SPONSORED PROGRAMS
GRANT FUNDS
BALANCE INQUIRY

SELF SERVICE BANNER
●
FINANCE

All sponsored programs that are monitored by SPFAC will need to follow these basic instructions for accessing the Inception to Date account information for their grants.

Where do I get the GRANT budget, actual expenditures and available balance?
All GRANT financial information should be reviewed in Self Service Banner **(SSB)**. You will need to know your Grant Code and Fund number to run the query.

Where do I find my Grant Code and Fund number?
The Sponsored Programs Finance Administration and Compliance office (SPFAC) will be able in assist in providing this information. You will also receive a notification upon the activation of any new awards from your Post-Award Specialist that will provide these numbers.

What does Grant Code and FOAP mean?
Grant Code – Given to each award received (G########)
F und – Designates where the money is coming from (Award)
O rganization – Shows who is responsible for the monitoring of the funds (PI)
A ccount – Tells what the money is being spent on (Salaries, Supplies, etc)
P rogram – Shows the type of research

Why do I not enter my Organization or Program into the query?
These should always be left blank. This will ensure that all transactions are being pulled even if an organization or program has been updated during the lifetime of the project.

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?
Currently for grants the system allows you to look at your inception to date transactions. You will need to select the current fiscal year and fiscal period 14 when running the query in **STEP 8**.

Are fringe and indirect reflected correctly in my balance?
Indirect is charged on every transaction and is updated as they post. There is no more month end processing. **Fringe** will still be a month end adjustment and must be taken into consideration when reviewing balances. Please remember to account for any monthly adjustment to the negotiated fringe rate of your award.

Can I download this information into Excel?
Yes, just select "Download Selected Ledger Columns" that appears below your executed query.

What if I have more than 1 fund associated with a single Grant Code?
When you are entering the information to run the query in **STEP 8** you can run the query two ways:

1) Balance for entire grant – Only enter the Grant Code. Leave the Fund blank.
2) Balance for certain fund on grant – Enter both the Grant Code and the Fund.

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 listed below to run a Research 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.

Create a New Query
Type: 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
☐ Budget Adjustment	☑ Encumbrances
☐ Adjusted Budget	☑ Reservations
☐ Temporary Budget	☐ Commitments
☑ Accounted Budget	☑ Available Balance

Save Query as: _____
☐ Shared
[Continue]

8) The following fields will need to be populated before submitting the query. This is where you will enter your Grant Code and Fund, if necessary.

Fiscal year:	2017	Fiscal period:	14
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	350024	Activity	
Organization		Location	
Grant	G00000121	Fund Type	
Account		Account Type	
Program			

☐ Include Revenue Accounts
Save Query as: _____
☐ Shared
[Submit Query]

9) Submit Query
10) Results

Query Results

Account	Account Title	GY16/PD12 Accounted Budget	GY16/PD12 Year to Date	GY16/PD12 Encumbrances	GY16/PD12 Reservations	GY16/PD12 Available Balance
740110	Educ and Recreational Supplies	0.00	2,800.00	0.00	0.00	(2,800.00)
740400	Medical Disposables	0.00	5,530.88	0.00	0.00	(5,530.88)
74B000	Supplies (Budget Only)	8,485.00	0.00	0.00	0.00	8,485.00
Report Total (of all records)		8,485.00	8,330.88	0.00	0.00	154.12

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):				2,800.00	