## SPONSORED PROGRAMS NON-RESTRICTED FUNDS BALANCE INQUIRY

All non-restricted funds that are monitored by SPFAC, such as Indirect Returns and Research Centers, will need to follow these basic instructions for accessing the fund balance and activity.

# Where do I get the NON-RESTRICTED budget, actual expenditures and available balance?

All NON-RESTRICTED financial information should be reviewed in Self Service Banner **(SSB)**. You will need to know your Fund and Organization number to run the query.

#### Where do I find my Fund and Organization number?

There is a crosswalk that has been provided on the Ulink Budget & Finance page. You can click on <u>ISIS-Banner</u> <u>Department Info</u>. When you enter your ISIS account number, you will need to replace the "R" with "0".

The Sponsored Programs Finance Administration and Compliance office (SPFAC) can also assist in providing this information. You will receive a notification upon the activation of any new funds.

### What does FOAP mean?

F und – Designates where the money is coming from (Dept, IDC Return, etc)
O rganization – Shows who is responsible for monitoring of funds (Dept Head)
A ccount – Tells what the money is being spent on (Salaries, Supplies, etc)
P rogram – Shows the general use of the money (Research, Public Service)

#### Which browser should I use to access SSB?

You should only use Internet Explorer to access SSB.

# Can I look at a specific month or do I have to look at just the inception to date?

When you are entering the information to run the query in **STEP 8** you can run the query two ways:

- Monthly Select the Fiscal Year and the Fiscal Period for the month you would like to view. (*Fiscal* Years & Periods are listed below)
- Fiscal Year Select the Fiscal Year and Fiscal Period 14. This will capture all transactions during the fiscal year.

#### Can I download this information into Excel?

Yes, just select "Download Selected Ledger Columns" that appears below your executed query.

#### What is the Chart of Accounts code?

The Chart of Accounts code for UL is always going to be "1".

### **Fiscal Year**

FY 16	July 1, 2015 – June 30, 2016	FY 18	July 1, 2017 - June 30, 2018
FY 17	July 1, 2016 – June 30, 2017	FY 19	July 1, 2018 – June 30, 2019

#### **Fiscal Period**

1	July	8	February
2	August	9	March
3	September	10	April
4	October	11	May
5	November	12	June
6	December	14	Year End Transactions
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# SELF SERVICE BANNER

# FINANCE

### Follow the steps below to run a Non-Restricted query in SSB.

- 1) Go to <u>https://ulink.louisiana.edu</u>.
- 2) Log in with your ULID and password.
- 3) Click on the Budget & Finance tab.
- 4) Click on Budget Query in the Financial Resources box.
- 5) Select Budget Status by Account.

Create a New Query		
Туре	Budget Status by Account	~
	Create Query	

- 6) Click "Create Query" then continue.
- 7) Review the criteria for the query and ensure that the following boxes are selected.

	Adopted Budget		Year to Date				
닏		•					
	Budget Adjustment		Encumbrances				
	Adjusted Budget	>	Reservations				
	Temporary Budget		Commitments				
<ul><li>✓</li></ul>	Accounted Budget		Available Balance				
Save Query as:							
Shared							
Continue							

 The following fields will need to be populated before submitting the query. This is where you will enter your Fund and Organization number.

MONTHLY	FISCAL YEAR
Fiscal year: 017 °   Comparison Fiscal years: None °   Comparison Fiscal years: Comparison Fiscal period:   Commitment Type: All °   Chart of Accemts 1   Find 225   Accents 1   Control Control   Control Control   Control Control   Find 225   Accents Find Ypp   Accents Find Ypp   Caccents Cocont Ypp   State Query as: -   Statent Query -	Fiscal year: 2017 Fiscal period: 14   Comparison Fiscal year: 1000 Comparison Fiscal period: 14   Comparison Fiscal year: Account Account 14   Comparison Fiscal year: Account Account 14   Shared Salamil County 14 14

9) Submit Query

10) Results

Account	Account Title	FY17/PD14 Accounted Budget	FY17/PD14 Year to Date	FY17/PD14 Encumbrances	FY17/PD14 Reservations	FY17/PD14 Available Balanc
720200	Conf and Conv Travel-1/S	0.00	0.00	0.00	0.00	0
730110	Printing	0.00	886.97	0.00	0.00	( 886.
740180	Other Operating Supplies	6,124,17	0.00	0.00	0.00	6,124
760700	Special Meal-Recruiting Function	0.00	50.00	1,483.37	6.00	(1,513
760730	Special Meal-Other	0.00	55.94	270.00	0.00	1.54
sport Tot	tal (of all records)	6.124.17	952.91	1.753.37	0.00	3.417

When looking up your Available Balance you should look at the entire fiscal year. Once the query is run you will see your Budget, YTD Expenditures, Encumbrances and your Available Balance listed.

Any data from the query result above that is red can be drilled down on for additional detail, educ and recreational supplies detail below:

### Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Apr 01, 2016	Jun 29, 2016	FP000073	Fund R forward balance at 3/31/16	2,800.00	JEG
Report Total (of all records):					

7 January