journal	0000150015	08/22/2022		-309.21	DUE TO DUE FROM CLAIM ON CASH	Valid Journal - Edits Complete	CONLEY	SEPTEMBER Chargeback Printing Services and Marketing Mail P59.22.22	APPROVE	OK - No Errors	Valid	
14	2023	3	CL071	218100	A0001	52049	101					ONL	PS/GL Spreadsheet Journal	0000160009	08/23/2022		350.00	FM0089685 FY23ALLPK1	Valid Journal - Edits Complete	OLVIERK	FAMS Weekly billing 9/16-9/22/2022	APPROVE	OK - No Errors	Warning	
15	2023	3	CL071	125800	A0001	52043	101					ONL	PS/GL Spreadsheet	0000150008	08/23/2022		40.00	FM00874476 SR00818887	Valid Journal - Edits Complete	OLVIERK	FAMS Weekly billing 9/16-9/22/2022	APPROVE	OK - No Errors	Warning	

VIII. Direct Journal by Journal ID

Report Name: SC_AR_DJ_BY_JRNLID

Search Criteria:

- Search by Journal ID
- DEP Journal ID and then you can see the actual deposit ID

Use this query:

- To search for a deposit ID and view attachments for backup.

Data: Data is real time

SC_AR_DJ_BY_JRNLID - Direct Journal by JrnlID																				
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_DIRJRN	07/13/2022	Cash	2023	1		
2	SCCOL	195788	10303	620300	A0001	602					38.100	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
3	SCCOL	195793	10303	620300	A0001	602					96.000	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
4	SCCOL	195711	10303	620300	A0001	602					901.500	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
5	SCCOL	195799	10303	620300	A0001	602					965.320	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
6	SCCOL	195765	10303	620300	A0001	602					300.000	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
7	SCCOL	195810	10303	620300	A0001	602					790.250	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
8	SCCOL	195787	10303	620300	A0001	602					593.450	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
9	SCCOL	195769	10303	620300	A0001	602					80.000	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
10	SCCOL	195725	10303	620300	A0001	602					276979.750	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
11	SCCOL	195783	10303	620300	A0001	602					49314.420	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
12	SCCOL	195791	10303	620300	A0001	602					2305.000	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
13	SCCOL	195760	10303	620300	A0001	602					10439.120	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
14	SCCOL	195789	10303	620300	A0001	602					125.000	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
15	SCCOL	195808	10303	620300	A0001	602					57513.970	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
16	SCCOL	195803	10303	620300	A0001	602					2055.790	DEP0145931	D	AR_DIRJRN	07/13/2022	Cash	2023	1		
17	SCCOL	195809	10300	000000	CZ100	000					150.000	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
18	SCCOL	195788	10300	000000	A0001	000					38.100	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
19	SCCOL	195793	10300	000000	A0000	000					96.000	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
20	SCCOL	195711	10300	000000	E0263	000					901.500	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
21	SCCOL	195799	10300	000000	A0001	000					868.780	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
22	SCCOL	195799	10300	000000	A0001	000					77.230	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
23	SCCOL	195799	10300	000000	A0001	000					19.310	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
24	SCCOL	195765	10300	000000	A0001	000					300.000	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
25	SCCOL	195810	10300	000000	CZ100	000					785.000	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
26	SCCOL	195810	10300	000000	CZ100	000					5.250	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
27	SCCOL	195725	10300	000000	Z1164	000					82823.880	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
28	SCCOL	195725	10300	000000	Z1165	000					3390.290	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
29	SCCOL	195725	10300	000000	Z1166	000					15809.760	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
30	SCCOL	195725	10300	000000	Z1167	000					12628.320	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
31	SCCOL	195725	10300	000000	Z1168	000					61825.310	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
32	SCCOL	195725	10300	000000	Z1169	000					8011.600	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
33	SCCOL	195725	10300	000000	Z1170	000					1952.010	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		
34	SCCOL	195725	10300	000000	Z1171	000					70993.320	DEP0145931	D	AR_DIRJRN	07/13/2022	IntraUnit	2023	1		

IX. SC Security Roles Users

Report Name: SC_SECURITY_ROLES_USERS

Search Criteria:

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

Use this query:

- To review the roles an employee currently has in Finance PeopleSoft for removal, to make additions, or to transfer responsibility to another employee.

Data: Data is real time

SC_SECURITY_ROLES_USERS - SC Security Roles Users							
Role Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	SHANNON LACKEY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPLID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (7 kb)							
View All							First 1-17 of 17 Last
Row	Role Name	Role Description	User ID	Name	USCID	Email ID	
1	SCFAP_PAYMENT_REQUEST_APPRV	SC AP Payment Request Approval	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
2	SCFAP_WF_GT_JV_DEPT_APPROVER	JV Department Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
3	SCFAR_ReceivablesDepositor	Receivables Depositor	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
4	SCFAR_Univ_Dashboard	AR University Dashboard	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
5	SCFEX_ExpenseDeptMgr	EX Expense Dept Manager	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
6	SCFEX_WF_ExpenseApprover	WF EX Expense Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
7	SCFEX_WF_Traveler	WF EX Traveler	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
8	SCFFS_ESS	FS Employee Self-Service	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
9	SCFFS_ESS_PHASE	FS PHASE T&E ESS	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
10	SCFFS_FinancialsUser	Financials System User	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
11	SCFGL_GenLedgerAccountant	Gen Ledger Accountant	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
12	SCFGL_GenLedgerBudJrnlAppvPost	Gen Ledger Bud Jrnl Appv Post	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
13	SCFGL_JE_Jrnl_Approver	WF GL Journal Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
14	SCFKK_BudgetJournalEntry	Budget Journal Entry	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
15	SCFPV_WF_ReqPR_DeptApprover	WF Req & PR Department Apprv	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
16	SCFPV_eProRequisitioner	ePro Requisitioner	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	
17	XMLP Service User	BIP Service User	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu	