

OFFICE OF THE CONTROLLER

Queries Webinar Series:
Card Programs and Treasury

October 2026





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Accessing and Searching for Queries



UNIVERSITY OF
South Carolina

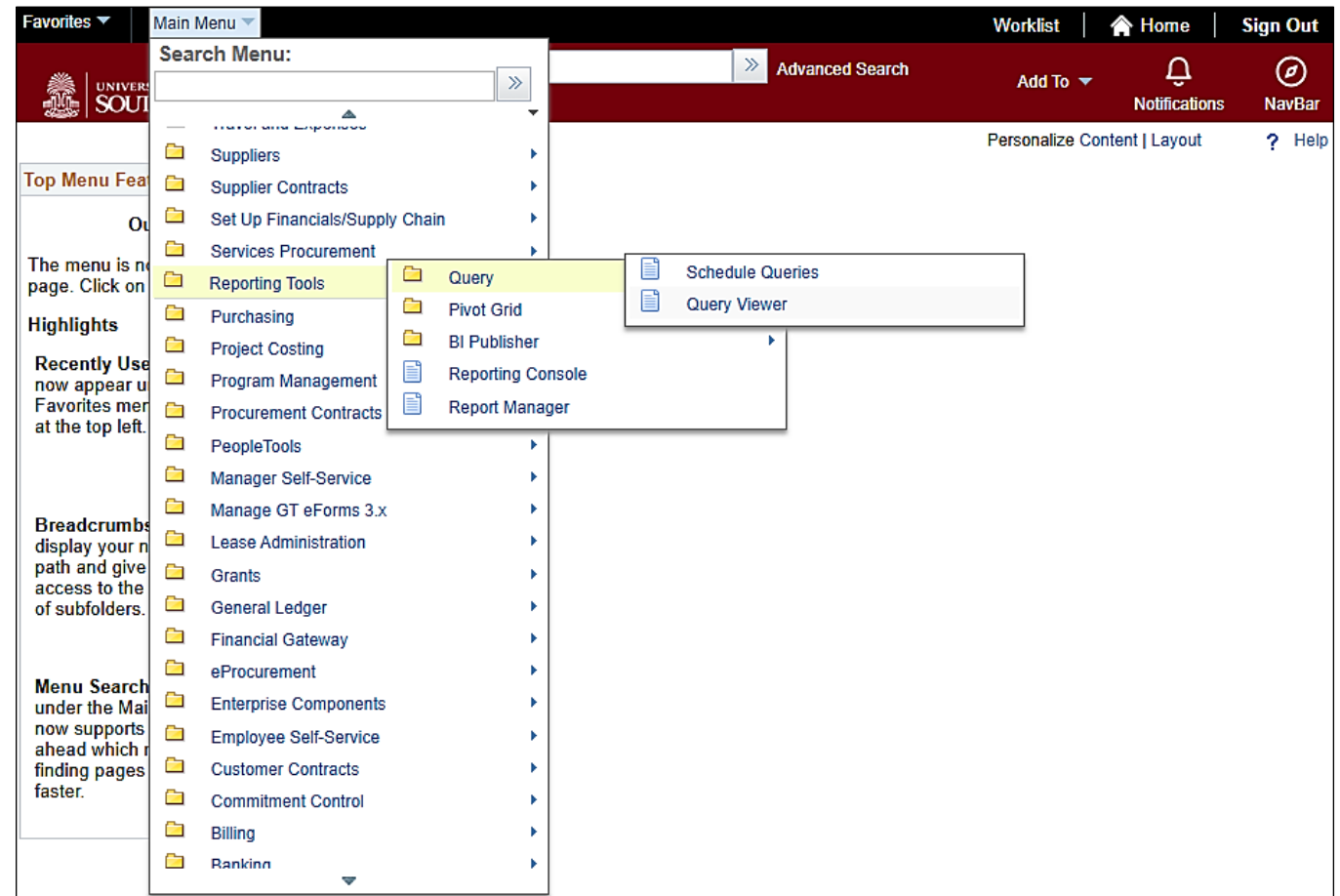
Query Viewer

To access queries, use the navigation:

Main Menu > Reporting Tools > Query > Query Viewer

Why Use Query Viewer?

- Locate existing PeopleSoft queries
- Run queries in HTML or Excel
- Save frequently used queries as Favorites
- Access real-time financial data



Searching for Queries by Name

When you know the query name:

1. Enter the query name in the **Query Name** field.

2. Leave the search option as **Begins With**.

3. Click the **Search** button.

The screenshot shows the 'Query Viewer' interface of the University of South Carolina. The top navigation bar includes 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The search bar at the top right contains 'All' and 'Search'. The main search area has a red box around the 'Query Name' field, which is set to 'begins with' and 'SC_CF_ACCOUNT_LIST'. Below this are fields for 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', 'Folder Name', and 'Owner'. A red box also highlights the 'Search' button. Below the search area, there is a 'Search Results' section with a '*Folder View' dropdown set to '-- All Folders --'. At the bottom, there is a 'Query' table with columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The table shows one result for 'SC_CF_ACCOUNT_LIST'.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Searching for Queries by Folder

If you don't know the exact query name, use the Folder Name search criteria.

1. Change the search operator from **Begins With** to **Contains**, **Equal To**, or other search options as needed

2. Enter all or part of the folder name.

3. Click the **Search** button.

The screenshot shows the 'Query Viewer' interface of the University of South Carolina. The top navigation bar includes 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. The search bar at the top right has 'All' selected and a search input field. Below the navigation bar, the search criteria section is visible. The 'Folder Name' search criteria is highlighted with a red box, showing a dropdown menu set to 'begins with' and an input field. The 'Search' button is also highlighted with a red box. Below the search criteria, the 'Search Results' section shows a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Viewing Search Results

HTML	View results on-screen
Excel	Export directly to Excel
Favorite	Save query for future use
Description	Understand what the query does

Favorites

Main Menu

Reporting Tools

Query

Query Viewer

WorklistHomeSign Out

University of South Carolina

AllSearchAdvanced SearchLast Search Results

Add ToNotificationsNavBar

New WindowHelpPersonalize Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name

begins with

SC_CF_ACCOUNT_LIST

Description

begins with

Uses Record Name

begins with

Uses Field Name

begins with

Access Group Name

begins with

Folder Name

begins with

Owner

=

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

SearchClearBasic Search

Search Results

*Folder View-- All Folders --

Query

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SC_CF_ACCOUNT_LIST	SC Chartfield GL Account List	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite

Card Programs and Treasury Queries



UNIVERSITY OF
South Carolina

Card Program and Treasury Queries

If you need to . . .

Review outstanding card transactions

Search card transactions

Search expense reports

View item-level expense report detail

View expense report totals

Identify department approvers

Identify project approvers for USCSP projects

Use this query!

SC_EX_PCARD_AGE_BY_CF

SC_EX_PCARD_TRANSACTIONS

SC_EX_CARD_TRANS_RPT

SC_EX_RPT_USER_INQUIRY_PMPTS

SC_EX_RPT_USER_INQUIRY_TOTALS

SC_SECURITY_DEPT_APPROVER_ROLE

SC_SECURITY_PROJ_APPROVER

SC_EX_PCARD_AGE_BY_CF

What does it do?

Shows outstanding card transactions across all four card programs.

When would I use it?

- Review outstanding and overdue card transactions.
- Identify aged transactions requiring follow-up.
- Monitor outstanding activity by chartfield.

Key Search Criteria:

- Age to This Visa Post Date: date of the last billing cycle
- Operating Unit
- Department

SC_EX_PCARD_AGE_BY_CF - Aging by Chartfield

*Age to This Visa Post Date09/24/2026

Operating Unit (Optional)

From Department (Optional)

To Department (Optional)

Comp ID

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1079 kb)

View All

First 1-100 of 1387Last

Row	Empl ID	Name	Card Type	Card Program	Status	Total Amount	Total Lines	Oper Unit	Dept	Fund	Class	PC BU	Project ID	Department Name	Sheet Status	Sheet Post Status	Sheet Budget Status	Visa Year	Visa Month
1			COLLOFNURS	6666740	Assigned	10.640	1	CL031	112000	N1700	202	USCIP	80005174	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
2			COLLOFNURS	6666740	Assigned	49.060	1	CL031	112000	N1300	202	USCIP	80004861	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
3			COLLOFNURS	6666740	Assigned	325.000	1	CL031	112000	N1300	202	USCIP	80004863	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	07
4			COLLOFNURS	6666740	Assigned	375.000	2	CL031	112000	N1300	202	USCIP	80007906	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
5			COLLOFNURS	6666740	Assigned	458.410	1	CL027	112000	L1185	201			COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
6			COLLOFNURS	6666740	Assigned	467.600	1	CL031	112000	N1300	202	USCIP	80005057	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
7			COLLOFNURS	6666740	Assigned	525.000	1	CL031	112000	N1300	202	USCIP	80007909	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
8			COLLOFNURS	6666740	Assigned	719.400	1	CL031	112000	N1300	202	USCIP	80007909	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
9			COLLOFNURS	6666740	Assigned	770.000	1	CL031	112000	N1300	202	USCIP	80007907	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
10			COLLOFNURS	6666740	Assigned	960.110	3	CL031	112000	N1700	202	USCIP	80002847	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
11			COLLOFNURS	6666740	Assigned	1004.250	1	CL031	112000	N1700	202	USCIP	80002842	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
12			COLLOFNURS	6666740	Assigned	1004.250	1	CL031	112000	N1700	202	USCIP	80004140	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
13			COLLOFNURS	6666740	Assigned	1029.310	2	CL031	112000	A0001	101			COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
14			COLLOFNURS	6666740	Assigned	1048.330	2	CL031	112000	N1700	202	USCIP	80005122	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	07
15			COLLOFNURS	6666740	Assigned	1055.750	1	CL027	112000	L1185	201			COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	07
16			COLLOFNURS	6666740	Assigned	1135.730	2	CL031	112000	N1700	202	USCIP	80002846	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	09
17			COLLOFNURS	6666740	Assigned	1456.090	5	CL031	112000	N1700	202	USCIP	80003073	COLLEGE OF NURSING	Pending	Not Appl	Not Chk'd	2026	08
18		Procurement Card	10192	Unassigned		88.870	1	CL031	112000	A0001	101			COLLEGE OF NURSING				2026	08
19		Procurement Card	10192	Unassigned		228.960	3	CL031	112000	A0001	101			COLLEGE OF NURSING				2026	09
20		NURSING E	6666740	Assigned		839.600	3	CL031	112071	EN700	202	USCIP	80002494	NURSING E FUNDS	Pending	Not Appl	Not Chk'd	2026	08
21		Travel Card	6666740	Unassigned		2351.830	9	CL072	251000	D2000	502			INTL PROGRAMS FOR STUDENTS				2026	09
22		Procurement Card	10192	Unassigned		399.600	1	CL072	251001	A0001	101			GLOBAL CAROLINA				2026	07
23		Procurement Card	10192	Unassigned		2048.710	17	CL072	251001	A0001	101			GLOBAL CAROLINA				2026	08
24		Procurement Card	10192	Unassigned		5399.660	12	CL072	251001	A0001	101			GLOBAL CAROLINA				2026	09
25		Procurement Card	10192	Unassigned		679.440	3	MC000	182600	E2427	202			MDC MEDICAL EDUCATION				2026	08
26		Procurement Card	10192	Unassigned		6430.850	11	MC000	182600	E2427	202			MDC MEDICAL EDUCATION				2026	09
27		COLLEGE OF	10192	Assigned		224.400	2	CL032	111000	06052	104			COLLEGE OF PHARMACY	In Process	Not Appl	In Process	2026	07
28		COLLEGE OF	10192	Assigned		1069.950	1	CL032	111000	N2100	202	USCIP	80002801	COLLEGE OF PHARMACY	In Process	Not Appl	In Process	2026	07
29		SCCP DEVEL	10192	Assigned		196.840	1	CL032	111001	A0001	605			SCCP DEVELOPMENT	In Process	Not Appl	In Process	2026	07
30		COP OPS	10192	Assigned		49.800	1	CL032	111002	A0001	101			COP OPERATING	In Process	Not Appl	In Process	2026	08
31		COP OPS	10192	Assigned		234.530	1	CL032	111002	A0001	101			COP OPERATING	In Process	Not Appl	In Process	2026	07
32		COLLEGE OF	10192	Assigned		1534.390	1	CL032	111004	A0001	101			COLLEGE OF PHARMACY IT	In Process	Not Appl	In Process	2026	08
33		Procurement Card	10192	Unassigned		2988.240	3	CL032	111010	A0001	101			COP BUSINESS OFFICE				2026	08

SC_EX_PCARD_TRANSACTIONS

What does it do?

Searches card transactions by chartfield.

When would I use it?

- Research a specific card transaction.
- Review card activity for a department.
- Locate transactions using chartfield information.

Key Search Criteria:

- Operating Unit
- Department

SC_EX_PCARD_TRANSACTIONS - Pcard Trans by User, OU, Dept

*From Date07/01/2025

*To Date09/24/2026

Oper Unit

Dept ID620499

Employee ID

Comp ID

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (4923 kb)

View All

First 1-100 of 4289Last

Row	Business Purpose	Oper Unit	Dept	Cardholder Name	Employee ID	Card Number	Liaison Name	Transaction Date	Posting Date	Transaction Amount	Merchant	Description	Expense Type	Transaction Status
1	Procurement Card		620499			*****5296		09/22/2026	09/22/2026	242.440	RASIX COMPUTER CENTER INC	Lara McEachern	OFFICE SUPPLIES	Assigned
2	Procurement Card		620499			*****5296		09/21/2026	09/22/2026	249.050	TED PELLA INC	Ehsan Ebadzadeh SAGE	LAB SUPPLIES	Assigned
3	Procurement Card		620499			*****5296		09/21/2026	09/22/2026	242.440	RASIX COMPUTER CENTER INC	Lara McEachern	OFFICE SUPPLIES	Assigned
4	Procurement Card		620499			*****5296		09/21/2026	09/22/2026	249.050	TED PELLA INC	Ehsan Ebadzadeh SAGE	LAB SUPPLIES	Assigned
5	Procurement Card		620499			*****9451		09/21/2026	09/21/2026	4.800	INTERNATIONAL TRANSACTION		LICENSES AND FEES	Unassigned
6	Procurement Card		620499			*****9451		09/21/2026	09/22/2026	11.200	LIFETECHCORP		LAB SUPPLIES	Unassigned
7	Procurement Card		620499			*****9451		09/21/2026	09/21/2026	4.800	INTERNATIONAL TRANSACTION		LICENSES AND FEES	Unassigned
8	Procurement Card		620499			*****9451		09/21/2026	09/22/2026	11.200	LIFETECHCORP		LAB SUPPLIES	Unassigned
9	Procurement Card		620499			*****5296		09/20/2026	09/21/2026	365.400	BOC SCIENCE	Amanda Sharko	OTHER SUPPLIES	Assigned
10	Procurement Card		620499			*****5296		09/20/2026	09/21/2026	365.400	BOC SCIENCE	Amanda Sharko	OTHER SUPPLIES	Assigned
11	Procurement Card		620499			*****9451		09/20/2026	09/21/2026	16.190	STAPLS7686231514000045		OFFICE SUPPLIES	Unassigned
12	Procurement Card		620499			*****9451		09/20/2026	09/21/2026	43.290	STAPLS7687415775000001		OFFICE SUPPLIES	Unassigned
13	Procurement Card		620499			*****9451		09/20/2026	09/21/2026	16.190	STAPLS7686231514000045		OFFICE SUPPLIES	Unassigned
14	Procurement Card		620499			*****9451		09/20/2026	09/21/2026	43.290	STAPLS7687415775000001		OFFICE SUPPLIES	Unassigned
15	Procurement Card		620499			*****5296		09/19/2026	09/21/2026	87.350	SIGMAALDRICH.COM	Kristy Welshhans Biological Sciences	OTHER SUPPLIES	Assigned
16	Procurement Card		620499			*****5296		09/19/2026	09/21/2026	87.350	SIGMAALDRICH.COM	Kristy Welshhans Biological Sciences	OTHER SUPPLIES	Assigned
17	Procurement Card		620499			*****9451		09/19/2026	09/21/2026	55.250	STAPLS7687105667000003		OFFICE SUPPLIES	Unassigned
18	Procurement Card		620499			*****9451		09/19/2026	09/21/2026	104.040	STAPLS7686231514000001		OFFICE SUPPLIES	Unassigned

Key Tip: Use chartfields to narrow results before exporting to Excel.

SC_EX_CARD_TRANS_RPT

What does it do?

Searches expense reports by chartfield.

When would I use it?

- Review expense reports for a department.
- Research expense-report activity.
- Locate reports associated with card transactions.

Key Search Criteria:

- Operating Unit
- Department

SC_EX_CARD_TRANS_RPT - Card Trans by OperUnit/Dept

*From Posting Date07/01/2025

*To Posting Date09/24/2026

Business Purpose

Oper Unit

Dept ID620499

Account

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (4897 kb)

View All

Row	Cardholder Name	Report Description	Report ID	Report Line #	Posting Date	Purchase Date	Supplier Name	Description	Distrib Line #	Line Amount	Account	Oper Unit	Dept	Fund	Class	PC Bus Unit	Project	Purpose	Date	ID	Data Source	Tran Nbr	Number	Posting Date	Message ID	Dis
1		May 2026 Statement	3000271039	1	04/30/2026	04/29/2026	VETERANS AFFRS DMC	Return of funds to VA for G15431600, Balilee Brant, for 202601 term.	1	1587.000	12780	CL004	620499	Z0053	990			PROGM	06/01/2026	D80434345	VIS	24240986120600193266717	202199804306	04/30/2026	E01612000020890	
2		April 2026 Statement	3000267882	1	04/02/2026	04/01/2026	VETERANS AFFRS DMC	Debt letter for M00830897 Hernandez, Robert J., spring 2026	1	41.320	12780	CL004	620499	Z0053	990			PROGM	05/05/2026	D80434345	VIS	24240986092600292524127	242586004026	04/02/2026	E01609200019215	
3		August 2026 Statement	3000279875	1	08/07/2026	08/06/2026	VETERANS AFFRS DMC	Debt letter paid to VA for C50187446 term 202605	1	547.000	12780	CL004	620499	Z0053	990			PROGM	08/26/2026	D80434345	VIS	24240986219600212006740	224343808076	08/07/2026	E01621900016682	
4		July 2026 Statement	3000278039	1	07/21/2026	07/20/2026	VETERANS AFFRS DMC	Debt letter paid for Y93296313 for 202205 term.	1	2258.000	12780	CL004	620499	Z0053	990			PROGM	08/13/2026	D80434345	VIS	24240986202600295321858	152725107216	07/21/2026	E01620200018183	
5		June 2026 Statement	3000275026	1	06/08/2026	06/05/2026	VETERANS AFFRS DMC	Return of funds to VA - Debt letter for U36976040 202605.	1	4153.500	12780	CL004	620499	Z0053	990			PROGM	06/29/2026	D80434345	VIS	24240986157600332216017	196546806086	06/08/2026	E01615700036266	

Key Tip: Use this query to connect card activity with the related expense report.

SC_EX_RPT_USER_INQUIRY_TOTALS

What does it do?

Displays expense report information summarized by expense report.

When would I use it?

- Review expense report totals.
- Identify reports without reviewing every expense line.
- Search reports by employee or business purpose.

Key Search Criteria:

- Department
- Employee
- Business Purpose

SC_EX_RPT_USER_INQUIRY_TOTALS - Exp Rpts User Inquiry Prompts

Report ID

Employee ID

Submitted By OPRID

Oper Unit

Dept ID

Account

Fund Code

Class Code

PC Bus Unit

Project

Activity

Status

Travel Auth ID

From Acctg Date

To Acctg Date

Business Purpose

SetID USC01

Default Location

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (18 kb)

View All

First 1-16 of 16 Last

Row	Report ID	Business Purpose	Report Description	Empl ID	EMPL Name	Traveler's Email ID	From Date	To Date	Trip Location	Location	Created On	Submitted By	Submitted By Name	Submitted By Email ID	Report Status	Travel Auth ID	Advance ID	Advance Amt Applied	Acctg Date	Budget Status	Total
1	3000001930	EMPL	SACUBO Conf 5/6-5/8 for CPE			sharon.guess@moore.sc.edu	05/06/2018	05/08/2018	Forth Worth, Texas - SACUBO Conference	OUTST	05/10/2018	SGUESS	Sharon L. Helligman	sharon.guess@moore.sc.edu	Paid	1000000965			05/25/2018	V	575.700
2	3000045684	EMPL	TareX Training			sharon.guess@moore.sc.edu	11/11/2019	11/14/2019	Oakland, California	OUTST	11/15/2019	SGUESS	Sharon L. Helligman	sharon.guess@moore.sc.edu	Paid	1000013273			11/19/2019	V	1289.600
3	3000048191	EMPL	Travel and Registration			sharon.guess@moore.sc.edu	12/03/2019	12/03/2019	Greenville, SC	INSTA	12/09/2019	SGUESS	Sharon L. Helligman	sharon.guess@moore.sc.edu	Paid	1000014563			12/10/2019	V	100.740
4	3000068377	REIMB	NACUBO Registration 10/5/2020			sharon.guess@moore.sc.edu					09/18/2020	SANDERM2	Monica S. O'Cain	monica.ocain@moore.sc.edu	Paid				11/02/2020	V	199.000
5	3000069274	REIMB	SACUBO 2020 Fall Workshop			sharon.guess@moore.sc.edu					10/02/2020	SANDERM2	Monica S. O'Cain	monica.ocain@moore.sc.edu	Paid				11/10/2020	V	250.000

Key Tip: Start here for a high-level review, then use the detail query if needed.

SC_EX_RPT_USER_INQUIRY_PMPTS

What does it do?

Displays expense report information at the individual expense line level.

When would I use it?

- Review detailed expense line activity.
- Research a specific expense.
- Search reports by employee and/or business purpose.

Key Search Criteria:

- Department
- Employee
- Business Purpose

SC_EX_RPT_USER_INQUIRY_PMPTS - Exp Rpts User Inquiry Prompts

Report ID

Employee ID

Q98241184

Submitted By OPRID

Oper Unit

Dept ID

Account

Fund Code

Class Code

PC Bus Unit

Project

Activity

Status

Travel Auth ID

From Acctg Date

To Acctg Date

Business Purpose

SetID

USC01

Default Location

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(112 kb)

View All

Row	Business Purpose	Expense Report	Report Description	Empl ID	EMPL Name	Traveler's Email ID	From Date	To Date	Trip Location	Location	Created On	Submitted By	Submitted By Name	Submitted By Email ID	Line Number	Dist Line	Expense Type	Merchant	Ticket Number	Distance	Line Description	
1	EMPL	3000001930	SACUBO Conf 5/6-5/8 for CPE	Q98241184	Heiligman, Sharon L.	sharon.guess@moore.sc.edu	05/06/2018	05/08/2018	Forth Worth, Texas - SACUBO Conference	OUTST	05/10/2018	SGUESS	Sharon L. Heiligman	sharon.guess@moore.sc.edu	5	1	Ground Transportation				0.00	Reimbursement for travel to hotel from airport - Super Shuttle Conf #4745716
2	EMPL	3000001930	SACUBO Conf 5/6-5/8 for CPE	Q98241184	Heiligman, Sharon L.	sharon.guess@moore.sc.edu	05/06/2018	05/08/2018	Forth Worth, Texas - SACUBO Conference	OUTST	05/10/2018	SGUESS	Sharon L. Heiligman	sharon.guess@moore.sc.edu	7	1	Ground Transportation				0.00	Reimbursement for travel to airport from hotel - Super Shuttle - Conf #4745715

Key Tip: Use this query when you need line-by-line expense detail.

SC_SECURITY_DEPT_APPROVER_ROLE

What does it do?

Identifies the Level 1 and Level 2 approvers for a department.

When would I use it?

- Confirm department approvers.
- Identify the appropriate approval level.
- Review approvers after staffing changes.

Key Search Criteria:

- Department

SC_SECURITY_DEPT_APPROVER_ROLE - Department Approvers by Role																
Approvers Profile Operating Unit Department 620499 Q Approvers OPRID Q Name USCID Email ID Department Status Valid COA Combo Status View Results Download results in : Excel Spreadsheet CSV Text File XML File (5 kb) View All																
First 1-6 of 6 Last																
Row	DEPTID Range Setup	Oper Unit	Department	Description	Approvers Profile	User ID	Name	USCID	Email ID	PCard Approver	JV Approver	Req / Payment Req Approver	Expenses Approver	Department Status	Current FY Valid Combo	Current FY Valid COA Status
1	620499 - 620500	CL004	620499	CONTROLLERS OFFICE	APPRV_1	SMITHSF3	Sandra F. Smith	U61945249	SMITHSF3@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2027	Active
2	620499 - 620500	CL010	620499	CONTROLLERS OFFICE	APPRV_1	SMITHSF3	Sandra F. Smith	U61945249	SMITHSF3@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2027	Active
3	620499	CL004	620499	CONTROLLERS OFFICE	APPRV_1	SOLOMOL	Lindsey Cox	V32010152	SOLOMOL@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2027	Active
4	620499	CL010	620499	CONTROLLERS OFFICE	APPRV_1	SOLOMOL	Lindsey Cox	V32010152	SOLOMOL@mailbox.sc.edu		Journal Voucher	Req PR	Expenses	Active	2027	Active
5	620499	CL004	620499	CONTROLLERS OFFICE	APPRV_2	KIBLERM	Mandy Mullikin Kibler	Y74782379	kiblerm@mailbox.sc.edu	PCard	Journal Voucher	Req PR	Expenses	Active	2027	Active
6	620499	CL010	620499	CONTROLLERS OFFICE	APPRV_2	KIBLERM	Mandy Mullikin Kibler	Y74782379	kiblerm@mailbox.sc.edu	PCard	Journal Voucher	Req PR	Expenses	Active	2027	Active

Key Tip: Enter the Department number to return its assigned approvers. Use the [Department Approval Query Quick Reference](#) for additional guidance.

SC_SECURITY_PROJ_APPROVER

What does it do?

Identifies project approvers and project managers.

When would I use it?

- Confirm the appropriate project approver.
- Identify the Project Manager for a project.
- Review project team roles and approval assignments.

Key Search Criteria:

- Project
- Operating Unit
- Department
- User or Team Member

SC_SECURITY_PROJ_APPROVER - Project Approvers																	
PC Business Unit Project Operating Unit Department User Team Member Project Role Project Manager (Y/N)? ☐ Last Update Operator Project Status View Results Download results in : Excel Spreadsheet CSV Text File XML File (69989 kb)																	
View All First 1-100 of 99135 Last																	
Row	PC Business Unit	Project	Operating Unit	Department	Project Description	Project Status	Team Member	Name	Operator ID	Project Role	Start Date	End Date	Project Manager	Created By Date/Time	Created By Operator	Last Update Date/Time	Last Update Operator
1	USCIP	00INCNT			GENERAL FUND INCENTIVE	Inactive	C47369386	JAMES A. CARSON-L:-2018/09/15	CARSONJ	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
2	USCIP	02INCNT			PROVOST INCENTIVE	Inactive	J07285159	eertruida Wierts-L:-2025-07-01	WIERTS	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
3	USCIP	02INCNT			PROVOST INCENTIVE	Inactive	Q90933930	Beth-Anne Rogers-L:20180103	ROGERSB2	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
4	USCIP	02INCNT			PROVOST INCENTIVE	Inactive	Q97323689	Mary Alexander-L:-2024-01-03	MALEXAND	APPRV_1	07/01/1990	06/30/2050	N	07/09/2015 12:17:54PM	SNAIK	07/09/2015 12:17:54PM	SNAIK
5	USCIP	02STRTP			PROVOST STARTUP	Inactive	J07285159	eertruida Wierts-L:-2025-07-01	WIERTS	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
6	USCIP	02STRTP			PROVOST STARTUP	Inactive	Q90933930	Beth-Anne Rogers-L:20180103	ROGERSB2	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
7	USCIP	04INCNT			ADMIN & FINANCE INCENTIVE	Inactive	W47641514	Thomas L. Hennix-L:05/22/17	HENNIXT	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
8	USCIP	04INCNT			ADMIN & FINANCE INCENTIVE	Inactive	W91452330	Leslie G. Brunelli-L:20220301	LGBRUNEL	APPRV_1	07/01/1990	06/30/2050	N	07/09/2015 12:17:54PM	SNAIK	07/09/2015 12:17:54PM	SNAIK
9	USCIP	08INCNT			STUDENT AFFAIRS INCENTIVE	Inactive	A27183274	Nancy Derrick	DXQNS3	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
10	USCIP	08INCNT			STUDENT AFFAIRS INCENTIVE	Inactive	B97464749	Lisa Johnson-L:2024-12-17	JOHN3545	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
11	USCIP	08INCNT			STUDENT AFFAIRS INCENTIVE	Inactive	P93382570	Stacey S. Bradley	SBRADLEY	APPRV_1	07/01/1990	06/30/2050	N	07/09/2015 12:17:54PM	SNAIK	07/09/2015 12:17:54PM	SNAIK
12	USCIP	08INCNT			STUDENT AFFAIRS INCENTIVE	Inactive	S82038954	Jerry Brewer-L:-2022-07-01	JBREWER	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL
13	USCIP	08INCNT			STUDENT AFFAIRS INCENTIVE	Inactive	V23850922	Tammy D. Hyer-L:20180618	HYERT	APPRV_1	07/01/1990	06/30/2050	N	06/04/2015 1:18:12PM	WMICHAEL	06/04/2015 1:18:12PM	WMICHAEL

Key Tip: Search by Project to review its assigned approvers and Project Manager.



Demonstration

View and access Queries in PeopleSoft Finance



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Resources and Communications



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

SEARCH SC.EDU

Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Card Programs

Chart of Accounts

General Ledger

IRS 60-Day Safe Harbor Rule

Miscellaneous Accounts Receivable

Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Card Programs

The Controller's Office Card Programs provide approved payment solutions for university programs, travel, team-related expenses, and research participant incentives.

The [Card Matrix \[pdf\]](#) provides a guideline of purchases allowed on each USC Card Program.

Card Program Contacts

Card Program	Contact
P-Card Purchasing Shared Service	pcardpurch@sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Tremendous	cards@mailbox.sc.edu

P-Card Purchasing Shared Service

Program Expense Card

Subscription Purchases

Team Cards

Travel Cards

Tremendous

Expand all

Where to Find the Resources

For Travel Card, Team Card and Program Expense Card resources, visit the [Card Programs](#) page found in the General Accounting section.



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Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet



Where to Find the Resources

For transaction correction training resources, visit our [Business Manager](#) page.



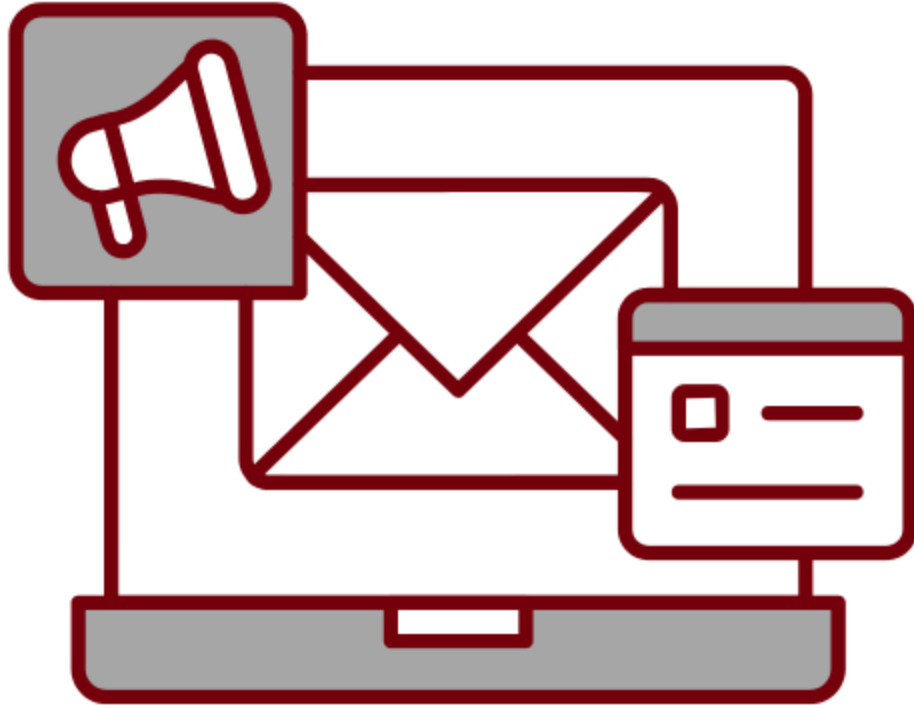
Query Viewer

To request access to Query Viewer in PeopleSoft Finance, use the [PeopleSoft Finance Access Form](#) to request for **Finance Intranet Only** under **Inquire Only** and **Operational Reporting Access**.



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Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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