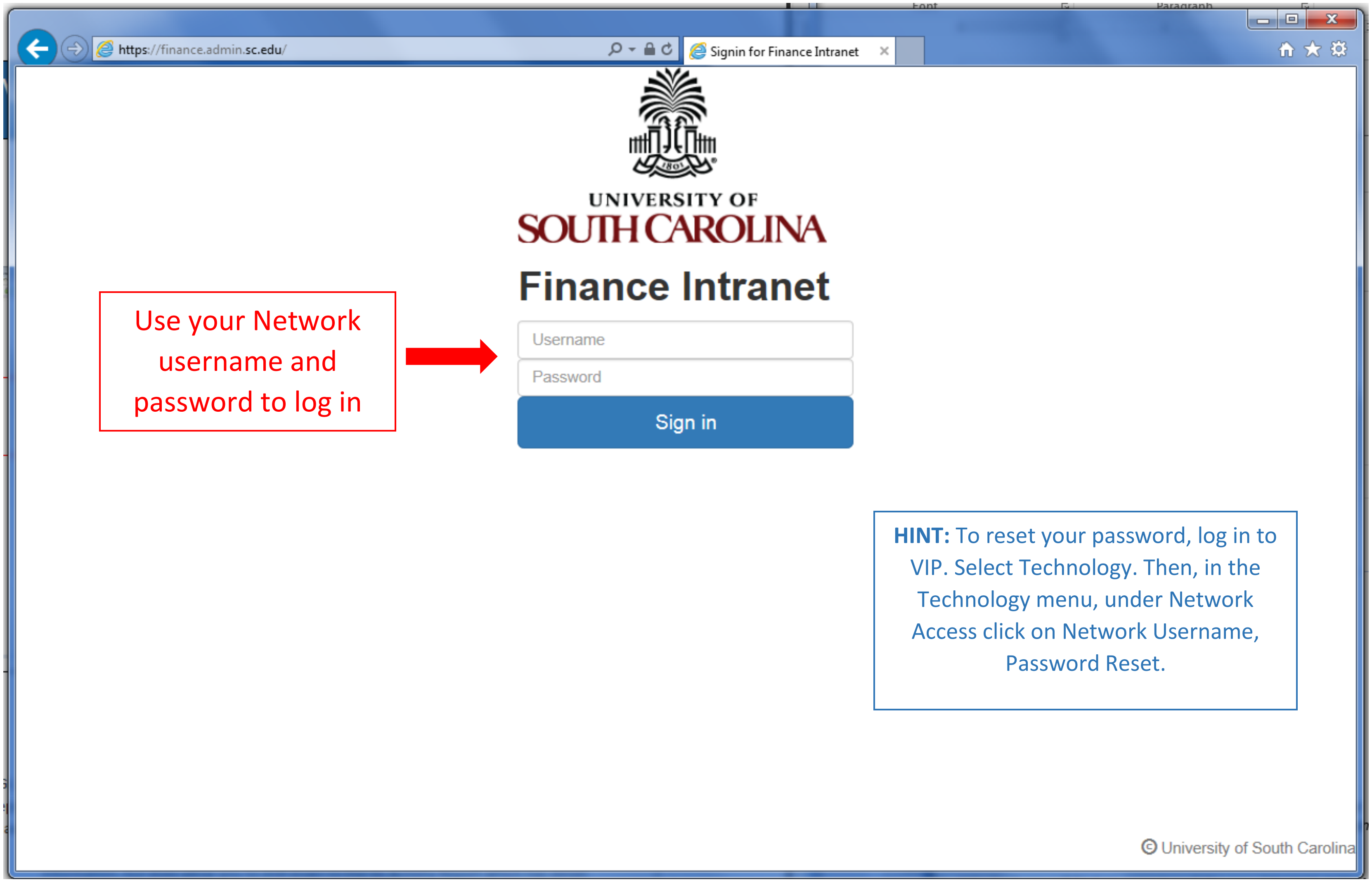
FINANCE INTRANET FOR Peoplesoft Finance

Log on to: https://finance.admin.sc.edu

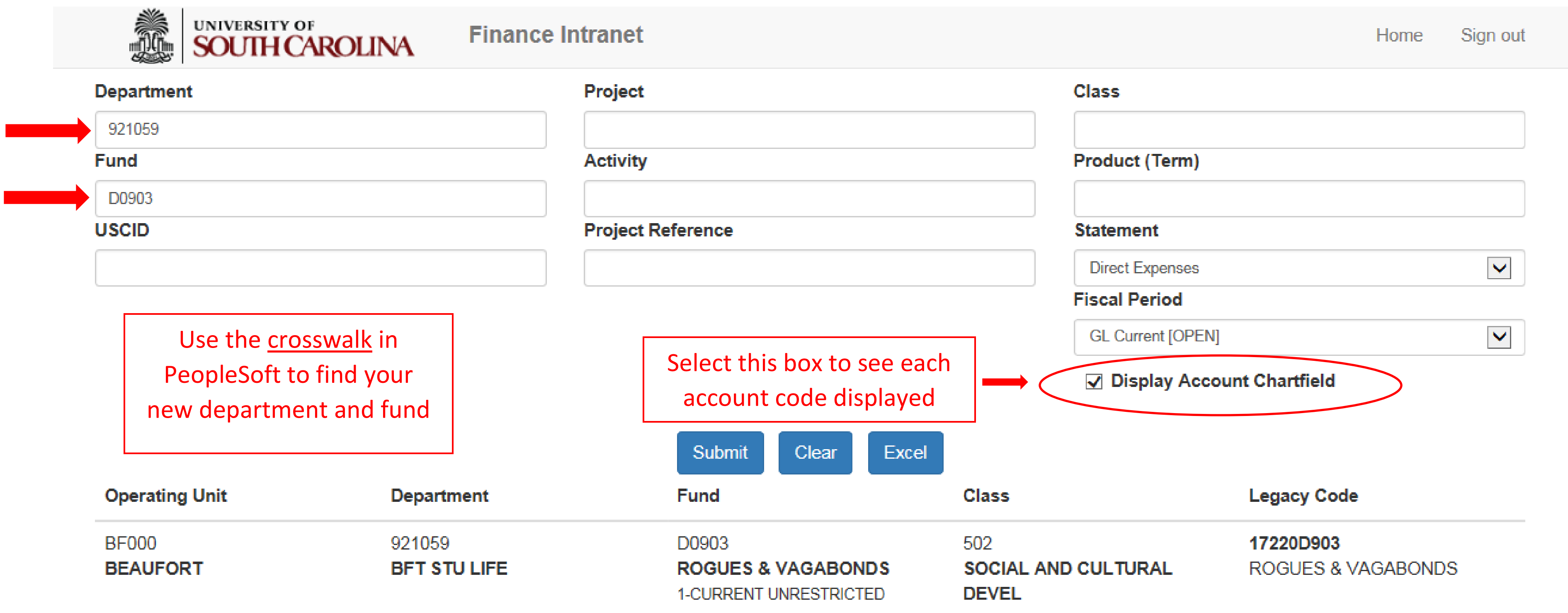


This provides access to the following 3 reports

Reports

- GL Dashboard
  GL Dashboard's intent is to provide a one stop shop, if you are not sure where to start, start here. This report can provide titles for departments, funds, grants - listing of PIs, co-PIs, approvers - current and available balance using budget to actual comparison - detailed monthly statement of transactions ... More functionality is planned in future either added to this report or as a separate report. NOTE: This report currently only provides balance information, but does allow you to drill down to the GL Activity Report which has detail.
- GL Summary
  GL Summary's intent is to provide a more advanced reporting view to allow users to filter, group and burst summary data. Also providing drill down to the GL Activity Report which has detail.
- GL Activity
  GL Activity's intent is to provide the same versatility as found in the GL Summary but at a detailed PeopleSoft transaction (journal) level. Also attempting to provide drill down capability when available into PeopleSoft to view further information on each transaction. Note when a paper-clip icon displays, it is indicating that there is a supporting attachment on that transaction.

GL DASHBOARD



Click submit to view the Dashboard for your Department & Fund. The results will be similar to those on the next page.

These represent Purchase Order commitments. Please note that **salary and fringe are NOT encumbered**

Summary

DEPARTMENT LIKE '921059%' AND FUND LIKE 'D0903%'

GL-Current [OPEN] as of 03/02/2017 00:47	BUDGET	ACTUAL	CURRENT BALANCE	PRE ENC.	ENC.	AVAILABLE BALANCE
81100 TRF FR E&G UCF (ADER)		1,000.00	(1,000.00)			(1,000.00)
NON-MANDATORY TRSF FROM UCF-E&G		1,000.00	(1,000.00)			(1,000.00)
SUBTOTAL NON-MANDATORY TRSF FROM UCF-E&G		1,000.00	(1,000.00)			(1,000.00)
TOTAL TRANSFER IN		1,000.00	(1,000.00)			(1,000.00)
TOTAL RESOURCE		1,000.00	(1,000.00)			(1,000.00)
52070 CONTRACTUAL SERVICES		600.00	(600.00)			(600.00)
CONTRACTUAL SERVICES		600.00	(600.00)			(600.00)
SUBTOTAL SERVICES		600.00	(600.00)			(600.00)
TOTAL DIRECT EXPENSE		600.00	(600.00)			(600.00)
TOTAL USE		600.00	(600.00)			(600.00)

	CURRENT BALANCE	AVAILABLE BALANCE
TOTAL BALANCE	400.00	400.00

03/02/2017 11:52

Don’t forget that salary and fringe are not encumbered and likely still have to come out of the available balance.

GL SUMMARY

UNIVERSITY OF SOUTH CAROLINA

Finance Intranet

Home Sign out

Operating Unit

Department

921059

Fund

D0903

Fund Group

Class

Account

Account Type

Account Category

Account Subcategory

Show Additional Cost Share

Product (Term)

Project BU

Project

Activity

CFDA

Contract

Sponsor

State Project

Special Filter

None

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

Fiscal Period

GL Current [OPEN]

Submit Clear CSV

To view a summary for a specific account code, enter the old object code under account (ex. Travel = 52024)

GL Summary

DEPARTMENT LIKE '921059%' AND FUND LIKE 'D0903%'

GL-Current [OPEN] as of 03/02/2017 00:47	Actual Open Balance	Life to Date Budget	Current Month Actual	Fiscal Year Actual	Life to Date Actual	Pre Enc.	Enc.
52070 CONTRACTUAL SERVICES				600.00	600.00		
5 DIRECT EXPENSE				600.00	600.00		
81100 TRF FR E&G UCF (ADER)				1,000.00	1,000.00		
81 TRANSFER IN				1,000.00	1,000.00		
D0903 ROGUES & VAGABONDS				400.00	400.00		
921059 BFT STU LIFE				400.00	400.00		

03/02/2017 12:01

This page will show the same information as the Dashboard, but in a different format.

GL ACTIVITY

UNIVERSITY OF SOUTH CAROLINA | Finance Intranet | Home | Sign out

Journal ID	**Operating Unit**	**Product**	**Total 1**: Department
Journal Date (m/d/y) ___ to ___	**Department**: 921059	**Project BU**	**Total 2**: None
Post Date (m/d/y) ___ to ___	**Fund**: D0937	**Project**	**Total 3**: Fund
Line Description	**Fund Group**	**Activity**	**Total 4**: None
Line Reference	**Class**	**CFDA**	**Total 5**: Account Type
Line Reference Name	**Account**: 5	**Contract**	**Total 6**: None
Line Amount ___ to ___	**Account Type**	**Sponsor**	**Total 7**: Account
Journal Source	**Account Category**	**State Project**	**Burst**: Total 1
Journal Status: --On Ledger--	**Account Subcategory**	**Costshare**	**Sort**: Post Date
Measure: ACTUAL LTD	☑ **Show Additional Reference Info**	**Special Filter**: None	**Fiscal Period**: GL Current [OPEN]

☐ **Show Additional Cost Share**

The activity page will show ALL activity for transactions – the cash entry, accounts payable, expense, etc. To narrow it down to only view expenses, put “5” in the account. To only view revenue, put “4” in the account.

To view activity for a specific month or other period, select it from the Fiscal Period drop down.

GL Activity

FP <= 009 AND JOURNAL_STATUS RLIKE '[pu]' AND DEPARTMENT LIKE '921059%' AND FUND LIKE 'D0937%' AND a.ACCOUNT LIKE '5%'

ACTUAL1617 as of 03/02/2017 01:05		Journal ID	Journal Date	Posted Date	Amount	Line Description	Reference	Source
1617-5	BF000-921059-D0937-53005-502	AP00025836	11/29/2016	11/30/2016	100.00	AP Accruals	VO01237027	AP
	LUKASZ PAWELEK	PR0000043237			CHK5000159199	PAID AND CLEARED		
	53005 FOOD SUPPLIES				100.00			
1617-8	BF000-921059-D0937-53009-502	0000030761	02/28/2017	02/28/2017	155.17	OTHER SUPPLIES		ONL
	53009 OTHER SUPPLIES				155.17			
1617-8	BF000-921059-D0937-53012-502	0000030761	02/28/2017	02/28/2017	405.64	OCCUPATIONAL UNIFORMS		ONL
1617-8	BF000-921059-D0937-53012-502	0000030761	02/28/2017	02/28/2017	24.34	OCCUPATIONAL UNIFORMS		ONL
	53012 OCCUPATIONAL UNIFORMS				429.98			
	5 DIRECT EXPENSE				685.15			
	D0937 SPANISH CLUB				(685.15)			
	921059 BFT STU LIFE				(685.15)			

03/02/2017 12:10

Each transaction will have a brief summary of the expense. If a check was cut, the reference column will display a link to the voucher where you can view attachments and other additional information.