Note from the GL Team

Goodbye Winter…Hello Spring!! With March upon us, it not only means the start of Spring, but it also means it is time to start preparing for fiscal year end. Cleaning up items early where possible will lead to a much smoother June and July. The below information is a good tool to use to begin reviewing activity hitting your departments. Always feel free to email us a genacctg@mailbox.sc.edu with any questions, comments, or concerns.

GL Tip of the Month

**PeopleSoft Query Viewer: Who, What, When, Where, and How**

WHO: The Query Viewer tool is an end-user reporting tool that allows users to retrieve specific data from various tables within the PeopleSoft production environment.

WHAT: Query Viewer can only be used to run previously created and saved queries. You will not be able to create new queries or modify existing query criteria.

WHEN: Reports can be run at any point in time. This can be done on the traditional monthly basis or at any point in time using specific date ranges.

WHERE: Query Viewer breadcrumbs: Main Menu→Reporting Tools→Query→Query Viewer. Once you run a report, it can be converted to Excel, CSV, or XML to be manipulated as needed or to be saved/distributed to others.

HOW: Now let's look at a sample query. Using the above breadcrumbs, enter SC_LEDGER_ACTUAL_JOURNALS in the "begins with" box and select Search.

SC_LEDGER_ACTUAL_JOURNALS	SC Ledger Actual Journals	Public	SYSTEM	HTML	Excel	XML	Schedule	Lookup References	Favorite
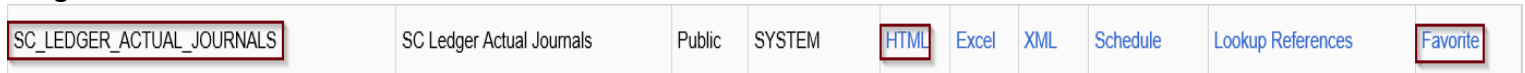
Click the Favorites link under the "Add to Favorites" section at the right of screen. This will save the query for you to use in the future. Next, click the HTML link towards the middle of the page. This will bring up a preset list of GL search criteria. Enter your six-digit department number in the department field and select "view results." This will pull results for everything during fiscal year 2021-2022 that has posted to your department. You can also narrow the results down by entering a fund or account code. Remove all other values and enter your user ID in the "User ID" field. This will pull detail for all JEs that you have processed during FY21-22 (you can change the fiscal year if needed). Finally, enter the amount of 57.45 in the "Journal Line Amount" field. This will pull in all items on the GL matching this amount. There are many other fields that can be entered as needed to narrow down searches. Once you have the information needed, select the Excel, CSV or XML links to download the information into the designated format.

Dates/Deadlines to Remember

Day	Date	Time	Description
Tuesday	March 8, 2022	9:00 AM	Cash Advance and Prepaid Program
Thursday	March 10, 2022	5:00 PM	Deadline to submit January Sales/Use/Admissions Tax Returns
Friday	March 11, 2022	5:00 PM	Deadline to submit January F&A Journal Entries
Thursday	March 17, 2022	9:00 AM	General Accounting Training
Wednesday	March 23, 2022	9:00 AM	Payment Request
Friday	March 25, 2022	5:00 PM	Team Card expense reports due for January billing cycle
Friday	March 25, 2022	5:00 PM	Travel Card expense reports due for January billing cycle
Friday	March 25, 2022	5:00 PM	P-Card expense reports due for January billing cycle
Wednesday	March 30, 2022	10:30 AM	Supplier Onboarding Liaison
Thursday	March 31, 2022	9:00 AM	AP Upload
Thursday	March 31, 2022	12:00 PM	February Expense Module Correction forms (APEX) submitted to GL mailbox
Thursday	March 31, 2022	12:00 PM	February AP JV Eforms completed and approved in PeopleSoft
Friday	April 1, 2022	5:00 PM	February Journal Entries completed and approved in PeopleSoft
Tuesday	April 5, 2022		Tentative close of GL for February

MARCH WEBINARS

The Controller's Office has several Webinars coming up this month. Please click the below link to sign-up. They are a great way to learn valuable information and also a good time to ask any questions you may have.

[PeopleSoft Training Schedule](#)