

OFFICE OF THE CONTROLLER

Queries Webinar Series:
Accounts Payable

October 2026





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Accessing and Searching for Queries



UNIVERSITY OF
South Carolina

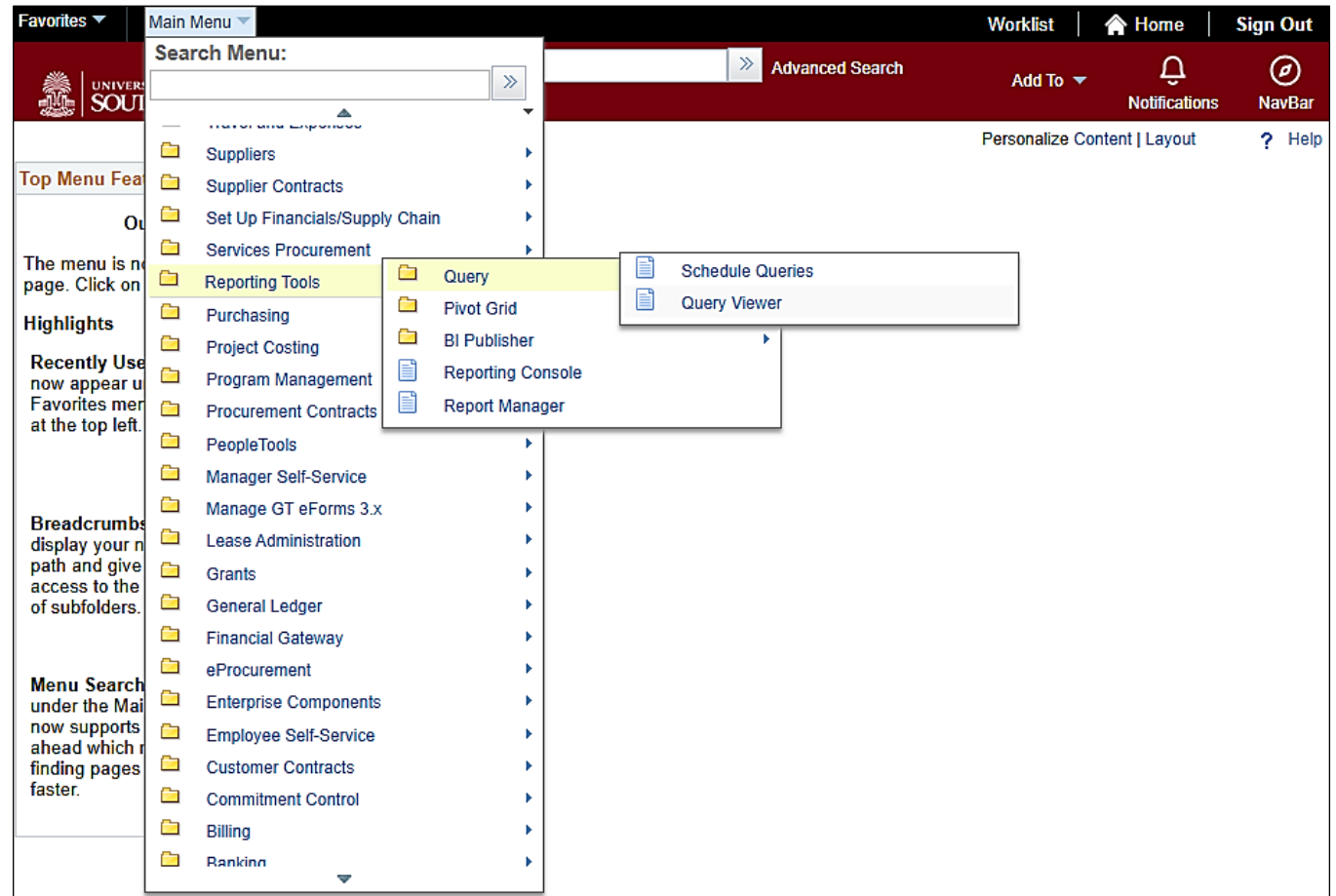
Query Viewer

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'. A search bar at the top right contains 'All' and 'Search'. Below the navigation bar, a red box highlights the 'Query Name' field with the value 'SC_CF_ACCOUNT_LIST' and the 'begins with' dropdown menu. Other search criteria like 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', 'Folder Name', and 'Owner' are also visible. A 'Search' button is highlighted with a red box. Below the search criteria, a 'Search Results' section shows a table of 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'. The first result is 'SC_CF_ACCOUNT_LIST' with description 'SC Chartfield GL Account List' and owner 'Public'.

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.

Search Clear Basic Search

Search Results

*Folder View -- All Folders --

Query

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 contains 'All' and 'Search'. 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

FavoritesMain MenuReporting ToolsQueryQuery 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

=

SearchClearBasic Search

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

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

Accounts Payable Queries



UNIVERSITY OF
South Carolina

Accounts Payable Queries

If you need to . . .

Review expense report totals

Review detailed expense report lines

Identify department approvers

Identify project approvers

Find expense reports that were sent back

Check an expense report's workflow location

Search vouchers by accounting date and account

Use this query!

SC_EX_RPT_USER_INQUIRY_TOTALS

SC_EX_RPT_USER_INQUIRY_PMPTS

SC_SECURITY_DEPT_APPROVER_ROLE

SC_SECURITY_PROJ_APPROVER

SC_EX_ER_SENT_BACK

SC_EX_ER_PENDING_QUEUE

SC_AP_VCHR_ACCTG_DATE

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 details at the individual expense-line level.

When would I use it?

- Review travel expense report activity.
- Research a specific expense line or transaction.
- Review expense reports by department, employee, or business purpose.

Key Search Criteria:

- Department
- Employee
- Expense Report Number

SC_EX_RPT_USER_INQUIRY_PMPTS - Exp Rpts User Inquiry Prompts

Report ID

Employee ID

Submitted By OPRID

Oper Unit

Dept ID 620499

Account

Fund Code

Class Code

PC Bus Unit

Project

Activity

Status

Travel Auth ID

From Acctg Date 01/01/2026

To Acctg Date 10/05/2026

Business Purpose

SetID USC01

Default Location

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5265 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	Exp Line
1	PROGM	3000255103	Program Card December 2025								12/26/2025				1	1	OTHER FIXED CHARGES	DOR TAX PAYMENTS		0.00	NC Payroll W/H Processing Fee	10
2	PROGM	3000255103	Program Card December 2025								12/26/2025				2	1	OTHER FIXED CHARGES	DOR TAX PAYMENTS		0.00	NC Payroll W/H	532
3	PROGM	3000255103	Program Card December 2025								12/26/2025				3	1	OTHER FIXED CHARGES	DOR TAX PAYMENTS		0.00	NC Payroll W/H Processing Fee	10
4	PROGM	3000255103	Program Card								12/26/2025				4	1	OTHER FIXED	DOR TAX PAYMENTS		0.00	NC Payroll	499

Key Tip: Use this query when you need detail for each individual expense line.

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																
Approver Profile Operating Unit Department 620499 Q Approver 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	Approver 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

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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.

SC_EX_ER_SENT_BACK

What does it do?

Shows expense reports sent back within a selected date range by operating unit.

When would I use it?

- Identify expense reports requiring correction.
- Monitor reports returned to employees or initiators.
- Follow up on reports that may delay reimbursement or payment.

Key Search Criteria:

- From Date
- To Date
- Operating Unit

SC_EX_ER_SENT_BACK - Exp Rpts Sent Back-Oper Unit

*From Datetime01/01/2026

*To Datetime10/05/2026

Oper UnitCL003

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1671 kb)

View All

First 1-100 of 361Last

Row	Report ID	Business Purpose	Exp Rpt For	Entered By	Entered By Name	Datetime Sent Back	Sent Back By	Comment Entered By	Sent Back Reason	Process ID	Stage
1	3000232229	EMPL	Tony Annan	ORVINA	Allison E. Orvin	01/30/2026 1:17:25PM	ECKLARE	Elizabeth Ecklar	\$258.77 is night 1 lodging. Missing airport parking expense.	ERApproval	3
2	3000233300	REIMB	DANIEL AUSTIN	ECKLARE	Elizabeth Ecklar	07/08/2026 2:28:24PM	JMHUMPHR	John M. Humphries	change amount to membership fees amount paid	ERApproval	4
3	3000246410	REIMB	Erin Gwin	FRIEDMAK	Kacey Marie Friedman	03/10/2026 11:41:59AM	ECKLARE	Elizabeth Ecklar	Remove Escapology expense from reimbursement form and remove receipt from attachments and adjust total on form and expense report. Escapology charge was paid with TR Potts Sport Card in Sept and has been reconciled.	ERApproval	3
4	3000246410	REIMB	Erin Gwin	FRIEDMAK	Kacey Marie Friedman	06/11/2026 2:43:21PM	DOZIERMM	Megan Dozier	Please provide proof of payment.	ERApproval	7
5	3000246595	REIMB	Erin Gwin	FRIEDMAK	Kacey Marie Friedman	03/10/2026 12:25:22PM	ECKLARE	Elizabeth Ecklar	Dollar Tree receipt is dated 8/24/2025 not 8/8/25.	ERApproval	3
6	3000248413	REIMB	Jeremy Bayon	DNOVER	Douglas Nover	01/07/2026 3:42:23PM	ECKLARE	Elizabeth Ecklar	Receipt is not a paid receipt. Please provide paid receipt or copy of cc transaction. Please note the reimbursement total may increase due cc surcharge.	ERApproval	3
7	3000248413	REIMB	Jeremy Bayon	DNOVER	Douglas Nover	01/28/2026 11:28:06AM	ECKLARE	Elizabeth Ecklar	Receipt is dated 10/14.	ERApproval	3
8	3000251974	REIMB	KEVIN J. EPLEY	DNOVER	Douglas Nover	01/28/2026 10:14:42AM	ECKLARE	Elizabeth Ecklar	10/23 expense is for \$10 not \$249. Please adjust form and expense line unless have receipt to include.	ERApproval	3
9	3000252960	REIMB	KALEN M. ANDERSON	ANDERKM	KALEN M. ANDERSON	01/21/2026 12:31:58PM	ECKLARE	Elizabeth Ecklar	Missing alcohol memo for Hanabi and COA meals. Hilton receipt is not itemized and there is no list of attendees. Comment that itemized receipt was coming. Any update? Not seeing it attached.	ERApproval	3
10	3000253207	TEAM	Jody	KOCHS	Karen Ochs	01/28/2026	JMHUMPHR	John M.	The \$389.70 lodging charge on 11/24 needs to be removed from this expense report as the charge is not on the statement. Assume the charge	ERApproval	4

Key Tip: Download the query results to excel to filter for further details.

SC_EX_ER_PENDING_QUEUE

What does it do?

Shows the current workflow location of an expense report.

When would I use it?

- Determine where an expense report is in workflow.
- Identify the next person or step needed for approval.
- Follow up on delayed expense reports.

Key Search Criteria:

- Expense Report Number

SC_EX_ER_PENDING_QUEUE - EX Sheet Pending Apprl Queue									
Report ID									
View Results									
Download results in : Excel Spreadsheet CSV Text File XML File (474 kb)									
View All First 1-100 of 1269 Last									
Row	Sheet ID	Stage	Approval Stage	Path	Approval Path	Approver	Original Approver	Approval Status	Business Purpose
1	3000160736	3	Expense Report Approval 1	1	Level 1 Approval			Pending	EMPL
2	3000202750	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
3	3000204522	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
4	3000212330	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
5	3000225161	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
6	3000228663	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
7	3000232850	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
8	3000233159	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
9	3000233698	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
10	3000233704	3	Expense Report Approval 1	1	Level 1 Approval			Pending	EMPL
11	3000237081	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
12	3000238203	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
13	3000239101	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
14	3000240539	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
15	3000240627	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
16	3000241702	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
17	3000241804	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
18	3000241839	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
19	3000241902	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
20	3000241928	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
21	3000242198	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
22	3000244721	2	Expense Report Employee	1	Employee Approval			Pending	EMPL
23	3000244753	2	Expense Report Employee	1	Employee Approval			Pending	EMPL

Key Tip: Download the query results to excel to filter for further details.

SC_PO_MATCHING_SEARCH

What does it do?

Displays matched purchase order, receipt, and voucher information.

When would I use it?

- Find the voucher associated with a purchase order.
- Confirm a receipt matched to a purchase order.
- Research the relationship between a PO, receipt, and voucher.

Key Search Criteria:

- Purchase Order Number
- Receipt Number
- Voucher Number

SC_PO_MATCHING_SEARCH - Matched Receipt/PO/Voucher #s

Receipt Number

Voucher Number

PO Number

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(217772 kb)

View All

First 1-100 of 387496

Last

Row	PO Number	PO Line Number	PO Unit of Measure	Receipt Number	Receipt Line	Receiver Shipping Sequence	Accept QTY in Supplier UOM	Merchandise Amount Received	Voucher ID	Voucher Line Number	Quantity Vouchered	Voucher Unit of Measure	Voucher Qty Converted	Voucher Unit Price	Voucher Merchandise Amount	Applied Receiver Quantity	Applied Receiver Merch Amt	Accounting Date	Rate Type	DateTime Stamp
1	2000000007	1	EA	3000001680	1	1	1.0000	486.000	01162207	1	0.0000	EA	0.0000	1375.00000	1375.000	1.0000	486.000	06/16/2016	CRRNT	06/16/2016 2:21:29PM
2	2000000007	1	EA	3000010324	1	1	1.0000	156.000	01095174	1	0.0000	EA	0.0000	156.00000	156.000	1.0000	156.000	01/25/2016	CRRNT	01/26/2016 7:13:04AM
3	2000000007	1	EA	3000025318	1	1	1.0000	57.000	01174154	1	0.0000	EA	0.0000	57.00000	57.000	1.0000	57.000	06/30/2016	CRRNT	07/08/2016 5:36:14PM
4	2000000011	1	EA	3000001401	1	1	1.0000	1092.010	01158328	1	0.0000	EA	0.0000	3435.84000	808.250	1.0000	808.250	06/07/2016	CRRNT	06/08/2016 3:03:38AM
5	2000000011	1	EA	3000001640	1	1	1.0000	1003.850	01158328	1	0.0000	EA	0.0000	3435.84000	1003.850	1.0000	1003.850	06/07/2016	CRRNT	06/08/2016 3:03:38AM
6	2000000011	1	EA	3000002659	1	1	1.0000	1870.090	01158328	1	0.0000	EA	0.0000	3435.84000	1623.740	1.0000	1623.740	06/07/2016	CRRNT	06/08/2016 3:03:38AM
7	2000000011	1	EA	3000002659	1	1	1.0000	1870.090	01158329	1	0.0000	EA	0.0000	1551.38000	246.350	1.0000	246.350	06/07/2016	CRRNT	06/08/2016 3:03:38AM
8	2000000011	1	EA	3000002661	1	1	1.0000	1651.320	01158329	1	0.0000	EA	0.0000	1551.38000	1305.030	1.0000	1305.030	06/07/2016	CRRNT	06/08/2016 3:03:38AM
9	2000000011	1	EA	3000002661	1	1	1.0000	1651.320	01158330	1	0.0000	EA	0.0000	902.00000	346.290	1.0000	346.290	06/07/2016	CRRNT	06/08/2016 3:03:38AM
10	2000000011	1	EA	3000005027	1	1	1.0000	624.000	01158330	1	0.0000	EA	0.0000	902.00000	555.710	1.0000	555.710	06/07/2016	CRRNT	06/08/2016 3:03:38AM
11	2000000011	1	EA	3000005027	1	1	1.0000	624.000	01158331	1	0.0000	EA	0.0000	1304.00000	68.290	1.0000	68.290	06/07/2016	CRRNT	06/08/2016 3:03:38AM
12	2000000011	1	EA	3000005028	1	1	1.0000	878.080	01158331	1	0.0000	EA	0.0000	1304.00000	878.080	1.0000	878.080	06/07/2016	CRRNT	06/08/2016 3:03:38AM
13	2000000011	1	EA	3000005029	1	1	1.0000	869.670	01156680	1	0.0000	EA	0.0000	1725.82000	512.040	1.0000	512.040	06/03/2016	CRRNT	06/06/2016 3:05:23AM
14	2000000011	1	EA	3000005029	1	1	1.0000	869.670	01158331	1	0.0000	EA	0.0000	1304.00000	357.630	1.0000	357.630	06/07/2016	CRRNT	06/08/2016 3:03:38AM
15	2000000011	1	EA	3000005030	1	1	1.0000	83.000	01156680	1	0.0000	EA	0.0000	1725.82000	83.000	1.0000	83.000	06/03/2016	CRRNT	06/06/2016 3:05:23AM
16	2000000011	1	EA	3000006259	1	1	1.0000	429.000	01055970	1	0.0000	EA	0.0000	423.50000	423.500	1.0000	423.500	11/19/2015	CRRNT	11/19/2015 11:33:11AM
17	2000000011	1	EA	3000006259	1	1	1.0000	429.000	01156680	1	0.0000	EA	0.0000	1725.82000	5.500	1.0000	5.500	06/03/2016	CRRNT	06/06/2016 3:05:23AM
18	2000000011	1	EA	3000006259	1	1	1.0000	429.000	01156680	1	0.0000	EA	0.0000	1725.82000	5.500	1.0000	5.500	06/03/2016	CRRNT	02/19/2016 11:33:11AM

Key Tip: Use any available document number to trace the full PO-to-payment process.

SC_AP_VCHR_ACCTG_DATE

What does it do?

Displays voucher information by accounting date and account.

When would I use it?

- Research vouchers posted during a specific period.
- Review voucher activity for an account.
- Support reconciliation or transaction research.

Key Search Criteria:

- Accounting Date
- Account
- Business Unit
- Department

SC_AP_VCHR_ACCTG_DATE - Search by date, specific accts

Acctg Date From10/01/2026To10/07/2026

Oper Unit

Dept

Account

Class

PC Bus Unit

Project

Cost Share

Voucher ID

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (2035 kb)

View All

Row	Voucher	Voucher Style	Invoice	Invoice Date	Supplier	Supplier Name	Supplier Location	Address Seq Nbr	Origin	Close Status	Entry Status	Approval Status	Acctg Date	Instance	Gross Amt	Entered on	Budget Hdr Status	Reference	Date	Status	Pay Status	Method	Line	Distribution LI	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	
1	02775520	SGLP	X24505265 FOUST 10.06.26	10/06/2026	SP000000006	REFUNDS - PAYABLES	1	1	ONL	O	P	Approved	10/06/2026	3988590	350.000	10/06/2026	V	5000976453	10/06/2026	P	P	CHK	1	1	CL010	620300	TN002	12101	950		
2	02771854	REG	910615-0323-36	09/08/2026	0000040108	RUSH UNIVERSITY MEDICAL CENTER	0001	1	ONL	O	P	Approved	10/01/2026	3988590	2776.500	09/29/2026	V	5000976282	10/06/2026	P	P	CHK	1	1	CL034	115600	F1000	52084	202	USCSP	1
3	02771851	REG	CINV-016671	09/16/2026	0000039039	PRISMA HEALTH MIDLANDS	0002	2	ONL	O	P	Approved	10/01/2026	3988590	5986.720	09/29/2026	V	5000976278	10/06/2026	P	P	CHK	1	1	MC000	184500	F1000	52076	202	USCSP	1
4	02771850	REG	90152966	08/31/2026	C000000288	THE PENNSYLVANIA STATE UNIVERSITY	0001	2	ONL	O	P	Approved	10/01/2026	3988590	1105.820	09/29/2026	V	5000976376	10/06/2026	P	P	CHK	1	1	CL034	115200	F1000	52076	202	USCSP	1
5	02771845	REG	CI-00052581	09/15/2026	C000001246	MEDICAL UNIVERSITY OF SOUTH CAROLINA	0001	7	ONL	O	P	Approved	10/01/2026	3988590	2010.240	09/29/2026	V	5000976425	10/06/2026	P	P	CHK	1	1	CL034	115600	F1000	52084	202	USCSP	1
6	02773345	SGLP	TRV0000064877	10/01/2026	SP000000004	SINGLE PAY TRAVEL AND EXPENSES	1	1	GT	O	P	Approved	10/01/2026	3988590	1342.840	10/01/2026	V	5000976116	10/06/2026	P	P	CHK	1	1	CL039	152200	G1000	55105	301	USCSP	1
7	02772569	REG	14008	09/24/2026	0000072222	Charles Inventory DBA MCR Medical	0001	1	ONL	O	P	Approved	10/01/2026	3988590	4043.370	09/30/2026	V	6000348697	10/07/2026	P	P	ACH	1	1	MC000	180920	K1000	53002	301	USCSP	1
8	02773349	REG	SC0723624	08/31/2026	0000002407	FASTENAL COMPANY	0001	4	ONL	O	P	Approved	10/01/2026	3988590	818.530	10/01/2026	V	6000348457	10/07/2026	P	P	ACH	1	1	CL084	500020	A0001	53011	706		

Key Tip: Use both an accounting-date range and account number to narrow results.

Inquiry Pages



UNIVERSITY OF
South Carolina

USC Payment Request Inquiry

Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry

What does it do?

Displays payment request information and status.

When would I use it?

- Review payment requests submitted by an area.
- Check payment request status.
- Research payment requests by date, department, supplier, or project.

Key Search Criteria:

- Operating Unit
- Request Status
- Supplier ID
- Department

The screenshot shows the USC Payment Request Inquiry web application. The top navigation bar includes links for Favorites, Main Menu, Accounts Payable, Review Accounts Payable Info, and USC Payment Request Inquiry. The University of South Carolina logo is on the left, and a search bar with 'All' and 'Search' is in the center. On the right, there are links for Worklist, Home, Sign Out, Add To, Notifications, and NavBar. The main content area is titled 'Payment Request Inquiry' and contains a search form with the following fields: Request ID, User ID, Request Status (dropdown), Supplier ID, From Date, To Date, Operating Unit, From Department, PC Business Unit, Invoice Number, Fund Code, To Department, and Project. Each field has a search icon. There are 'Search' and 'Clear' buttons at the bottom of the form, and a 'Refresh' button at the bottom left.

Key Tip: Enter an Operating Unit and date range first to keep results manageable.

Voucher Inquiry

Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

What does it do?

Displays voucher details, including invoice and supplier information.

When would I use it?

- Find a voucher using an invoice number.
- Research a supplier invoice.
- Review voucher details and payment information.

Key Search Criteria:

- From/To Invoice Number
- From/To Supplier ID
- Voucher ID
- Accounting Date

The screenshot displays the 'Voucher Inquiry' web application interface. At the top, a navigation breadcrumb shows the path: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher. The University of South Carolina logo is on the left, and utility links like 'Worklist', 'Home', 'Sign Out', 'Add To', 'Notifications', and 'New Window' are on the right. The main section is titled 'Voucher Inquiry' and contains a 'Search Criteria' section with input fields for 'Search Name' (set to 'ALL'), 'From' (with 'From Voucher ID' and 'From Invoice Number' labels), and 'To' (with 'To' label). Below this is a section for 'Transaction ID', 'Match Status', and 'Sanctions Status', followed by a 'Max Rows' dropdown set to '300' and 'Search'/'Clear' buttons. A 'Sort Criteria' section includes '*Sort By' (set to 'Voucher ID') and '*Sort Asc/Desc' (set to 'Ascending'), with a 'Sort Display' button. A 'Display Currency Criteria' section is partially visible at the bottom.

Key Tip: Enter the invoice number and Supplier ID in both the From and To fields when searching for one invoice.

Payment Inquiry

Navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

What does it do?

Shows payment details, including payment status and whether a check has cleared the bank.

When would I use it?

- Find the check number associated with a voucher.
- Check whether a payment has cleared the bank.
- See which vouchers a payment covered.

Key Search Criteria:

- From/To Ref ID (check number)
- Payment Date
- Payment Status

The screenshot displays the 'Payment Inquiry' web application interface. At the top, a navigation bar includes links for 'Favorites', 'Main Menu', 'Accounts Payable', 'Review Accounts Payable Info', 'Payments', and 'Payment'. A search bar is present with 'AP Payments' selected. The main content area is titled 'Payment Inquiry' and features a 'Search Criteria' section with fields for 'Search Name' (set to 'ALL'), 'From' (with a 'From Supplier Name 1' dropdown), 'To' (with a 'To' dropdown), 'Supplier Location', '*Amount Rule' (set to 'Any'), and 'Amount'. Below this, there are dropdowns for 'Settle By' and 'Settlement Status', a checkbox for 'Single Payment Vouchers', a 'Max Rows' field (set to 300), and a 'Search' button. A 'Keyword Search' link and a 'Show Chart' checkbox are also visible. The '*Chart Type' is set to 'Bar Chart'. A 'Sorting Criteria' section at the bottom includes dropdowns for '1st sort' (set to 'Bank Account') and '2nd sort' (set to 'Payment Reference ID'), a 'Descending' checkbox, and a 'Sort' button.

Key Tip: From the voucher's **Payment** tab, find the check number in the Scheduled Payments section. Enter that number in **From Ref ID**; select the blue check link in results to view the related vouchers.

Resources and Communications



UNIVERSITY OF
South Carolina



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

Accounts Payable

Accounts payable is responsible for the review and disbursement of funds in accordance with university policies and procedures.

Accounts Payable Services

Our staff processes invoices from external suppliers as well as all non-payroll payments to faculty and staff.

AP Uploads

Expand all



Cash Advances



Employee Reimbursement (non-travel)



Expense Module Correction Form



Independent Contractor vs. Employee Classification



Journal Vouchers



Payment Request



Payments to Individuals (Honorariums and Stipends)



Purchase Order Invoices



Royalties



Student Reimbursement



Contact Accounts Payable

For questions about any Accounts Payable services, please contact us directly:

1600 Hampton Street, 6th floor
Columbia, SC 29208

Email: ap@mailbox.sc.edu

Where to Find the Resources

For more resources,
visit the [Accounts Payable](#) page found
in the General
Accounting section.



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](#)[Listserve](#)[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 more training resources, visit our [Business Manager](#) page.

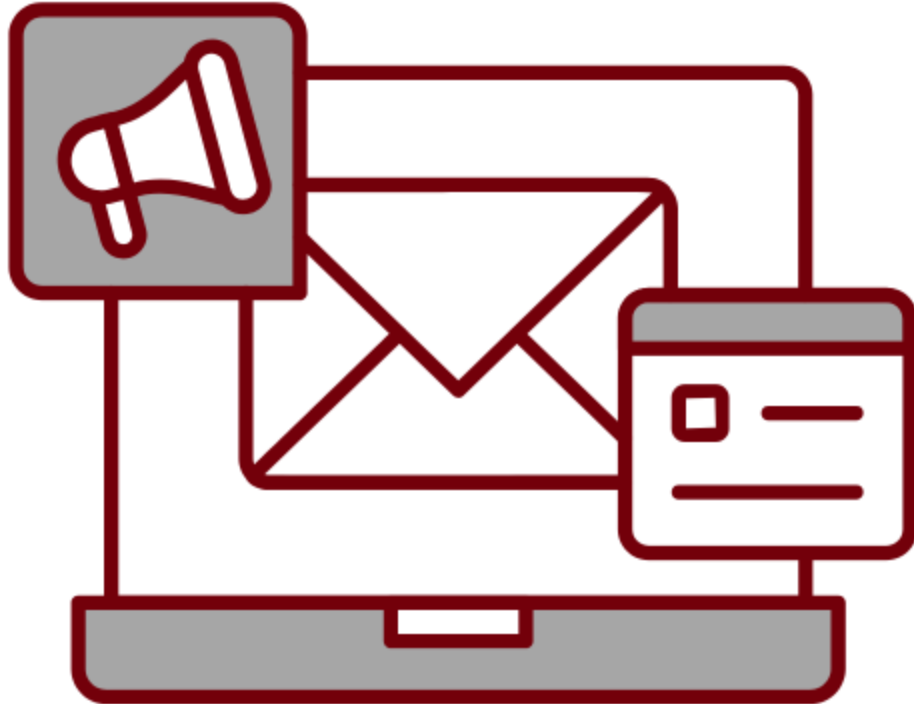


Query Viewer

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**.



Contact Us



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



UNIVERSITY OF
South Carolina

Questions



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South Carolina

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
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