OFFICE OF THE CONTROLLER

Using the Finance Intranet:
Financial Reports

March 2024

UNIVERSITY OF
South Carolina

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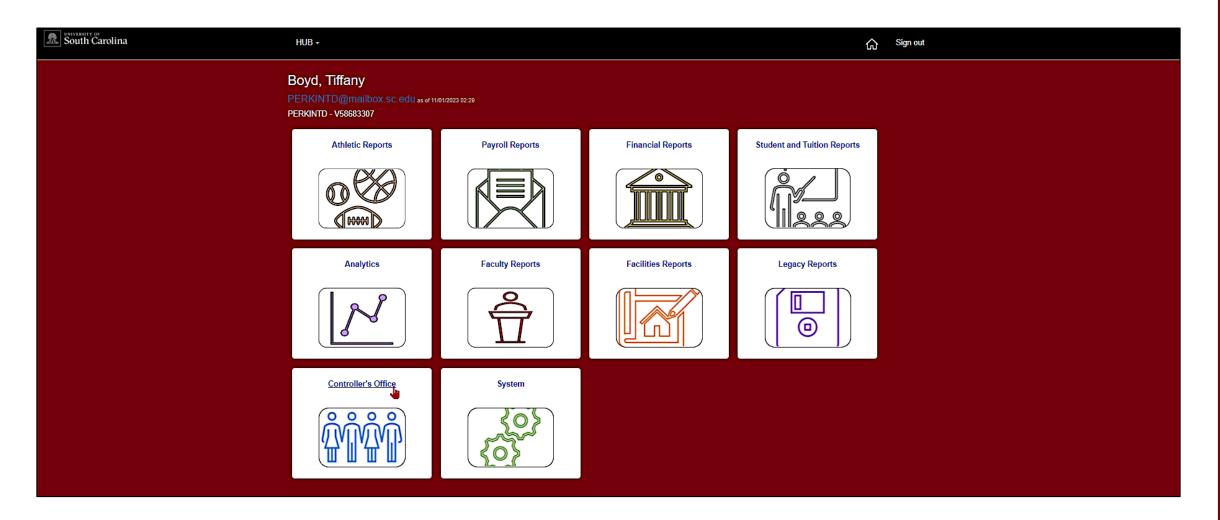
Introduction to the HUB

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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 are:
  - Financial Reports (Finance Intranet)
  - Payroll Reports (HCM Distribution) – Training **March 26th**

- 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
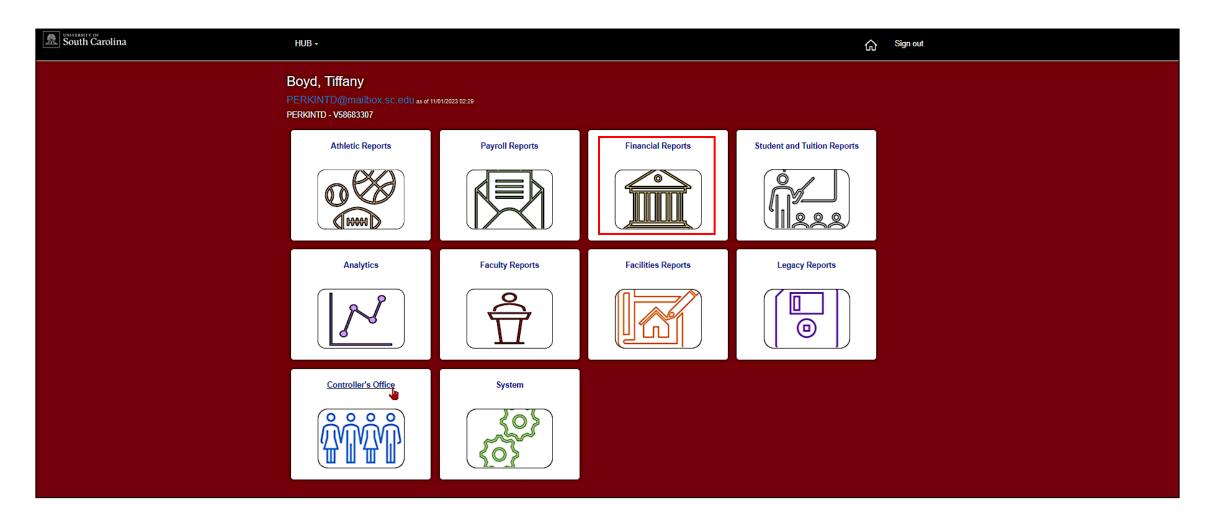
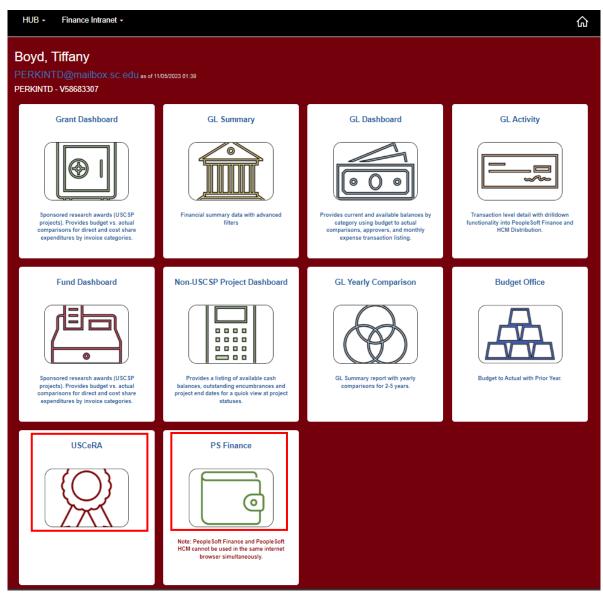UNIVERSITY OF **South Carolina**

The HUB

Financial Reports

Financial Reports

Financial Reports

- 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.

- **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.

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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).

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Who can use this tool?

- Business Managers
- Budget Officers
- Grant Administrators
- Faculty Members
- Principal Investigators (PIs)
- HR Contacts

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Requesting Access

- Users will have access to the same departments/projects as they have in Finance PeopleSoft. To request access, complete the Finance Access Form.

- Request Financial User Role in the notes section of the access form.

- Submit request to PSSecure@mailbox.sc.edu.

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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.

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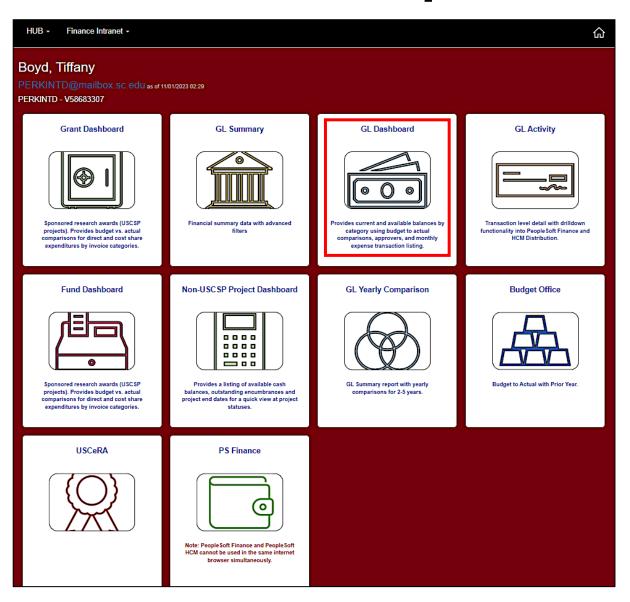
NOTE: If you want to **print** an Intranet report, make sure that you have scrolled all the way up to the top of the Intranet report before printing.

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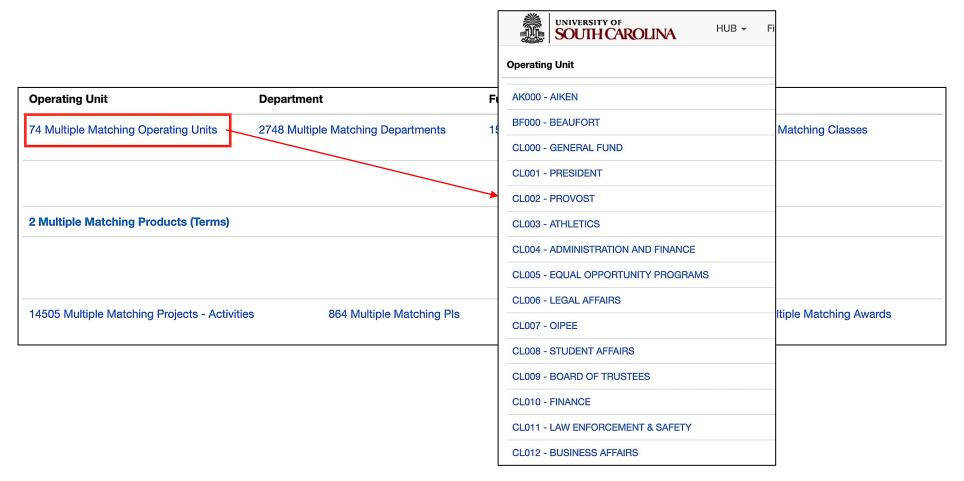**South Carolina**

Financial Reports: GL Dashboard

Financial Reports: GL Dashboard

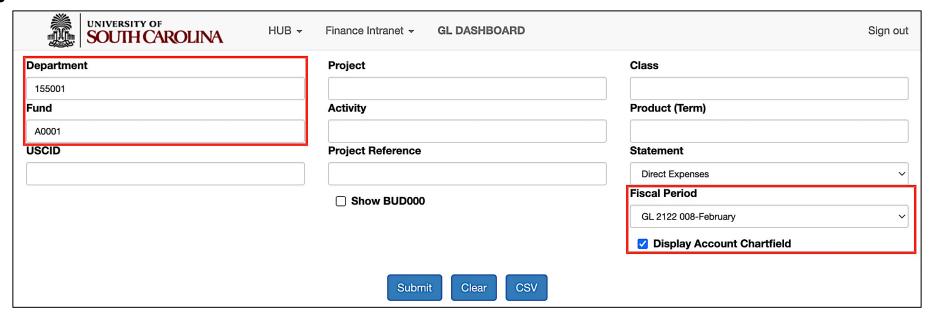- Select Financial Reports, then GL Dashboard.

GL Dashboard – Search Options

- 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.

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		dorrellk@cec.sc.edu
APPRV_1	Shannon Lackey		svlackey@cec.sc.edu
APPRV_2	Alicia Stoll Williams		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.

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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

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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

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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.

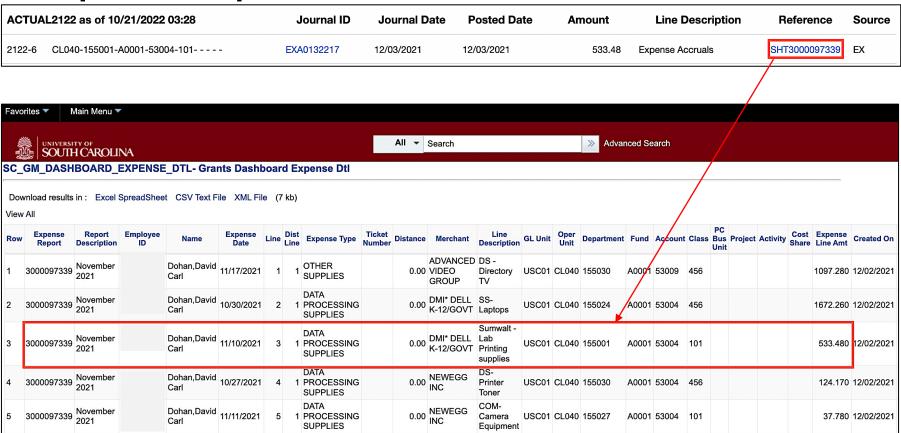UNIVERSITY OF
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GL Dashboard – Drill Down

GL Activity

FP <= 008 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') 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.

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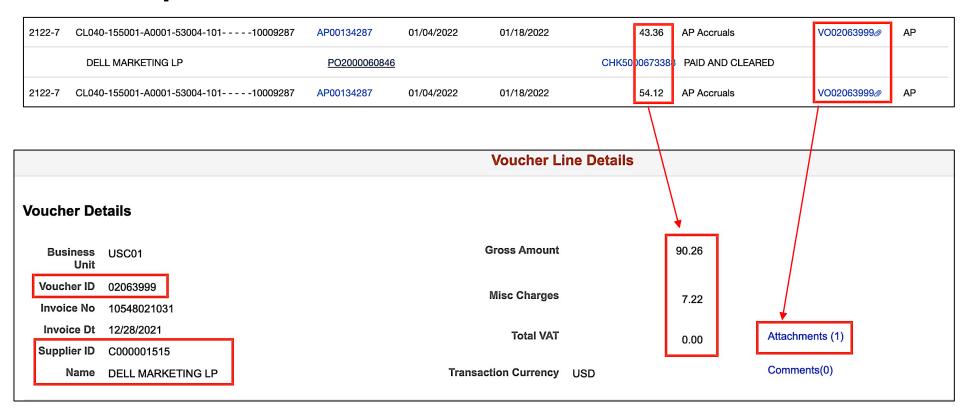South Carolina

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 ▾

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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		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		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		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		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		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.

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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			CHK500067338 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		Gross Amount	90.26
Voucher ID	02063999			
Invoice No	10548021031		Misc Charges	7.22
Invoice Dt	12/28/2021			
Supplier ID	C000001515		Total VAT	0.00
Name	DELL MARKETING LP			
			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.

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GL Dashboard – Drill Down

Voucher Example:

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

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 %
		2122-1 : PAY0123964	AH10	155201	C12	07/15/2021	8000709347	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,865.42	100.00%
		2122-1 : PAY0123964	AM68	155020	C12	07/15/2021	8000709285	07/15/2021	A00000001702	CL040-155001-A0001-101--	3,536.13	100.00%
		2122-1 : PAY0123964	AH10	155201	C12	07/15/2021	8000709348	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,248.88	100.00%
		2122-1 : PAY0123964	AH10	155901	C12	07/15/2021	8000709382	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,229.71	100.00%
		2122-1 : PAY0123964	AH10	155301	C12	07/15/2021	8000709352	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,716.54	100.00%
		2122-1 : PAY0123964	AH10	155602	C12	07/15/2021	8000709377	07/15/2021	A00000001702	CL040-155001-A0001-101--	2,087.71	100.00%
		2122-1 : PAY0123964	AH10	155020	P12	07/15/2021	8000715574	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,622.92	100.00%
		2122-1 : PAY0123964	AD20	155020	C12	07/15/2021	8000709286	07/15/2021	A00000001702	CL040-155001-A0001-101--	1,766.88	100.00%
		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.

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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).

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Financial Reports: GL Summary

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Finance Reports - GL Summary

- Select Financial Reports, then GL Summary.

GL Summary – Search Criteria

Provides a more advanced reporting view to allow users to filter, group, and burst summary data.

Report Criteria:
- Search by Operating Unit, Fund, Account, or Project.
- Determine subtotals and burst
- Select a Fiscal Period.

GL Summary – Burst and Total Options

Total 1

| Department | ⌄ |

Total 2

| Account | ⌄ |

Total 3

| Fund | ⌄ |

Total 4

| None | ⌄ |

Total 5

| Account Type | ⌄ |

Total 6

| None | ⌄ |

Total 7

| Account | ⌄ |

Burst

| Total 2 | ⌄ |

Fiscal Period

| GL 2223 001-July | ⌄ |

The **total** options will provide subtotals for each of the chartfields selected.

- The order of the totals chosen is important because it make the report easier/harder to read.

The **burst** option essentially splits the results into separate reports with column headers by the option chosen.

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GL Summary – Data Review

Search by:

- In this example, we search **E0334** by department 290000 for fiscal 2223 002-August.

GL Summary – Data Review

Remember, when entering department in Intranet (or query) search criteria, you will not see the cash balance because departments are not balancing chartfields. If trying to manage A Fund balance, you can search by department.

GL Summary – Data Review

Search by:

- If looking for an E Fund report, search by E Fund only to view the entire trail balance for the fund. It's important to see the whole picture.

GL Summary – Data Review

- Searching by E Fund only, returned the cash balance indicated by the 10300 row. Notice how the cash is coded to department 000000.

Note: In order to see the cash included with the other accounts, change your Total 1 to Fund and Total 2 to none.

Demonstration

- Using the GL Summary

GL Summary Key Take-Aways

- Use the **Display Account Chartfield** checkbox to view all account information.

- The Total and Burst functions allow for expanded report options and views.

- For A Funds, life-to-date expenses equal **fiscal** year-to-date.

- Use a wildcard (%), to pull in additional search values.

- You can drill down into any of the expenses including payroll.

- Use the Grant Dashboard when reviewing USCSP projects.

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Financial Reports: GL Activity

Finance Reports - GL Activity

- Select Financial Reports, then GL Activity.

GL Activity – Search Criteria

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

- Recommend using **Journal Date** when pulling transactions for one or more fiscal period.

GL Activity – Search Criteria

Measure vs. Fiscal Period

- Match the measure to the fiscal period you're looking for.
- For example, if you just want September expenses, change your measure to Actual MTD. The month-to-date measure will filter out the opening balance lines.
- LTD – Life to Date
- YTD – Year to Date

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GL Activity – Drill down

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

GL Activity – Drill down

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

Demonstration

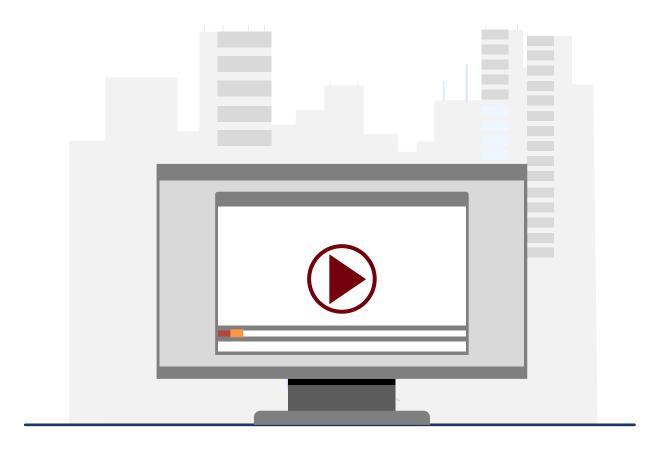- Using the GL Activity

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.

Financial Reports: GL Yearly Comparison

Finance Reports - GL Yearly Comparison

- 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.

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

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.

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GL Yearly Comparison – Data Review

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	1,957,236.03	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.

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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 date 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.

UNIVERSITY OF
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Financial Reports: Grant Dashboard

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Financial Reports: Grant Dashboard

- 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.

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Jan 15, 2024

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

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

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:

PRINCIPAL INVESTIGATOR:

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

CATEGORY:	BUDGET AMOUNT	CURRENT AMOUNT	CUMULATIVE AMOUNT
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

Billing Authority: Mandy Kibler, Controller
                      University of South Carolina

PeopleSoft Standard Invoice

UNIVERSITY OF South Carolina

Comparing the Invoice with the Grant Dashboard

Invoice

INVOICE NO: CGA0093550

UNIVERSITY OF **South Carolina**

Jan 15, 2024

University at Buffalo, SUNY
ubsd.RFSubcontractInvoices@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

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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

Billing Authority: Mandy Kibler
Mandy Kibler, Controller
University of South Carolina
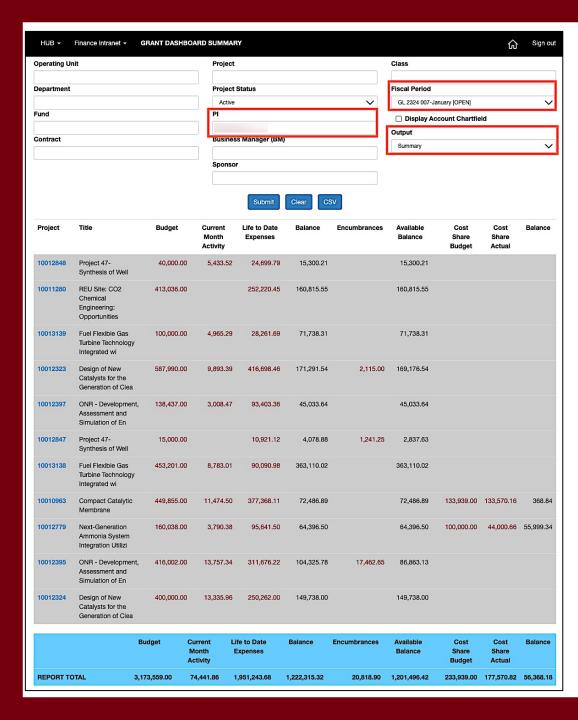
Grant Dashboard

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

- The default output option is **Detail.**

- Use the drop down to select **Summary.**

- Select the applicable fiscal period. The default is the current month.

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.

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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.

- Enter the USCID number of specific PI or Business Manager to search for their projects.

- 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.

10012715		CON0006754	09/08/2022-08/31/2024
Addressing Rural Cancer Disparities via Proactive	**Medical University of South Carolina**	A23-0073-S002, 1R01CA268023-01A1	[23.7 months]

Operating Unit	**Department**	**Fund**	**Class**
CL034 **PUBLIC HEALTH**	115070 **RURAL AND MINORITY RESEARCH**	F1000 **FEDERAL GRANT**	202 **INDIVIDUAL AND PROJECT RSRCH**

PROJECT TEAM

Role	Name	USCID	Email
BM	Godbold,Janie R		godboldj@mailbox.sc.edu
CGA	Grady,Sylvira LaToya		gradysl@mailbox.sc.edu
KEY	Chen,Brian Ken		bchen@mailbox.sc.edu
PI	Hung,Peiyin		hungp@mailbox.sc.edu

BM is the **Business Manager**
CGA is the **Post Award Accountant**

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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.

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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)

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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 Post Award Accountant at the beginning of the funding to set this up appropriately.

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Search Criteria – Display Account Details

- Select **Display Account Chartfield** to expand the Categories.

- Expanded view will display the account codes that roll into each category.

Data Review – Account Details

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

- 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.

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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

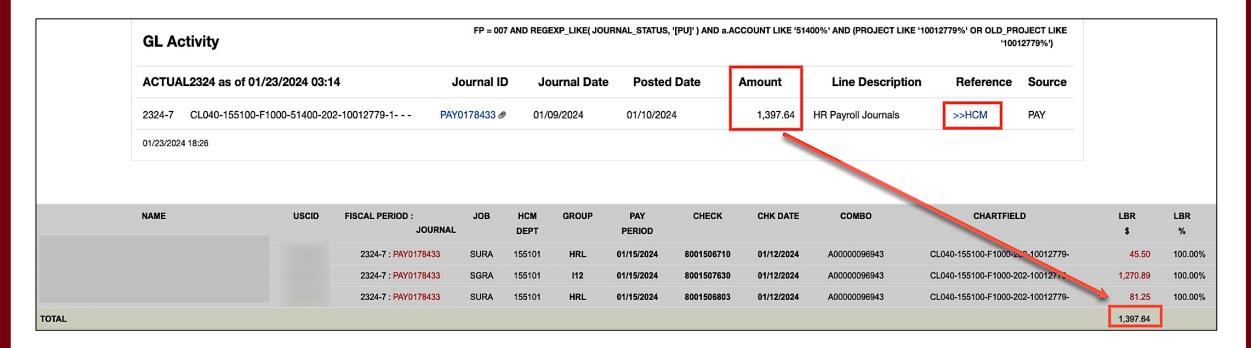# Sponsored Award Monthly Summary Report

UNIVERSITY OF
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Drill Down – Salaries

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 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.

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Drill Down – Salaries

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

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 a budget is being spent.
- Can assist with the development of a spending strategy at the beginning and throughout an award.
- 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.

Total Budget/Life of Project
160,038.00/23.9 months = 6,696.15

Life to Date Expenses/Months to Date
95,641.50/19 months = 5,033.76

Monthly Budget Burn Rate/Total Budget
6,696.15/160,038.00 = 4.18%

Life to Date Monthly Burn Rate/Monthly Budget Burn Rate
5,033.76/6696.15 = 75.17%

UNIVERSITY OF South Carolina

Inactive Project

| 10011832 | | CON0005687 | *INACTIVE* |
| SC CCR&R PDG Family | SC Dept of Social Services | 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.

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Demonstration

- Using the Grant Dashboard
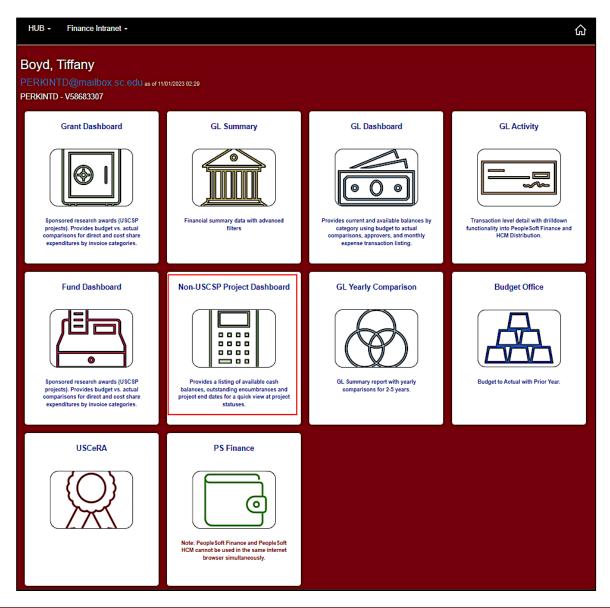
Grant Dashboard Key Take-Aways

- **Fiscal Period** always defaults to current period.

- **Project Status** always defaults to active.

- 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 Post Award Accountant (**CGA**).

- This is the preferred tool when reviewing grants (USCSP projects 100xxxxx).

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**Financial Reports:
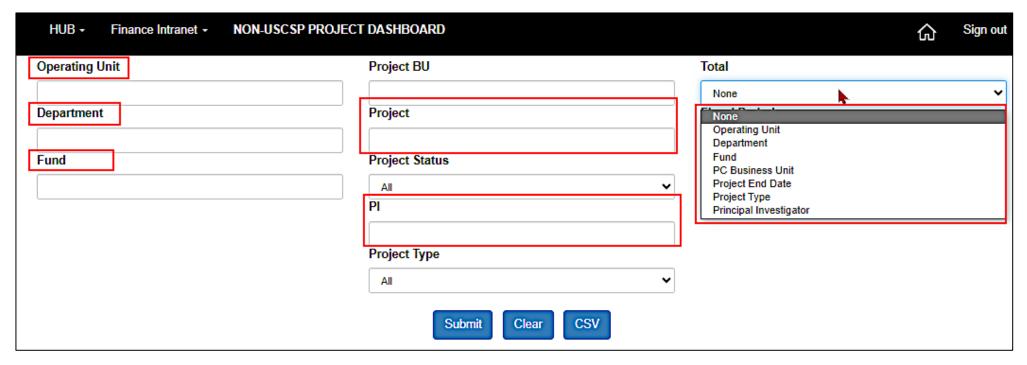Non-USCSP
Project Dashboard**

UNIVERSITY OF
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Finance Reports – Non-USCSP Project Dashboard

- Select Financial Reports, then Non-USCSP Project Dashboard.
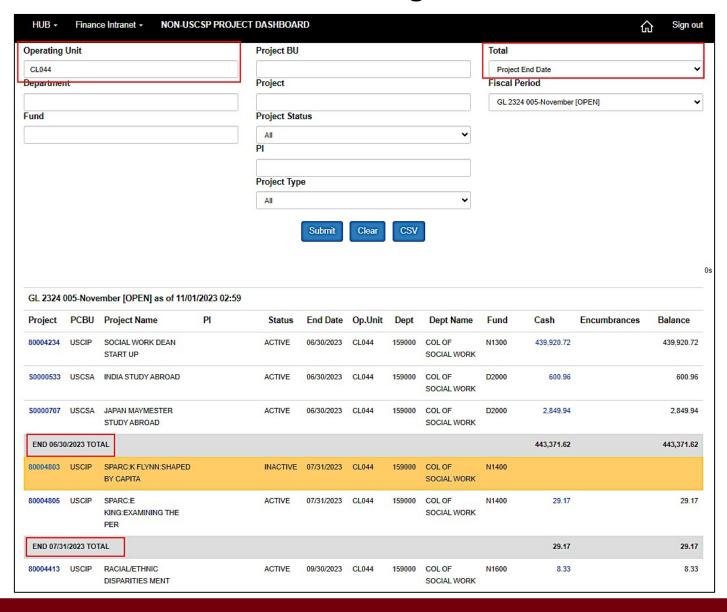
Non-USCSP Project Dashboard – Search Criteria

- 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

- 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

Search By:

- Operating Unit and Fund "letter" using a wildcard

- PS Business Unit

- Totaled by Fund

Non-USCSP Project Dashboard – Data Review

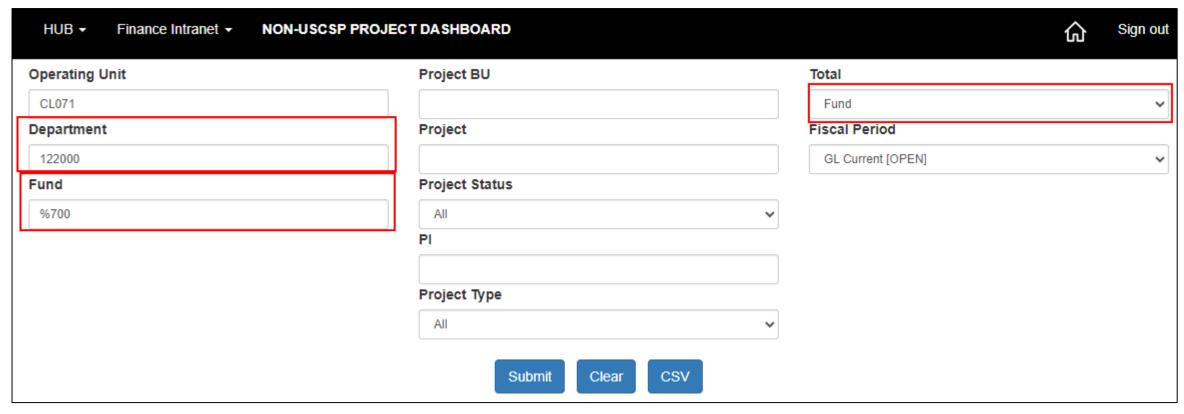GL 2324 005-November [OPEN] as of 11/01/2023 02:59

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.

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Non-USCSP Project Dashboard – Data Review

- 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

GL-Current [OPEN] as of 02/29/2024 03:11

Project	PCBU	Project Name	PI	Status	End Date	Op.Unit	Dept	Dept Name	Fund	Cash	Encumbrances	Balance
80000089	USCIP	RESEARCH INCENTIVE		ACTIVE	06/30/2028	CL071	122000	CRIMINOLOGY AND CRIM JUSTICE	EN700	55,478.53		55,478.53
EN700 TOTAL										55,478.53		55,478.53
80006060	USCIP	IDC RETURN - B. KLEIN	Klein,Brent Ryan	ACTIVE	12/31/2025	CL071	122000	CRIMINOLOGY AND CRIM JUSTICE	N1700	147.84		147.84
80006061	USCIP	IDC RETURN - C. METCALFE	Metcalfe,Christi Shauna	ACTIVE	12/31/2025	CL071	122000	CRIMINOLOGY AND CRIM JUSTICE	N1700	504.50		504.50
80006062	USCIP	IDC RETURN - G. ALPERT	Alpert,Geoffrey Philip	ACTIVE	12/31/2025	CL071	122000	CRIMINOLOGY AND CRIM JUSTICE	N1700	238.20		238.20
80006063	USCIP	IDC RETURN - T. ANDERSEN	Andersen,Tia Stevens	ACTIVE	12/31/2025	CL071	122000	CRIMINOLOGY AND CRIM JUSTICE	N1700	128.96		128.96
N1700 TOTAL										1,019.50		1,019.50
TOTAL										56,498.03		56,498.03

- 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

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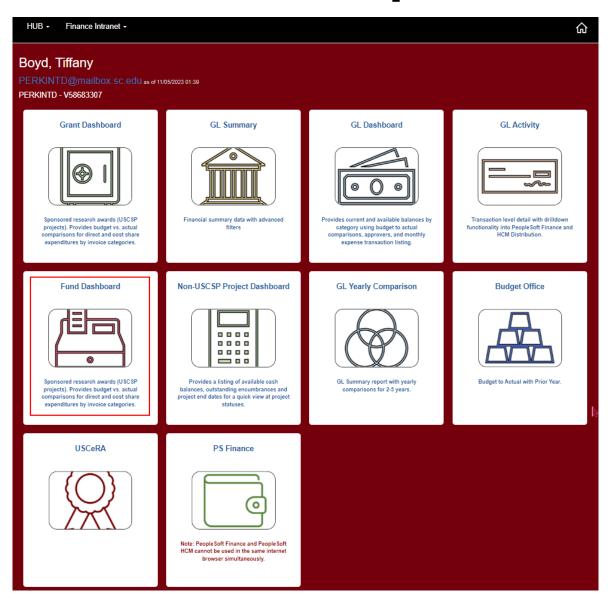
Non-USCSP Project Dashboard
Key Take-Aways

- 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.

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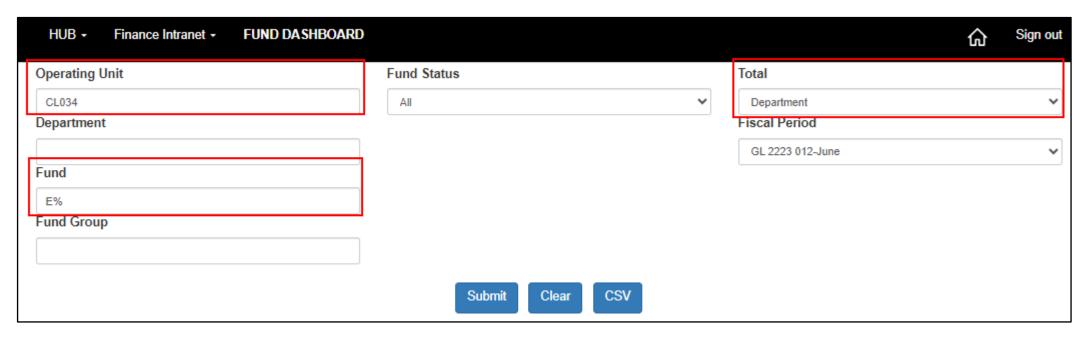# Financial Reports: Fund Dashboard

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Finance Reports – Fund Dashboard

- Select Financial Reports, then Fund Dashboard.

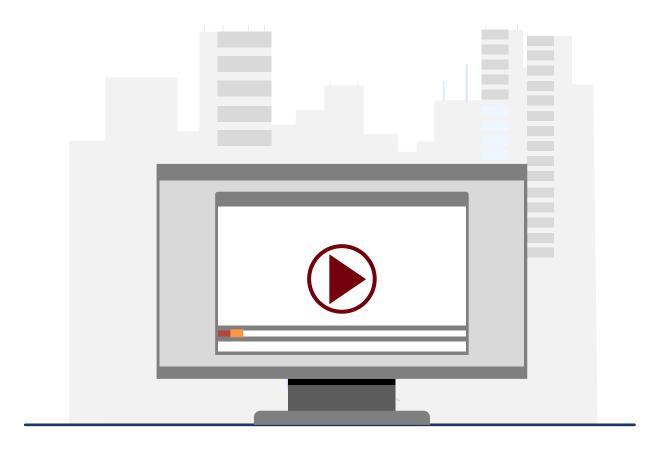# Fund Dashboard – Search Criteria

- Review by Operating Unit, Department, or Fund.

- Several total options.

- Ability to use wildcards (%) to return additional values.

- In this example, we will use E% to bring back all E Funds within operating unit CL034 totaled by Department.

Fund Dashboard – Data Review

Dept	Dept Description	Fund	Fund Description	Fund Group	Status	Op.Unit	Op.Unit Description	Cash	Encumbrances	Balance
115200 TOTAL								97,181.01		97,181.01
115300	DEPARTMENT OF EXERCISE SCIENCE	E0020	CPARG	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	2,727.11		2,727.11
115300	DEPARTMENT OF EXERCISE SCIENCE	E0430	PAPH PARTICIPANT FEES	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	116,828.75	120,650.00	(3,821.25)
115300	DEPARTMENT OF EXERCISE SCIENCE	E1316	BEATTIE/RESEARCH ACCOUNT	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	1,350.00		1,350.00
115300	DEPARTMENT OF EXERCISE SCIENCE	E1344	NEUROBIOLOGY AND BEHAVIOR RESE	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	1,493.40		1,493.40
115300	DEPARTMENT OF EXERCISE SCIENCE	E1345	INTEGRATIVE MUSCLE BIOLOGY LAB	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	(788.69)		(788.69)
115300	DEPARTMENT OF EXERCISE SCIENCE	E2014	GOODBODIES PROGRAM	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	2,299.61		2,299.61
115300	DEPARTMENT OF EXERCISE SCIENCE	E2017	ARNOLD CHILDHOOD OBESITY INIT	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	20,951.13	7,196.23	13,754.90
115300	DEPARTMENT OF EXERCISE SCIENCE	EN700	INCENTIVE	CURRENT UNRESTRICTED	ACTIVE	CL034	PUBLIC HEALTH	(702.88)		(702.88)
115300 TOTAL								144,158.43	127,846.23	16,312.20

- Summarizes the balances by each Fund for the Operating Unit.
- Drill down capability.

Demonstration

- Using the Fund Dashboard

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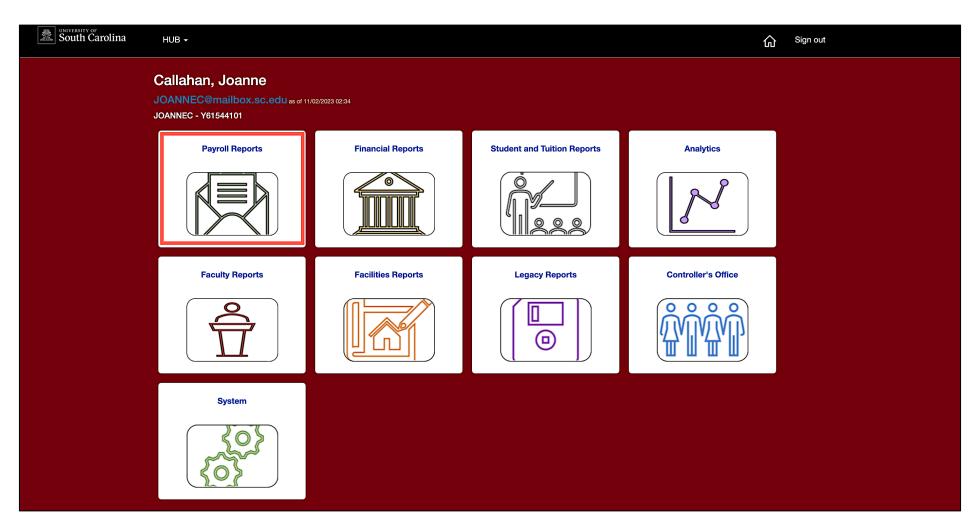South Carolina

Fund Dashboard
Key Take-Aways

- Fund Dashboard shows Cash balances; encumbrances, and available balance by Fund.

- Hyperlinks give you the ability to drill down.

- You can total by Operating Unit and Fund Group.

- Will not work with project accounts. Must use Non-USCSP and Grant Dashboard for those accounts.
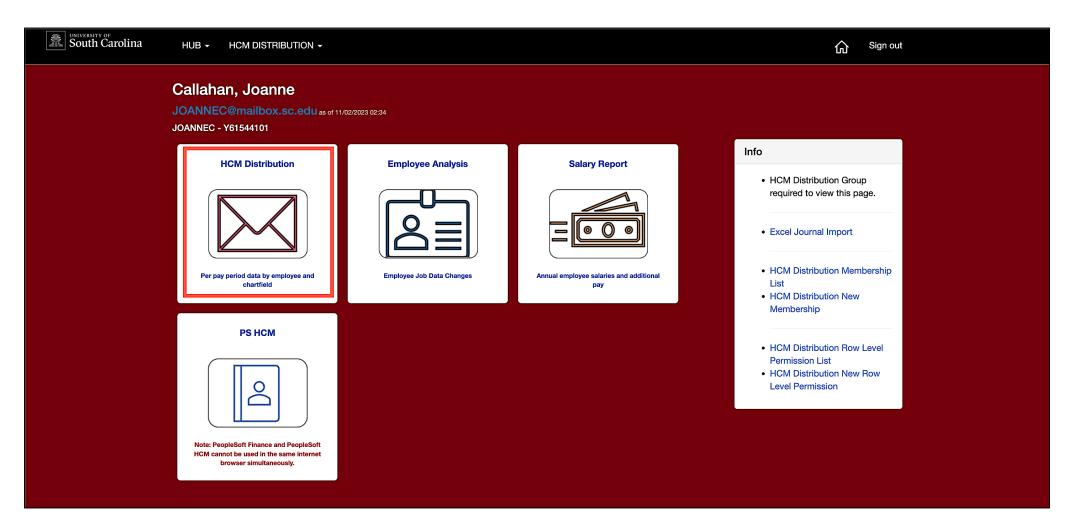
Introduction to Payroll Reports

Payroll Reports: HCM Distribution

Payroll Reports: HCM Distribution

HCM Distribution – What information is provided?

Provides a listing of all employees within the payroll system using a given set of parameters.

The listing displays payroll information by employee, including:
- pay group,
- funding chartfield,
- gross earnings, and the
- cost of each employee's benefits to the department.

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Why is this tool important?

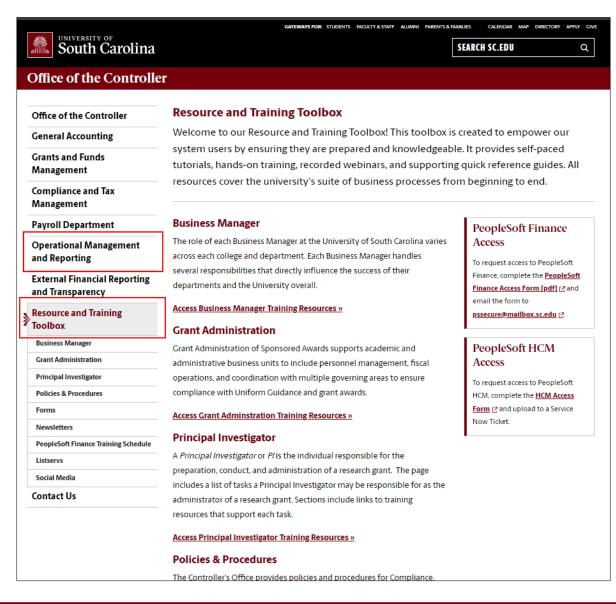Used to complete a review and reconciliation of payroll charged to account.

- Verify accuracy of employees charged
- Review total compensation and also percent charged to each chartfield string.
- Verify the chartfield string(s) charged are accurate

Used to detect any errors or problems and assist with any needed corrections.

Next Training Webinar is scheduled for **March 26**th 9:00 - 10:00am.

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Additional Resources

Webinar recordings and training aids are available on the Controller's Office website under:

- [Operational Management and Reporting](#)
- [Resource and Training Toolbox](#)

Controller's Office Contact List

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Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.ed

Controller's Office Contact List

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Physical Inventory	physinv@mailbox.sc.edu

Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu

Compliance and Tax	Email Address
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your **Post Award Accountant** (PAA)

Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

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Questions

THANK YOU!

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

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