University of South Carolina

Controller's Office
Grant Dashboard - Drilling Down into the Details (Expenses and Payroll)

The Grant Dashboard provides the ability to:

- Search by: PI, Contract, and Project (USCSP and USCIP).

- View expenses grouped in the categories as shown on the Standard USC Invoice submitted to sponsors.

- Expand categories to show detail account codes similar to the GL Dashboard and drill into the transaction.

When using the Grant Dashboard be sure to:

- Always select a **Fiscal Period**.

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

- Remember, you can drill down into any of the expenses, including payroll.

    o Hyperlinks will take you to PeopleSoft for expenses or HCM Distribution for payroll

To access the Grant Dashboard, go to **https://www.admin.sc.edu/**. **This is the preferred tool when reviewing grants.**

Navigation: HUB > Finance Intranet > Grant Dashboard

In the **Search Criteria** section, you can search by:

- Contract, Project, PI, or Sponsor (Search by **Contract** for larger accounts)

- Select a specific **Fiscal Period**

- **Display Account Chartfield** to drill down into the Categories to see related accounts

For the examples below, we searched by **Project** for fiscal period **1920 April** and selected **Display Account Chartfield** to drill down into the categories.

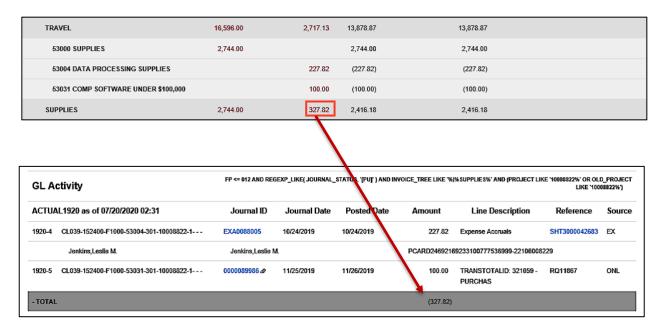Below is a screenshot of the returned data.

Notice selecting **Display Account Chartfield**:

- Gives you the ability to view accounts within each category based on the invoice submitted to the sponsor.

- Useful for when sponsors question expenses.

- Provides a way to review expenses and reconcile accounts within 30 days of the project end date.
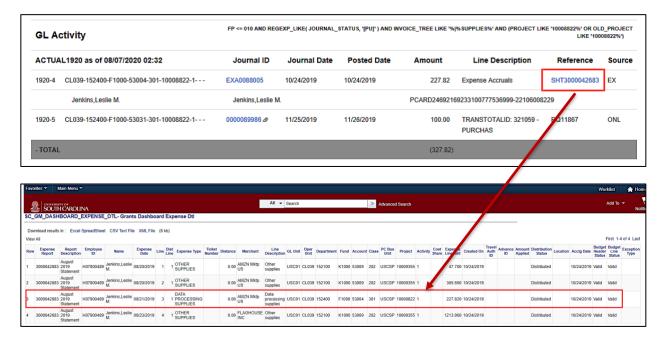
Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
51000 SALARIES	64,018.00			64,018.00		64,018.00	35,511.00		35,511.00
51200 CLASSIFIED EMPLOYEES		1,115.83	2,789.59	(2,789.59)		(2,789.59)			
51300 UNCLASSIFIED EMPLOYEES		1,762.77	35,078.49	(35,078.49)		(35,078.49)		22,344.35	(22,344.35)
51310 FACULTY, DEANS, ACAD DEPT HEAD			7,076.70	(7,076.70)		(7,076.70)		5,694.78	(5,694.78)
51330 SUMMER INSTRUCTION			1,845.99	(1,845.99)		(1,845.99)			
51400 NON FED WORK STUDY STUDENTS									
SALARIES	64,018.00	2,878.60	46,790.77	17,227.23		17,227.23	35,511.00	28,039.13	7,471.87
51900 FRINGE BENEFITS	20,726.00	997.41	15,181.51	5,544.49		5,544.49	12,074.00	9,080.29	2,993.71
FRINGE BENEFITS	20,726.00	997.41	15,181.51	5,544.49		5,544.49	12,074.00	9,080.29	2,993.71
52000 CONTRACTUAL SERVICES	4,400.00			4,400.00		4,400.00	3,600.00		3,600.00
52051 PRINTING-USC WORK			118.20	(118.20)		(118.20)			
CONTRACTUAL SERVICES	4,400.00		118.20	4,281.80		4,281.80	3,600.00		3,600.00
52022 STUDENT TRAVEL			1,461.57	(1,461.57)		(1,461.57)			
52024 USC EMPLOYEE TRAVEL DOMESTIC	16,596.00		1,255.56	15,340.44		15,340.44			
TRAVEL	16,596.00		2,717.13	13,878.87		13,878.87			
53000 SUPPLIES	2,744.00			2,744.00		2,744.00			
53004 DATA PROCESSING SUPPLIES			227.82	(227.82)		(227.82)			
53031 COMP SOFTWARE UNDER $100,000			100.00	(100.00)		(100.00)			
SUPPLIES	2,744.00		327.82	2,416.18		2,416.18			
54520 TUITION/FEES-PARTICIPANTS NON-									
54525 GRADUATE ASSISTANT TUITION SUP	82,838.00		45,427.46	37,410.54		37,410.54			
54530 STIPENDS/FELLOWSHIPS-NON REPOR	300,000.00			300,000.00		300,000.00			
FIXED CHARGES	382,838.00		45,427.46	337,410.54		337,410.54			
54550 SCHOLARSHIPS NON REPORTABLE			75,000.00	(75,000.00)		(75,000.00)			
SCHOLARSHIPS NON REPORTABLE			75,000.00	(75,000.00)		(75,000.00)			
DIRECT EXPENSE	491,322.00	3,876.01	185,562.89	305,759.11		305,759.11	51,185.00	37,119.42	14,065.58
53990 INDIRECT COST RECOVERY	8,678.00	310.07	5,202.80	3,475.20		3,475.20	4,095.00	12,991.89	(8,896.89)
INDIRECT COST RECOVERY	8,678.00	310.07	5,202.80	3,475.20		3,475.20	4,095.00	12,991.89	(8,896.89)
INDIRECT EXPENSE	8,678.00	310.07	5,202.80	3,475.20		3,475.20	4,095.00	12,991.89	(8,896.89)
TOTAL EXPENSE	500,000.00	4,186.08	190,765.69	309,234.31		309,234.31	55,280.00	50,111.31	5,168.69

This reporting tool provides the ability to drill down into the details. Clicking an amount will take you to the **GL Activity** screen where you can see the transactions that makeup that amount.

Clicking the **Supplies** hyperlink takes you to the **GL Activity** page.

On the **GL Activity** page, click into the **Reference** link to see the expense details.

NOTE: Notice in the screenshot above, only the 3rd line on the expense report was charged to project ID 10008822. It is important to look at the accounting information very closely to ensure you are looking at the information that pertains to your specific project.

On the **GL Activity** page, click the **Journal ID** to view the journal lines and attachments.

To drill down into payroll detail, click one of the **Salary** account links in the Grant Dashboard. This takes you to the **GL Activity** page.

Category	Budget	Current Month Activity	Life to Date Expenses	Balance	Encumbrances	Available Balance	Cost Share Budget	Cost Share Actual	Balance
51000 SALARIES	64,018.00			64,018.00		64,018.00	35,511.00		35,511.00
51200 CLASSIFIED EMPLOYEES		1,115.84	5,021.27	(5,021.27)		(5,021.27)			
51300 UNCLASSIFIED EMPLOYEES		3,883.06	42,052.19	(42,052.19)		(42,052.19)		22,990.80	(22,990.80)
51310 FACULTY, DEANS, ACAD DEPT HEAD			7,076.70	(7,076.70)		(7,076.70)		5,694.78	(5,694.78)
51330 SUMMER INSTRUCTION			1,845.99	(1,845.99)		(1,845.99)			
51400 NON FED WORK STUDY STUDENTS									
SALARIES	64,018.00	4,998.90	55,996.15	8,021.85		8,021.85	35,511.00	28,685.58	6,825.42

GL Activity FP = 012 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND a.ACCOUNT LIKE '5120%' AND (PROJECT LIKE '10008822%' OR OLD_PROJECT LIKE '10008822%')

ACTUAL1920 as of 08/19/2020 02:19

		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1920-12	CL039-152400-F1000-51200-301-10008822-1---	PAY0101523	06/11/2020	06/15/2020	557.92	HR Payroll Journals	>>HCM	PAY
1920-12	CL039-152400-F1000-51200-301-10008822-1---	PAY0102721	06/26/2020	06/28/2020	557.92	HR Payroll Journals	>>HCM	PAY
- TOTAL					(1,115.84)			

On the **GL Activity** page, click the **HCM** link. This takes you to **HCM Distribution**. For more detailed information on how to use the HCM Distribution reporting tool, please visit the **Grants and Funds Management** webpage where you will find a recorded webinar and job aid.

GL Activity FP = 012 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND a.ACCOUNT LIKE '51200%' AND (PROJECT LIKE '10008822%' OR OLD_PROJECT LIKE '10008822%')

ACTUAL1920 as of 08/19/2020 02:19

		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1920-12	CL039-152400-F1000-51200-301-10008822-1---	PAY0101523	06/11/2020	06/15/2020	557.92	HR Payroll Journals	>>HCM	PAY
1920-12	CL039-152400-F1000-51200-301-10008822-1---	PAY0102721	06/26/2020	06/28/2020	557.92	HR Payroll Journals	>>HCM	PAY
- TOTAL					(1,115.84)			

Records Found: 1

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR $	LBR %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG $	FRNG %	TOT $
		1920-12 : PAY0101523	UG85	152400	T12	06/15/2020	8000397409	06/15/2020	A00000001613	CL039-152400-F1000-301-10008822-	557.92	20.92%								0.00%	557.92