# Table of Contents

I. Objectives ................................................................. 2
II. Tips, Tricks and Reminders .............................................. 2
III. Navigation ..................................................................... 3
IV. Comparing the PeopleSoft Invoice with the Grant Dashboard ........................................ 4
V. Search Criteria – Data Fields .................................................. 6
VI. Returned Data ................................................................. 7
VII. Display Account Details .................................................... 9
VIII. Drilling Down into the Details ............................................ 10
IX. How to use the Burn Rates ................................................ 12
X. Inactive Projects ............................................................. 13
I. Objectives

By the end of this procedure, you should be able to:

• Compare the PeopleSoft invoice to the information provided in the dashboard
• Select useful search criteria
• Review/understand the returned data
• Drill down into the expense details and journal IDs

II. Tips, Tricks and Reminders

Here are few tips and tricks that will help when using this tool:

• The information in the Grants Dashboard should match the invoice created in Finance PeopleSoft unless a Sponsor requires the use of their own invoice template.

• Important to reconcile and finalize all expenses within 30 days of the project end date. (The only exception would be for sub awards that have 60 days to issue their final invoice.)

• Regularly review salary and effort, and make any necessary adjustments timely.

• To drill down into payroll expenses, continue to use the HCM Distribution tool as this capability is currently not available in the dashboard.
III. Navigation

To access this new tool, go to [https://www.admin.sc.edu/](https://www.admin.sc.edu/).

Then navigate to: Finance Intranet > Grant Dashboard

**Step 1:** Click the Finance Intranet link.

![Finance Intranet link](image1.png)

**Step 2:** Click the Grant Dashboard link.

![Grant Dashboard link](image2.png)

Users will have access to the same departments/projects as they currently have in Finance Intranet.
IV. Comparing the PeopleSoft Invoice with the Grant Dashboard

Below is a screenshot of a PeopleSoft Standard Invoice:
Below is a screenshot comparing the invoice to the dashboard.

It is important to note that the current month activity should match the current amount on the invoice.
V. Search Criteria – Data Fields

As you can see, there are many date field options available on the Search Criteria section of the screen.

The following Fiscal date fields are mostly used by Business Managers/Budget Officers, and PIs/Grant Administrators:

- **Contract**: Search by Contract for grants with multiple projects.
- **Project**: Search by a specific project
- **Fiscal Period**: GL 1920 (fiscal year) 012-June (fiscal year month)
- **Display Account Chartfield**: Select to drill down into the Categories to see related accounts

**Note**: It is recommended that you select an actual period or month vs. “current open” because you may experience trouble pulling contract data or other important information if left on the default period.
VI. Returned Data

A. Project Information

The reporting tool organizes the data in the following way.

<table>
<thead>
<tr>
<th>Returned Data Column</th>
<th>Returned Data Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Project Number and Name</td>
<td>The project ID and project name</td>
</tr>
<tr>
<td>2  Type of Project</td>
<td>Identifies whether it is a sponsored project (USCSP) or an internal project (USCIP)</td>
</tr>
<tr>
<td>3  Related Contract</td>
<td>The contract ID, if the project is part of a larger account</td>
</tr>
<tr>
<td>4  Project End Date</td>
<td>The project start and end date</td>
</tr>
<tr>
<td>5  Sponsor # and Name</td>
<td>Sponsor ID and Name</td>
</tr>
<tr>
<td>6  Project Team</td>
<td>Includes the Project team role, team names and USCID</td>
</tr>
</tbody>
</table>
## B. Project Budget Information

<table>
<thead>
<tr>
<th>Returned Data Column</th>
<th>Returned Data Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Period</td>
<td>Fiscal Year, fiscal month, and current date</td>
</tr>
<tr>
<td>Category</td>
<td>Expense categories, can be expanded to show detailed account codes</td>
</tr>
<tr>
<td>Budget</td>
<td>Awarded project budget</td>
</tr>
<tr>
<td>Current Month Activity</td>
<td>Expense activity for the selected fiscal period</td>
</tr>
<tr>
<td>Life to Date Expenses</td>
<td>Current month activity subtracted from the budget</td>
</tr>
<tr>
<td>Balance</td>
<td>Balance should equal the Budget minus the Life to Date Expenses</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Encumbered expenses will be deducted from the available balance</td>
</tr>
<tr>
<td>Available Balance</td>
<td>Amount left to spend going forward</td>
</tr>
<tr>
<td>Cost Share Budget</td>
<td>Portion of project costs not provided by the sponsor</td>
</tr>
<tr>
<td>Cost Share Actual</td>
<td>Portion of the project costs spent to date</td>
</tr>
<tr>
<td>Balance</td>
<td>Amount of Cost Share monies left to spend</td>
</tr>
<tr>
<td>Burn Rate</td>
<td>Use to see the rate at which a budget is being spent. Explanations for calculating burn rates are provided. For this example, a 24-month period is used to calculate the burn rates.</td>
</tr>
</tbody>
</table>

The definitions are provided, as shown above, from left to right.
VII. Display Account Details

Select **Display Account Chartfield** to drill down into the Categories to see related accounts.

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.

Note: The account codes populate above the corresponding category.
VIII. Drilling Down into the Details

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.

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th>15,596.00</th>
<th>2,717.13</th>
<th>13,878.87</th>
<th>12,878.87</th>
</tr>
</thead>
<tbody>
<tr>
<td>53000 SUPPLIES</td>
<td>2,744.00</td>
<td>2,744.00</td>
<td>2,744.00</td>
<td>2,744.00</td>
</tr>
<tr>
<td>53004 DATA PROCESSING SUPPLIES</td>
<td>227.82</td>
<td>(227.82)</td>
<td>(227.82)</td>
<td>(227.82)</td>
</tr>
<tr>
<td>53031 COMP SOFTWARE UNDER $100,000</td>
<td>100.00</td>
<td>(100.00)</td>
<td>(100.00)</td>
<td>(100.00)</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>2,744.00</td>
<td>327.82</td>
<td>2,416.18</td>
<td>2,416.18</td>
</tr>
</tbody>
</table>

On the GL Activity page, click into the Expense Report ID.

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.
IX. How to use the Burn Rates

Burn Rates can be used to see the rate at which a budget is being spent.

They can help:

- Develop a spending strategy with your PI at the beginning of an award.
- Track spending on a periodic basis against budget and adjust as appropriate.

Note: Burn Rates can be helpful but sometimes purchasing large pieces of equipment may cause a spending spike, skewing the rates.

The explanations at the bottom of the screen will help you better understand how each rate is calculated.

<table>
<thead>
<tr>
<th>BURN RATE</th>
<th>(dollars)</th>
<th>20,833.33</th>
<th>12,717.71</th>
<th>COST SHARE RATIO</th>
<th>11.86%</th>
<th>26.37%</th>
</tr>
</thead>
<tbody>
<tr>
<td>(%)</td>
<td>4.17%</td>
<td>61.05%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Burn rate in dollars = the average monthly budget vs. actual expenses to determine if the spending on the award is above or below the average.
- Burn rate budget percentage = the average monthly expenditures as a percent of the total budget.
- Actual burn rate percentage = the actual average monthly expenses divided by the average monthly budget expenses to show if the spending on the award is above or below the average rate.

An actual burn rate of below 100% would show spending slower than average, whereas a burn rate of above 100% would show spending faster than average.
X. Inactive Projects

Inactive projects are easily identified in the Grant Dashboard as they are highlighted in yellow seen in the screenshot below.