



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.
 - 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

The screenshot shows the Grant Dashboard search interface. At the top left is the University of South Carolina logo. To its right is the text 'UNIVERSITY OF SOUTH CAROLINA'. Further right is a breadcrumb trail: 'HUB > Finance Intranet > GRANT DASHBOARD', which is highlighted with a red box. At the top right is a 'Sign out' link. Below the breadcrumb trail are three columns of search criteria: 'Department', 'Fund', and 'Contract' on the left; 'Project', 'PI', and 'Sponsor' in the middle; and 'Class', 'Fiscal Period', and a checkbox for 'Display Account Chartfield' on the right. Each criterion has a corresponding input field. At the bottom center are three buttons: 'Submit', 'Clear', and 'CSV'. At the bottom right corner is the text '0s'.

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.

The screenshot shows the 'GRANT DASHBOARD' search interface. At the top left is the University of South Carolina logo. Navigation links include 'HUB', 'Finance Intranet', and 'GRANT DASHBOARD'. A 'Sign out' link is at the top right. The search criteria are organized into three columns: Department, Fund, and Contract on the left; Project, PI, and Sponsor in the middle; and Class, Fiscal Period, and a checkbox on the right. The 'Project' field contains '10008822'. The 'Fiscal Period' dropdown is set to 'GL 1920 010-April'. The 'Display Account Chartfield' checkbox is checked and highlighted with a red box. At the bottom are 'Submit', 'Clear', and 'CSV' buttons.

Department <input type="text"/>	Project <input type="text" value="10008822"/>	Class <input type="text"/>
Fund <input type="text"/>	PI <input type="text"/>	Fiscal Period <input type="text" value="GL 1920 010-April"/>
Contract <input type="text"/>	Sponsor <input type="text"/>	<input checked="" type="checkbox"/> Display Account Chartfield

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	18,596.00		1,255.56	15,340.44		15,340.44			
TRAVEL	18,596.00		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/FEE\$-PARTICIPANTS NON-									
54525 GRADUATE ASSISTANT TUITION SUP	82,838.00		45,427.46	37,410.54		37,410.54			
54530 STIPENDS/FELLOWSHIP\$-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 SCHOLARSHIP\$ NON REPORTABLE			75,000.00	(75,000.00)		(75,000.00)			
SCHOLARSHIP\$ NON REPORTABLE			75,000.00	(75,000.00)		(75,000.00)			
DIRECT EXPENSE	491,322.00	3,878.01	185,562.89	305,759.11		305,759.11	51,185.00	37,119.42	14,065.59
59990 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	4,188.08	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.

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

GL Activity FP <= 012 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND INVOICE_TREE LIKE '%SUPPLIES%' AND (PROJECT LIKE '10008822%' OR OLD_PROJECT LIKE '10008822%')

ACTUAL1920 as of 07/20/2020 02:31

Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1920-4 CL039-152400-F1000-53004-301-10008822-1- --	EXA0088005	10/24/2019	10/24/2019	227.82	Expense Accruals	SHT3000042683 EX
Jenkins, Leslie M.		Jenkins, Leslie M.		PCARD2469216923310077536999-22106008229		
1920-5 CL039-152400-F1000-53031-301-10008822-1- --	0000089986	11/25/2019	11/26/2019	100.00	TRANSTOTALID: 321059 - PURCHAS	RQ11867 ONL
- TOTAL				(327.82)		

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

GL Activity FP <= 010 AND REGEXP_LIKE(JOURNAL_STATUS, '[PU]') AND INVOICE_TREE LIKE '%SUPPLIES%' AND (PROJECT LIKE '10008822%' OR OLD_PROJECT LIKE '10008822%')

ACTUAL1920 as of 08/07/2020 02:32

Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1920-4 CL039-152400-F1000-53004-301-10008822-1- --	EXA0088005	10/24/2019	10/24/2019	227.82	Expense Accruals	SHT3000042683 EX
Jenkins, Leslie M.		Jenkins, Leslie M.		PCARD2469216923310077536999-22106008229		
1920-5 CL039-152400-F1000-53031-301-10008822-1- --	0000089986	11/25/2019	11/26/2019	100.00	TRANSTOTALID: 321059 - PURCHAS	RQ11867 ONL
- TOTAL				(327.82)		

SC_GM_DASHBOARD_EXPENSE_DTL - Grants Dashboard Expense Dtl

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

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 Item	Created On	Travel Auth ID	Advance Amount Applied	Distribution Status	Location	Acctg Date	Budget Header Status	Budget Line Status	Exception Type
1	3000042683 2019 August Statement		H07800489	Jenkins, Leslie M.	08/20/2019	1	1	OTHER SUPPLIES		0.00	AMZN Mktp US	Other supplies	USC01	CL039	152100	K1000	53009	202	USCSP	10009355	1	47.700	10/24/2019			Distributed	10/24/2019	Valid	Valid		
2	3000042683 2019 August Statement		H07800489	Jenkins, Leslie M.	08/20/2019	2	1	OTHER SUPPLIES		0.00	AMZN Mktp US	Other supplies	USC01	CL039	152100	K1000	53009	202	USCSP	10009355	1	365.690	10/24/2019			Distributed	10/24/2019	Valid	Valid		
3	3000042683 2019 August Statement		H07800489	Jenkins, Leslie M.	08/21/2019	3	1	DATA PROCESSING SUPPLIES		0.00	AMZN Mktp US	Data processing supplies	USC01	CL039	152400	F1000	53004	301	USCSP	10008822	1	227.820	10/24/2019			Distributed	10/24/2019	Valid	Valid		
4	3000042683 2019 August Statement		H07800489	Jenkins, Leslie M.	08/23/2019	4	1	OTHER SUPPLIES		0.00	FLAGHOUSE INC	Other supplies	USC01	CL039	152100	K1000	53009	202	USCSP	10009355	1	1213.960	10/24/2019			Distributed	10/24/2019	Valid	Valid		

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.

GL Activity		FP <= 012 AND REGEXP_LIKE(JOURNAL_STATUS, 'PU') AND INVOICE_TREE LIKE '%SUPPLIES%' AND (PROJECT LIKE '10008822%' OR OLD_PROJECT LIKE '10008822%')					
ACTUAL1920 as of 07/20/2020 02:31	Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1920-4 CL039-152400-F1000-53004-301-10008822-1- --	EXA0088005	10/24/2019	10/24/2019	227.82	Expense Accruals	SHT3000042683	EX
Jenkins,Leslie M.		Jenkins,Leslie M.		PCARD2469216923310077536999-22106008229			
1920-5 CL039-152400-F1000-53031-301-10008822-1- --	0000089986	11/25/2019	11/26/2019	100.00	TRANSTOTALID: 321059 - PURCHAS	RQ11867	ONL
- TOTAL				(327.82)			

University of South Carolina
Journals Search

Header | Lines | Totals | Errors | Approval

Unit: USC01 Journal ID: 0000089986 Date: 11/25/2019

Long Description: DoIT - Software Billing November 2019
217 characters remaining

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2020

*Source: ONL Period: 5

Reference Number: ADB Date: 11/25/2019

Journal Class: Auto Generate Lines

Transaction Code: GENERAL Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1
Attachments (1)
Reversal: Do Not Generate Reversal CTA

Entered By: JOHNSTTT Commitment Control
Entered On: 11/25/2019 1:24:51PM Tiffany Johnston

Last Updated On: 11/26/2019 10:19:34AM

Save Return to Search Notify Refresh Add Update/Display

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, 'PUJ') 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
PAY0101523	06/11/2020	06/15/2020	557.92	HR Payroll Journals	>>HCM	PAY
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, 'PUJ') 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
PAY0101523	06/11/2020	06/15/2020	557.92	HR Payroll Journals	>>HCM	PAY
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	A00000001813	CL039-152400-F1000-301-10008822-	557.92	20.92%							0.00%		557.92