



Controller's Office

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 Grant Dashboard:

- 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://www.admin.sc.edu/>.

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

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HUB ▾ Finance Intranet ▾ **GL SUMMARY** Sign out

Operating Unit
Department
Fund
Fund Group
Class
Account
Account Type
Account Category
Account Subcategory
Account Tree

Product (Term)
Project BU
Project
Activity
CFDA
Contract
Sponsor
State Project
Special Filter
 Show BUD000

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] ▾

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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.

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Operating Unit <input type="text"/>	Product (Term) <input type="text"/>	Total 1 Department ▾
Department 130200	Project BU <input type="text"/>	Total 2 Account ▾
Fund F1000	Project <input type="text"/>	Total 3 Fund ▾
Fund Group <input type="text"/>	Activity <input type="text"/>	Total 4 None ▾
Class <input type="text"/>	CFDA <input type="text"/>	Total 5 Account Type ▾
Account 5202%	Contract <input type="text"/>	Total 6 None ▾
Account Type <input type="text"/>	Sponsor <input type="text"/>	Total 7 Account ▾
Account Category <input type="text"/>	State Project <input type="text"/>	Burst Total 2 ▾
Account Subcategory <input type="text"/>	Special Filter None ▾	Fiscal Period GL 1920 008-February ▾
Account Tree <input type="text"/>	<input type="checkbox"/> Show BUD000	

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The returned data is showing 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 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.
52021 NON USC EMPLOY TRAVEL CONSULTA	4,915.33		1,304.67	5,162.30	10,077.83		
5 DIRECT EXPENSE	4,915.33		1,304.67	5,162.30	10,077.83		
F1000 FEDERAL GRANT	(4,915.33)		(1,304.67)	(5,162.30)	(10,077.83)		
52021 NON USC EMPLOY TRAVEL CONSULTA	4,915.33		1,304.67	5,162.30	10,077.83		
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	95,853.99		2,855.33	22,714.72	118,368.71		
5 DIRECT EXPENSE	95,853.99		2,855.33	22,714.72	118,368.71		
F1000 FEDERAL GRANT	(95,853.99)		(2,855.33)	(22,714.72)	(118,368.71)		
52022 STUDENT TRAVEL	95,853.99		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 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.
52024 USC EMPLOYEE TRAVEL DOMESTIC	174,307.02	501,929.00	2,889.48	50,274.33	224,581.35		(9,216.75)
5 DIRECT EXPENSE	174,307.02	501,929.00	2,889.48	50,274.33	224,581.35		(9,216.75)
F1000 FEDERAL GRANT	(174,307.02)	(501,929.00)	(2,889.48)	(50,274.33)	(224,581.35)		9,216.75
52024 USC EMPLOYEE TRAVEL DOMESTIC	174,307.02	501,929.00	2,889.48	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	855.41				855.41		
5 DIRECT EXPENSE	855.41				855.41		
F1000 FEDERAL GRANT	(855.41)				(855.41)		
52026 MOTOR POOL CHARGES	855.41				855.41		
130200 CHEMISTRY & BIOCHEMISTRY							

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

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Operating Unit CL049	Product (Term) 	Total 1 Account ▾
Department 	Project BU 	Total 2 None ▾
Fund F%	Project 	Total 3 None ▾
Fund Group 	Activity 	Total 4 None ▾
Class 	CFDA 	Total 5 None ▾
Account 5%	Contract 	Total 6 None ▾
Account Type 	Sponsor 	Total 7 None ▾
Account Category 	State Project 	Burst None ▾
Account Subcategory 	Special Filter None ▾	Fiscal Period GL Current [OPEN] ▾
Account Tree 	<input type="checkbox"/> Show BUD000	

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The returned data is showing 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	236,535.00		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	21,226.15				21,226.15		
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	45,568.53	29,464.00			45,568.53		
52073 CONSULTANTS	197,812.50	270,157.00		37,000.00	234,812.50		
52075 CONTRACTED SER ANIMAL CARE	134,072.36				134,072.36		
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	636,265.94	6,581,575.95		1,607,573.74

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

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Operating Unit CL049	Product (Term) 	Total 1 Fund ▾
Department 	Project BU 	Total 2 Account ▾
Fund F%	Project 	Total 3 None ▾
Fund Group 	Activity 	Total 4 None ▾
Class 	CFDA 	Total 5 None ▾
Account 5%	Contract 	Total 6 None ▾
Account Type 	Sponsor 	Total 7 None ▾
Account Category 	State Project 	Burst None ▾
Account Subcategory 	Special Filter None ▾	Fiscal Period GL 2021 002-August ▾
Account Tree 	<input type="checkbox"/> Show BUD000	

Submit Clear CSV

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The returned data is showing every expense that has occurred on the entire operating units 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	36.22				36.22		
53004 DATA PROCESSING SUPPLIES	445.49				445.49		
53005 FOOD SUPPLIES	7,617.31				7,617.31		
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	4,790.78				4,790.78		
53030 COMPUTER HARDWARE UNDER \$5,000	2,986.20				2,986.20		
54014 RENTS-NON STATE OWNED REAL PRO		43,000.00					
54015 RENTAL S	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	600.00	3,190.00			600.00		
54541 TRAVEL-PARTICIPANTS NON REPORT	184,196.70	355,000.00	3,000.00	3,000.00	187,196.70		
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)	(686,805.16)	(9,159,512.83)		(1,828,018.06)