UNIVERSITY OF
South Carolina

Office of the Controller
Miscellaneous Accounts Receivable
MAR Queries

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I. Objectives

PeopleSoft queries for MAR reports have been created to provide customer and billing information. These reports can be used to review aging activity, accounting information, customer status, and invoice status.

Here is a quick reference list for MAR queries and descriptions:

SC_MISC_AR_AGING_BU_PROMPT

Once a Business Unit is selected, aging information for each invoiced customer can be reviewed to determine which customers have outstanding balances.

SC_MISC_AR_BILLING_ACCT_STRING

This report offers a variety of searchable fields. Once a Business Unit has been selected, filters can be used to expand and narrow the accounting string details for an invoice.

SC_MISC_AR_CUSTOMER_STATUS

All customers can be viewed using this report. Customer status – active/inactive – can be filtered.

SC_MISC_AR_OPEN_CLSD_STATUS

After the Business Unit is selected, all closed and open invoices can be viewed. This report provides the billed amount, balance due, and due date per customer and invoice.

SC_MISC_INVCE_STATUS_BY_OPERID

After selecting the Business Unit, the name and operator ID for who created the invoice(s) is provided.

SC_BILLING_DETAILS_RC

After selecting the Business Unit, billing details, to include the invoice creator, can be viewed. Note: Search can be narrowed by invoice number.

II. Accessing Queries

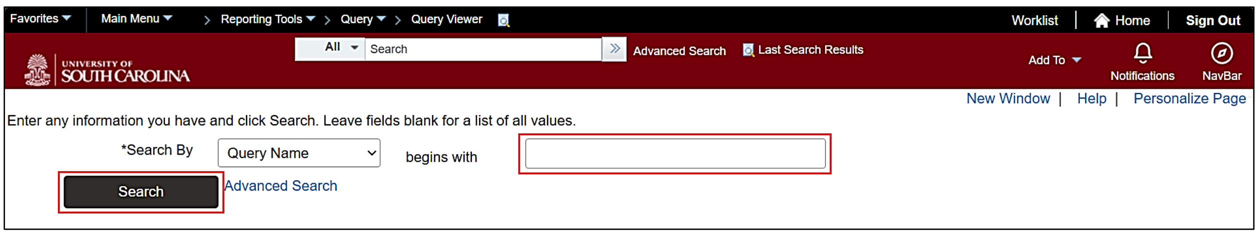
To access a query in PeopleSoft Finance, use the navigation:

Main Menu > Reporting Tools > Query > Query Viewer

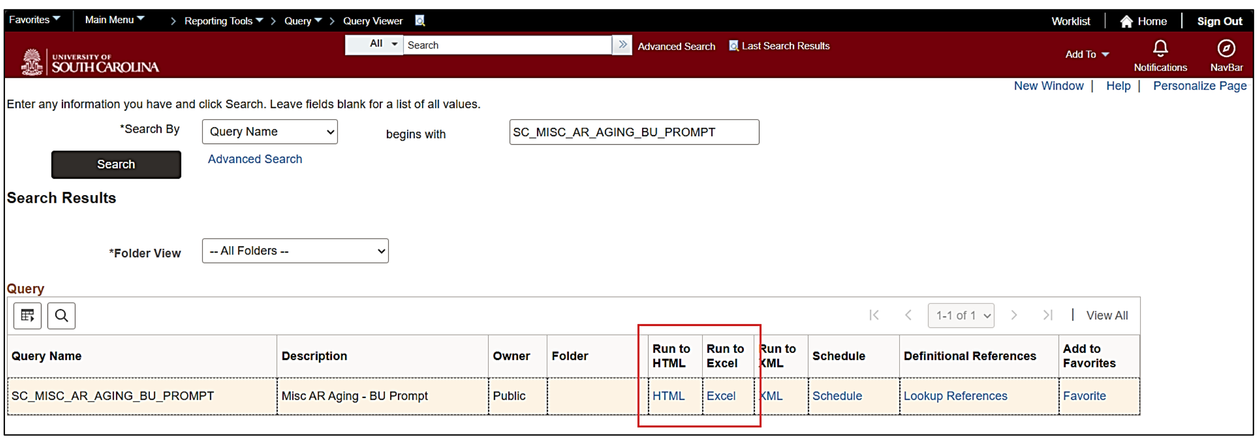
Step 1: To access a particular query, populate the empty field with the query name. The Search By dropdown should be Query Name.

Note: Searches are also possible by adding a partial name of a query. A list of queries will appear that include the partial name in the full name. If the field is left blank, all public queries will populate.

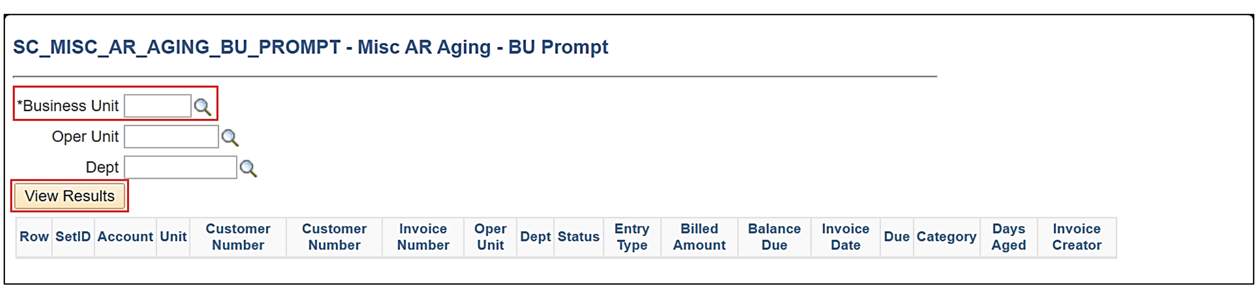
Step 2: Click the **Search** button.



Step 3: From the query, click the **HTML** link to access the report. **Excel** can also be selected to download the report.

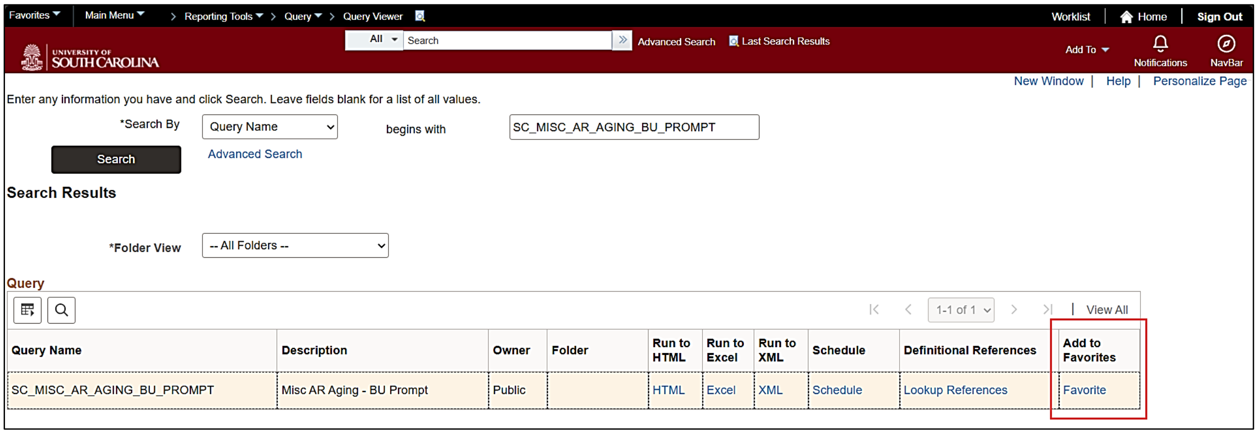


Step 4: Depending on the report selected, information can be added to narrow/specify what is needed. This example allows results to be searched by Business Unit. Click the **View Results** button.



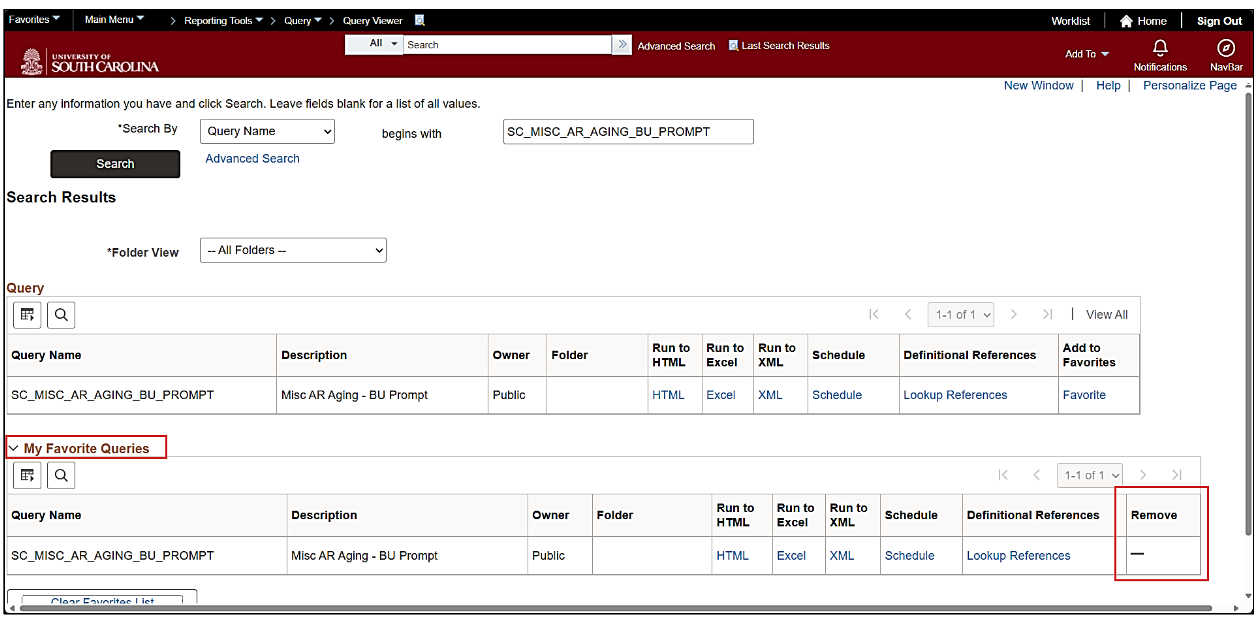
Step 5: If a particular report is to be utilized regularly, queries can be saved as **Favorites**.

After searching for a query, click the **Favorite** link to add it to a list to be used frequently.



The query will appear in a **My Favorite Queries** list and will be available each time Query Viewer is accessed.

Favorite Queries can also be removed by clicking the minus symbol in the Remove column.



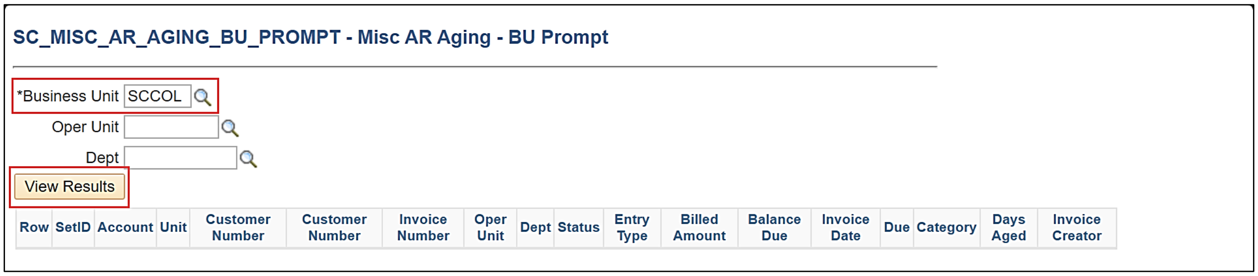
III. Reviewing Queries: SC_MISC_AR_AGING_BU_PROMPT

Once a Business Unit is selected, aging information for each invoiced customer can be reviewed to determine which customers have outstanding balances.

This report should be used frequently to determine if customers have outstanding balances.

Step 1: After running the query to HTML, enter the desired campus/business unit by typing or clicking the **magnifying glass** icon.

Step 2: Click the **View Results** button.



SC_MISC_AR_AGING_BU_PROMPT - Misc AR Aging - BU Prompt

*Business Unit SCCOL

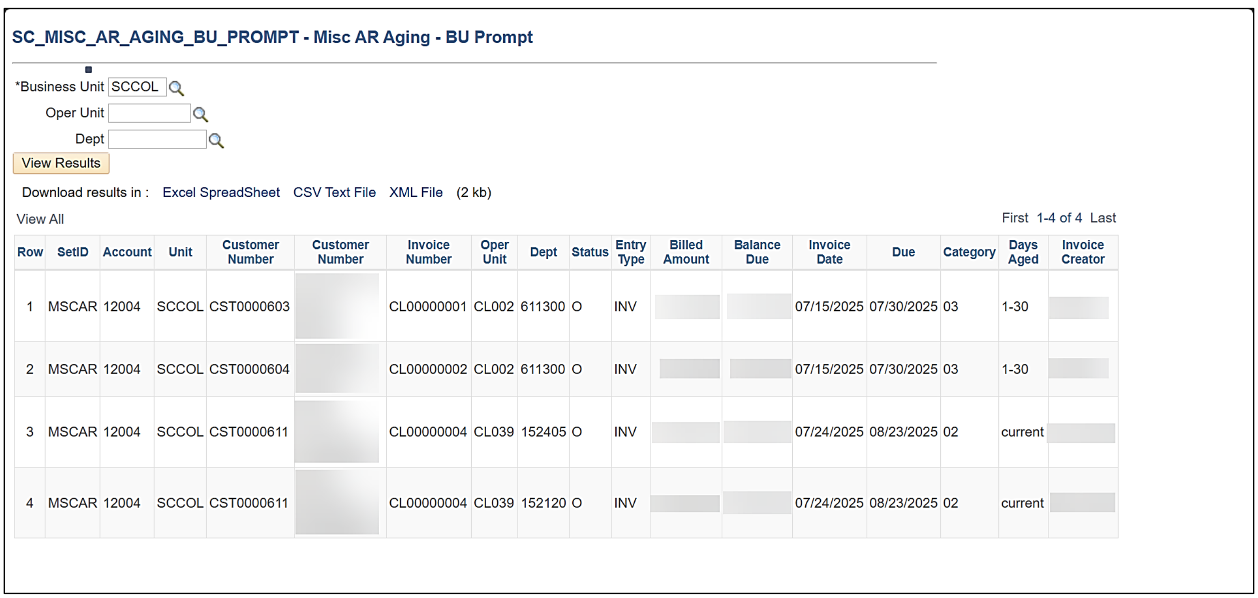
Oper Unit

Dept

View Results

Row	SetID	Account	Unit	Customer Number	Customer Number	Invoice Number	Oper Unit	Dept	Status	Entry Type	Billed Amount	Balance Due	Invoice Date	Due	Category	Days Aged	Invoice Creator

Step 3: The report will provide customer information, invoice number and status, billed amount, invoice date, and the number of days aged.



SC_MISC_AR_AGING_BU_PROMPT - Misc AR Aging - BU Prompt

*Business Unit SCCOL

Oper Unit

Dept

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All

First 1-4 of 4 Last

Row	SetID	Account	Unit	Customer Number	Customer Number	Invoice Number	Oper Unit	Dept	Status	Entry Type	Billed Amount	Balance Due	Invoice Date	Due	Category	Days Aged	Invoice Creator
1	MSCAR	12004	SCCOL	CST0000603		CL00000001	CL002	611300	O	INV			07/15/2025	07/30/2025	03	1-30	
2	MSCAR	12004	SCCOL	CST0000604		CL00000002	CL002	611300	O	INV			07/15/2025	07/30/2025	03	1-30	
3	MSCAR	12004	SCCOL	CST0000611		CL00000004	CL039	152405	O	INV			07/24/2025	08/23/2025	02	current	
4	MSCAR	12004	SCCOL	CST0000611		CL00000004	CL039	152120	O	INV			07/24/2025	08/23/2025	02	current	

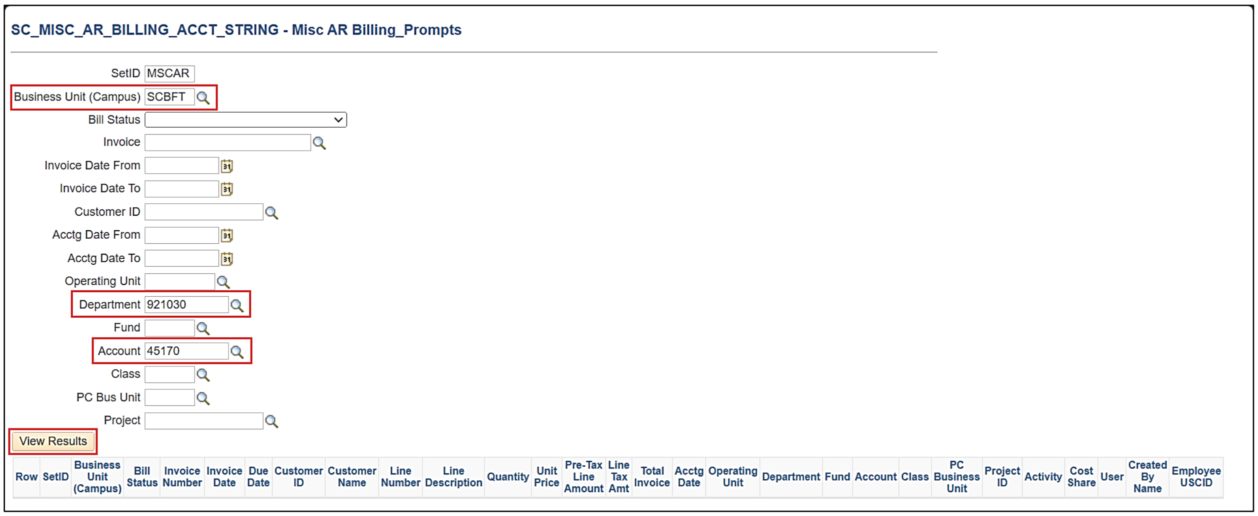
IV. Reviewing Queries: SC_MISC_AR_BILLING_ACCT_STRING

This report offers a variety of searchable fields. Once a business unit has been selected, filters can be used to expand and narrow the accounting string details for an invoice.

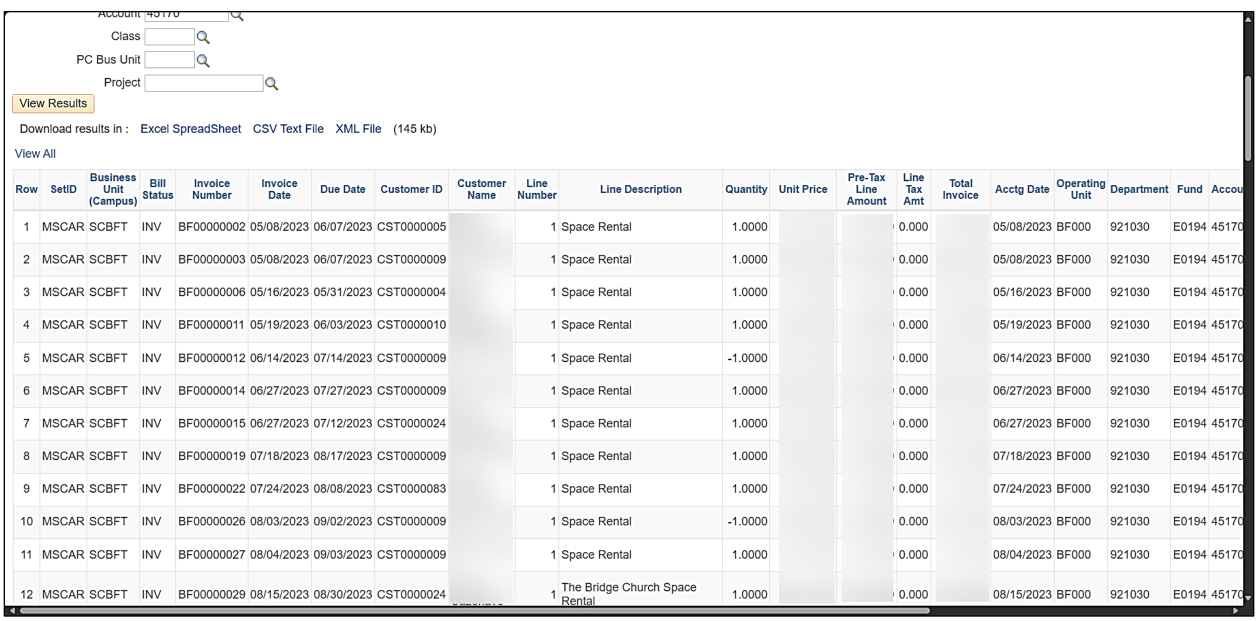
This report can be used to drill down and filter by date, Operating Unit, Department, Fund, Account, Class, PC BU, and Project. Information can be uploaded to Excel to easily share with departments regarding their invoices.

Step 1: After running the query to HTML , use the lookup feature to enter the desired information by typing or clicking the **magnifying glass** icon.

Step 2: Click the **View Results** button.



Below is billing detail for invoices searched by criteria used above. For further information in each row, scroll to the right.

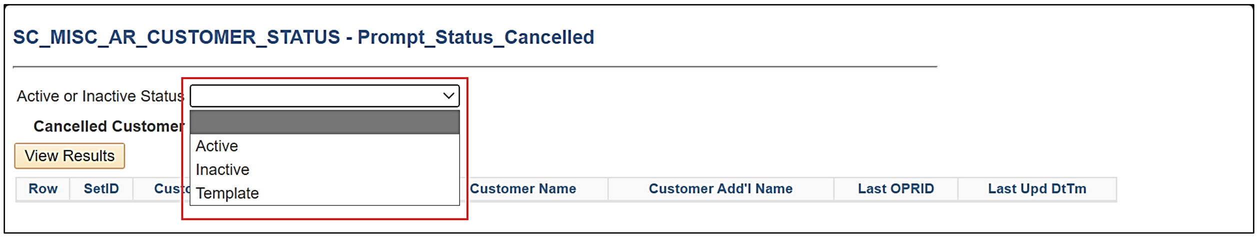


Row	SetID	Business Unit (Campus)	Bill Status	Invoice Number	Invoice Date	Due Date	Customer ID	Customer Name	Line Number	Line Description	Quantity	Unit Price	Pre-Tax Line Amount	Line Tax Amt	Total Invoice	Acctg Date	Operating Unit	Department	Fund	Accou
1	MSCAR	SCBFT	INV	BF00000002	05/08/2023	06/07/2023	CST0000005		1	Space Rental	1.0000			0.000		05/08/2023	BF000	921030	E0194	45170
2	MSCAR	SCBFT	INV	BF00000003	05/08/2023	06/07/2023	CST0000009		1	Space Rental	1.0000			0.000		05/08/2023	BF000	921030	E0194	45170
3	MSCAR	SCBFT	INV	BF00000006	05/16/2023	05/31/2023	CST0000004		1	Space Rental	1.0000			0.000		05/16/2023	BF000	921030	E0194	45170
4	MSCAR	SCBFT	INV	BF00000011	05/19/2023	06/03/2023	CST0000010		1	Space Rental	1.0000			0.000		05/19/2023	BF000	921030	E0194	45170
5	MSCAR	SCBFT	INV	BF00000012	06/14/2023	07/14/2023	CST0000009		1	Space Rental	-1.0000			0.000		06/14/2023	BF000	921030	E0194	45170
6	MSCAR	SCBFT	INV	BF00000014	06/27/2023	07/27/2023	CST0000009		1	Space Rental	1.0000			0.000		06/27/2023	BF000	921030	E0194	45170
7	MSCAR	SCBFT	INV	BF00000015	06/27/2023	07/12/2023	CST0000024		1	Space Rental	1.0000			0.000		06/27/2023	BF000	921030	E0194	45170
8	MSCAR	SCBFT	INV	BF00000019	07/18/2023	08/17/2023	CST0000009		1	Space Rental	1.0000			0.000		07/18/2023	BF000	921030	E0194	45170
9	MSCAR	SCBFT	INV	BF00000022	07/24/2023	08/08/2023	CST0000083		1	Space Rental	1.0000			0.000		07/24/2023	BF000	921030	E0194	45170
10	MSCAR	SCBFT	INV	BF00000026	08/03/2023	09/02/2023	CST0000009		1	Space Rental	-1.0000			0.000		08/03/2023	BF000	921030	E0194	45170
11	MSCAR	SCBFT	INV	BF00000027	08/04/2023	09/03/2023	CST0000009		1	Space Rental	1.0000			0.000		08/04/2023	BF000	921030	E0194	45170
12	MSCAR	SCBFT	INV	BF00000029	08/15/2023	08/30/2023	CST0000024		1	The Bridge Church Space Rental	1.0000			0.000		08/15/2023	BF000	921030	E0194	45170

V. Reviewing Queries: SC_MISC_AR_CUSTOMER_STATUS

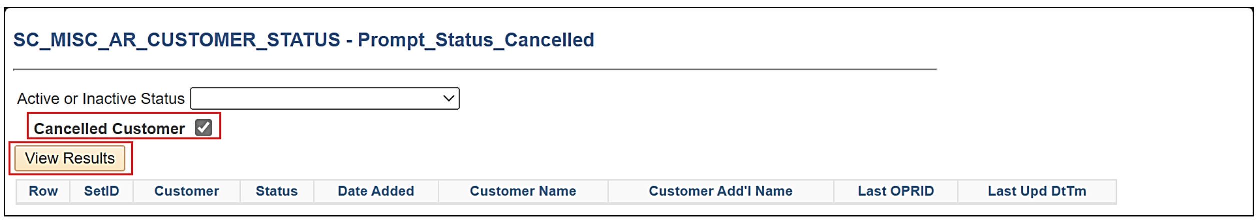
All customers can be viewed using this report. Customer status – active/inactive – can be filtered.

Step 1: After running the query to HTML, the dropdown can be used to select **Active/Inactive** customers. If a selection is not made from the dropdown, both categories will appear.

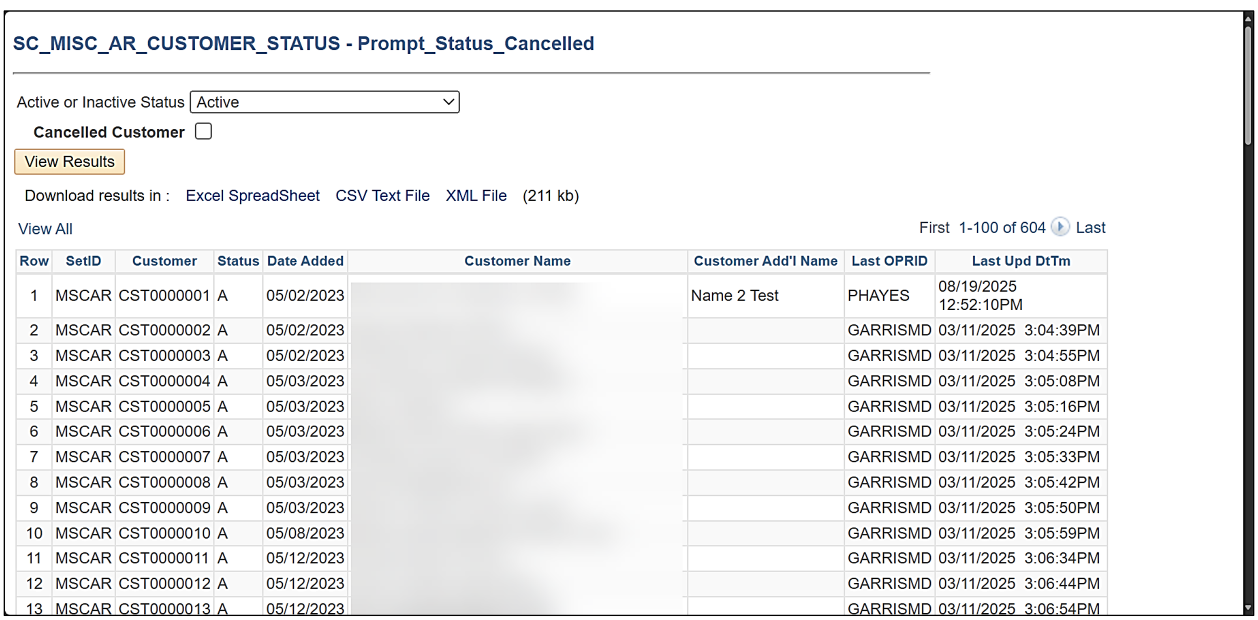


Step 2: Canceled customers can be viewed by checking the box provided.

Step 3: Click the **View Results** button.



Customers are listed chronologically. “A” or “I” will appear in the status column to indicate Active or Inactive customers. The report reflects the customer ID, added date, name, and creator of the customer.



Row	SetID	Customer	Status	Date Added	Customer Name	Customer Add'l Name	Last OPRID	Last Upd DtTm
1	MSCAR	CST0000001	A	05/02/2023		Name 2 Test	PHAYES	08/19/2025 12:52:10PM
2	MSCAR	CST0000002	A	05/02/2023			GARRISMD	03/11/2025 3:04:39PM
3	MSCAR	CST0000003	A	05/02/2023			GARRISMD	03/11/2025 3:04:55PM
4	MSCAR	CST0000004	A	05/03/2023			GARRISMD	03/11/2025 3:05:08PM
5	MSCAR	CST0000005	A	05/03/2023			GARRISMD	03/11/2025 3:05:16PM
6	MSCAR	CST0000006	A	05/03/2023			GARRISMD	03/11/2025 3:05:24PM
7	MSCAR	CST0000007	A	05/03/2023			GARRISMD	03/11/2025 3:05:33PM
8	MSCAR	CST0000008	A	05/03/2023			GARRISMD	03/11/2025 3:05:42PM
9	MSCAR	CST0000009	A	05/03/2023			GARRISMD	03/11/2025 3:05:50PM
10	MSCAR	CST0000010	A	05/08/2023			GARRISMD	03/11/2025 3:05:59PM
11	MSCAR	CST0000011	A	05/12/2023			GARRISMD	03/11/2025 3:06:34PM
12	MSCAR	CST0000012	A	05/12/2023			GARRISMD	03/11/2025 3:06:44PM
13	MSCAR	CST0000013	A	05/12/2023			GARRISMD	03/11/2025 3:06:54PM

VI. Reviewing Queries: SC_MISC_AR_OPEN_CLSD_STATUS

After the Business Unit is selected, all closed and open invoices can be viewed. This report provides the billed amount, balance due, and due date per customer and invoice.

Step 1: After running the query to HTML, the invoice number, if known, can be added to narrow the results to a particular invoice. If the invoice number is not added, all invoices will appear for the **Business Unit**. The Business Unit field should be populated using the lookup.

Step 2: Click the **View Results** button.

SC_MISC_AR_OPEN_CLSD_STATUS - Misc AR Invoice/Item Status

Invoice

Business Unit

View Results

Row	Business Unit	Customer Number	Invoice Number	Status	Billed Amount	Balance Due	Due	Biller	Entry Type

This report provides the customer number, the open/closed status, the amount, balance due and due date.

Below is an example of the query results when the invoice number is added.

SC_MISC_AR_OPEN_CLSD_STATUS - Misc AR Invoice/Item Status

Invoice BF00000006

Business Unit

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All | First 1-1 of 1 Last

Row	Business Unit	Customer Number	Invoice Number	Status	Billed Amount	Balance Due	Due	Biller	Entry Type
1	SCBFT	CST0000004	BF00000006	Closed	[illegible]	0.000	05/31/2023	BF_BILL	INV

Below is an example of the query results when only the Business Unit field is populated.

SC_MISC_AR_OPEN_CLSD_STATUS - Misc AR Invoice/Item Status

Invoice

Business Unit SCCOL

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

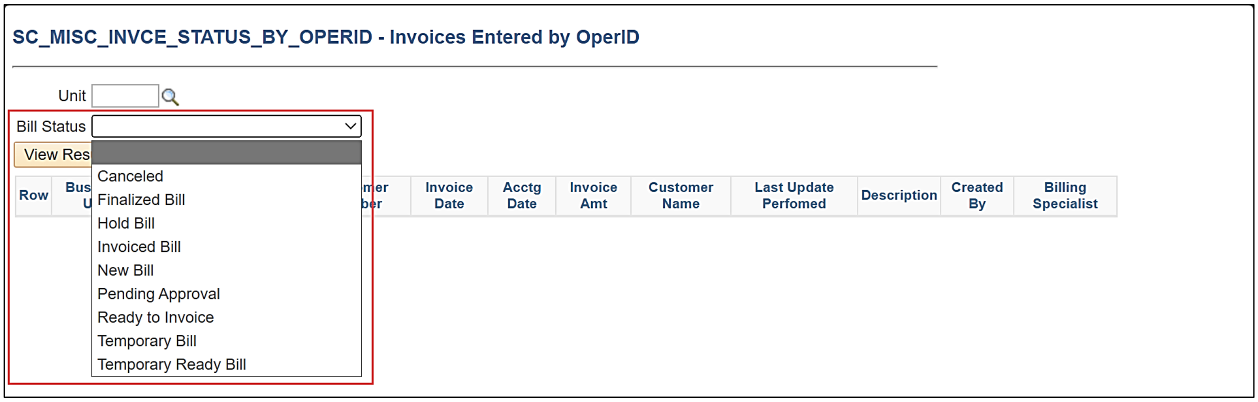
View All | First 1-4 of 4 Last

Row	Business Unit	Customer Number	Invoice Number	Status	Billed Amount	Balance Due	Due	Biller	Entry Type
1	SCCOL	CST0000603	CL00000001	Open	[illegible]	[illegible]	07/30/2025	611300	INV
2	SCCOL	CST0000604	CL00000002	Open	[illegible]	[illegible]	07/30/2025	611300	INV
3	SCCOL	CST0000608	CL00000003	Closed	[illegible]	[illegible]	08/03/2025	620499	INV
4	SCCOL	CST0000611	CL00000004	Open	[illegible]	[illegible]	08/23/2025	620300	INV

VII. Reviewing Queries: SC_MISC_INVCE_STATUS_BY_OPERID

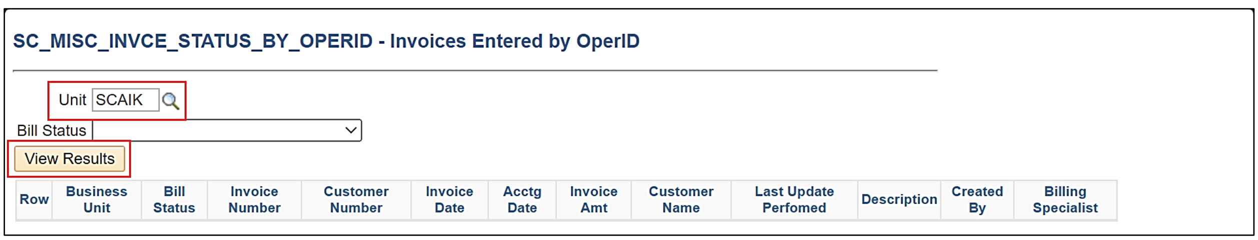
After selecting the Business Unit, the name and operator ID for who created the invoice(s) is provided.

Step 1: After running the query to HTML, select the desired **Business Unit**. The 'Bill Status' can be selected from the **drop down**.

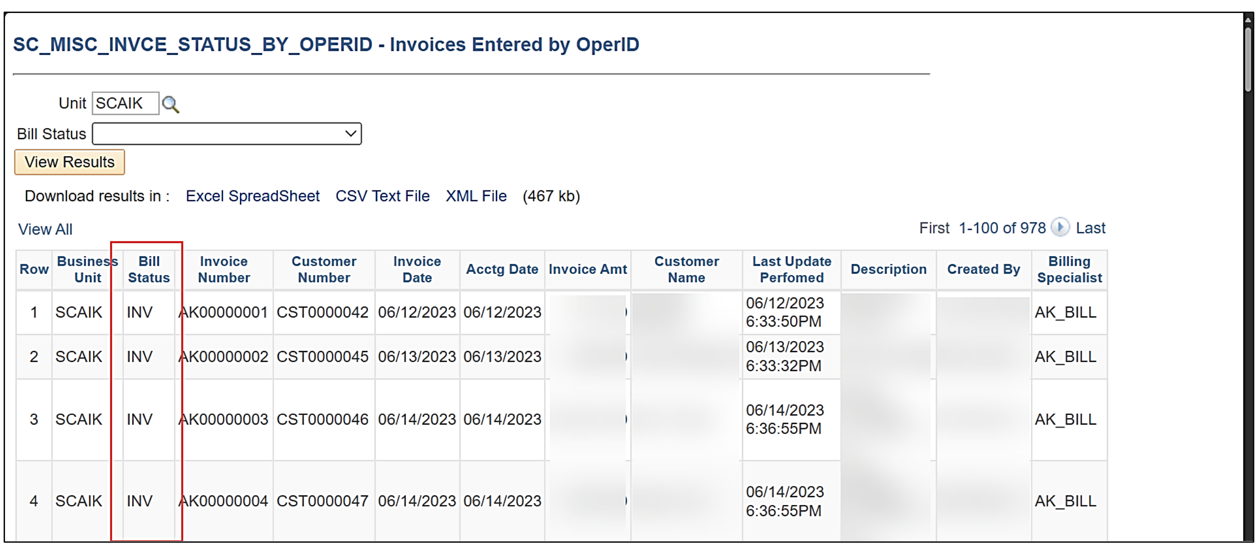


Step 2: Leaving the Bill Status field blank will provide the status of all invoices for the unit.

Step 3: Click the **View Results** button.



For example, it may be useful to see when an invoice is in the **New** or **Cancelled** status – meaning it has not been submitted through the system. INV status means the invoice has been processed through the system.



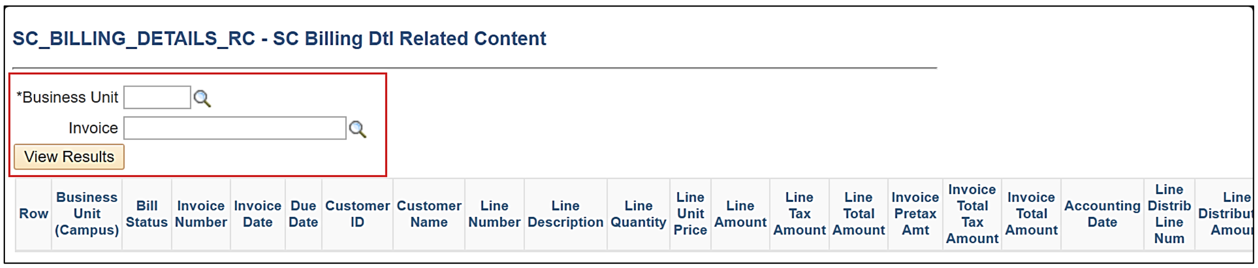
VIII. Reviewing Queries: SC_BILLING_DETAILS_RC

This report provides a variety of useful billing information for invoices, including customer information, invoice details, accounting lines, user ID and name of creator, tax code used, and due date.

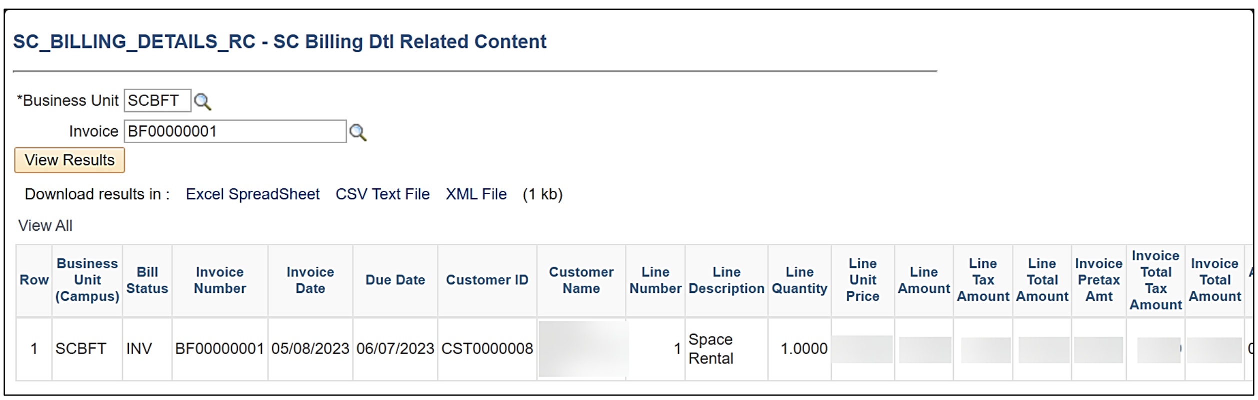
Note: Search can be narrowed by invoice number.

Step 1: After running the query to HTML, enter the Business Unit. The invoice number can be added to narrow down the search results, or the field can be left blank to produce results for all invoices for the unit.

Step 2: Click the View Results button.



Below is an example of the query results when the invoice number is added. For further information in each row, scroll to the right.



Below is an example of the query results when the invoice field is left blank. For further information in each row, scroll to the right.

SC_BILLING_DETAILS_RC - SC Billing Dtl Related Content

*Business Unit SCBFT

Invoice

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (560 kb)

View All

Row	Business Unit (Campus)	Bill Status	Invoice Number	Invoice Date	Due Date	Customer ID	Customer Name	Line Number	Line Description	Line Quantity	Line Unit Price	Line Amount	Line Tax Amount	Line Total Amount	Invoice Pretax Amt	Inv T Am
1	SCBFT	INV	BF00000001	05/08/2023	06/07/2023	CST0000008	[illegible]	1	Space Rental	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
2	SCBFT	INV	BF00000002	05/08/2023	06/07/2023	CST0000005	[illegible]	1	Space Rental	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
3	SCBFT	INV	BF00000003	05/08/2023	06/07/2023	CST0000009	[illegible]	1	Space Rental	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
4	SCBFT	INV	BF00000003	05/08/2023	06/07/2023	CST0000009	[illegible]	2	Security	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0