

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 \rightarrow Reporting Tools \rightarrow Query \rightarrow 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.

Favorites Main Menu Rep	porting Tools ▼ > Query ▼ > 0	Query Viewer 🛛 💆								
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Query Viewer										New Wi
Enter any information you have and	click Search. Leave fields bl	ank for a list of a	all values.							
*Search By	Query Name 🗸	begins wi	th	SC_AR_DJ_BY_	JRNLID					
Search	Advanced Search									
Search Results										
*Folder View	- All Folders	~								
Query										
≣ , Q								H	4 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_AR_DJ_BY_JRNLID	Direct Journal by JmIID		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.

SC_CF	_ACCOUNT_L	IST - SC Chart	field GL Account List			
А	ccount 5%	Q				
	Туре					
Desc	ription					
Desc						
	Status					
Bud. Onl	y [Y/N]					
View Re	esults					
Downloa	ad results in : Ex	cel SpreadSheet	CSV Text File XML File (111 kb)			
						First 1-100 of 633 (b) Las
Row	Account	Туре	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	GEM 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	Ν

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.

SC_CF_	DEPT_LIST - SC C	nartfield Department List			
Depa	rtment 5%				
Desc	rintion				
Desc					
	Status	~			
Bud. Only	y [Y/N]				
View Re	esults				
Downloa	ad results in : Excel Spre	adSheet CSV Text File XML File (7 kb)			
View All					First 1-58 of 58 Last
Row	Department	Description	Status	Bud Only	
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	Ν	APPROVER
21	500101	ROUTINE CAFETERIA MAINTENANCE	Inactive	Ν	APPROVER
22	500102	GATEWAY ACADEMY TRACKING ACCT	Inactive	Ν	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.

SC_CI	FUND_LIST	- SC Chartfield Fund List					
Fur	nd Code F%	0					
Der							
De							
	Status	~					
ud. Or	nly [Y/N]						
/iew F	Results						
Downl	oad results in : E	xcel SpreadSheet CSV Text File XML File (280 kb)					
		, ,				Fin	et 1 100 of 1420
Row	Fund Code	Description	Status	Bud Only	Short Desc	Attribute	Attribute Value
tow	E0000	CURRENT UNRESTRICTED FUNDS SPE	Active	N	CURRENT UN	Attribute	Attribute value
	E0001	BENJAMIN E MAYS ACADEMY	Inactive	N	BENJAMIN E		
	E0002	WGST CONFERENCE	Active	N	WGST CONFE		
	E0003	CONTINUING EDUCATION-CONFERENC	Inactive	N	CONTINUING		
	E0004	LAB FEES ACTIVITY	Inactive	N	LAB FEES A		
	E0008	SC ACCREDITATION COORDINATORS	Inactive	N	SCACCRED		
	E0011	SLED FEES	Inactive	N	SLED FEES		
	E0012	NURSING SUMMIT	Inactive	N	NURSING SU		
	E0013	CPR CERTIFICATION TRAINING	Active	N	CPR CERTIF		
)	E0014	ASPH/SC PUBLIC HEALTH CONSORTI	Inactive	N	ASPH/SC PU		
	E0015	PUBLIC HEALTH PREPAREDNESS CTR	Inactive	N	PUBLIC HEA		
2	E0016	EPIDEMIOLOGY AND BIOSTATISTICS	Inactive	N	EPIDEMIOLO		
3	E0017	INSTRUCTION-RELATED REVENUE AC	Inactive	N	INSTRUCTIO		
ł.	E0018	INSTRUCTION-RELATED REV ACTIVI	Inactive	N	INSTRUCTIO		
	E0019	ANNE FRANK PARTNERSHIP	Active	N	ANNEFRANK		
1	E0020	CPARG	Active	N	CPARG		
	E0023	MHA WEEKEND PROGRAM	Active	N	MHA WEEKEN		
3	E0027	DEPARTMENTAL CONFERENCE EXPENS	Active	N	DEPARTMENT		
)	E0028	CHSPR - SPECIAL CONFERENCES AC	Inactive	N	CHSPR - SP		
)	E0029	UNIVERSITY 101 CONTINUING ED	Active	N	UNIVERSITY		
1	E0030	NAT CONF ON FROSH YEAR EXP-INT	Active	N	NAT CONF O		
2	E0031	ART/ORPHANS SYMPOSIUM	Inactive	Ν	ART/ORPHAN		
3	E0032	SVAD SAT CHILDRENS ART CLASS	Active	N	SVAD SAT C		
	E0033	ART/UNIVERSITY FILM & VIDEO AS	Inactive	N	ART/UNIVER		
i .	E0034	SVAD SE ASSOC FOR BOOK ARTS	Active	N	SVAD SE AS		
6	E0035	SVAD SUMMER ART CONSERVANCY	Active	N	SVAD SUMME		
7	E0036	DEBATE TOURNAMENT PROGRAM	Inactive	N	DEBATE TOU		
3	E0037	CONDUCTORS INSTITUTE	Inactive	N	CONDUCTORS		
9	E0038	CHILDREN'S MUSIC DEVELOPMENT C	Active	N	CHILDREN'S		
0	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.

	ield 5% Q			
Descript	tion			
Sta	atus	\checkmark		
Bud. Only [Y	(/N]			
/iew Resul	Its			
Jownload r	results in : Excel SpreadSheet (CSV lext File XML File (1 kb)		
In Marine				
New All				First 1-8 of 8
Row	Class Field	Description	Status	First 1-8 of 8 Bud. Only
Row	Class Field 500	Description Student Services	Status	First 1-8 of 8 Bud. Only N
Row	Class Field 500 501	Description Student Services Student Services Admin	Status Active Active	First 1-8 of 8 Bud. Only N N
Row	Class Field 500 501 502	Description Student Services Student Services Admin Social and Cultural Devel	Status Active Active Active	First 1-8 of 8 Bud. Only N N
Row	Class Field 500 501 502 503	Description Student Services Student Services Admin Social and Cultural Devel Counseling and Career Guidance	Status Active Active Active Active	First 1-8 of 8 Bud. Only N N N N
Row	Class Field 500 501 502 503 504	Description Student Services Student Services Admin Social and Cultural Devel Counseling and Career Guidance Financial Aid Administration	Status Active Active Active Active Active Active	First 1-8 of 8 Bud. Only N N N N N
Row Row 2 3 4 5 6	Class Field 500 501 502 503 504 505	Description Student Services Student Services Admin Social and Cultural Devel Counseling and Career Guidance Financial Aid Administration Student Admissions	Status Active Active Active Active Active Active	First 1-8 of 8 Bud. Only N N N N N N N
Row 1 2 3 4 5 3 7	Class Field 500 501 502 503 504 505 506	Description Student Services Student Services Admin Social and Cultural Devel Counseling and Career Guidance Financial Aid Administration Student Admisions Student Records	Status Active Active Active Active Active Active Active Active Active	First 1-8 of 8 Bud. Only N N N N N N N N 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 chartfied 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

SC_0	F_DEPTFUND_	XWALK - Department/Fund Crosswalk											
Fro	n Year 2022												
1	o Year 2022												
On	er Unit CL071	0											
	in Unit												
FUB													
	Status [~											
View	Results												
Dow	nload results in : Ex	kcel SpreadSheet CSV Text File XML File (632 kb)											
View	All											First 1-100 of	1787 🕦 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					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 RESILIEN	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.

SC_	PROJE	CT_TE	AM_LIST - SC Project Team	List									
		Name											
		חוספוו	VO										
		PC BU	Q										
		Project	Q										
	Projec	t Descr	-										
Prima	ary Proje	ct Role	Q										
		Jser ID		Q									
	F	mail ID											
		Dant	~										
		Dept	%Q	-									
	Project	Status	Active	J									
	Op	ber Unit	Q										
View	Results	5											
Dow	nload re	sults in :	Excel SpreadSheet CSV Text File	XML File	(53 kb)								
View	All				• 0.010 (0.01 • 0.0							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	вм					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

TECHNICAL ASSISTANCE AND SUPPO	ORT 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 Progra	m	A202513005A
Operating Unit	Department	Fund	Class	
CL061 INST FOR FAMILIES IN SOCIETY	100100 INST FAMILIES IN SOCTY	F1000 FEDERAL GRANT CURRENT RESTRICTED	201 INSTI	TUTES AND RESEARCH COMP
PROJECT TEAM				
Role		Name	USCID	Email
APPRV_1		Mayfield-Smith,Kathy L	M45657514	klmayfie@mailbox.sc.edu
зм		Heatley,Sheila B.	Q88476330	sheatley@mailbox.sc.edu
CGA		Grady, Sylvira LaToya	G04650922	gradysl@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.

1	EDGER	R_ACTUAL_	JOURI	NALS - SC	Ledger Ac	ctual J	ournals																
	E	and Vear 2022	-																	-			
	Accountin	g Period	1																				
	Opera	ating Unit CL07	1 Q																				
	Dep	partment	Q																				
	Fu	ind Code	Q																				
	1	Account	Q																				
- 0	Cla	ass Field	Q																				
-9	PC Busin	Project	Q	0																			
		Activity		A																			
	Co	st Share	-	a																			
		Product	Q	1000																			
		Source	a																				
	System	n Source		_	~																		
	Jo	ournal ID		lan																			
	Date	e Posted																					
Journ	nal Line R	eference																					
Journa	al Line De	escription				3																	
"Jour	mal Heade	er Status Valid	Journal	- Edits Comp	piete 🗸																		
	-	User ID				Q																	
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VIII. Direct Journal by Journal ID

Report Name: SC_AR_DJ_BY_JRNLID

Search Criteria:

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

Use this query:

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

SC_A	R_DJ_E	BY_JRNLID	- Direct	Journal	by JrnIII	D												
Journa	al ID like D	DEP% DEP014	15931															
View	Results																	
Dow	nload resu	Its in : Excel	SpreadShee	et CSV Te	ext File X	ML File	(61 kb)											
View	All						, ,									First 1-1/	00 of 151	I 🕦 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	105725	10300	000000	71171	000					70003 320	DEP0145031	n		07/13/2022	Intral Init	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.

Role Name					
le Description					
User ID					
Name SHANNON LACKEY					
EMPLID					
Empilie					
Email ID					
/iew Results					
Jownload results in : Excel SpreadSheet CSV Text File >	(ML File (7 kb)				
iew All					First 1-17
Row Role Name	Role Description	User ID	Name	USCID	Email ID
SCFAP_PAYMENT_REQUEST_APPRV	SC AP Payment Request Approval	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFAP_WF_GT_JV_DEPT_APPROVER	JV Department Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFAR_ReceivablesDepositor	Receivables Depositor	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFAR_Univ_Dashboard	AR University Dashboard	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFEX_ExpenseDeptMgr	EX Expense Dept Manager	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFEX_WF_ExpenseApprover	WF EX Expense Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFEX_WF_Traveler	WF EX Traveler	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFFS_ESS	FS Employee Self-Service	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
SCFFS_ESS_PHASE	FS PHASE T&E ESS	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
0 SCFFS_FinancialsUser	Financials System User	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
1 SCFGL_GenLedgerAccountant	Gen Ledger Accountant	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
2 SCFGL_GenLedgerBudJrnlAppvPost	Gen Ledger Bud Jrnl Appv Post	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
3 SCFGL_JE_Jrnl_Approver	WF GL Journal Approver	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
4 SCFKK_BudgetJournalEntry	Budget Journal Entry	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
	WE Reg & PR Department Appn/	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
5 SCFPV_WF_ReqPR_DeptApprover	Wi Neg all N Department Apply				
5 SCFPV_WF_ReqPR_DeptApprover 6 SCFPV_eProRequisitioner	ePro Requisitioner	SVLACKEY	Shannon Lackey	Q71600810	svlackey@cec.sc.edu