SPONSORED PROGRAMS
NON-RESTRICTED FUNDS BALANCE INQUIRY

SELF SERVICE BANNER
●
FINANCE

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 ISIS-Banner Department Info. 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:
1) **Monthly** – Select the Fiscal Year and the Fiscal Period for the month you would like to view. (*Fiscal Years & Periods are listed below*)
2) **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
7	January		

Follow the steps below to run a Non-Restricted query in SSB.
1) Go to https://ulink.louisiana.edu.
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.

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

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

9) Submit Query
10) Results

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: