

**University of South Carolina  
PeopleSoft Finance  
Using the USC CoA Combos Inquiry Page within PeopleSoft Finance**

**How to use the USC CoA Combos Inquiry Page within PeopleSoft Finance:**

This job aid outlines how to use the USC CoA Combos Inquiry Page within PeopleSoft Finance to review the University’s chart of accounts and existing chartfields for each fiscal year.

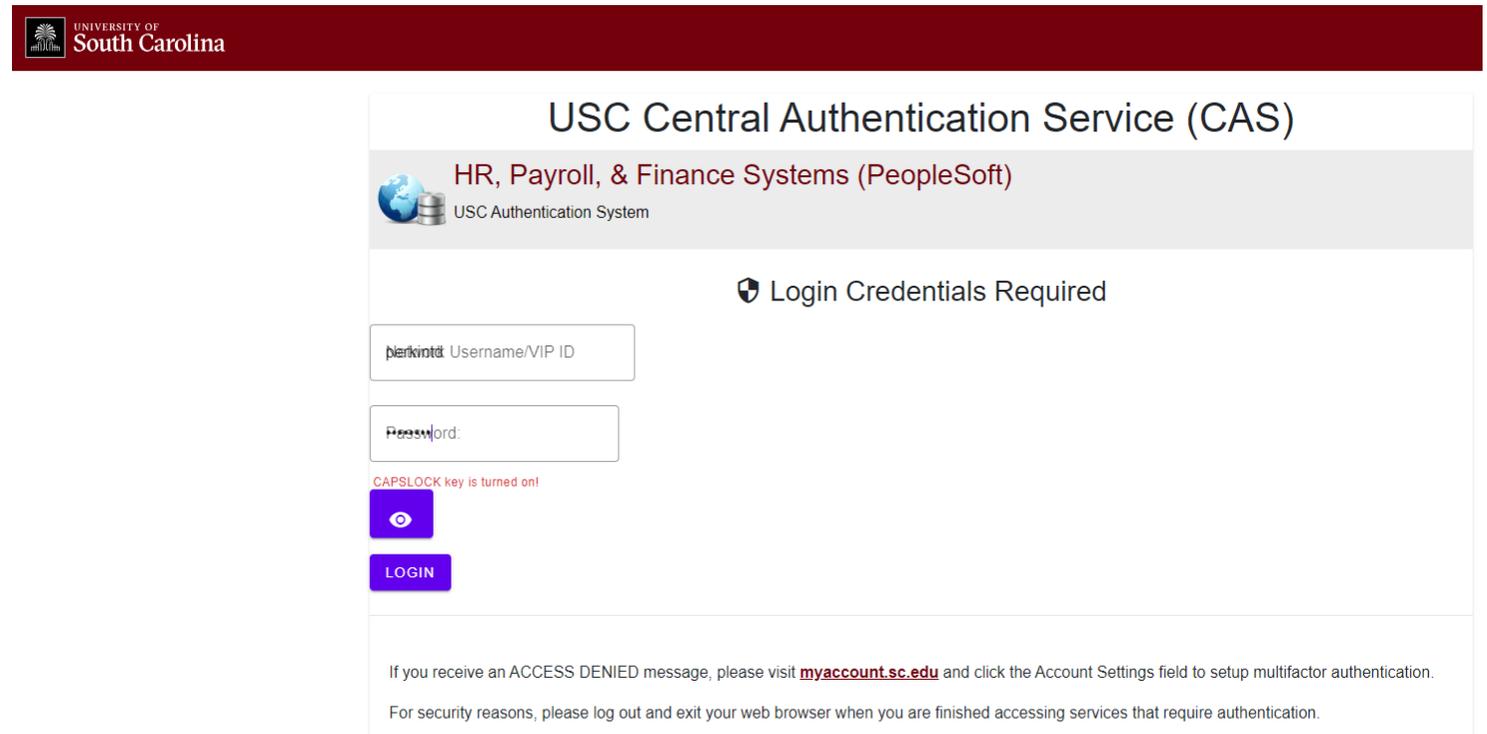
**Navigation:** Log into [PeopleSoft Employee Portal \(sc.edu\)](https://sc.edu) system. **Remember:** If you are not on campus, you must use VPN to access the system.

**Processing Steps**

**Step 1:** On the UofSC Central Authentication Service (CAS) screen, enter your **network username** and **password**.

**Step 2:** Click the **Login** button.

**Screen Shots**



## University of South Carolina PeopleSoft Finance

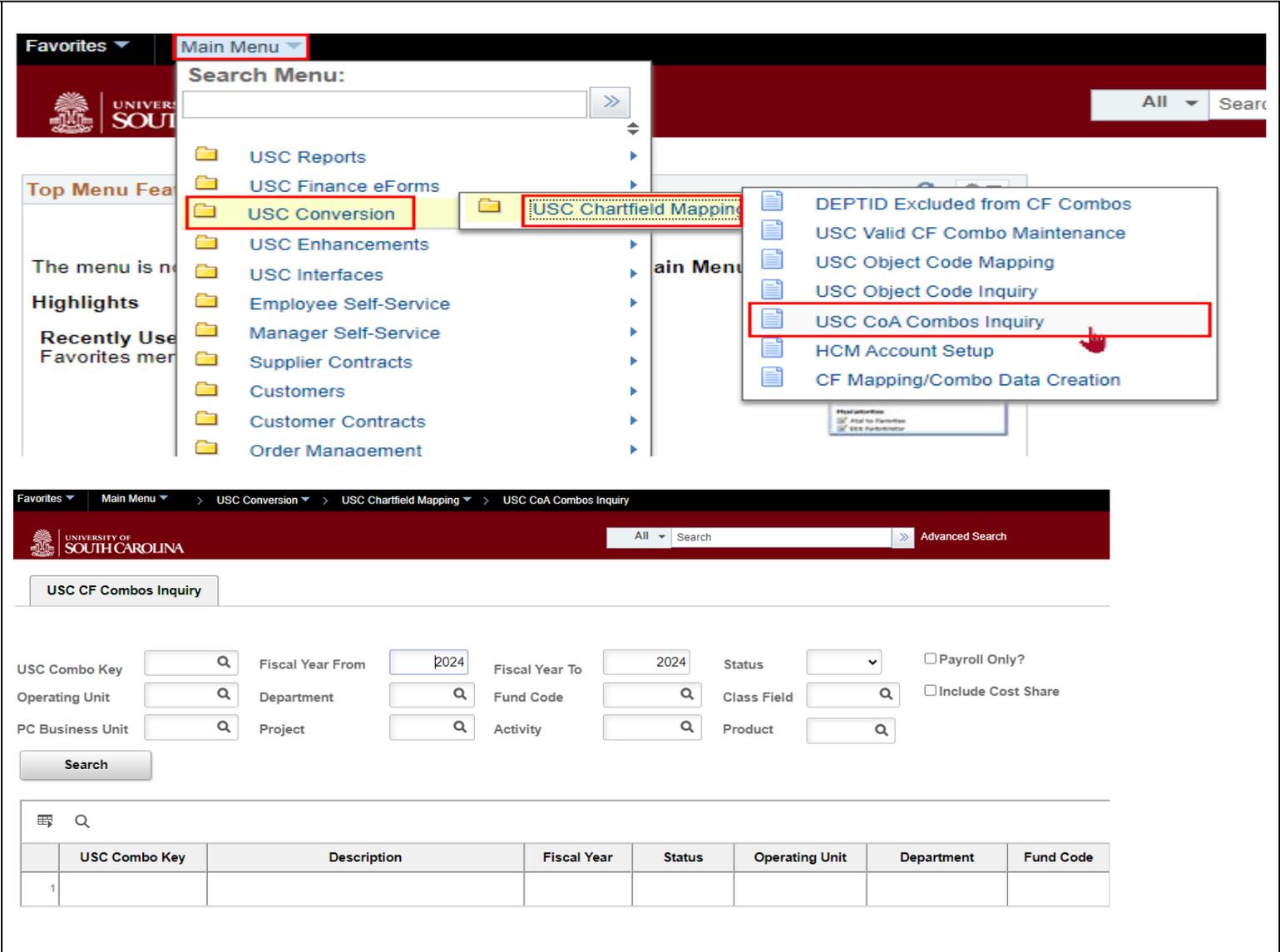
### Using the USC CoA Combos Inquiry Page within PeopleSoft Finance

**Step 3:** Navigate to the USC CoA Combos Inquiry page by selecting **Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry**.

**Step 4:** Ensure the **Fiscal Year From** and **Fiscal Year To** are set to the current Fiscal Year.

It is important to remember that the fiscal year runs July 1 – June 30th.

To see the history of specific chartfields; you may search a range of fiscal years.



The screenshot displays the navigation path: **Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry**. The search page includes the following fields and options:

- USC Combo Key: [ ]
- Fiscal Year From: [ 2024 ]
- Fiscal Year To: [ 2024 ]
- Status: [ ]
- Operating Unit: [ ]
- Department: [ ]
- Fund Code: [ ]
- Class Field: [ ]
- PC Business Unit: [ ]
- Project: [ ]
- Activity: [ ]
- Product: [ ]
- Payroll Only?
- Include Cost Share

A **Search** button is located below the search fields. The table below the search area has the following structure:

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code
1							

**University of South Carolina  
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**Step 5:** Next, use the various search filters to review existing chartfields and select “Search”. The results will be returned on the page.

**Remember:** You may use wildcards to assist in your search (%).

**Don’t forget:** The scroll right to see all the chartstring information; including if the chartstring has been marked for payroll!

**Step 7:** You can also search for chartfields by specific PC Business Units:

- USCSA – Student Activities
- USCIP – Internal Projects
- USCSP – Sponsored Programs
- USCCP – Construction Projects
- USCEN – Endowments
- USCMP – Maintenance Projects

**USC CF Combos Inquiry**

USC Combo Key  Fiscal Year From  Fiscal Year To  Status   Payroll Only?

Operating Unit  Department  Fund Code  Class Field   Include Cost Share

PC Business Unit  Project  Activity  Product

**Search**

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field	PC Business Unit
1	100012046	ELSEVIER B V EDITORSHIP R ADAMS	2024	Active	CL071	130200	K1066	302	
2	100014132	MCCAUSLAND FELLOWSHIP FUND	2024	Active	CL071	121000	K0135	202	
3	100014523	MCCAUSLAND INNOVATION FUND	2024	Active	CL071	121000	K0136	202	
4	100014610	KRIZEK-MCCAUSLAND	2024	Active	CL071	130100	K0138	202	
5	100014682	JOHN M PALMS CHAIR	2024	Active	CL071	130700	K0140	202	
6	100014888	MOORE ARCHEOLOGY PROJECT	2024	Active	CL071	213017	K1017	202	

**USC CF Combos Inquiry**

USC Combo Key  Fiscal Year From  Fiscal Year To  Status   Payroll Only?

Operating Unit  Department  Fund Code  Class Field   Include Cost Share

PC Business Unit  Project  Activity  Product

**Search**

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**Step 8:** To view Cost Share, you can select the **“Include Cost Share”** checkbox and enter in the project number. If **“No Matching Values”** are found, it means the project has not been set up as cost share within the system.

Any chartfields returned on the page represent the potential sources of payroll/salary cost share on the given project.

If you have questions, please contact Grants and Funds Management for assistance.

**Remember:** To view the full chartstring you must **scroll right!** If the payroll box is checked; the chartfield has been set up in PeopleSoft HCM Payroll.

If the payroll box is not checked; it cannot be used for payroll charges.

If updates are needed; email the [CFMaint@mailbox.sc.edu](mailto:CFMaint@mailbox.sc.edu) mailbox for assistance.

USC CF Combos Inquiry

USC Combo Key  Fiscal Year From  Fiscal Year To  Status

Operating Unit  Department  Fund Code  Class Field

PC Business Unit  Project  Activity  Product

Payroll Only?

**Include Cost Share**

Cost Share

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity
1	100013996	RESEARCH INCENTIVE-BASIC DEPT	2024	Active	CL032	111100	EN700	202	USCIP	80000068	1
2	100013997	RESEARCH INCENTIVE - ZHU	2024	Active	CL032	111100	EN700	202	USCIP	80000360	1

1-2 of 2 | View All

PC Business Unit	Project	Activity	Product	Cost Share	Funding Source	Payroll	End Date
USCIP	80000068	1		10010632		<input checked="" type="checkbox"/>	06/30/2023
USCIP	80000360	1		10010632		<input checked="" type="checkbox"/>	06/30/2023



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If you have any questions regarding the use of this Inquiry Page or the chartfields; please email the [CFMaint@mailbox.sc.edu](mailto:CFMaint@mailbox.sc.edu) mailbox for assistance.