UNIVERSITY OF South Carolina
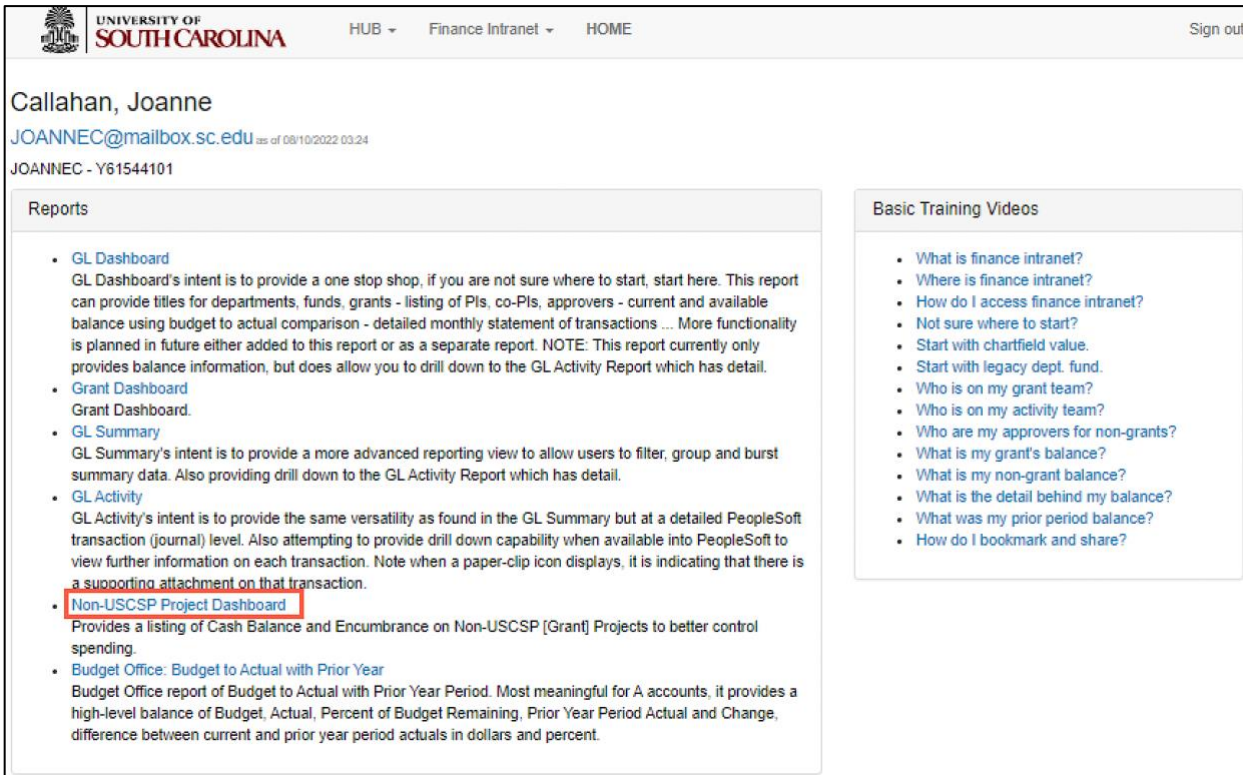
Controller's Office - Finance Intranet Reporting
Using the Non-USCSP Project Dashboard Reporting Tool

Table of Contents

I. Objectives

By the end of this procedure, you should be able to use the Non-USCSP Project Dashboard to:

- maintain positive cash balances in your internal projects (USCIP), student activity projects (USCSA), and spendable endowment projects (USCEN) by showing current cash balances, outstanding encumbrances, and project end dates.
- view projects that have ended or are ending.

II. Tips, Tricks and Reminders

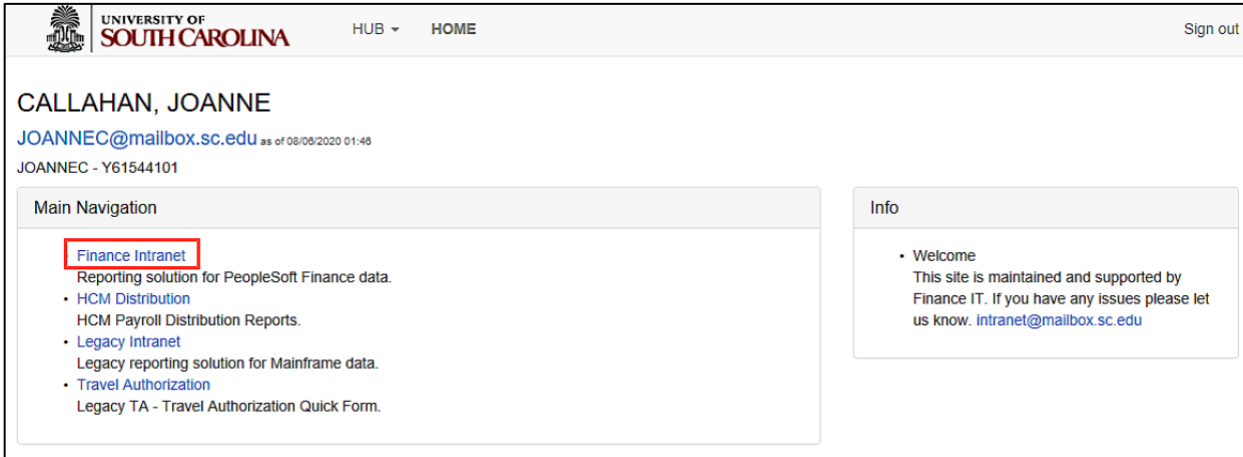Here are few tips and tricks that will help when using this tool:

- Projects that are in yellow are inactive.

- Projects that have ended need to either be extended or closed out and inactivated. To request a project extension, contact CFMAINT@mailbox.sc.edu.

III. Navigation

To access this new tool, go to https://www.admin.sc.edu/.

Then navigate to: **Finance Intranet > Non-USCSP Project Dashboard**

Step 1: Click the **Finance Intranet** link.

Step 2: Click the **Non-USCSP Project Dashboard** link.

Users will have access to the same departments/projects as they currently have in Finance Intranet.

IV. View Project End Dates by Operating Unit

Step 1: Click in the **Operating Unit** field and enter an applicable operating unit.

Step 2: Click the **Total** drop-down arrow and select **Project End Date** from the list.

Step 3: Click the **Submit** button.

Step 4: All the Non-USCSP Projects (USCIP, USCSA, and USCEN) will return for the Operating Unit entered. The returned results include the Project number, Type of Non-USCSP project, Status and End Date. Notice Inactive projects are highlighted in yellow.

GL-Current [OPEN] as of 08/10/2022 04:26

Project	PCBU	Project Name	Status	End Date	Op.Unit	Fund	Cash	Encumbrances	Balance
80002301	USCIP	ASP:BEHROOZMAND-UNDERSTAND EFF	INACTIVE	09/30/2018	CL034	EN600		25.00	(25.00)
END 09/30/2018 TOTAL								25.00	(25.00)
80002288	USCIP	ASPIRE - VEJERANO	INACTIVE	09/30/2019	CL034	EN600		256.00	(256.00)
END 09/30/2019 TOTAL								256.00	(256.00)
80002455	USCIP	ALICIA FLACH STARTUP	ACTIVE	12/31/2021	CL034	EN300	(1.56)		(1.56)
80004053	USCIP	EXAMNG EFFECTS AFTR SCHL PHYSI	INACTIVE	12/31/2021	CL034	N1100	(2,750.00)		(2,750.00)
END 12/31/2021 TOTAL							(2,751.56)		(2,751.56)
80003874	USCIP	FILTON - RESEARCH INCENTIVE	ACTIVE	01/31/2022	CL034	N1700	(2,517.23)		(2,517.23)
END 01/31/2022 TOTAL							(2,517.23)		(2,517.23)
80003600	USCIP	SPARC: Charles Smith: Effect o	ACTIVE	06/30/2022	CL034	N1400	(126.81)		(126.81)
80003739	USCIP	LINKING CORTICAL SENSORIMOTOR	ACTIVE	06/30/2022	CL034	N1600			
80003742	USCIP	CAPTURING PHYSCL ACTVTY SYMPTM	ACTIVE	06/30/2022	CL034	N1600	468.90		468.90
80004230	USCIP	PATE PAPH INCENTIVE	ACTIVE	06/30/2022	CL034	N1700	2,671.01	45,993.75	(43,322.74)
80004242	USCIP	mHEALTH INTERVENTION REDUCE SE	ACTIVE	06/30/2022	CL034	N1200	(5,214.09)		(5,214.09)
80004554	USCIP	RACIAL DIFFERENCES IN COMORBID	ACTIVE	06/30/2022	CL034	N1200	(17.43)		(17.43)
80004555	USCIP	SPANISH-ENGLISH BILINGUAL EDUC	INACTIVE	06/30/2022	CL034	N1200			
END 06/30/2022 TOTAL							(2,218.42)	45,993.75	(48,212.17)
80004142	USCIP	SPARC:K CORREA:TRANSCRIPTOME	ACTIVE	07/31/2022	CL034	N1400	243.00		243.00
80004143	USCIP	SPARC:M OZA:TUMOR INFILTRATING	ACTIVE	07/31/2022	CL034	N1400	(4,974.00)		(4,974.00)
80004147	USCIP	SPARC: T MI:IMPACT INTERSECTIO	ACTIVE	07/31/2022	CL034	N1400	(273.32)		(273.32)
END 07/31/2022 TOTAL							(5,004.32)		(5,004.32)

Optional: To narrow down your search results you can select **Active/Inactive** from the **Project Status** drop-down menu.

V. Review Balances by Fund "Letter" and PC Business Unit

Step 1: Click in the **Operating Unit** field and enter an applicable operating unit.

Step 2: Click in the **Fund** field and enter the first letter of the Fund type and the % sign (wildcard).

Step 3: Click in the **Project BU** field and enter the **Non-USCSP Project** (USCIP, USCSA, and USCEN) type you would like to review the balances for.

Step 4: Click the **Total** drop-down arrow and select **Fund** from the list.

Step 5: Click the **Submit** button.

Step 6: Review the balances by fund letter for the Non-USCSP project type entered.

| GL-Current [OPEN] as of 08/10/2022 04:26 | | | | | | | | |
Project	PCBU	Project Name	Status	End Date	Op.Unit	Fund	Cash	Encumbrances	Balance
80001355	USCIP	START-UP FUNDS - BUCKHAULTS	ACTIVE	06/30/2050	CL032	EN300	(21,026.29)		(21,026.29)
80001743	USCIP	START-UP FUNDS - KIARIS	ACTIVE	06/30/2050	CL032	EN300	(32,669.10)		(32,669.10)
80001840	USCIP	STARTUP FUNDS MATHEW	ACTIVE	04/30/2023	CL032	EN300	7,956.04		7,956.04
80001886	USCIP	STARTUP BRYAN LOVE	ACTIVE	06/30/2030	CL032	EN300	(2,587.70)		(2,587.70)
80002545	USCIP	START UP FUNDS-SAHIN	ACTIVE	01/31/2023	CL032	EN300	(19,257.07)		(19,257.07)
EN300 TOTAL							(67,584.12)		(67,584.12)

Step 7: Click the **Project's** hyperlink to drill down into the GL Summary to see an all-account summary for that specific project.

| GL-Current [OPEN] as of 08/10/2022 04:26 | | | | | | | | |
Project	PCBU	Project Name	Status	End Date	Op.Unit	Fund	Cash	Encumbrances	Balance
80001355	USCIP	START-UP FUNDS - BUCKHAULTS	ACTIVE	06/30/2050	CL032	EN300	(21,026.29)		(21,026.29)
80001743	USCIP	START-UP FUNDS - KIARIS	ACTIVE	06/30/2050	CL032	EN300	(32,669.10)		(32,669.10)
80001840	USCIP	STARTUP FUNDS MATHEW	ACTIVE	04/30/2023	CL032	EN300	7,956.04		7,956.04
80001886	USCIP	STARTUP BRYAN LOVE	ACTIVE	06/30/2030	CL032	EN300	(2,587.70)		(2,587.70)
80002545	USCIP	START UP FUNDS-SAHIN	ACTIVE	01/31/2023	CL032	EN300	(19,257.07)		(19,257.07)
EN300 TOTAL							(67,584.12)		(67,584.12)

Note: Results can be exported from the Non-USCSP Project Dashboard into Excel to filter, sort or consolidate as needed by clicking the **CVS** button.

VI.   Review Projects by Type

Step 1: Click in the **Operating Unit** field and enter an applicable operating unit.

Step 2: Click in the **Fund** field and enter the % sign (wildcard) in place of the fund letter to return projects for that category. In this example, %700 will return all incentive projects.

Step 3: Click in the **Project BU** field and enter the **Non-USCSP Project** (USCIP, USCSA, and USCEN) type you would like to review the balances for.

Step 4: Click the **Total** drop-down arrow and select **Fund** from the list.

Step 5: Click the **Submit** button.

Step 6: Review the balances by category.

Project	PCBU	Project Name	Status	End Date	Op.Unit	Fund	Cash	Encumbrances	Balance
80000272	USCIP	RESEARCH INCENTIVE - POWELL	ACTIVE	06/30/2050	CL032	EN700	(2,149.17)		(2,149.17)
80000282	USCIP	RESEARCH INCENTIVE - MCGEE	ACTIVE	06/30/2050	CL032	EN700	(1,602.80)		(1,602.80)
80000290	USCIP	RESEARCH INCENTIVE-WYATT	ACTIVE	06/30/2050	CL032	EN700	(951.29)		(951.29)
80000301	USCIP	RESEARCH INCENTIVE - MICHELS	ACTIVE	06/30/2050	CL032	EN700	(42,736.58)		(42,736.58)
80000312	USCIP	RESEARCH INCENTIVE - BLAKE	ACTIVE	06/30/2050	CL032	EN700	(4,912.44)		(4,912.44)
80000323	USCIP	RESCH INCENT - B BOOKSTAVER	ACTIVE	06/30/2050	CL032	EN700	(3,133.41)		(3,133.41)
80000334	USCIP	RESEARCH INCENTIVE- MOORE	ACTIVE	06/30/2050	CL032	EN700	(12,150.00)		(12,150.00)
80000343	USCIP	RESEARCH INCENTIVE- RUDISILL	ACTIVE	06/30/2050	CL032	EN700	(1,252.34)		(1,252.34)
80000360	USCIP	RESEARCH INCENTIVE - ZHU	ACTIVE	06/30/2050	CL032	EN700	1,172.50		1,172.50
80000367	USCIP	RESEARCH INCENTIVE - XU	ACTIVE	06/30/2050	CL032	EN700	1,838.45		1,838.45
80000368	USCIP	RESCH INCENT - STAFKEY-MAILEY	ACTIVE	06/30/2050	CL032	EN700	(100.00)		(100.00)
80000375	USCIP	RESEARDH INCENTVIE - CREEK	ACTIVE	06/30/2050	CL032	EN700	(5,080.45)		(5,080.45)
80000381	USCIP	RESEARCH INCENTIVE - RONINSON	ACTIVE	06/30/2050	CL032	EN700	(13,505.28)		(13,505.28)
80000389	USCIP	RESEARDH INCENTVIE - DUNN	ACTIVE	06/30/2050	CL032	EN700	(1,630.00)		(1,630.00)
80000396	USCIP	RESEARCH INCENTIVE - PIRO	ACTIVE	06/30/2050	CL032	EN700	(4,956.07)		(4,956.07)
80000402	USCIP	RESEARCH INCENTIVE - LOVE	ACTIVE	06/30/2050	CL032	EN700	(989.69)		(989.69)
80000414	USCIP	RESEARCH INCENTIVE- LU	ACTIVE	06/30/2050	CL032	EN700	(3,842.49)		(3,842.49)
80000422	USCIP	RESEARCH INCENTIVE - TURNER	ACTIVE	06/30/2050	CL032	EN700	(406.00)		(406.00)
80000429	USCIP	RESEARCH INCENTIVE - JUSTO	ACTIVE	06/30/2050	CL032	EN700	(450.00)		(450.00)
80000438	USCIP	RESEARCH INCENTIVE - ALMGREN	ACTIVE	06/30/2050	CL032	EN700	(1,385.25)		(1,385.25)
80000528	USCIP	RESEARCH INCENTIVE - CHEN	ACTIVE	06/30/2050	CL032	EN700	56.81		56.81
80001352	USCIP	RESEARCH INCENTIVE- BIAN	ACTIVE	06/30/2050	CL032	EN700	(584.89)		(584.89)
80001353	USCIP	RESEARCH INCENTIVE - SHTUTMAN	ACTIVE	06/30/2050	CL032	EN700	(2,962.12)		(2,962.12)
80002044	USCIP	PHARMACY DEANS ACCT	ACTIVE	06/30/2030	CL032	EN700	(409,000.00)		(409,000.00)
80002514	USCIP	XCENDA SUPPORT	ACTIVE	08/31/2050	CL032	EN700	(2,296.28)		(2,296.28)
80002577	USCIP	RESEARCH INCENTIVE-AMICK	ACTIVE	06/30/2050	CL032	EN700	(3,504.25)		(3,504.25)
EN700 TOTAL							(1,375,210.10)	17,089.32	(1,392,299.42)

Step 7: Click the **Project's** hyperlink to drill down into the GL Summary to see an all-account summary for that specific project.

Project	PCBU	Project Name	Status	End Date	Op.Unit	Fund	Cash	Encumbrances	Balance
80000272	USCIP	RESEARCH INCENTIVE - POWELL	ACTIVE	06/30/2050	CL032	EN700	(2,149.17)		(2,149.17)
80000282	USCIP	RESEARCH INCENTIVE - MCGEE	ACTIVE	06/30/2050	CL032	EN700	(1,602.80)		(1,602.80)
80000290	USCIP	RESEARCH INCENTIVE-WYATT	ACTIVE	06/30/2050	CL032	EN700	(951.29)		(951.29)
80000301	USCIP	RESEARCH INCENTIVE - MICHELS	ACTIVE	06/30/2050	CL032	EN700	(42,736.58)		(42,736.58)
80000312	USCIP	RESEARCH INCENTIVE - BLAKE	ACTIVE	06/30/2050	CL032	EN700	(4,912.44)		(4,912.44)
80000323	USCIP	RESCH INCENT - B BOOKSTAVER	ACTIVE	06/30/2050	CL032	EN700	(3,133.41)		(3,133.41)
80000334	USCIP	RESEARCH INCENTIVE- MOORE	ACTIVE	06/30/2050	CL032	EN700	(12,150.00)		(12,150.00)
80000343	USCIP	RESEARCH INCENTIVE- RUDISILL	ACTIVE	06/30/2050	CL032	EN700	(1,252.34)		(1,252.34)
80000360	USCIP	RESEARCH INCENTIVE - ZHU	ACTIVE	06/30/2050	CL032	EN700	1,172.50		1,172.50
80000367	USCIP	RESEARCH INCENTIVE - XU	ACTIVE	06/30/2050	CL032	EN700	1,838.45		1,838.45
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80000422	USCIP	RESEARCH INCENTIVE - TURNER	ACTIVE	06/30/2050	CL032	EN700	(406.00)		(406.00)
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