

OFFICE OF THE CONTROLLER

Grant Administration

Finance Intranet Reports

February 2024





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Introduction to the HUB



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What is the HUB?

- An internal reporting site that houses various reporting tools and resources used to research financial transactions and retrieve account balances.
- The two main sections covered in this class are:
 - Financial Reports (Finance Intranet)
 - Payroll Reports (HCM Distribution)
- Use this URL to access the HUB: www.admin.sc.edu
- You can also access other important sites from this page:
 - Student and Tuition Reports (Banner and DataWarehouse)
 - Analytics (CarolinaAnalytics)
 - PeopleSoft HCM and PeopleSoft Finance
 - USCeRA
 - Controller's Office Webpage





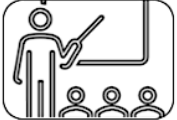





The HUB

UNIVERSITY OF South Carolina

HUB -

Sign out

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

<p>Athletic Reports</p> 	<p>Payroll Reports</p> 	<p>Financial Reports</p> 	<p>Student and Tuition Reports</p> 
<p>Analytics</p> 	<p>Faculty Reports</p> 	<p>Facilities Reports</p> 	<p>Legacy Reports</p> 
<p>Controller's Office</p> 	<p>System</p> 		



Introduction to Financial Reports



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Financial Reports

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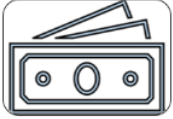
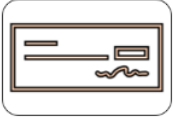


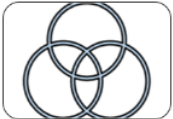



<p>Athletic Reports</p> 	<p>Payroll Reports</p> 	<p>Financial Reports</p> 	<p>Student and Tuition Reports</p> 
<p>Analytics</p> 	<p>Faculty Reports</p> 	<p>Facilities Reports</p> 	<p>Legacy Reports</p> 
<p>Controller's Office</p> 	<p>System</p> 		



Financial Reports

HUB - Finance Intranet - 

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<p>Grant Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>GL Summary</p>  <p>Financial summary data with advanced filters</p>	<p>GL Dashboard</p>  <p>Provides current and available balances by category using budget to actual comparisons, approvers, and monthly expense transaction listing.</p>	<p>GL Activity</p>  <p>Transaction level detail with drilldown functionality into PeopleSoft Finance and HCM Distribution.</p>
<p>Fund Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>Non-USCSP Project Dashboard</p>  <p>Provides a listing of available cash balances, outstanding encumbrances and project end dates for a quick view at project statuses.</p>	<p>GL Yearly Comparison</p>  <p>GL Summary report with yearly comparisons for 2-5 years.</p>	<p>Budget Office</p>  <p>Budget to Actual with Prior Year.</p>
<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Notice you can also find links to:
 - PeopleSoft Finance
 - USCeRA



What are Financial Reports?

Financial Reports provides access several reporting tools. We will go over the following today:

- **GL Dashboard:** Provides current and available balance using budget to actual comparison and detailed monthly statement of Accounting transactions.
- **GL Summary:** Provides a more advanced reporting view to allow users to filter, group and burst summary data. (not covered in this session)
- **GL Activity:** Provides the same versatility as found in the GL Summary but at a detailed PeopleSoft transaction (journal) level.
- **GL Yearly Comparison:** Provides a comparison by account for 2 to 5 fiscal years.



Financial Reports Continued

- **Grant Dashboard:** Designed specifically for sponsored award (USCSP) grant projects. Provides the ability to view expenses and cost share.
 - Summary View
 - Detail View
- **Non-USCSP Project Dashboard:** Provides the ability to easily see cash balances and end dates for internal projects (USCIP), spendable endowments (USCEN), and student activity (USCSA) projects all in one report with drill downs into GL Summary and GL Activity.
- **Fund Dashboard:** Provides a listing of available cash balances and outstanding encumbrances by individual fund (non-A Fund). (not covered in this session)



Helpful Tip #1

- Drill down capability will require you to log into PeopleSoft Finance to view specific transactions.
- Ensure you are not using PeopleSoft HCM in the same browser as this will prevent your ability to log into PeopleSoft Finance. These systems cannot be viewed simultaneously in the same browser. You will receive the following error message:
 - ✓ *“STR_PCMINVPORTAL: Invalid portal name EMPLOYEE in request. Portal not defined. Unable to process request with an invalid portal.”*
- If you need to use both HCM and Finance, we recommend using **different** browsers for each system.



Helpful Tip #2

- Intranet reports have a CSV button so that the data can be exported to Excel.
- Intranet reports can also be copied and pasted into Excel.
- All Intranet reports have a floating column header so that the column titles can be seen throughout the report.

NOTE: If you want to **print** an Intranet report, make sure that you have scrolled all the way up to the top of the Intranet report before printing.




Financial Reports: GL Dashboard



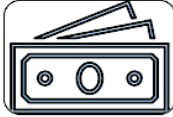
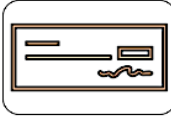

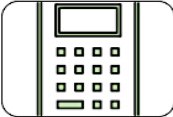
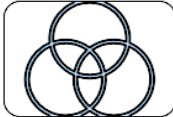
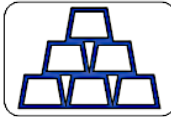




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Financial Reports: GL Dashboard

HUB - Finance Intranet - 

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<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Select Financial Reports, then GL Dashboard.



GL Dashboard – Search Options

Operating Unit	Department	Fund
74 Multiple Matching Operating Units	2748 Multiple Matching Departments	13
2 Multiple Matching Products (Terms)		
14505 Multiple Matching Projects - Activities	864 Multiple Matching PIs	

UNIVERSITY OF SOUTH CAROLINA HUB ▾ Fi

Operating Unit

- AK000 - AIKEN
- BF000 - BEAUFORT
- CL000 - GENERAL FUND
- CL001 - PRESIDENT
- CL002 - PROVOST
- CL003 - ATHLETICS
- CL004 - ADMINISTRATION AND FINANCE
- CL005 - EQUAL OPPORTUNITY PROGRAMS
- CL006 - LEGAL AFFAIRS
- CL007 - OIPEE
- CL008 - STUDENT AFFAIRS
- CL009 - BOARD OF TRUSTEES
- CL010 - FINANCE
- CL011 - LAW ENFORCEMENT & SAFETY
- CL012 - BUSINESS AFFAIRS

[Matching Classes](#)

[Multiple Matching Awards](#)

- If unsure where to start, click the available links to select from a list of options.
- Select the **Operating Unit** is a great place to start.

GL Dashboard – Search Criteria

Provides current and available balance using budget actual comparison and detailed monthly statement of transactions.

The screenshot shows the 'GL DASHBOARD' search criteria form. The form is titled 'UNIVERSITY OF SOUTH CAROLINA' and 'GL DASHBOARD'. It includes a 'Sign out' link in the top right corner. The form is divided into several sections: 'Department' (with a red box around the input field containing '155001'), 'Fund' (with a red box around the input field containing 'A0001'), 'USCID' (with an empty input field), 'Project' (with an empty input field), 'Activity' (with an empty input field), 'Project Reference' (with an empty input field), 'Class' (with an empty input field), 'Product (Term)' (with an empty input field), 'Statement' (with a dropdown menu showing 'Direct Expenses'), 'Fiscal Period' (with a red box around the dropdown menu showing 'GL 2122 008-February'), and a checkbox labeled 'Show BUD000' which is unchecked. At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'CSV'.

Search By:

- Department, Fund, or Project
- Select an actual period or month vs. “current open” period
- Select **Display Account Chartfield** to drill down into the Categories to see related accounts.

GL Dashboard – Review Approvers

Operating Unit	Department	Fund	Class
CL040 ENGINEERING - COMPUTING	155001 COLL ENGR & COMPTNG OPERATING	A0001 UNRESTRICTED OPERATING FUND 1-CURRENT UNRESTRICTED	101 GENERAL ACADEMIC INSTRUCTION

DEPARTMENT APPROVERS			
Role	Name	USCID	Email
APPRV_1	Kay Dorrell	Q94407338	dorrellk@cec.sc.edu
APPRV_1	Shannon Lackey	Q71600810	svlackey@cec.sc.edu
APPRV_2	Alicia Stoll Williams	A56084650	alstoll@cec.sc.edu

- This example is showing a list of approvers for Department 155001/A0001 (Dept/Fund search).
- When searching by Project, the Project Team information will become available.



GL Dashboard – Data Review

GL 2122 008-February as of 10/21/2022 03:28	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE
TOTAL REVENUE	(132,910.00)		(132,910.00)			(132,910.00)
81100 TRF FR E&G UCF (ADER)	504,323.00	5,582.00	498,741.00			498,741.00
NON-MANDATORY TRSF FROM UCF-E&G	504,323.00	5,582.00	498,741.00			498,741.00
SUBTOTAL NON-MANDATORY TRSF FROM UCF-E&G	504,323.00	5,582.00	498,741.00			498,741.00
TOTAL TRANSFER IN	504,323.00	5,582.00	498,741.00			498,741.00
TOTAL RESOURCE	27,185,493.00	32,936,342.20	(5,750,849.20)			(5,750,849.20)

The GL Dashboard provides:

- Budgeted Resources vs. Actual Resources
- Categories / Subtotals of Revenues



GL Dashboard – Data Review

GL 2122 008-February as of 10/21/2022 03:28	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE
TOTAL DIRECT EXPENSE	27,185,493.00	19,037,997.48	8,147,495.52			8,147,495.52
86100 TRF TO E&G UCF (ADER)		5,582.00	(5,582.00)			(5,582.00)
86101 TRF TO DEPT N FUNDS		50,000.00	(50,000.00)			(50,000.00)
NON-MANDATORY TRSF TO UCF-E&G		55,582.00	(55,582.00)			(55,582.00)
SUBTOTAL NON-MANDATORY TRSF TO UCF-E&G		55,582.00	(55,582.00)			(55,582.00)
TOTAL TRANSFER OUT		55,582.00	(55,582.00)			(55,582.00)
TOTAL USE	27,185,493.00	19,093,579.48	8,091,913.52			8,091,913.52

The GL Dashboard provides:

- Budgeted Uses vs. Actual Uses
- Subtotals by expense category
- Ability to see specific accounts in each category
- Drill down capability



GL Dashboard – Drill Down

GL 2122 008-February as of 10/21/2022 03:28	BUDGET	ACTUAL	CURRENT BALANCE
FACULTY, DEANS, ACAD. DEPT HEAD		10,751.00	(10,751.00)
51400 NON FED WORK STUDY STUDENTS		2,999.97	(2,999.97)
OTHER		2,999.97	(2,999.97)
SUBTOTAL PERSONNEL AND FRINGE BENEFITS	20,391,535.00	14,082,787.38	6,308,747.62
51900 FRINGE BENEFITS	6,793,958.00	4,940,530.24	1,853,427.76
FRINGE BENEFITS	6,793,958.00	4,940,530.24	1,853,427.76
SUBTOTAL FRINGE BENEFITS	6,793,958.00	4,940,530.24	1,853,427.76
52070 CONTRACTUAL SERVICES		122.15	(122.15)
CONTRACTUAL SERVICES		122.15	(122.15)
SUBTOTAL SERVICES		122.15	(122.15)
53004 DATA PROCESSING SUPPLIES		9,076.21	(9,076.21)
DATA PROCESSING SERVICES		9,076.21	(9,076.21)
SUBTOTAL DATA PROCESSING SUPPLIES AND SERVICES		9,076.21	(9,076.21)
54525 GRADUATE ASSISTANT TUITION SUP		5,481.50	(5,481.50)
SCHOLARSHIPS AND FELLOWSHIPS		5,481.50	(5,481.50)
SUBTOTAL SCHOLARSHIPS AND FELLOWSHIPS		5,481.50	(5,481.50)
TOTAL DIRECT EXPENSE	27,185,493.00	19,037,997.48	8,147,495.52

- You can click the active links to drill down to the activity level.



GL Dashboard – Drill Down

GL Activity		FP <= 008 AND REGEXP_LIKE(JOURNAL_STATUS, 'PUJ') AND DEPARTMENT LIKE '155001%' AND FUND LIKE 'A0001%' AND a.ACCOUNT LIKE '53004%' AND ACCOUNT_FUNCTION LIKE 'USE%' AND ACCOUNT_SUBTYPE LIKE 'DIRECT EXPENSE%' AND ACCOUNT_CATEGORY LIKE 'E125%' AND ACCOUNT_SUBCATEGORY LIKE 'E25%'					
ACTUAL2122 as of 10/21/2022 03:28	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
2122-6 CL040-155001-A0001-53004-101- - - - -	EXA0132217	12/03/2021	12/03/2021	533.48	Expense Accruals	SHT3000097339	EX
Dohan,David Carl	Dohan,David Carl					PCARD24430991314083355026219-23096411111	
2122-7 CL040-155001-A0001-53004-101- - - - -10009287	AP00134287	01/04/2022	01/18/2022	43.36	AP Accruals	VO02063999	AP
DELL MARKETING LP	PO2000060846			CHK5000673388	PAID AND CLEARED		
2122-7 CL040-155001-A0001-53004-101- - - - -10009287	AP00134287	01/04/2022	01/18/2022	54.12	AP Accruals	VO02063999	AP
DELL MARKETING LP	PO2000060846			CHK5000673388	PAID AND CLEARED		
2122-7 CL040-155001-A0001-53004-101- - - - -10009287	AP00134797	01/25/2022	01/27/2022	8,445.25	AP Accruals	VO02075411	AP
DELL MARKETING LP	PO2000060846			CHK5000675251	PAID AND CLEARED		
- TOTAL				(9,076.21)			

- Use the active links to drill down into the activity to see the specific expenses, payroll, and voucher data for that account.
- Notice how the \$9,076.21 drill down total matches the summarized total for account 53004 on the previous slide.




GL Dashboard – Drill Down

Expense Report Example:

ACTUAL2122 as of 10/21/2022 03:28		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
2122-6	CL040-155001-A0001-53004-101- - - - -	EXA0132217	12/03/2021	12/03/2021	533.48	Expense Accruals	SHT3000097339	EX

[Favorites](#) | [Main Menu](#)


All Search >> Advanced Search

SC_GM_DASHBOARD_EXPENSE_DTL- Grants Dashboard Expense Dtl

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All

Row	Expense Report	Report Description	Employee ID	Name	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Expense Line Amt	Created On
1	3000097339	November 2021	N38462378	Dohan,David Carl	11/17/2021	1	1	OTHER SUPPLIES		0.00	ADVANCED VIDEO GROUP	DS - Directory TV	USC01	CL040	155030	A0001	53009	456					1097.280	12/02/2021
2	3000097339	November 2021	N38462378	Dohan,David Carl	10/30/2021	2	1	DATA PROCESSING SUPPLIES		0.00	DMI* DELL K-12/GOVT	SS- Laptops	USC01	CL040	155024	A0001	53004	456					1672.260	12/02/2021
3	3000097339	November 2021	N38462378	Dohan,David Carl	11/10/2021	3	1	DATA PROCESSING SUPPLIES		0.00	DMI* DELL K-12/GOVT	Sumwalt - Lab Printing supplies	USC01	CL040	155001	A0001	53004	101					533.480	12/02/2021
4	3000097339	November 2021	N38462378	Dohan,David Carl	10/27/2021	4	1	DATA PROCESSING SUPPLIES		0.00	NEWEGG INC	DS- Printer Toner	USC01	CL040	155030	A0001	53004	456					124.170	12/02/2021
5	3000097339	November 2021	N38462378	Dohan,David Carl	11/11/2021	5	1	DATA PROCESSING SUPPLIES		0.00	NEWEGG INC	COM- Camera Equipment	USC01	CL040	155027	A0001	53004	101					37.780	12/02/2021

- Click the **Reference** to view the expense detail in Finance PeopleSoft.

GL Dashboard – Drill Down

Voucher Example:

2122-7	CL040-155001-A0001-53004-101- - - - -10009287	AP00134287	01/04/2022	01/18/2022	43.36	AP Accruals	VO02063999	AP
	DELL MARKETING LP	PO2000060846			CHK5000673388	PAID AND CLEARED		
2122-7	CL040-155001-A0001-53004-101- - - - -10009287	AP00134287	01/04/2022	01/18/2022	54.12	AP Accruals	VO02063999	AP

Voucher Line Details

Voucher Details

Business Unit	USC01
Voucher ID	02063999
Invoice No	10548021031
Invoice Dt	12/28/2021
Supplier ID	C000001515
Name	DELL MARKETING LP

Gross Amount	90.26
Misc Charges	7.22
Total VAT	0.00
Transaction Currency	USD

[Attachments \(1\)](#)

[Comments\(0\)](#)

- Click the specific expense you would like to view transaction details for within the system. A **paperclip** indicates there is an attachment.



GL Dashboard – Drill Down

Voucher Example:

Business Unit USC01 Voucher ID 02063999

Details

File Name Descr

02063999_A-Dell_10548021031_-90.26.pdf

OK Cancel Refresh

DELL EMC DELL MARKETING L.P. FID Number: 74-2616805
One Dell Way Inquiries: www.dell.com/ordersupport/
Round Rock, TX 78882 Dell Online: http://www.dell.com

Invoice

BILL TO: UNIV OF SOUTH CAROLINA
ACCOUNT PAYABLE
1600 HAMPTON ST
COLUMBIA, SC 29208-3403

SHIP TO: SEE BELOW

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION
VIEW YOUR ORDER DETAILS ONLINE

Invoice No: 10548021031 Customer No: 114200370 Order No: SEE BELOW Page 1 of 2

Purchase Order: USC01.2000060846 Sales Rep: BECKY MAHON
Payment Terms: Due 30 days from the invoice date Shipped Via: SEE BELOW
Due Date: 01/27/2022 Contract Name: Dell NASPO Computer Equipment PA -
Invoice Date: 12/28/2021 State of SC
Waybill Number: 1ZRS5A1460313048520 Customer Agreement #: MNWNC-108/4400011358
Order Date: 11/05/2021 Contract Code: C000000010739

Item Number	Description	Qty	Unit	Unit Price	Amount
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FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$6 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

USD	
Sub-Total:	\$ 90.26
Ship. &/or Handling:	\$ 0.00
ENVIRO FEE:	\$ 0.00
Taxable:	\$ 0.00 Tax: \$ 0.00
Non-Taxable:	\$ 90.26
Invoice Total:	\$ 90.26

DETACH AT LINE AND RETURN WITH PAYMENT
Invoice Number: 10548021031
Customer Name: UNIV OF SOUTH CAROLINA
Customer Number: 114200370
Purchase Order: USC01.2000060846

DELL EMC

Make check payable / remit to :
DELL MARKETING L.P.
C/O Dell USA L.P.
PO Box 534118
Atlanta, GA 30353-4118

Electronics Payments
Dell Marketing L.P.
PNC Bank
ABA#: 043-000-096
Acct#: 1017304611
Swift code : PNCCUS33

USD	
Sub-Total:	\$ 90.26
Ship. &/or Handling:	\$ 0.00
ENVIRO FEE:	\$ 0.00
Taxable:	\$ 0.00 Tax: \$ 0.00
Non-Taxable:	\$ 90.26
Invoice Total:	\$ 90.26
Balance Due:	\$ 90.26
Amount Enclosed:	

010548021031000000009026000001142003700

Help

View All

- Click the **Attachments** link to view supporting documentation.



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GL Dashboard – Drill Down

Payroll Example:

GL 2122 008-February as of 10/21/2022 03:28	BUDGET	ACTUAL	CURRENT BALANCE
51000 SALARIES	704,651.00	(25,644.39)	730,295.39
51200 CLASSIFIED EMPLOYEES	4,552,493.00	2,402,484.03	2,150,008.97

ACTUAL2122 as of 10/21/2022 03:28	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source	
2122-1	CL040-155001-A0001-51200-101- - - - -	PAY0123964	07/10/2021	07/13/2021	146,539.90	HR Payroll Journals	>>HCM	PAY
2122-1	CL040-155001-A0001-51200-101- - - - -	PAY0123964	07/10/2021	07/13/2021	4,450.64	HR Payroll Journals	>>HCM	PAY
2122-1	CL040-155001-A0001-51200-101- - - - -	REV0124260	07/01/2021	07/16/2021	(92.04)	FY21 accrue hrly		ONL
2122-1	CL040-155001-A0001-51200-101- - - - -	PAY0125017	07/29/2021	07/30/2021	191.75	HR Payroll Journals	>>HCM	PAY
2122-1	CL040-155001-A0001-51200-101- - - - -	PAY0125017	07/29/2021	07/30/2021	155,921.17	HR Payroll Journals	>>HCM	PAY
2122-2	CL040-155001-A0001-51200-101- - - - -	PAY0125851	08/11/2021	08/13/2021	4,527.34	HR Payroll Journals	>>HCM	PAY

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
Ammarell, Karen D.	A99764394	2122-1 : PAY0123964	AH10	155201	C12	07/15/2021	8000709347	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,865.42	100.00%
Austin, Ryan Mendes	P13756325	2122-1 : PAY0123964	AM68	155020	C12	07/15/2021	8000709285	07/15/2021	A00000001702	CL040-155001-A0001-101--	3,536.13	100.00%
Bailey, Sheryl W.	A90261674	2122-1 : PAY0123964	AH10	155201	C12	07/15/2021	8000709348	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,248.88	100.00%
Baldwin, Randi Katherine	J45296042	2122-1 : PAY0123964	AH10	155901	C12	07/15/2021	8000709382	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,229.71	100.00%
Balestrero, Jenny R	H14485179	2122-1 : PAY0123964	AH10	155301	C12	07/15/2021	8000709352	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,716.54	100.00%
Bedenbaugh, Janice Kay	F51627195	2122-1 : PAY0123964	AH10	155602	C12	07/15/2021	8000709377	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,087.71	100.00%
Bradshaw, Kimberly Lee	T49620394	2122-1 : PAY0123964	AH10	155020	P12	07/15/2021	8000715574	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,622.92	100.00%
Cantrell, Christopher Blake	Q80153272	2122-1 : PAY0123964	AD20	155020	C12	07/15/2021	8000709286	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,766.88	100.00%
Deschamps, Kachet A	F03097771	2122-1 : PAY0123964	AH10	155020	C12	07/15/2021	8000709287	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,851.35	100.00%

- Click the specific expense you would like to view transaction details for within the system. A paperclip indicates there is an attachment.



Inactive Project

UNIVERSITY OF SOUTH CAROLINA HUB ▾ Finance Intranet ▾ GL DASHBOARD Sign out

80003206 *INACTIVE*
 MADNESS IN FRNCH ATLNTIC WORLD USCIP - Internal Project 06/04/2019-12/31/2021 [941]
 C00000123

PROJECT TEAM

Role	Name	USCID	Email
APPRV_1	Goblirsch, Kurt G.	[REDACTED]	kggoblir@mailbox.sc.edu
APPRV_1	Klie, Susan Bonk	[REDACTED]	sklie@mailbox.sc.edu
APPRV_1	Vazsonyi, Nicholas	[REDACTED]	nvazsony@mailbox.sc.edu

Summary PROJECT LIKE '80003206%' AND FP <= 008

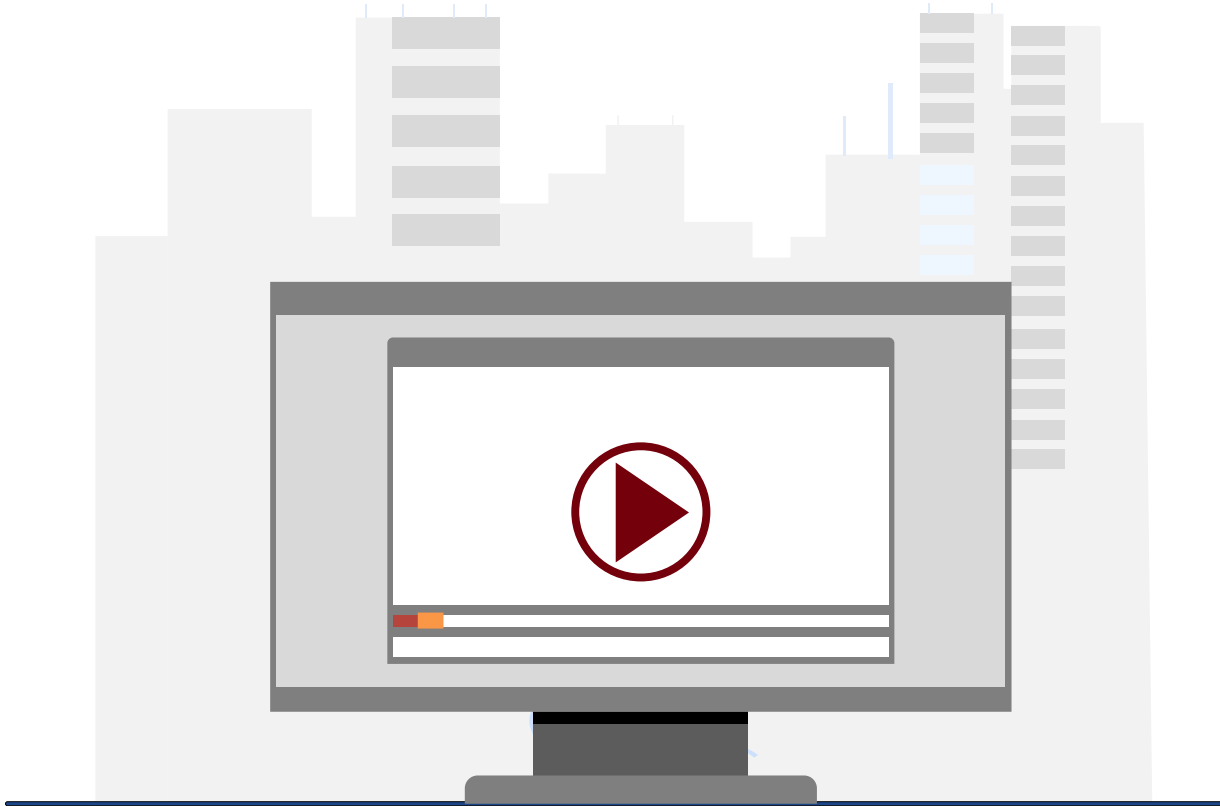
GL 2122 008-February as of 03/03/2022 03:34	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE
10300 DUE TO/DUE FROM CLAIM ON CASH						
CASH HELD BY STATE TREASURER						
SUBTOTAL CASH HELD BY STATE TREASURER						
TOTAL ASSET						
TOTAL NET ASSET						
32000 ALLOCATED FUND BALANCES						
FUND BALANCE - RECURRING						
SUBTOTAL FUND BALANCE - RECURRING						
TOTAL FUND BALANCE						

- Inactive projects will return as yellow.



Demonstration

- Using the GL Dashboard



GL Dashboard Key Take-Aways

- Detailed report with built-in subtotals and also transaction activity at the bottom.
- **Fiscal Period** always defaults to current period.
- Use the **Display Account Chartfield** checkbox to view account information.
- Remember, you can drill down into any of the expenses including payroll and budget transactions!
- Recommended to use the Grant Dashboard when reviewing sponsored award projects (USCSP).




Financial Reports: GL Yearly Comparison



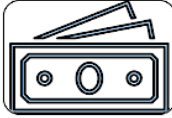
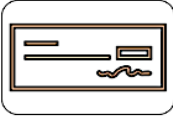

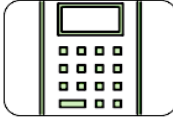
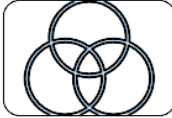
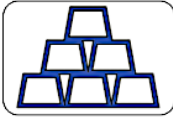




UNIVERSITY OF
South Carolina

Finance Reports - GL Yearly Comparison

HUB - Finance Intranet - 

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

<p>Grant Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>GL Summary</p>  <p>Financial summary data with advanced filters</p>	<p>GL Dashboard</p>  <p>Provides current and available balances by category using budget to actual comparisons, approvers, and monthly expense transaction listing.</p>	<p>GL Activity</p>  <p>Transaction level detail with drilldown functionality into PeopleSoft Finance and HCM Distribution.</p>
<p>Fund Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>Non-USCSP Project Dashboard</p>  <p>Provides a listing of available cash balances, outstanding encumbrances and project end dates for a quick view at project statuses.</p>	<p>GL Yearly Comparison</p>  <p>GL Summary report with yearly comparisons for 2-5 years.</p>	<p>Budget Office</p>  <p>Budget to Actual with Prior Year.</p>
<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Select Financial Reports, then GL Yearly Comparison.



GL Yearly Comparison – Search Criteria

Provides a year over year comparison of fiscal year data in the GL Summary format.

UNIVERSITY OF SOUTH CAROLINA HUB ▾ Finance Intranet ▾ GL YEARLY COMPARISON Sign out

Operating Unit
CL037

Department
[]

Fund
A0001

Fund Group
[]

Class
[]

Account
5%

Account Type
[]

Account Category
[]

Account Subcategory
[]

Account Tree
[]

Product (Term)
[]

Project BU
[]

Project
[]

Activity
[]

CFDA
[]

Contract
[]

Sponsor
[]

State Project
[]

Special Filter
None ▾

Show BUD000

Output
5 Year Comparison ▾

Measure
ACTUAL YTD ▾


Fiscal Period
GL FY 2122 ▾

Submit Clear CSV

Report Criteria:

- Search by Operating Unit, Fund, Account, Project or Sponsor.
- Output 2, 3, 4, or 5-year comparison.
- Select a Fiscal Period.

GL Yearly Comparison – Data Review

 UNIVERSITY OF SOUTH CAROLINA HUB ▾ Finance Intranet ▾ GL YEARLY COMPARISON Sign out

Operating Unit <input type="text" value="CL037"/>	Product (Term) <input type="text"/>	Output <input type="text" value="5 Year Comparison"/>
Department <input type="text"/>	Project BU <input type="text"/>	Fiscal Period <input type="text" value="GL FY 2122"/>
Fund <input type="text" value="A0001"/>	Project <input type="text"/>	
Fund Group <input type="text"/>	Activity <input type="text"/>	
Class <input type="text"/>	CFDA <input type="text"/>	
Account <input type="text" value="5%"/>	Contract <input type="text"/>	
Account Type <input type="text"/>	Sponsor <input type="text"/>	
Account Category <input type="text"/>	State Project <input type="text"/>	
Account Subcategory <input type="text"/>	Special Filter <input type="text" value="None"/>	
Account Tree <input type="text"/>	<input type="checkbox"/> Show BUD000	

Search By:

- Operating Unit/Fund/Account
- In this example, CL037, A0001, 5% accounts.

GL Yearly Comparison – Data Review

GL FY 2122 as of 10/21/2022 03:28	ACTUAL_YTD 1718	ACTUAL_YTD 1819	ACTUAL_YTD 1920	ACTUAL_YTD 2021	ACTUAL_YTD 2122	BALANCE CHANGE	PERCENT CHANGE
54200-OTHER FIXED CHARGES	28,697.65	36,046.63	30,276.71		18,394.12	(10,303.53)	(0.4)%
54230-OTHER FIXED CHG CREDIT CARD CH	5,341.83	5,639.96	3,407.18	1,217.10	7,240.43	1,898.60	0.4%
54520-TUITION/FEES-PARTICIPANTS NON-							
54525-GRADUATE ASSISTANT TUITION SUP	164,396.00	196,421.00	172,783.00	169,802.00	212,430.50	48,034.50	0.3%
54533-INCENTIVE UNDER 50.00		690.85	(346.09)	2,248.73	5,069.10	5,069.10	
54534-INCENTIVE OVER 50.00	258.00	1,449.00	4,228.00	780.00	150.00	(108.00)	(0.4)%
54550-SCHOLARSHIPS NON REPORTABLE	500.00	500.00	1,875.00	5,500.00	2,000.00	1,500.00	3.0%
56007-DATA PROCESSING EQUIPMENT							
56203-TECHNOLOGY & EQUIPMENT		138,002.28		47,672.51			
57020-BUILDING PURCHASE							
TOTAL 5-EXPENSE	13,166,882.60	13,975,084.46	16,341,266.59	14,732,857.53	16,497,190.61	3,330,308.01	0.3%

This example is a 5-year comparison of A Fund expenses for an entire operating unit. The fiscal period chosen was FY22, so each column above represents an entire fiscal year. If October 2022 was chosen the results would have shown each fiscal year to date through October of each year.



GL Yearly Comparison – Data Review

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Operating Unit CL034	Product (Term) 	Output 5 Year Comparison ▾
Department 115%	Project BU 	Fiscal Period GL Current [OPEN] ▾
Fund 	Project 	
Fund Group 	Activity 	
Class 	CFDA 	
Account 4%	Contract 	
Account Type 	Sponsor SPN0001378	
Account Category 	State Project 	
Account Subcategory 	Special Filter None ▾	
Account Tree 	<input type="checkbox"/> Show BUD000	

Submit Clear CSV

Search By:

- Operating Unit/Department/Account/Sponsor

Note: Fiscal Period was kept at GL Current (Open), so the comparison looks at each fiscal year to date (i.e. June-October for each year).

GL Yearly Comparison – Data Review

GL-Current [OPEN] as of 10/14/2022 03:45	ACTUAL 1819	ACTUAL 1920	ACTUAL 2021	ACTUAL 2122	ACTUAL 2223	BALANCE CHANGE	PERCENT CHANGE
4-REVENUE							
41110-PRINTING SHOP 41110-PRINTING SHOP							
43000-RECOVERY OF INDIRECT COST 43000-RECOVERY OF INDIRECT COST							
48610-FEDERAL NON GRANT REVENUE 48610-FEDERAL NON GRANT REVENUE							
48617-C&G BILLED REVENUE 48617-C&G BILLED REVENUE	1,957,238.03	2,964,807.28	3,895,724.11	4,091,138.54	5,980,558.07	(4,023,322.04)	(2.1)%
48618-C&G UNIDENTIFIED REVENUE 48618-C&G UNIDENTIFIED REVENUE							
48650-GENERAL REVENUE 48650-GENERAL REVENUE		(279.20)					
TOTAL 4-REVENUE	1,957,236.03	2,964,528.08	3,895,724.11	4,091,138.54	5,980,558.07	(4,023,322.04)	(2.1)%

This example shows a 5-year revenue comparison by Sponsor, National Institutes of Health (NIH), for a specific department for the fiscal year-to-date.



Demonstration

- Using the GL Yearly Comparison



GL Yearly Comparison Key Take-Aways

- Understanding the **Fiscal Period** is very important to achieving correct report results.
- Versatile tool for easily comparing data over time and viewing trends without having to run multiple reports.
- Additional filters allow for more analytical options.
- Use the wildcard (%) to pull in additional search values.
- You can drill down into any of the expenses including payroll.




Financial Reports: Grant Dashboard



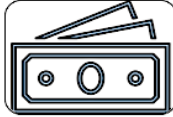
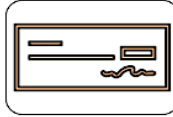

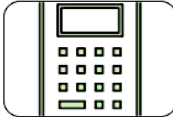
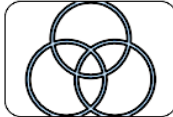
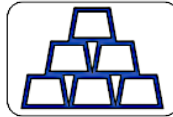




UNIVERSITY OF
South Carolina

Financial Reports: Grant Dashboard

HUB - Finance Intranet - 

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

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<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Select Financial Reports, then Grant Dashboard.



Grant Dashboard

- Provides Principal Investigators the ability to access expense data for USC sponsored projects (USCSP).
- Expenses will be grouped in the similar categories as shown on the Standard USC Invoice submitted to sponsors.
- Gives the ability to expand categories to show detail account codes.
- Provides budget and actual expenses for direct costs and cost share.
- Enables you to track cost share and ensure you are spending within ratio.



INVOICE NO:
CGA0093550



Jan 15, 2024

University at Buffalo, SUNY
ubsd.RFSsubcontractInvoices@buffalo.edu

ACH Payment
Banking Institution: Wells Fargo Bank, NA
Routing Number: 121000248
Account Number: 2000021014015
Swift Code: WFBIUS6S

Check Payment
University of South Carolina
Office of the Controller
Grants and Funds Management
1600 Hampton Street, 6th Floor
Columbia, SC 29208

REIMBURSEMENT REQUEST FOR EXPENDITURES THROUGH Dec 31, 2023

GRANT NAME: Next-Generation Ammonia System Integration Utilizing Intermittent Renewable Power (REFUEL Integrations & Testing Program)

GRANT NUMBER: [REDACTED]

PRINCIPAL INVESTIGATOR: [REDACTED]

BUDGET PERIOD: 7/25/22 - 7/24/24

<u>CATEGORY:</u>	<u>BUDGET AMOUNT</u>	<u>CURRENT AMOUNT</u>	<u>CUMULATIVE AMOUNT</u>
1 SALARIES	66,364.00	3,120.28	44,180.01
2 FRINGE BENEFITS	2,275.00	14.04	1,999.55
3 TRAVEL	3,000.00	2,156.57	3,769.58
4 SUPPLIES	35,769.00	707.94	11,672.97
5 FIXED CHARGES	0.00	0.00	0.00
6 CONTRACTUAL SERVICES	0.00	0.00	22.90
7 CAPITALIZED EQUIPMENT	0.00	0.00	0.00
8 OTHER DIRECT COST	0.00	0.00	0.00
TOTAL DIRECT COST:	107,408.00	5,998.83	61,645.01
INDIRECT COST:	52,630.00	2,939.42	30,206.11
TOTAL COST:	160,038.00	8,938.25	91,851.12
COST SHARE (IF APPLICABLE):	100,000.00	2,196.07	42,860.98

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

TOTAL DUE
\$8,938.25

Do not include Cost Share with Payment

CONTRACT NUMBER: CON0006798
PROJECT ID: 10012779
DEPT ID: 155100
BILLER04: Andrea Gack

Mandy M Kibler

Billing Authority: Mandy Kibler, Controller
University of South Carolina

PeopleSoft Standard Invoice



UNIVERSITY OF
South Carolina

INVOICE NO:
CGA0093550



Jan 15, 2024

University at Buffalo, SUNY
ubsd.RFSubcontractInvoices@buffalo.edu

ACH Payment
Banking Institution: Wells Fargo Bank, NA
Routing Number: 121000248
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Check Payment
University of South Carolina
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Grants and Funds Management
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3 TRAVEL	3,000.00	2,156.57	3,769.58
4 SUPPLIES	35,769.00	707.94	11,672.97
5 FIXED CHARGES	0.00	0.00	0.00
6 CONTRACTUAL SERVICES	0.00	0.00	22.90
7 CAPITALIZED EQUIPMENT	0.00	0.00	0.00
8 OTHER DIRECT COST	0.00	0.00	0.00
TOTAL DIRECT COST:	107,408.00	5,998.83	61,645.01
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TOTAL DUE
\$8,938.25
Do not include Cost Share with Payment

CONTRACT NUMBER: CON0006798
PROJECT ID: 10012779
DEPT ID: 155100
BILLER04: Andrea Gack

Mandy M Kibler
Billing Authority: Mandy Kibler, Controller
University of South Carolina

Comparing the Invoice with the Grant Dashboard

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	66,364.00	3,120.28	44,180.01	22,183.99		22,183.99	38,720.00	17,260.74	21,459.26
FRINGE BENEFITS	2,275.00	14.04	1,999.55	275.45		275.45	13,629.00	5,688.23	7,940.77
CONTRACTUAL SERVICES			22.90	(22.90)		(22.90)			
TRAVEL	3,000.00	2,156.57	3,769.58	(769.58)		(769.58)			
SUPPLIES	35,769.00	707.94	11,672.97	24,096.03		24,096.03			
SCHOLARSHIPS							22,000.00	8,667.00	13,333.00
DIRECT EXPENSE	107,408.00	5,998.83	61,645.01	45,762.99		45,762.99	74,349.00	31,615.97	42,733.03
INDIRECT COST RECOVERY	52,630.00	2,939.42	30,206.11	22,423.89		22,423.89	25,651.00	11,245.01	14,405.99
INDIRECT EXPENSE	52,630.00	2,939.42	30,206.11	22,423.89		22,423.89	25,651.00	11,245.01	14,405.99
TOTAL EXPENSE	160,038.00	8,938.25	91,851.12	68,186.88		68,186.88	100,000.00	42,860.98	57,139.02

Grant Dashboard – Output Options

HUB ▾ Finance Intranet ▾ GRANT DASHBOARD SUMMARY 🏠 Sign out

Operating Unit <input type="text"/>	Project <input type="text"/>	Class <input type="text"/>
Department <input type="text"/>	Project Status Active ▾	Fiscal Period GL 2324 007-January [OPEN] ▾
Fund <input type="text"/>	PI <input type="text"/>	<input type="checkbox"/> Display Account Chartfield
Contract <input type="text"/>	Business Manager (BM) <input type="text"/>	<input type="radio"/> Detail <input checked="" type="radio"/> Summary
	Sponsor <input type="text"/>	

0s

- The default output option is **Detail**.
- Use the drop down to select **Summary**.
- Select the applicable fiscal period. The default is the current month.



HUB ▾ Finance Intranet ▾ GRANT DASHBOARD SUMMARY Sign out

Operating Unit

Department

Fund

Contract

Project

Project Status

Active ▾

PI

Class

Fiscal Period

GL 2324 007-January [OPEN] ▾

Display Account Chartfield

Output

Summary ▾

[Submit](#) [Clear](#) [CSV](#)

Project	Title	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
10012848	Project 47- Synthesis of Well	40,000.00	5,433.52	24,699.79	15,300.21		15,300.21			
10011280	REU Site: CO2 Chemical Engineering: Opportunities	413,036.00		252,220.45	160,815.55		160,815.55			
10013139	Fuel Flexible Gas Turbine Technology Integrated wi	100,000.00	4,965.29	28,261.69	71,738.31		71,738.31			
10012323	Design of New Catalysts for the Generation of Clea	587,990.00	9,893.39	416,698.46	171,291.54	2,115.00	169,176.54			
10012397	ONR - Development, Assessment and Simulation of En	138,437.00	3,008.47	93,403.36	45,033.64		45,033.64			
10012847	Project 47- Synthesis of Well	15,000.00		10,921.12	4,078.88	1,241.25	2,837.63			
10013138	Fuel Flexible Gas Turbine Technology Integrated wi	453,201.00	8,783.01	90,090.98	363,110.02		363,110.02			
10010963	Compact Catalytic Membrane	449,855.00	11,474.50	377,368.11	72,486.89		72,486.89	133,939.00	133,570.16	368.84
10012779	Next-Generation Ammonia System Integration Utilizi	160,038.00	3,790.38	95,641.50	64,396.50		64,396.50	100,000.00	44,000.66	55,999.34
10012395	ONR - Development, Assessment and Simulation of En	416,002.00	13,757.34	311,676.22	104,325.78	17,462.65	86,863.13			
10012324	Design of New Catalysts for the Generation of Clea	400,000.00	13,335.96	250,262.00	149,738.00		149,738.00			
REPORT TOTAL		3,173,559.00	74,441.86	1,951,243.68	1,222,315.32	20,818.90	1,201,496.42	233,939.00	177,570.82	56,368.18

Grant Dashboard – Summary Output

- Shows totals for each project using the selected criteria.
- Provides a **Report Total**.
- In this example, we are looking at **Active** projects for a **specific PI**.
- Can drill down into detail view by selecting any of the project numbers on the screen.



HUB ▾ Finance Intranet ▾ GRANT DASHBOARD Sign out

Operating Unit

Department

Fund

Contract

Project

Project Status

Active ▾

PI

Business Manager (BM)

Sponsor

Class

Fiscal Period

GL 2324 007-January [OPEN] ▾

Display Account Chartfield

Output

Detail ▾

[Submit](#) [Clear](#) [CSV](#)

10012848
[Project 47- Synthesis of Well](#) CeRCaS Phase II Memberships- NSF 1939876 CON0005084 U00032805 01/01/2023-02/29/2024 [14 months]

Operating Unit	Department	Fund	Class
CL040 ENGINEERING - COMPUTING	155100 CHEMICAL ENGINEERING RESEARCH	J1000 COMMERCIAL GRANT	202 INDIVIDUAL AND PROJECT RSRCH

PROJECT TEAM

Role	Name	USCID	Email
APPRV_1	Wagner,Alicia		alewin@mailbox.sc.edu
CGA	Williams,Sydney B		sydneymb@mailbox.sc.edu
PI	Lauterbach,Jochen Anton		lauteraj@mailbox.sc.edu

GL 2324 007-January [OPEN] as of 01/23/2024 02:59 [13 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	21,484.00	1,270.89	11,438.01	10,045.99		10,045.99			
FRINGE BENEFITS	97.00	5.08	50.84	46.16		46.16			
CONTRACTUAL SERVICES			200.00	(200.00)		(200.00)			
TRAVEL	1,000.00		1,317.61	(317.61)		(317.61)			
SUPPLIES	9,795.00	150.55	6,230.53	3,564.47		3,564.47			
SCHOLARSHIPS	7,624.00	4,007.00	5,462.80	2,161.20		2,161.20			
DIRECT EXPENSE	40,000.00	5,433.52	24,699.79	15,300.21		15,300.21			
INDIRECT COST RECOVERY									
INDIRECT EXPENSE									
TOTAL EXPENSE	40,000.00	5,433.52	24,699.79	15,300.21		15,300.21			

BURN RATE	(dollars)	2,857.14	1,899.98	COST SHARE RATIO	0.00%	0.00%
	(%)	7.14%	66.50%			

• Burn rate in dollars = the average monthly budget vs. actual expenses to determine if the spending on the award is above or below the average.
 • Burn rate budget percentage = the average monthly expenditures as a percent of the total budget.
 • Actual burn rate percentage = the actual average monthly expenses divided by the average monthly budget expenses to show if the spending on the award is above or below the average rate.
 An actual burn rate of below 100% would show spending slower than average, whereas a burn rate of above 100% would show spending faster than average.

Grant Dashboard – Detail Output

- This is the default output option.
- Provides the project detail for all the projects the specific PI is responsible for.
- In this example, we are looking at **Active** projects for a **specific PI**.
- Can drill down into detail view by selecting any of the active links on the screen.



Grant Dashboard – Search Criteria

Provides the ability to view by single project, contract, PI or Sponsor.

HUB ▾ Finance Intranet ▾ GRANT DASHBOARD Home Sign out

Operating Unit

Department

Fund

Contract

Project

Project Status

PI

Business Manager (BM)

Sponsor

Class

Fiscal Period

Display Account Chartfield

Output

- As the PI, your USCID will auto populate in the PI field.
- Search by Contract for grants with multiple projects or by a Specific Project.
- Select **Display Account Chartfield** to drill down into the Categories to see related accounts.
- For today's example, we will search by **Project** for fiscal period **2224 - January**.



Grant Dashboard – Project Details

Here you can view the Project name, contract number, beginning/end date, Sponsor, and Project Team.

10012779 Next-Generation Ammonia System Integration Utilizi	University at Buffalo, SUNY	CON0006798 R1344198 DE-AR0001479	07/25/2022-07/24/2024 [23.9 months]
Operating Unit	Department	Fund	Class
CL040 ENGINEERING - COMPUTING	155100 CHEMICAL ENGINEERING RESEARCH	F1000 FEDERAL GRANT	202 INDIVIDUAL AND PROJECT RSRCH
PROJECT TEAM			
Role	Name	USCID	Email
APPRV_1	Wagner,Alicia		alewin@mailbox.sc.edu
CGA	Gack,Andrea Lynn		agack@mailbox.sc.edu
PI	Lauterbach,Jochen Anton		lauteraj@mailbox.sc.edu

Apprv_1 is your **Grant Administrator**



UNIVERSITY OF
South Carolina

Grant Dashboard – Data Review

GL 2324 007-January [OPEN] as of 01/23/2024 02:59 [19 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	66,364.00	1,397.64	45,577.65	20,786.35		20,786.35	38,720.00	17,817.52	20,902.48
FRINGE BENEFITS	2,275.00	5.59	2,005.14	269.86		269.86	13,629.00	5,896.34	7,732.66
CONTRACTUAL SERVICES			22.90	(22.90)		(22.90)			
TRAVEL	3,000.00	159.82	3,929.40	(929.40)		(929.40)			
SUPPLIES	35,769.00	980.83	12,653.80	23,115.20		23,115.20			
SCHOLARSHIPS							22,000.00	8,667.00	13,333.00
DIRECT EXPENSE	107,408.00	2,543.88	64,188.89	43,219.11		43,219.11	74,349.00	32,380.86	41,968.14
INDIRECT COST RECOVERY	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
INDIRECT EXPENSE	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
TOTAL EXPENSE	160,038.00	3,790.38	95,641.50	64,396.50		64,396.50	100,000.00	44,000.66	55,999.34

- Total Budget for the project.
- Current Month Activity by each category.
- Balance equals the Budget minus the Life to Date Expenses.
- If there are encumbrances, they will populate in the Encumbrances column and be deducted to calculate the Available Balance.
- View cost share budget and actuals.



Data Review - Encumbrances

- Encumbrances represent open purchases orders and obligations on the project; common examples include:
 - Subawards
 - Consultants
 - Equipment purchases
 - Other Contractual services
- Encumbrances **reduce your available balance**; must be reviewed regularly.
- De-obligation of encumbrances occur two different ways:
 1. **Subawards** – The final invoice must be received and paid prior to closing a purchase order related to a subaward. Closure and de-obligation of any subaward must be submitted to the Subaward Accountant (subinv@mailbox.sc.edu) to ensure needed coordination with the SAM Office occurs.
 2. **All Others** – Coordinate with your Business Manager to request closure directly to the purchasing office. (purchase@mailbox.sc.edu)



Data Review – Cost Share

GL 2324 007-January [OPEN] as of 01/23/2024 02:59 [19 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
SALARIES	66,364.00	1,397.64	45,577.65	20,786.35		20,786.35	38,720.00	17,817.52	20,902.48
FRINGE BENEFITS	2,275.00	5.59	2,005.14	269.86		269.86	13,629.00	5,896.34	7,732.66
CONTRACTUAL SERVICES			22.90	(22.90)		(22.90)			
TRAVEL	3,000.00	159.82	3,929.40	(929.40)		(929.40)			
SUPPLIES	35,769.00	980.83	12,653.80	23,115.20		23,115.20			
SCHOLARSHIPS							22,000.00	8,667.00	13,333.00
DIRECT EXPENSE	107,408.00	2,543.88	64,188.89	43,219.11		43,219.11	74,349.00	32,380.86	41,968.14
INDIRECT COST RECOVERY	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
INDIRECT EXPENSE	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
TOTAL EXPENSE	160,038.00	3,790.38	95,641.50	64,396.50		64,396.50	100,000.00	44,000.66	55,999.34

- Portion of project costs not provided by the Sponsor.
- Most sponsors expect cost share to be charged in **ratio** throughout the life of the project.
- Be sure to work with your Business Manager or Grant Administrator at the beginning of the funding to set this up appropriately.



Search Criteria – Display Account Details

The screenshot shows the 'GRANT DASHBOARD' search criteria form. The form is organized into three columns of input fields. The first column contains 'Operating Unit', 'Department', 'Fund', and 'Contract'. The second column contains 'Project' (with value 10012779), 'Project Status' (with value All), 'PI', 'Business Manager (BM)', and 'Sponsor'. The third column contains 'Class', 'Fiscal Period' (with value GL 2324 007-January [OPEN]), 'Output' (with value Detail), and a checkbox labeled 'Display Account Chartfield' which is checked and highlighted with a red box. At the bottom of the form are three buttons: 'Submit', 'Clear', and 'CSV'. The top navigation bar includes the University of South Carolina logo, 'HUB', 'Finance Intranet', 'GRANT DASHBOARD', a home icon, and 'Sign out'.

- Select **Display Account Chartfield** to expand the Categories.
- Expanded view will display the account codes that roll into each category.

GL 2324 007-January [OPEN] as of 01/23/2024 02:59 [19 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
51000 SALARIES	66,364.00			66,364.00		66,364.00	38,720.00		38,720.00
51300 UNCLASSIFIED EMPLOYEES			5,415.35	(5,415.35)		(5,415.35)		17,817.52	(17,817.52)
51400 NON FED WORK STUDY STUDENTS		1,397.64	40,162.30	(40,162.30)		(40,162.30)			
SALARIES	66,364.00	1,397.64	45,577.65	20,786.35		20,786.35	38,720.00	17,817.52	20,902.48
51900 FRINGE BENEFITS		5.59	2,005.14	(2,005.14)		(2,005.14)		5,896.34	(5,896.34)
51995 FRINGE EXPENSES BUDGET	2,275.00			2,275.00		2,275.00	13,629.00		13,629.00
FRINGE BENEFITS	2,275.00	5.59	2,005.14	269.86		269.86	13,629.00	5,896.34	7,732.66
52010 FREIGHT,EXPRESS AND DELIVERIES			22.90	(22.90)		(22.90)			
CONTRACTUAL SERVICES			22.90	(22.90)		(22.90)			
52022 STUDENT TRAVEL			2,156.57	(2,156.57)		(2,156.57)			
52024 USC EMPLOYEE TRAVEL DOMESTIC	3,000.00	159.82	1,772.83	1,227.17		1,227.17			
TRAVEL	3,000.00	159.82	3,929.40	(929.40)		(929.40)			
53000 SUPPLIES	35,769.00			35,769.00		35,769.00			
53004 DATA PROCESSING SUPPLIES			248.39	(248.39)		(248.39)			
53025 LAB SUPPLIES		980.83	12,195.41	(12,195.41)		(12,195.41)			
53031 COMP SOFTWARE UNDER \$100,000			210.00	(210.00)		(210.00)			
SUPPLIES	35,769.00	980.83	12,653.80	23,115.20		23,115.20			
54525 GRADUATE ASSISTANT TUITION SUP							22,000.00	8,667.00	13,333.00
SCHOLARSHIPS							22,000.00	8,667.00	13,333.00
DIRECT EXPENSE	107,408.00	2,543.88	64,188.89	43,219.11		43,219.11	74,349.00	32,380.86	41,968.14
59990 INDIRECT COST RECOVERY	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
INDIRECT COST RECOVERY	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
INDIRECT EXPENSE	52,630.00	1,246.50	31,452.61	21,177.39		21,177.39	25,651.00	11,619.80	14,031.20
TOTAL EXPENSE	160,038.00	3,790.38	95,641.50	64,396.50		64,396.50	100,000.00	44,000.66	55,999.34

Data Review – Account Details

- Monthly activity ties to USC’s standard invoice sent to Sponsors to request reimbursement.
- Be sure to review the report you receive monthly for your projects ensuring the expenses are accurate.
- Any questions regarding expenses should be directed to your assigned Grant Administrator.



UNIVERSITY OF
South Carolina

From: CONTROLLER@sc.edu <CONTROLLER@sc.edu>

Sent: Thursday, February 1, 2024 9:01 AM

To: Crawford, Lindsay <TEDRICKL@mailbox.sc.edu>

Subject: Sponsored Award Monthly Summary Report

Hello,

Your monthly sponsored award summary report is now ready! This report will provide you a listing of all your active sponsored award projects and their available balances. To view; please select the link provided below. You may also log directly into the Grant Dashboard on the [Finance Intranet](#) to view this data.

Click here to view your [Grant Dashboard](#).

Don't forget - you can drill down into the transactions by clicking the hyperlinks in the report! A job aid for using the Grant Dashboard is available on the [Controller's Office](#) website.

If you have questions regarding one of your projects, please reach out to your business manager or post award accountant.

Thank you,

**University of South Carolina
Controller's Office**

1600 Hampton Street
Columbia, SC 29208
(803) 777-2602

Sponsored Award Monthly Summary Report



UNIVERSITY OF
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Drill Down – Salaries

GL 2324 007-January [OPEN] as of 01/23/2024 02:59 [19 months]

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
51000 SALARIES	66,364.00			66,364.00		66,364.00	38,720.00		38,720.00
51300 UNCLASSIFIED EMPLOYEES			5,415.35	(5,415.35)		(5,415.35)		17,817.52	(17,817.52)
51400 NON FED WORK STUDY STUDENTS		1,397.64	40,162.30	(40,162.30)		(40,162.30)			
SALARIES	66,364.00	1,397.64	45,577.65	20,786.35		20,786.35	38,720.00	17,817.52	20,902.48
51900 FRINGE BENEFITS		5.59	2,005.14	(2,005.14)		(2,005.14)		5,896.34	(5,896.34)
51995 FRINGE EXPENSES BUDGET	2,275.00			2,275.00		2,275.00	13,629.00		13,629.00

- Provides the ability to drill down into the expense activity. This provides PIs with the capability to view the specific \$ amounts for their students (not just % of effort).
- Click on the expense you want to see for additional detail and information.



Drill Down – Salaries

GL Activity		FP = 007 AND REGEXP_LIKE(JOURNAL_STATUS, 'PUJ') AND a.ACCOUNT LIKE '51400%' AND (PROJECT LIKE '10012779%' OR OLD_PROJECT LIKE '10012779%')						
ACTUAL2324 as of 01/23/2024 03:14		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
2324-7	CL040-155100-F1000-51400-202-10012779-1- - -	PAY0178433	01/09/2024	01/10/2024	1,397.64	HR Payroll Journals	>>HCM	PAY
01/23/2024 18:26								

NAME	USCID	FISCAL PERIOD :	JOB	HCM	GROUP	PAY	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR	LBR
		JOURNAL		DEPT		PERIOD					\$	%
Allegro,Alexis Kate		2324-7 : PAY0178433	SURA	155101	HRL	01/15/2024	8001506710	01/12/2024	A00000096943	CL040-155100-F1000-202-10012779-	45.50	100.00%
Jayarathna,Withana Appuhamilage Rasika		2324-7 : PAY0178433	SGRA	155101	I12	01/15/2024	8001507630	01/12/2024	A00000096943	CL040-155100-F1000-202-10012779-	1,270.89	100.00%
Stofik,Sarah Lynn		2324-7 : PAY0178433	SURA	155101	HRL	01/15/2024	8001506803	01/12/2024	A00000096943	CL040-155100-F1000-202-10012779-	81.25	100.00%
TOTAL											1,397.64	

- Can view specific payroll data by drilling down clicking the **HCM** hyperlink.

Drill Down – Expenses

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
TRAVEL	3,000.00	159.82	3,929.40	(929.40)		(929.40)			
53000 SUPPLIES	35,769.00			35,769.00		35,769.00			
53004 DATA PROCESSING SUPPLIES			248.39	(248.39)		(248.39)			
53025 LAB SUPPLIES		980.83	12,195.41	(12,195.41)		(12,195.41)			
53031 COMP SOFTWARE UNDER \$100,000			210.00	(210.00)		(210.00)			
SUPPLIES	35,769.00	980.83	12,653.80	23,115.20		23,115.20			

GL Activity	FP = 007 AND REGEXP_LIKE(JOURNAL_STATUS, 'PU') AND INVOICE_TREE LIKE '% %SUPPLIES%' AND (PROJECT LIKE '10012779%' OR OLD_PROJECT LIKE '10012779%')							
ACTUAL2324 as of 01/23/2024 03:14	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source	
2324-7 CL040-155100-F1000-53025-202-10012779-1- - -	EXA0178804	01/16/2024	01/16/2024	33.15	Expense Accruals	SHT3000171642	EX	
Drummond, Samuel	Drummond, Samuel				PCARD24164073342105222804497-21963151211			
2324-7 CL040-155100-F1000-53025-202-10012779-1- - -	EXA0178804	01/16/2024	01/16/2024	781.38	Expense Accruals	SHT3000171642	EX	
Drummond, Samuel	Drummond, Samuel				PCARD24789303337770200143755-41931812043			
2324-7 CL040-155100-F1000-53025-202-10012779-1- - -	EXA0179028	01/17/2024	01/18/2024	153.98	Expense Accruals	SHT3000171894	EX	
Bartl, Johanna Adriana	Bartl, Johanna Adriana				PCARD24055233347762329805301-12308941214			
2324-7 CL040-155100-F1000-53025-202-10012779-1- - -	EXU0179031	01/18/2024	01/18/2024	12.32	Expense Use Tax Accruals	3000171894	EXU	
- TOTAL				(980.83)				

- Provides the ability to drill down into the expense activity.



Drill Down – Expenses

GL Activity FP = 007 AND REGEXP LIKE(JOURNAL_STATUS, 'PU') AND INVOICE_TREE LIKE '%SUPPLIES%' AND (PROJECT LIKE '10012779%' OR OLD_PROJECT LIKE '10012779%')

ACTUAL2324 as of 01/23/2024 03:14		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
2324-7	CL040-155100-F1000-53025-202-10012779-1- --	EXA0178804	01/16/2024	01/16/2024	33.15	Expense Accruals	SHT3000171642	EX
	Drummond,Samuel	Drummond,Samuel				PCARD24164073342105222804497-21963151211		
2324-7	CL040-155100-F1000-53025-202-10012779-1- --	EXA0178804	01/16/2024	01/16/2024	781.38	Expense Accruals	SHT3000171642	EX
	Drummond,Samuel	Drummond,Samuel				PCARD2478930337770200143755-41931812043		
2324-7	CL040-155100-F1000-53025-202-10012779-1- --	EXA0179028	01/17/2024	01/18/2024	153.98	Expense Accruals	SHT3000171894	EX
	Bartl,Johanna Adriana	Bartl,Johanna Adriana				PCARD24055233347762329805301-12308941214		
2324-7	CL040-155100-F1000-53025-202-10012779-1- --	EXU0179031	01/18/2024	01/18/2024	12.32	Expense Use Tax Accruals	3000171894	EXU
- TOTAL					(980.83)			

- Provides the ability to drill down into the expense activity.

SC_GM_DASHBOARD_EXPENSE_DTL- Grants Dashboard Expense Dtl

Download results in: Excel Spreadsheet CSV Text File XML File (11 kb)

View All

Row	Expense Report	Report Description	Employee ID	Name	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account Class	PC Bus Unit	Project	Activity	Cost Share	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status	Location	Acctg Date
1	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/08/2023	1	1	LAB SUPPLIES		0.00	STAPLS7620519503000001	Pipe Cleaners: Creativity Street Regular Stems, White, 12" x 4 mm, 100/Pack, 12 Packs	USC01	CL040	155100	F1000	53025	202	USCSP	10012779	1		33.150	01/12/2024			Distributed		01/16/2024
2	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/11/2023	2	1	LAB SUPPLIES		0.00	CHROM TECH INC-ECOM	2 of: VESPEL FERRULE PKT10.	USC01	CL040	155100	F1000	53025	202	USCSP	10012324	1		139.400	01/12/2024			Distributed		01/16/2024
3	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/08/2023	3	1	LAB SUPPLIES		0.00	ACOS ENTERPRISES LLC	9 of: Stainless Steel Swagelok Tube Fitting, Bulkhead Reducing Union, 1/4 in. x 1/8 in. Tube OD.	USC01	CL040	155100	F1000	53025	202	USCSP	10012324	1		246.380	01/12/2024			Distributed		01/16/2024
4	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/11/2023	4	1	OTHER SUPPLIES		0.00	SIGMAALDRICH US	3 of: PRASEODYMIUM(III) NITRATE HEXAHYDRATE.	USC01	CL040	155100	F1000	53009	202	USCSP	10012397	1		1689.280	01/12/2024			Distributed		01/16/2024
5	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/12/2023	5	1	LAB SUPPLIES		0.00	SIGMAALDRICH US	N-HEXANE EMPLURA® 2,5 L.	USC01	CL040	155100	J1000	53025	202	USCSP	10012848	1		139.410	01/12/2024			Distributed		01/16/2024
6	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/01/2023	6	1	LAB SUPPLIES		0.00	MCMaster-CARR	Lines 1 - 8: Different size fittings for stainless steel tubing. Lines 9 - 10: Low-friction tape and pipe insulation.	USC01	CL040	155100	F1000	53025	202	USCSP	10012779	1		781.380	01/12/2024			Distributed		01/16/2024
7	Expense Report - December2023	3000171642	N13223100	Drummond,Samuel	12/01/2023	6	2	LAB SUPPLIES		0.00	MCMaster-CARR	Lines 1 - 8: Different size fittings for stainless steel tubing. Lines 9 - 10: Low-friction tape and pipe insulation.	USC01	CL040	155100	F1000	53025	202	USCSP	10012324	1		50.320	01/12/2024			Distributed		01/16/2024



Grant Dashboard – How to Use the Burn Rates

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
TOTAL EXPENSE	160,038.00	3,790.38	95,641.50	64,396.50		64,396.50	100,000.00	44,000.66	55,999.34
BURN RATE	(dollars)	6,696.15	5,033.76	COST SHARE RATIO			62.49%	46.01%	
	(%)	4.18%	75.17%						

- Burn Rates can be used to see the rate at which Budget is being spent.
 $\text{Total Budget/Life of Project} = 160,038.00 / 23.9 \text{ months} = 6,696.15$
- Can assist with the development of a spending strategy at the beginning and throughout an award.
 $\text{Date} = 95,641.50 / 19 \text{ months} = 5,033.76$

- Remember: Be mindful of the timing of purchases on your awards.

- Purchasing large pieces of equipment, tuition expenses, etc. can cause spending spikes and the rates to be skewed.
 $\text{Monthly Budget Burn Rate} = \frac{\text{Life to Date Monthly Burn Rate}}{\text{Monthly Budget}} = \frac{5,033.76}{6,696.15} = 75.17\%$



Inactive Project

10011832				*INACTIVE*
SC CCR&R PDG Family		SC Dept of Social Services	CON0005687 4400026259	04/30/2022-04/29/2023 [12 months]
Operating Unit	Department	Fund	Class	
CL039 EDUCATION	152200 COE CHILD DEV RESEARCH CTR	G1000 STATE GRANT	301 COMMUNITY SERVICE	
PROJECT TEAM				
Role	Name	USCID	Email	
BM	Judge,Tara M		judgetm@mailbox.sc.edu	
CGA	Koon,Denise Frick		ddkoon@mailbox.sc.edu	
PI	McDonald,Melissa Jane		mm116@mailbox.sc.edu	

- Inactive projects will return as yellow.



Demonstration

- Using the Grant Dashboard



Grant Dashboard Key Take-Aways

- **Fiscal Period** always defaults to current period.
- **Project Status** always defaults to active.
- The PI Field will default to your user ID.
- Use the Summary and Detail Output options to view more data.
- **Display Account Chartfield** checkbox will show all account information.
- Balance equals the Budget minus the Life to Date Expenses.
- Look at Cost share, the portion of project costs not provided by the sponsor.
- Remember, most sponsors expect cost share to be charged in **ratio** throughout the life of the project.
- All expense questions should be routed through your assigned Grant Administrator.
- This is the preferred tool when reviewing grants (USCSP projects 100xxxxx).




Financial Reports: Non-USCSP Project Dashboard



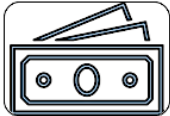
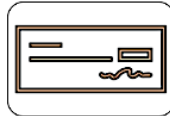

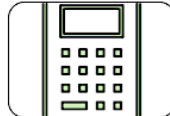
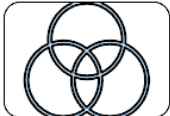
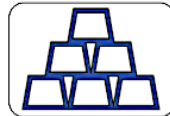




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Finance Reports – Non-USCSP Project Dashboard

HUB - Finance Intranet - 

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

<p>Grant Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>GL Summary</p>  <p>Financial summary data with advanced filters</p>	<p>GL Dashboard</p>  <p>Provides current and available balances by category using budget to actual comparisons, approvers, and monthly expense transaction listing.</p>	<p>GL Activity</p>  <p>Transaction level detail with drilldown functionality into PeopleSoft Finance and HCM Distribution.</p>
<p>Fund Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>Non-USCSP Project Dashboard</p>  <p>Provides a listing of available cash balances, outstanding encumbrances and project end dates for a quick view at project statuses.</p>	<p>GL Yearly Comparison</p>  <p>GL Summary report with yearly comparisons for 2-5 years.</p>	<p>Budget Office</p>  <p>Budget to Actual with Prior Year.</p>
<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Select Financial Reports, then Non-USCSP Project Dashboard.



Non-USCSP Project Dashboard – Search Criteria

The screenshot shows the 'NON-USCSP PROJECT DASHBOARD' search interface. At the top, there are navigation links for 'HUB', 'Finance Intranet', and 'Sign out'. The search criteria are organized into three columns:

- Left Column:** Three text input fields labeled 'Operating Unit', 'Department', and 'Fund', each with a red box around its label.
- Middle Column:** A 'Project BU' text input field, a 'Project' text input field with a red box around its label, a 'Project Status' dropdown menu (set to 'All'), a 'PI' text input field with a red box around its label, and a 'Project Type' dropdown menu (set to 'All').
- Right Column:** A 'Total' dropdown menu that is open, showing a list of options: 'None', 'Operating Unit', 'Department', 'Fund', 'PC Business Unit', 'Project End Date', 'Project Type', and 'Principal Investigator'. A red box highlights the entire dropdown menu.

At the bottom of the form are three blue buttons: 'Submit', 'Clear', and 'CSV'.

- Use this report to view projects that have ended or are ending. Use the drop-down menu for sort options
- Inactive projects are yellow.
- Encumbrances can be closed with Purchasing so that projects drop off the report.

Remember: Projects that have ended need to either be extended or closed out and inactivated.

Non-USCSP Project Dashboard – Data Review

HUB - Finance Intranet - NON-USCSP PROJECT DASHBOARD Sign out

Operating Unit

Project BU

Total

Project End Date

Fiscal Period

Department

Project

Fund

Project Status

PI

Project Type

0s

GL 2324 005-November [OPEN] as of 11/01/2023 02:59

Project	PCBU	Project Name	PI	Status	End Date	Op.Unit	Dept	Dept Name	Fund	Cash	Encumbrances	Balance
80004234	USCIP	SOCIAL WORK DEAN START UP		ACTIVE	06/30/2023	CL044	159000	COL OF SOCIAL WORK	N1300	439,920.72		439,920.72
50000533	USCSA	INDIA STUDY ABROAD		ACTIVE	06/30/2023	CL044	159000	COL OF SOCIAL WORK	D2000	600.96		600.96
50000707	USCSA	JAPAN MAYMESTER STUDY ABROAD		ACTIVE	06/30/2023	CL044	159000	COL OF SOCIAL WORK	D2000	2,849.94		2,849.94
END 06/30/2023 TOTAL										443,371.62		443,371.62
80004803	USCIP	SPARC:K FLYNN:SHAPED BY CAPITA		INACTIVE	07/31/2023	CL044	159000	COL OF SOCIAL WORK	N1400			
80004805	USCIP	SPARC:E KING.EXAMINING THE PER		ACTIVE	07/31/2023	CL044	159000	COL OF SOCIAL WORK	N1400	29.17		29.17
END 07/31/2023 TOTAL										29.17		29.17
80004413	USCIP	RACIAL/ETHNIC DISPARITIES MENT		ACTIVE	09/30/2023	CL044	159000	COL OF SOCIAL WORK	N1600	8.33		8.33

- All the Non-USCSP Projects (USCIP, USCSA, and USCEN) will return for the Operating Unit entered.
- In this example, we entered CL044 totaled by Project End Date.
- The returned results include the Project number, Type of Non-USCSP project, Status, **PI**, **Department Name**, and End date.
- Inactive are yellow.

Non-USCSP Project Dashboard – Data Review

HUB ▾ Finance Intranet ▾ NON-USCSP PROJECT DASHBOARD Home Sign out

Operating Unit CL032	Project BU USCIP	Total Fund
Department 	Project 	Fiscal Period GL 2324 005-November [OPEN]
Fund E%	Project Status All	
	PI 	
	Project Type All	

[Submit](#) [Clear](#) [CSV](#)

Search By:

- Operating Unit and Fund “letter” using a wildcard
- PS Business Unit
- Totaled by Fund

Non-USCSP Project Dashboard – Data Review

GL 2324 005-November [OPEN] as of 11/01/2023 02:59

Project	PCBU	Project Name	PI	Status	End Date	Op.Unit	Dept	Dept Name	Fund	Cash	Encumbrances	Balance
80001355	USCIP	START-UP FUNDS - BUCKHAULTS		ACTIVE	06/30/2028	CL032	111100	DRUG DISCOVERY AND BIOMED SCI	EN300	22,642.11	9,742.96	12,899.15
80001743	USCIP	START-UP FUNDS - KIARIS		ACTIVE	06/30/2028	CL032	111100	DRUG DISCOVERY AND BIOMED SCI	EN300	4,945.18		4,945.18
80001886	USCIP	STARTUP BRYAN LOVE		ACTIVE	06/30/2030	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN300	2,412.70		2,412.70
EN300 TOTAL										29,999.99	9,742.96	20,257.03
80000067	USCIP	RESEARCH INCENTIVE		ACTIVE	06/30/2028	CL032	111000	COLLEGE OF PHARMACY	EN700	890,672.31		890,672.31

- Review the balances by fund letter.
- Results can be exported from the Non-USCSP Project Dashboard into Excel to filter, sort or consolidate as needed by clicking the **CSV** button.

Non-USCSP Project Dashboard – Data Review

HUB ▾ Finance Intranet ▾ NON-USCSP PROJECT DASHBOARD Home Sign out

Operating Unit <input type="text" value="CL032"/>	Project BU <input type="text" value="USCIP"/>	Total <input type="text" value="Fund"/>
Department <input type="text"/>	Project <input type="text"/>	Fiscal Period <input type="text" value="GL 2324 005-November [OPEN]"/>
Fund <input type="text" value="%700"/>	Project Status <input type="text" value="All"/>	
	PI <input type="text"/>	
	Project Type <input type="text" value="All"/>	

Search By:

- Review projects by type.
- Inserting a wildcard sign in place of the fund letter will bring back projects for that category.
- %700 for instance will bring back all incentive projects.

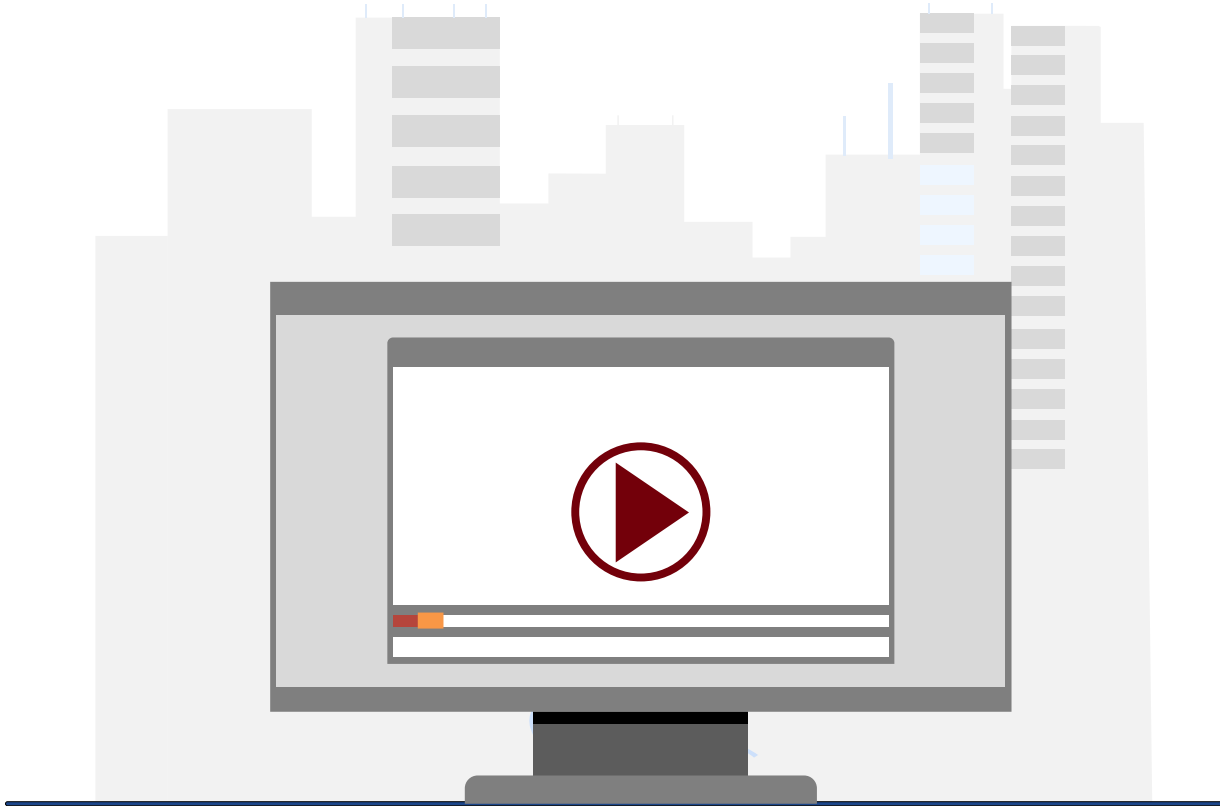
Non-USCSP Project Dashboard – Data Review

Project	PCBU	Project Name	PI	Status	End Date	Op.Unit	Dept	Dept Name	Fund	Cash	Encumbrances	Balance
		RESEARCH INCENTIVE - RONINSON						DISCOVERY AND BIOMED SCI				
80000389	USCIP	RESEARDH INCENTIVE - DUNN		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	1,560.01		1,560.01
80000402	USCIP	RESEARCH INCENTIVE - LOVE		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	4,423.66		4,423.66
80000414	USCIP	RESEARCH INCENTIVE- LU		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	3,415.73		3,415.73
80000429	USCIP	RESEARCH INCENTIVE - JUSTO		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	450.00		450.00
80000438	USCIP	RESEARCH INCENTIVE - ALMGREN		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	1,385.25		1,385.25
80001353	USCIP	RESEARCH INCENTIVE - SHTUTMAN		ACTIVE	06/30/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	EN700	865.31		865.31
80002044	USCIP	PHARMACY DEANS ACCT		ACTIVE	06/30/2030	CL032	111000	COLLEGE OF PHARMACY	EN700	409,000.00		409,000.00
80002514	USCIP	XCENDA SUPPORT		ACTIVE	08/31/2028	CL032	111000	COLLEGE OF PHARMACY	EN700	2,296.28		2,296.28
EN700 TOTAL										1,852,281.18		1,852,281.18
80004607	USCIP	RESEARCH INCENTIVE - SEASE		ACTIVE	07/31/2025	CL032	111000	COLLEGE OF PHARMACY	N1700	2,000.00		2,000.00
80005291	USCIP	RESEARCH INCENTIVE- SHTUTMAN		ACTIVE	01/15/2028	CL032	111100	DRUG DISCOVERY AND BIOMED SCI	N1700	156.18		156.18
80005479	USCIP	RESEARCH INCENTIVE J CLEMENTS	Clements, Jennifer Nicole	ACTIVE	03/09/2028	CL032	111500	CLINICAL PHARM AND OUTCOME SCI	N1700	500.00		500.00
N1700 TOTAL										2,656.18		2,656.18
TOTAL										1,854,937.36		1,854,937.36

- Review the balances by category.
- Results can be exported from the Non-USCSP Project Dashboard into Excel to filter, sort or consolidate as needed by clicking the **CSV** button.

Demonstration

- Using the Non-USCSP Project Dashboard



Non-USCSP Project Dashboard

Key Take-Aways

- Use this tool to view all of your non-sponsored projects at the same time.
- Helpful to run at the end of each month to determine what projects need to be inactivated, funded, or extended.
- Provides end date, current cash balance, and outstanding amount of any purchase orders
- The projected cash balance is a combination of the actual cash balance and any outstanding commitments or encumbrances.




Financial Reports: GL Activity



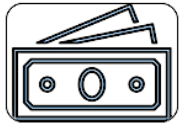
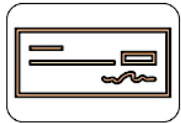
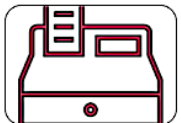
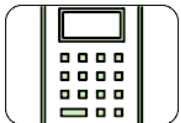
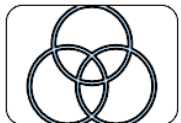
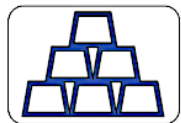




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Finance Reports - GL Activity

HUB - Finance Intranet - 

Boyd, Tiffany
PERKINTD@mailbox.sc.edu as of 11/01/2023 02:29
PERKINTD - V58683307

<p>Grant Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>GL Summary</p>  <p>Financial summary data with advanced filters</p>	<p>GL Dashboard</p>  <p>Provides current and available balances by category using budget to actual comparisons, approvers, and monthly expense transaction listing.</p>	<p>GL Activity</p>  <p>Transaction level detail with drilldown functionality into PeopleSoft Finance and HCM Distribution.</p>
<p>Fund Dashboard</p>  <p>Sponsored research awards (USCSP projects). Provides budget vs. actual comparisons for direct and cost share expenditures by invoice categories.</p>	<p>Non-USCSP Project Dashboard</p>  <p>Provides a listing of available cash balances, outstanding encumbrances and project end dates for a quick view at project statuses.</p>	<p>GL Yearly Comparison</p>  <p>GL Summary report with yearly comparisons for 2-5 years.</p>	<p>Budget Office</p>  <p>Budget to Actual with Prior Year.</p>
<p>USCeRA</p> 	<p>PS Finance</p>  <p>Note: PeopleSoft Finance and PeopleSoft HCM cannot be used in the same internet browser simultaneously.</p>		

- Select Financial Reports, then GL Activity.



GL Activity – Search Criteria

UNIVERSITY OF SOUTH CAROLINA HUB Finance Intranet GL ACTIVITY Sign out

Journal ID
Journal Date (m/d/y) to
Post Date (m/d/y) to

Line Description
Line Reference

Line Reference Name

Line Amount to

Journal Source

Journal Status
--On Ledger--

Measure
ACTUAL YTD

Operating Unit
LA000

Department

Fund

Fund Group

Class

Account
52024

Account Type

Account Category

Account Subcategory

Account Tree

Account Subtype

Show Additional Reference Info

Product

Project BU

Project

Activity

CFDA

Contract

Sponsor

State Project

Costshare

Special Filter
None

Invoice Tree

Athletic Tree

Show BUD000

Total 1
Department

Total 2
None

Total 3
Fund

Total 4
None

Total 5
Account Type

Total 6
None

Total 7
Account

Burst
Total 1

Detail
Yes

Sort
Post Date

Fiscal Period
GL 2223 001-July

Submit Clear CSV

© University

- Provides the same versatility as found in the GL Summary but at a detailed PeopleSoft transaction (journal) level.

GL Activity – Drill down

GL Activity								
FP <= 001 AND FP > 0 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND OPERATING_UNIT LIKE 'LA000%' AND a.ACCOUNT LIKE '52024%'								
ACTUAL2223 as of 10/14/2022 03:59								
	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source	
2223-1	LA000-942203-D0200-52024-502- ----	EXA0146674	07/28/2022	07/28/2022	250.00	Expense Accruals	SHT3000117865	EX
	Calhoun,Nicholas				ACH8000161881	PAID		
2223-1	LA000-942203-D0200-52024-502- ----	EXA0146674	07/28/2022	07/28/2022	25.00	Expense Accruals	SHT3000117865	EX
	Calhoun,Nicholas				ACH8000161881	PAID		
2223-1	LA000-942203-D0200-52024-502- ----	EXA0146674	07/28/2022	07/28/2022	40.00	Expense Accruals	SHT3000117865	EX
	Calhoun,Nicholas				ACH8000161881	PAID		
2223-1	LA000-942203-D0200-52024-502- ----	EXA0146674	07/28/2022	07/28/2022	404.10	Expense Accruals	SHT3000117865	EX
	Calhoun,Nicholas				ACH8000161881	PAID		
52024 USC EMPLOYEE TRAVEL DOMESTIC					719.10			
5 DIRECT EXPENSE					719.10			
D0200 ATHLETIC ACTIVITIES					(719.10)			
942203 LAN MEN'S BASEBALL					(719.10)			
GL Activity								
FP <= 001 AND FP > 0 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND OPERATING_UNIT LIKE 'LA000%' AND a.ACCOUNT LIKE '52024%'								
ACTUAL2223 as of 10/14/2022 03:59								
	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source	
2223-1	LA000-945503-A0001-52024-466- ----	EXA0146610	07/26/2022	07/26/2022	14.13	Expense Accruals	SHT3000117812	EX
	Flexico,Bridgett T				ACH8000161605	PAID		
52024 USC EMPLOYEE TRAVEL DOMESTIC					14.13			
5 DIRECT EXPENSE					14.13			
A0001 UNRESTRICTED OPERATING FUND					(14.13)			
945503 LAN OTHER ACADEMIC SUPPORT					(14.13)			

- To drill into the activity, click the specific expense you would like to view transaction details for within the system.



GL Activity – Drill down

GL Activity FP <= 001 AND FP > 0 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND OPERATING_UNIT LIKE 'LA000%' AND a.ACCOUNT LIKE '52024%'

ACTUAL2223 as of 10/14/2022 03:59

Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
EXA0148674	07/28/2022	07/28/2022	250.00	Expense Accruals	SHT3000117865	EX
Calhoun, Nicholas			ACH8000161881	PAID		
EXA0148674	07/28/2022	07/28/2022	25.00	Expense Accruals	SHT3000117865	EX
Calhoun, Nicholas			ACH8000161881	PAID		
EXA0148674	07/28/2022	07/28/2022	40.00	Expense Accruals	SHT3000117865	EX
Calhoun, Nicholas			ACH8000161881	PAID		

SC_GM_DASHBOARD_EXPENSE_DTL- Grants Dashboard Expense Dtl

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

[View All](#)

Row	Expense Report	Report Description	Employee ID	Name	Expense Date	Line	Dist Line	Expense Type	Ticket Number	Distance	Merchant	Line Description	GL Unit	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Expense Line Amt	Created On	Travel Auth ID	Advance ID	Amount Applied	Distribution Status
1	3000117865	Recruiting Trip	W58323899	Calhoun, Nicholas	07/07/2022	1	1	Hotel and Lodging		0.00		Hotel 7/7/22-7/13/22	USC01	LA000	942203	D0200	52024	502					404.100	07/22/2022				Distributed
2	3000117865	Recruiting Trip	W58323899	Calhoun, Nicholas	07/07/2022	2	1	Meal Expenses		0.00		Per Diem 7/7/22-7/12/22	USC01	LA000	942203	D0200	52024	502					40.000	07/22/2022				Distributed
3	3000117865	Recruiting Trip	W58323899	Calhoun, Nicholas	07/08/2022	3	1	Meal Expenses		0.00		Per Diem 7/8/22-7/12/22	USC01	LA000	942203	D0200	52024	502					250.000	07/22/2022				Distributed
4	3000117865	Recruiting Trip	W58323899	Calhoun, Nicholas	07/13/2022	4	1	Meal Expenses		0.00		Per Diem 7/13/22-7/13/22	USC01	LA000	942203	D0200	52024	502					25.000	07/22/2022				Distributed

To drill into the activity, click the specific expense you would like to view transaction details for within the system.



Demonstration

- Using the GL Activity



GL Activity Key Take-Aways

- GL Activity is the transaction-level detail behind the other Intranet reports.
- Hyperlinks drill directly into PeopleSoft Finance or HCM Distribution.
- Always review fiscal period and measure.
- Look up specific transactions using Journal IDs.
- Use Line Description and Reference to help search for transactions. This is where writing a good journal line description to reflect the purpose of the JE comes becomes very useful.
- Total and burst options are also available.



Helpful Tips and Resources



UNIVERSITY OF
South Carolina

Some Helpful Tips

- The information in the Grants Dashboard should match the invoice created in Finance PeopleSoft unless a Sponsor requires the use of own invoice template.
- Important to reconcile and finalize all expenses within **30 days of the project end date**. (The only exception would be for sub awards that may have 60 days to issue their final invoice.)
- Regularly review salary and effort and make any necessary adjustments timely.
- Remember **Encumbrances reduce** your available balance as they are obligations.
- Review Encumbrances regularly and work with your Grant Administrator to de-obligate and closeout encumbrances as needed to ensure access to available funding.
- Remember to be responsive to your Grant Administrator when they reach out about milestone completion as this affects invoicing.



Common Issues

- Overbudget – Projects that are overbudget cannot be invoiced until rectified.
- ADVANCE/RISK Accounts cannot be invoiced; be aware of timing for project continuations.
- Must be based on actual expenses that the department posted to the ledger during the fiscal period; cannot make manual adjustments
- Expenses must fall within the period of performance. For example, equipment purchases should not be made a few days before a project ends or after it has ended.
- Cost share must be booked appropriately and within ratio to spending.
- For projects that have ended; final expenses must be confirmed timely so **Final invoices** can be prepared and submitted (within 30 days of end date).



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

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PeopleSoft Finance Training Schedule

Listservs

Social Media

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Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards.

Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure in coordination with the Principal Investigators.

Below is a list of Grant Administration tasks you may be responsible for within your 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 +

Close Out Matrix +

Cost Share

Cost Transfers

Indirect Cost (IDC)

Introduction to Grants Management

Milestone Notifications

Monitoring Awards

No Cost Extensions

Monitoring Awards -

Cost sharing occurs whenever any portion of project's costs is provided at USC's expense rather than the sponsor. Most sponsors expect cost share to be charged in ratio throughout the life of the project. All cost sharing commitments must be listed in the budget and identified in USCeRA.

The below training resources are available:

- Use the Grant Dashboard (www.admin.sc.edu) to access detailed expense data.
- [How to Use the Grant Dashboard Presentation \[PDF\]](#)
- [How to Use the Grant Dashboard Demo Video](#)
- [How to Use the Grant Dashboard - Job Aid \[pdf\]](#)

System: Finance Intranet

Contact: Your Post Award Accountant (PAA)

Where to Find Resources

For Grant Dashboard resources, visit the Monitoring Awards section on our [Grant Administration](#) page.



Contacts

10012779			
Next-Generation Ammonia System Integration Utilizi	University at Buffalo, SUNY	CON0006798 R1344198 DE-AR0001479	07/25/2022-07/24/2024 [23.9 months]
Operating Unit	Department	Fund	Class
CL040 ENGINEERING - COMPUTING	155100 CHEMICAL ENGINEERING RESEARCH	F1000 FEDERAL GRANT	202 INDIVIDUAL AND PROJECT RSRCH
PROJECT TEAM			
Role	Name	USCID	Email
APPRV_1	Wagner,Alicia		alewin@mailbox.sc.edu
CGA	Gack,Andrea Lynn		agack@mailbox.sc.edu
PI	Lauterbach,Jochen Anton		lauteraj@mailbox.sc.edu

If you have any questions regarding expenses or invoicing, please contact your Grant Administrator (**APPRV_1**).



Our Grant Administration Team

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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



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