



Office of the Controller
Operational Management & Reporting
Finance Intranet – How to Use the GL Summary Report

The **GL Summary** provides a more advanced reporting view to allow users to filter, group and burst summary data.

When using the GL Summary:

- Always select a **Fiscal Period**.
- Use the **Display Account Chartfield** checkbox to view account information.
- For A funds, life-to-date expenses equal fiscal year-to-date.
- For non-A funds, the life-to-date is the true life of the fund.
- For grant projects, life to date amounts reflect true life to date expenses.
- Use the percent sign (%) to pull in additional search values.
- Remember, you can drill down into any of the expenses including payroll.

To access the GL Summary report, go to <https://financeintranet.sc.edu/>.

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

The screenshot shows the 'GL SUMMARY' page in the Finance Intranet. The navigation bar includes 'HUB', 'Finance Intranet', and 'GL SUMMARY'. The main content area is divided into three columns of search filters:

- Left Column:** Operating Unit, Department *, Fund, Fund Group, Attribute (set to 'All'), Class, Account, Account Type, Account Category, Account Subcategory, Account Tree.
- Middle Column:** Product (Term), Project BU, Project *, CFDA, Contract, Sponsor, and a checkbox for 'Show BUD000'. A note below states: '* Search for multiple values by inserting a comma in between each value.'
- Right Column:** 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), and Fiscal Period (GL Current [OPEN]).

At the bottom, there are three buttons: 'Submit', 'Clear', and 'CSV'.

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

- Department/Fund, Department/Fund/Account, Operating Unit/Fund/Account, Project, etc.
- Total, Sub-Total, or Burst
- Select a Fiscal Period

You can search by **Department, Fund, and Account** for fiscal period **1920 February**. **Total 2** is selected to **Burst**, or summarize, by Account.

The screenshot shows the 'GL SUMMARY' search criteria form on the University of South Carolina Finance Intranet. The form is organized into three columns. The left column includes fields for 'Operating Unit', 'Department *' (with value 130200), 'Fund' (with value F1000), 'Fund Group', 'Attribute' (set to All), 'Class', 'Account' (with value 5202%), 'Account Type', 'Account Category', 'Account Subcategory', and 'Account Tree'. The middle column includes 'Product (Term)', 'Project BU', 'Project *', 'CFDA', 'Contract', 'Sponsor', and a 'Show BUD000' checkbox. The right column features a vertical stack of 'Total' fields (Total 1 to Total 7) and 'Burst' and 'Fiscal Period' fields. The 'Burst' field is set to 'Total 2' and the 'Fiscal Period' is set to 'GL 1920 008-February'. At the bottom, there are three buttons: 'Submit', 'Clear', and 'CSV'. The 'Submit' button is highlighted with a red box.

The returned data shows February 2020 F1000 balance information summarized by domestic, foreign, and student travel accounts. Click any of the hyperlinks to drill down into the transaction.

Note: Any totals in the **Encumbrance** column indicates that there is pending liquidation of travel.

GL 1920 008-February as of 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52021 NON USC EMPLOY TRAVEL CONSULTA	4,915.33		1,304.67	5,162.30	10,077.63		
5 DIRECT EXPENSE	4,915.33		1,304.67	5,162.30	10,077.63		
F1000 FEDERAL GRANT	(4,915.33)		(1,304.67)	(5,162.30)	(10,077.63)		
52021 NON USC EMPLOY TRAVEL CONSULTA	4,915.33		1,304.67	5,162.30	10,077.63		
130200 CHEMISTRY & BIOCHEMISTRY							
GL 1920 008-February as of 09/09/2020 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52022 STUDENT TRAVEL	95,653.99		2,855.33	22,714.72	118,368.71		
5 DIRECT EXPENSE	95,653.99		2,855.33	22,714.72	118,368.71		
F1000 FEDERAL GRANT	(95,653.99)		(2,855.33)	(22,714.72)	(118,368.71)		
52022 STUDENT TRAVEL	95,653.99		2,855.33	22,714.72	118,368.71		
130200 CHEMISTRY & BIOCHEMISTRY							
GL 1920 008-February as of 09/09/2020 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52023 EMPLOYMENT INTERVIEW TRAVEL	1,302.73				1,302.73		
5 DIRECT EXPENSE	1,302.73				1,302.73		
F1000 FEDERAL GRANT	(1,302.73)				(1,302.73)		
52023 EMPLOYMENT INTERVIEW TRAVEL	1,302.73				1,302.73		
130200 CHEMISTRY & BIOCHEMISTRY							
GL 1920 008-February as of 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52024 USC EMPLOYEE TRAVEL DOMESTIC	174,307.02	501,929.00	2,689.48	50,274.33	224,581.35		(9,216.75)
5 DIRECT EXPENSE	174,307.02	501,929.00	2,689.48	50,274.33	224,581.35		(9,216.75)
F1000 FEDERAL GRANT	(174,307.02)	(501,929.00)	(2,689.48)	(50,274.33)	(224,581.35)		9,216.75
52024 USC EMPLOYEE TRAVEL DOMESTIC	174,307.02	501,929.00	2,689.48	50,274.33	224,581.35		(9,216.75)
130200 CHEMISTRY & BIOCHEMISTRY							
GL 1920 008-February as of 09/09/2020 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52025 USC EMPLOYEE TRAVEL FOREIGN	28,881.12	95,760.00			28,881.12		
5 DIRECT EXPENSE	28,881.12	95,760.00			28,881.12		
F1000 FEDERAL GRANT	(28,881.12)	(95,760.00)			(28,881.12)		
52025 USC EMPLOYEE TRAVEL FOREIGN	28,881.12	95,760.00			28,881.12		
130200 CHEMISTRY & BIOCHEMISTRY							
GL 1920 008-February as of 09/09/2020 02:22	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52026 MOTOR POOL CHARGES	655.41				655.41		
5 DIRECT EXPENSE	655.41				655.41		
F1000 FEDERAL GRANT	(655.41)				(655.41)		
52026 MOTOR POOL CHARGES	655.41				655.41		
130200 CHEMISTRY & BIOCHEMISTRY							

You can search by **Operating Unit, Fund, and Account** for fiscal period **Current**.

UNIVERSITY OF South Carolina HUB Finance Intranet GL SUMMARY Sign out

Operating Unit
CL049

Department *

Fund
F%

Fund Group

Attribute
All

Class

Account
%

Account Type

Account Category

Account Subcategory

Account Tree

Product (Term)

Project BU

Project *

CFDA

Contract

Sponsor

Show BUD000

* Search for multiple values by inserting a comma in between each value.

Total 1
Account

Total 2
None

Total 3
None

Total 4
None

Total 5
None

Total 6
None

Total 7
None

Burst
None

Fiscal Period
GL Current [OPEN]

Submit Clear CSV

The returned data shows every expense that has occurred on the entire operating units F-Funds. Click any of the hyperlinks to drill down into the transaction.

Note: Only a sampling of the expense accounts are shown in the screenshot below.

GL-Current [OPEN] as of 09/09/2020 02:23	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
51900 FRINGE BENEFITS	190,697.20	238,535.00		2,792.29	193,489.49		
51901 STATE RETIREMENT STATE EMPLOYE	32.84				32.84		
51995 FRINGE EXPENSES BUDGET		25,355.00					
52000 CONTRACTUAL SERVICES		71,755.00					
52010 FREIGHT,EXPRESS AND DELIVERIES	21,228.15				21,228.15		
52021 NON USC EMPLOY TRAVEL CONSULTA	22,897.72				22,897.72		
52022 STUDENT TRAVEL	2,898.29				2,898.29		
52024 USC EMPLOYEE TRAVEL DOMESTIC	19,983.05	47,651.00			19,983.05		
52025 USC EMPLOYEE TRAVEL FOREIGN		7,500.00					
52030 TELEPHONE AND NETWORK		984.00					
52031 TELEPHONE TOLL CHARGES	179.51				179.51		
52034 TELEPHONE AND NETWORK PARTS &	34,000.00				34,000.00		
52051 PRINTING-USC WORK	129.00				129.00		
52070 CONTRACTUAL SERVICES	45,588.53	29,464.00			45,588.53		
52073 CONSULTANTS	197,812.50	270,157.00		37,000.00	234,812.50		
52075 CONTRACTED SER ANIMAL CARE	134,072.38				134,072.38		
52076 CONT SERV SUBRECIPIENTS-FIRST	225,000.00	225,000.00			225,000.00		
52084 OTHER CONT SERV SUBRECIPIENTS-	5,945,310.01	8,037,854.00	20,444.32	638,285.94	6,581,575.95		1,807,573.74

You can search by **Operating Unit**, **Fund**, and **Account**. You can also total and organize the data by **Fund (Total 1)** and **Account (Total 2)** for fiscal period **2021 August**.

The screenshot shows the 'GL SUMMARY' search interface on the University of South Carolina Finance Intranet. The page header includes the university logo, 'HUB', 'Finance Intranet', and 'GL SUMMARY'. The search filters are organized into three columns:

- Left Column:** Operating Unit (CL049), Department *, Fund (F%), Fund Group, Attribute (All), Class, Account (5%), Account Type, Account Category, Account Subcategory, and Account Tree.
- Middle Column:** Product (Term), Project BU, Project *, CFDA, Contract, Sponsor, and a checkbox for 'Show BUD000'. A note below states: '* Search for multiple values by inserting a comma in between each value.'
- Right Column:** Total 1 (Fund), Total 2 (Account), Total 3 (None), Total 4 (None), Total 5 (None), Total 6 (None), Total 7 (None), Burst (None), and Fiscal Period (GL 2021 002-August).

At the bottom center, there are three buttons: 'Submit' (highlighted with a red box), 'Clear', and 'CSV'.

The returned data shows every expense that has occurred on the entire operating unit's F-Funds by organized by fund and account, providing more detail. Click any of the hyperlinks to drill down into the transaction.

Note: Only a sampling of the expense accounts are shown in the screenshot below.

GL 2021 002-August as of 09/09/2020 02:23	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
53003 POSTAGE	38.22				38.22		
53004 DATA PROCESSING SUPPLIES	445.49				445.49		
53005 FOOD SUPPLIES	7,817.31				7,817.31		
53009 OTHER SUPPLIES	9,993.31				9,993.31		
53019 EDUC SUPP ANIMAL PROCUREMENT	1,512.37				1,512.37		
53020 EDUC SUPP ANIMAL FOOD	4,790.76				4,790.76		
53030 COMPUTER HARDWARE UNDER \$5,000	2,988.20				2,988.20		
54014 RENTS-NON STATE OWNED REAL PRO		43,000.00					
54015 RENTALS	32,154.11				32,154.11		
54114 SUBSCRIPTION FEES, NON-LIBRARY	214.20				214.20		
54197 BAD DEBT EXPENSE - CGA	5,183.31				5,183.31		
54525 GRADUATE ASSISTANT TUITION SUP	13,564.00	8,744.00			13,564.00		
54530 STIPENDS/FELLOWSHIPS-NON REPOR	18,000.00	57,218.00			18,000.00		
54531 STIPENDS/FELLOWSHIPS REPORTABL		5,000.00					
54534 INCENTIVE OVER 50.00	800.00	3,190.00			800.00		
54541 TRAVEL-PARTICIPANTS NON REPORT	184,198.70	355,000.00	3,000.00	3,000.00	187,198.70		
56000 CAPITALIZED EQUIPMENT							
56203 TECHNOLOGY & EQUIPMENT		320,000.00					
59990 INDIRECT COST RECOVERY	672,981.62	774,920.00	17,515.18	19,859.33	692,840.95		
F1000 FEDERAL GRANT	(8,472,707.67)	(11,467,084.31)	(424,879.67)	(688,805.16)	(9,159,512.83)		(1,628,018.06)