



**Office of the Controller**  
**Operational Management & Reporting**  
**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.

**Step 1:** Log into the [PeopleSoft Finance](#) system. On the UofSC Central Authentication Service (CAS) screen, enter your **network username** and **password**.

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

A screenshot of the USC Central Authentication Service (CAS) login page. The page has a dark red header with the University of South Carolina logo and name. Below the header, the title "USC Central Authentication Service (CAS)" is displayed. Underneath, there is a grey box containing a globe icon, the text "HR, Payroll, & Finance Systems (PeopleSoft)", and "USC Authentication System". A shield icon with a keyhole is followed by the text "Login Credentials Required". There are two input fields: "Login Credential" and "Password". The "Password" field has a red eye icon to its right. A red box highlights the "Login Credential" and "Password" fields. Below these fields is a red "LOGIN" button, also highlighted with a red box.

To access the USC CoA Combos Inquiry page, navigate to:

**Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry.**

**Step 3:** 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 shows the 'USC CF Combos Inquiry' page with the following search filters:
 

- USC Combo Key: [ ]
- Fiscal Year From: 2026
- Fiscal Year To: 2026
- Status: [ ]
- Operating Unit: [ ]
- Department: [ ]
- Fund Code: [ ]
- Class Field: [ ]
- PC Business Unit: [ ]
- Project: [ ]
- Activity: [ ]
- Product: [ ]

 The 'Payroll Only?' and 'Include Cost Share' checkboxes are unchecked. A 'Search' button is visible below the filters.

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

**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 (%).

The screenshot shows the 'USC CF Combos Inquiry' page with the following search filters:
 

- USC Combo Key: [ ]
- Fiscal Year From: 2026
- Fiscal Year To: 2026
- Status: [ ]
- Operating Unit: CL071
- Department: [ ]
- Fund Code: K%
- Class Field: [ ]
- PC Business Unit: [ ]
- Project: [ ]
- Activity: [ ]
- Product: [ ]

 The 'Payroll Only?' and 'Include Cost Share' checkboxes are unchecked. A 'Search' button is highlighted.

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activi
1	100014132	MCCAUSLAND FELLOWSHIP FUND	2026	Active	CL071	121000	K0135	202			
2	100014523	MCCAUSLAND INNOVATION FUND	2026	Active	CL071	121000	K0136	202			
3	100014610	KRIZEK-MCCAUSLAND	2026	Active	CL071	130100	K0138	202			
4	100014682	JOHN M PALMS CHAIR	2026	Active	CL071	130700	K0140	202			
5	100014888	MOORE ARCHEOLOGY PROJECT	2026	Active	CL071	213017	K1017	202			
6	100015269	BERT ELY FISH GENETICS	2026	Active	CL071	130100	K0139	202			
7	100016460	MCCAUSLAND RECRUITMENT AND RETENTION	2026	Active	CL071	121000	K0145	202			
8	100018144	POULAIN LINDLER FACULTY FELLOWSHIP AWARD	2026	Active	CL071	130100	K0169	202			

**Step 6:** Scroll right to see all the chartstring information, including if the chartstring has been marked for payroll.

The screenshot shows a web application interface for USC CoA Combos Inquiry. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry'. A search bar is present with 'All' selected and 'Advanced Search' options. Below the navigation, there are filter options: 'Payroll Only?' (checkbox) and 'Include Cost Share' (checkbox). The main content is a table with 11 columns: Department, Fund Code, Class Field, PC Business Unit, Project, Activity, Product, Cost Share, Funding Source, Payroll, and End Date. The 'Payroll' column is highlighted with a red box, showing 'x' marks for all rows. The table has 8 rows of data. At the bottom right of the table, there is a pagination control showing '1-100 of 104' and a 'View 100' link.

Department	Fund Code	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Funding Source	Payroll	End Date
121000	K0135	202							<input checked="" type="checkbox"/>	06/30/2026
121000	K0136	202							<input checked="" type="checkbox"/>	06/30/2026
130100	K0138	202							<input checked="" type="checkbox"/>	06/30/2026
130700	K0140	202							<input checked="" type="checkbox"/>	06/30/2026
213017	K1017	202							<input checked="" type="checkbox"/>	06/30/2026
130100	K0139	202							<input checked="" type="checkbox"/>	06/30/2026
121000	K0145	202							<input checked="" type="checkbox"/>	06/30/2026
130100	K0169	202							<input checked="" type="checkbox"/>	06/30/2026

**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

The screenshot shows the 'USC CF Combos Inquiry' search form. The breadcrumb trail is 'USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry'. The form includes several search criteria: 'USC Combo Key', 'Fiscal Year From' (2026), 'Fiscal Year To' (2026), 'Status', 'Operating Unit' (CL071), 'Department', 'Fund Code' (K%), 'Class Field', 'PC Business Unit' (USCSA), 'Project', 'Activity', and 'Product'. The 'PC Business Unit' field is highlighted with a red box. There are also checkboxes for 'Payroll Only?' and 'Include Cost Share'. A 'Search' button is located at the bottom left of the form.

**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.

The screenshot shows the 'USC CF Combos Inquiry' page. The search filters include: USC Combo Key, Fiscal Year From (2026), Fiscal Year To (2026), Status, Operating Unit, Department, Fund Code, Class Field, PC Business Unit, Project, Activity, and Product. There are checkboxes for 'Payroll Only?' and 'Include Cost Share' (which is checked). A 'Cost Share' field contains '100100'. A 'Search' button is present. Below the filters is a table with the following data:

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code
1	100014875	PSYCHOLOGY	2026	Active	CL071	135800	A0001

**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.

The screenshot shows a detailed view of the results table. The table has the following columns: PC Business Unit, Project, Activity, Product, Cost Share, Funding Source, Payroll, and End Date. The 'Payroll' column contains a checked checkbox. The 'End Date' column shows '06/30/2026'. The 'Cost Share' value is '10010097'. Navigation controls at the bottom of the table show '1-1 of 1' and 'View All'.

PC Business Unit	Project	Activity	Product	Cost Share	Funding Source	Payroll	End Date
				10010097		<input checked="" type="checkbox"/>	06/30/2026

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