



Controller's Office

Finance Intranet - How to use the GL Dashboard Report

The **GL Dashboard** provides current and available balance using budget to actual comparison and detailed monthly statement of Accounting Distribution Data transactions.

When using the GL Dashboard:

- Always select a **Fiscal Period**.
- Use the **Display Account Chartfield** checkbox to view account information.
- When reviewing the GL Dashboard for budget purposes be sure to leave the class field empty.
- Remember, you can drill down into any of the expenses including payroll.
- You can also drill down into the budgeted transactions.
- Total resources may not always match total uses.

To access the GL Dashboard, go to <https://www.admin.sc.edu/>.

Navigation: **HUB > Finance Intranet > GL Dashboard**

The screenshot shows the University of South Carolina Finance Intranet GL Dashboard. The navigation path 'HUB > Finance Intranet > GL DASHBOARD' is highlighted with a red box. The interface includes several input fields for Department, Fund, USCID, Project, Activity, Project Reference, Class, and Product (Term). It also features dropdown menus for Statement (set to 'Direct Expenses') and Fiscal Period (set to 'GL Current [OPEN]'). A checkbox for 'Show BUD000' and another for 'Display Account Chartfield' are present. At the bottom, there are three buttons: 'Submit', 'Clear', and 'CSV'. A 'Sign out' link is located in the top right corner.

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

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

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

Notice the department approvers are listed.

If you have any questions regarding the returned data, reaching out to one of the listed approvers could be helpful. If you have payroll questions about one your employee’s but you don’t have access to the department because they are dual funded, using the Finance Intranet to see who the department approvers are is a good place to start. They should be able to help or direct you to someone who can.

If you enter a project in the search criteria, the project team will be listed.

Operating Unit	Department	Fund	Class
CL071 ARTS AND SCIENCES	130200 CHEMISTRY & BIOCHEMISTRY	A0001 UNRESTRICTED OPERATING FUND 1-CURRENT UNRESTRICTED	101 GENERAL ACADEMIC INSTRUCTION
DEPARTMENT APPROVERS			
Role	Name	USCID	
APPRV_1	Ken D. Shimizu		
APPRV_1	Rhonda W. Stephens		
APPRV_2	Franklin Wayne Outten		
APPRV_2	Ken D. Shimizu		
APPRV_2	Rhonda W. Stephens		

The GL Dashboard provides:

- Budgeted Resources
- Budgeted Uses
- Current Balance

GL 1920 012-June as of 09/08/2020 02:22	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE
21221 SALARY PAYABLE HOURLY		2.31	(2.31)			(2.31)
21222 FRINGE BENEFITS HOURLY SALARY		0.68	(0.68)			(0.68)
ACCRUED PAYROLL AND RELATED LIABILITIES		2.99	(2.99)			(2.99)
SUBTOTAL ACCRUED PAYROLL AND RELATED LIABILITIES		2.99	(2.99)			(2.99)
TOTAL LIABILITY		2.99	(2.99)			(2.99)
TOTAL NET ASSET		2.99	(2.99)			(2.99)
36302 ALLOC-ONE TIME FROM PROVOST	500.00	500.00				
36400 ONE TIME INTRAFUND TRANSFER IN	8,243,081.00	8,243,081.00				
FUND BALANCE - NON RECURRING	8,243,581.00	8,243,581.00				
SUBTOTAL FUND BALANCE - NON RECURRING	8,243,581.00	8,243,581.00				
TOTAL FUND BALANCE	8,243,581.00	8,243,581.00				
81100 TRF FR E&G UCF (ADER)	988.00	988.42	(0.42)			(0.42)
NON-MANDATORY TRSF FROM UCF-E&G	988.00	988.42	(0.42)			(0.42)
SUBTOTAL NON-MANDATORY TRSF FROM UCF-E&G	988.00	988.42	(0.42)			(0.42)
TOTAL TRANSFER IN	988.00	988.42	(0.42)			(0.42)
TOTAL RESOURCE	8,244,569.00	8,244,569.42	(0.42)			(0.42)

The GL Dashboard provides:

- Actual Resources
- Actual Uses
- Available Balance
- Summarized by category and by account code with drilldown capability

Summary							DEPARTMENT LIKE '130200%' AND FUND LIKE 'A0001%' AND FP <= 012
GL 1920 012-June as of 09/08/2020 02:22	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE	
OTHER EXPENDITURE		833.95	(833.95)			(833.95)	
SUBTOTAL OTHER EXPENDITURE		833.95	(833.95)			(833.95)	
TOTAL DIRECT EXPENSE	8,244,569.00	8,565,184.14	(320,615.14)		(2,524.04)	(318,091.10)	
TOTAL USE	8,244,569.00	8,565,184.14	(320,615.14)		(2,524.04)	(318,091.10)	

To drill down, select **Display Account Chartfield** as a search criteria option. The screenshot below displays Travel details broken down by account code. Click the hyperlink for each account code to view the transaction details in PeopleSoft.

52021 NON USC EMPLOY TRAVEL CONSULTA	27,623.00	20,800.13	6,822.87			6,822.87
52022 STUDENT TRAVEL	3,200.00	2,889.29	510.71			510.71
52023 EMPLOYMENT INTERVIEW TRAVEL	2,702.00	6,234.92	(3,532.92)			(3,532.92)
52024 USC EMPLOYEE TRAVEL DOMESTIC	9,994.00	6,456.63	3,537.37			3,537.37
TRAVEL	43,519.00	36,180.97	7,338.03			7,338.03
SUBTOTAL TRAVEL	43,519.00	36,180.97	7,338.03			7,338.03

Be sure to select a specific fiscal period to see a list of transactions. The example below shows a list of transactions for Department 130200/A0001, fiscal period June 1920.

Click the links to view the transaction details in PeopleSoft where additional support documentation may be available. A paperclip icon indicates there is an attachment.

The statement will provide all available transaction detail for:

- Retro Payment Entries/Retro Funding Changes
- Journals
- Expenses
- Salary
- Unemployment
- Workers Compensation

STATEMENT								Period 012-June 1920	
	POST DATE	JOURNAL		CATEGORY	DESCRIPTION	REFERENCE	AMOUNT	BALANCE	
							PREVIOUS BALANCE	>>>>	(178,611.09)
1	06/01/2020	ACTUAL	0000100804	EXPENSE SERVICES	DoIT 20 May	RQ5877	(18.75)	(178,629.84)	
2	06/01/2020	ACTUAL	0000100804	EXPENSE SERVICES	DoIT 20 May	RQ5877	(2,635.56)	(181,265.40)	
3	06/03/2020	ACTUAL	0000100814	EXPENSE SERVICES	CONTRACTUAL SERVICES		(83.22)	(181,348.62)	
4	06/03/2020	ACTUAL	0000100814	EXPENSE SERVICES	CONTRACTUAL SERVICES		(3,438.60)	(184,787.22)	
5	06/04/2020	ACTUAL	RPAY000247	EXPENSE PERSONNEL AND FRINGE BENEFITS	RETRO PAYROLL 06/04	20190614	(1,083.33)	(185,870.55)	
6	06/04/2020	ACTUAL	EXA0101064	EXPENSE SUPPLIES	Expense Accruals [Cooper,Rachel]	SHTSHT3000062631	(11.98)	(185,882.53)	
7	06/04/2020	ACTUAL	EXA0101064	EXPENSE SUPPLIES	Expense Accruals [Cooper,Rachel]	SHTSHT3000062631	(19.87)	(185,902.40)	
8	06/04/2020	ACTUAL	EXA0101064	EXPENSE SUPPLIES	Expense Accruals [Cooper,Rachel]	SHTSHT3000062631	(14.57)	(185,916.97)	
9	06/04/2020	ACTUAL	EXA0101064	EXPENSE SUPPLIES	Expense Accruals [LAVIGNE,JOHN]	SHTSHT3000062488	(20.00)	(185,936.97)	
10	06/04/2020	ACTUAL	EXA0101064	EXPENSE SUPPLIES	Expense Accruals [LAVIGNE,JOHN]	SHTSHT3000062488	(49.00)	(185,985.97)	
11	06/04/2020	ACTUAL	RPAY000247	EXPENSE FRINGE BENEFITS	RETRO PAYROLL 06/04	20190614	(15.71)	(186,001.68)	