



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

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 breadcrumb: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. Below this is a search bar with a dropdown menu set to 'Journals' and a search input field containing 'SC_AR_DJ_BY_JRNLID'. A 'Search' button is visible. Below the search bar, the 'Search Results' section shows a dropdown for 'Folder View' set to '-- All Folders --'. The main content area displays a table of search results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. One result is shown: 'SC_AR_DJ_BY_JRNLID' with description 'Direct Journal by JrnlID', owned by 'Public' in the 'ANALYSIS' folder. The 'Run to HTML' link is highlighted in yellow, and the 'Add to Favorites' link is also highlighted in yellow.

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

Useful Queries in Finance PeopleSoft

| | | |
|-------|-------------------------------------|----|
| I. | SC Chartfield GL Account List | 3 |
| II. | SC Chartfield Department List..... | 4 |
| III. | SC Chartfield Fund List | 5 |
| IV. | SC Chartfield Class List..... | 6 |
| V. | Department/Fund Crosswalk..... | 7 |
| VI. | SC Project Team List | 8 |
| VII. | SC Ledger Actual Journals..... | 9 |
| VIII. | Direct Journal by Journal ID..... | 10 |
| IX. | SC Security Roles Users | 11 |

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

| 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

| 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

| 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: 5%

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 To Year

Oper Unit

PC Bus Unit

Status

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(632 kb\)](#)

View All First 1-100 of 1787

| 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 | | | | | Y | 06/30/2022 | 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:INVSGTNG 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 RESILIEIEN | 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

USCID

PC BU

Project

Project Descr

Primary Project Role

User ID

Email ID

Dept %

Project Status

Oper Unit

[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 LEADRSHP & POLICIES | 80003783 | FOREIGN BORN COLLEGE STUDENTS | APPRV_1 | | | | | A | 06/30/2022 | CL039 |
| 7 | USCIP | 152300 | EDUC LEADRSHP & POLICIES | 80003783 | FOREIGN BORN COLLEGE STUDENTS | APPRV_1 | | | | | A | 06/30/2022 | CL039 |
| 8 | USCIP | 152300 | EDUC LEADRSHP & POLICIES | 80003783 | FOREIGN BORN COLLEGE STUDENTS | APPRV_1 | | | | | A | 06/30/2022 | CL039 |
| 9 | USCIP | 152300 | EDUC LEADRSHP & 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 93.778 A202513005A

SC Dept of Health & Human Services Medical Assistance Program

| Operating Unit | Department | Fund | Class |
|------------------------------|------------------------|-------------------------------------|------------------------------|
| CL061 | 100100 | F1000 | 201 |
| INST FOR FAMILIES IN SOCIETY | INST FAMILIES IN SOCTY | FEDERAL GRANT CURRENT RESTRICTED | 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, Sylvira 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 | 62063 | 101 | | | | | | ONL | PS/GL Journal Entry Page | 0000149798 | 06/23/2022 | -500.00 | | IT OTHER CONTR SERV- USC WORK | Valid Journal - Edits Complete | HANNAHYA | Transfer 500.00 to Languages, Literatures, and Cultures to support Geoffrey Pullum visit on November 6-8 2022 | APPROVE | OK - No Errors | Valid |
| 2 | 2023 | 3 | CL071 | 000000 | A0001 | 10300 | 000 | | | | | | ONL | PS/GL Journal Entry Page | 0000149798 | 06/23/2022 | 500.00 | | DUE TO DUE FROM CLAIM ON CASH | Valid Journal - Edits Complete | HANNAHYA | transfer 500.00 to Languages, Literatures, and Cultures to support Geoffrey Pullum visit on November 6-8 2022 | APPROVE | OK - No Errors | Valid |
| 3 | 2023 | 3 | CL071 | 135800 | F1000 | 62061 | 202 | USCSP | 10011692 | 1 | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 21.33 | 19732-1 | Handout - RCCWB Dean Furr - Ho | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 4 | 2023 | 3 | CL071 | 135800 | F1000 | 62061 | 202 | USCSP | 10011692 | 1 | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 21.33 | 19734-1 | Handout - RCCWB Dean Furr - Ho | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 5 | 2023 | 3 | CL071 | 135800 | F1000 | 62061 | 202 | USCSP | 10012227 | 1 | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 52.80 | 19757-1 | Handout - ESSS Opt Out Letter | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 6 | 2023 | 3 | CL071 | 135800 | F1000 | 62061 | 202 | USCSP | 10012227 | 1 | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 434.37 | 19758-1 | Handout - ESSS Opt Out Letter | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 7 | 2023 | 3 | CL071 | 125800 | A0001 | 62061 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 92.80 | 19800-1 | Poster - A Midsummer Night's D | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Warning |
| 8 | 2023 | 3 | CL071 | 125800 | A0001 | 62061 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 84.76 | 19800-2 | Invitation - A Midsummer Night | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Warning |
| 9 | 2023 | 3 | CL071 | 125800 | A0001 | 62061 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 12.10 | 19800-3 | Tickets - A Midsummer Nights | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Warning |
| 10 | 2023 | 3 | CL071 | 125800 | A0001 | 62061 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | 119.65 | 19801-1 | Handout - Dance Days Flyer | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Warning |
| 11 | 2023 | 3 | CL071 | 000000 | F1000 | 10300 | 000 | USCSP | 10011692 | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | -42.86 | | DUE TO DUE FROM CLAIM ON CASH | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 12 | 2023 | 3 | CL071 | 000000 | F1000 | 10300 | 000 | USCSP | 10012227 | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | -487.27 | | DUE TO DUE FROM CLAIM ON CASH | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 13 | 2023 | 3 | CL071 | 000000 | A0001 | 10300 | 000 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150015 | 06/22/2022 | -306.21 | | DUE TO DUE FROM CLAIM ON CASH | Valid Journal - Edits Complete | CONLEY | SEPTEMBER Chargeback Printing Services and Marketing Mail P99.22.22 | APPROVE | OK - No Errors | Valid |
| 14 | 2023 | 3 | CL071 | 216100 | A0001 | 62049 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150009 | 06/23/2022 | 350.00 | FM00696965 | FY23ALLPK1 | Valid Journal - Edits Complete | OLIVIERK | FAMS Weekly billing 9/19-9/22/2022 | APPROVE | OK - No Errors | Warning |
| 15 | 2023 | 3 | CL071 | 125800 | A0001 | 62043 | 101 | | | | | | ONL | PS/GL Spreadsheet Journal | 0000150009 | 06/23/2022 | 40.00 | FM00674476 | SR0016687 | Valid Journal - Edits Complete | OLIVIERK | FAMS Weekly billing 6/16-6/22/2022 | 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_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 2 | SCCOL | 195788 | 10303 | 620300 | A0001 | 602 | | | | | 38.100 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 3 | SCCOL | 195793 | 10303 | 620300 | A0001 | 602 | | | | | 96.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 4 | SCCOL | 195711 | 10303 | 620300 | A0001 | 602 | | | | | 901.500 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 5 | SCCOL | 195799 | 10303 | 620300 | A0001 | 602 | | | | | 965.320 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 6 | SCCOL | 195765 | 10303 | 620300 | A0001 | 602 | | | | | 300.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 7 | SCCOL | 195810 | 10303 | 620300 | A0001 | 602 | | | | | 790.250 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 8 | SCCOL | 195787 | 10303 | 620300 | A0001 | 602 | | | | | 593.450 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 9 | SCCOL | 195769 | 10303 | 620300 | A0001 | 602 | | | | | 80.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 10 | SCCOL | 195725 | 10303 | 620300 | A0001 | 602 | | | | | 276979.750 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 11 | SCCOL | 195783 | 10303 | 620300 | A0001 | 602 | | | | | 49314.420 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 12 | SCCOL | 195791 | 10303 | 620300 | A0001 | 602 | | | | | 2305.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 13 | SCCOL | 195760 | 10303 | 620300 | A0001 | 602 | | | | | 10439.120 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 14 | SCCOL | 195789 | 10303 | 620300 | A0001 | 602 | | | | | 125.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 15 | SCCOL | 195808 | 10303 | 620300 | A0001 | 602 | | | | | 57513.970 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 16 | SCCOL | 195803 | 10303 | 620300 | A0001 | 602 | | | | | 2055.790 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | Cash | 2023 | 1 | |
| 17 | SCCOL | 195809 | 10300 | 000000 | CZ100 | 000 | | | | | 150.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 18 | SCCOL | 195788 | 10300 | 000000 | A0001 | 000 | | | | | 38.100 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 19 | SCCOL | 195793 | 10300 | 000000 | A0000 | 000 | | | | | 96.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 20 | SCCOL | 195711 | 10300 | 000000 | E0263 | 000 | | | | | 901.500 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 21 | SCCOL | 195799 | 10300 | 000000 | A0001 | 000 | | | | | 868.780 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 22 | SCCOL | 195799 | 10300 | 000000 | A0001 | 000 | | | | | 77.230 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 23 | SCCOL | 195799 | 10300 | 000000 | A0001 | 000 | | | | | 19.310 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 24 | SCCOL | 195765 | 10300 | 000000 | A0001 | 000 | | | | | 300.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 25 | SCCOL | 195810 | 10300 | 000000 | CZ100 | 000 | | | | | 785.000 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 26 | SCCOL | 195810 | 10300 | 000000 | CZ100 | 000 | | | | | 5.250 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 27 | SCCOL | 195725 | 10300 | 000000 | Z1164 | 000 | | | | | 82823.880 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 28 | SCCOL | 195725 | 10300 | 000000 | Z1165 | 000 | | | | | 3390.290 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 29 | SCCOL | 195725 | 10300 | 000000 | Z1166 | 000 | | | | | 15809.760 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 30 | SCCOL | 195725 | 10300 | 000000 | Z1167 | 000 | | | | | 12628.320 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 31 | SCCOL | 195725 | 10300 | 000000 | Z1168 | 000 | | | | | 61825.310 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 32 | SCCOL | 195725 | 10300 | 000000 | Z1169 | 000 | | | | | 8011.600 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 33 | SCCOL | 195725 | 10300 | 000000 | Z1170 | 000 | | | | | 1952.010 | DEP0145931 | D | AR_DIRJRNL | 07/13/2022 | IntraUnit | 2023 | 1 | |
| 34 | SCCOL | 195725 | 10300 | 000000 | Z1171 | 000 | | | | | 70993.320 | DEP0145931 | D | AR_DIRJRNL | 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

| Row | Role Name | Role Description | User ID | Name | USCID | Email ID |
|-----|--------------------------------|---------------------------------|-----------|----------------|-----------|---------------------|
| 1 | SCFAP_PAYMENT_REQUEST_APPRV | SC AP Payment Request Approval | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 2 | SCFAP_WF_GT_JV_DEPT_APPROVER | JV Department Approver | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 3 | SCFAR_ReceivablesDepositor | Receivables Depositor | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 4 | SCFAR_Univ_Dashboard | AR University Dashboard | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 5 | SCFEX_ExpenseDeptMgr | EX Expense Dept Manager | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 6 | SCFEX_WF_ExpenseApprover | WF EX Expense Approver | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 7 | SCFEX_WF_Traveler | WF EX Traveler | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 8 | SCFFS_ESS | FS Employee Self-Service | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 9 | SCFFS_ESS_PHASE | FS PHASE T&E ESS | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 10 | SCFFS_FinancialsUser | Financials System User | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 11 | SCFGL_GenLedgerAccountant | Gen Ledger Accountant | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 12 | SCFGL_GenLedgerBudJrnlAppvPost | Gen Ledger Bud Jrnl Appv Post | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 13 | SCFGL_JE_Jrnl_Approver | WF GL Journal Approver | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 14 | SCFKK_BudgetJournalEntry | Budget Journal Entry | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 15 | SCFPV_WF_ReqPR_DeptApprover | WF Req & PR Department Approver | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 16 | SCFPV_eProRequisitioner | ePro Requisitioner | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |
| 17 | XMLP Service User | BIP Service User | SVLACKKEY | Shannon Lackey | Q71600810 | svlackey@cec.sc.edu |