

SPFAC focus

The Sponsored Programs Finance Administration and Compliance (SPFAC) office is dedicated to making your role as PI easier and more efficient. This newsletter's aim is to provide you with tools to better understand your sponsored projects' ledgers on ULink.

How to get up-to-date account balances

Did you know financial reports for all sponsored projects are available through ULink? To gain access to your account(s), contact Sam Bullard at 482-6444. Accounts can be accessed at any time for the current month's activity, and monthly finances are closed by the 10th of the following month. Follow the simple steps below to view your ledgers on ULink:

1. Log in to ULink with your CLID and password.
2. Select the **Employee** tab.
3. Under Financial Services, select **Statement of Account by Department (Ledger)**.
4. In the **Fiscal year beginning** field, use the drop down menu to choose the fiscal year. UL Lafayette's fiscal year begins on July 1st and ends June 30th of the following year. Thus, the current fiscal year is "2010."
5. In the **Department code** field, enter your account number, replacing the "R" with a zero "0." For example, for account number "R1234," enter "01234."
6. In the **Month** field, type in YYYYMM. For example, for "February 2011," type "201102."

The screenshot shows the 'STATEMENT OF ACCOUNT' form on the ULink system. The form includes the University of Louisiana at Lafayette logo and the text 'ONLY authorized users can run the Statement of Account'. The form fields are: 'Fiscal year beginning:' with a dropdown menu set to '2010' (labeled Step 4); 'Department code:' with a text input field containing '01234' (labeled Step 5); and 'Enter the month to view (defaults to current month):' with a text input field containing '201102' (labeled Step 6). A 'Get Report' button is located at the bottom of the form.

Be sure to pay close attention to these ledgers. As a PI, it is your responsibility to verify that all expenses are accurately recorded, and that an expense has not been inappropriately charged. (You can correct any errors by using the Cost Transfer Form.) Many PIs find it helpful to set up their own expense tracking spreadsheets that can then be compared against the monthly expense reports.

How do I read my ledgers on ULink?

Many PIs feel overwhelmed when trying to decipher how project funds were spent. Notice that your ledgers contain an upper and lower section. The upper section, entitled "Revenues by Source," is primarily for internal use. The lower section, entitled "Expenditure by Object," contains a detailed picture of the current month's account activity and is where you as a PI should focus your attention. Below is an example of a project's ledger during an active spending month. The comments in red boxes point out general answers to the most commonly asked questions. Use this example ledger as a tool for better understanding your own ULink ledgers. For a more detailed exploration on reading your ledger, please contact Melanie Comeaux at mcomeaux@louisiana.edu to set up a tutorial.



STATEMENT OF ACCOUNT

OFFICE OF VICE PRESIDENT FOR BUSINESS & FINANCE
FISCAL YEAR: July 1, 2010 - June 30, 2011
INCOME/EXPENSE DATA for the month: August 2010

CURRENT DATE: 01/28/2011 09:14

PI Name - Account Title

ACCOUNT: 01234

DATE	REF NO	PO	CODE	DESCRIPTION	BUDGET	ENCUMBRANCE	INCOME/EXPENSE	FREE BALANCE
REVENUES BY SOURCE:								
0827	CV0M8234	1118A	GENA#484		0.00		6,594.44	-6,594.44
Sub-total of OTHER FED RECEIPTS					0.00		6,594.44	-6,594.44
Balance Forward thru Jul 2010					133,482.00		81,389.50	52,092.50
Total of 16S REVENUE ACCOUNT					133,482.00		81,389.50	52,092.50
TOTAL REVENUES					133,482.00		87,983.94	45,498.06
EXPENDITURES BY OBJECT:								
Personal services thru Jul 2010					79,547.00	0.00	52,956.52	26,590.48
0831	PR100808	0	2112B	PAYROLL-MONTHLY - 1	0.00	0.00	3,333.33	-3,333.33
0819	CV10G555	0	2112E1	JERIF#2606,2610,2612-13	0.00	0.00	2,032.05	-2,032.05
0831	PR100808	0	2136A	PAYROLL-TRS - 1	0.00	0.00	673.34	-673.34
0831	PR100808	0	2143A	PAYROLL-MDTX - 1	0.00	0.00	45.81	-45.81
0831	INSU0810	0	2146H	DIST. EMP INS 082010	0.00	0.00	418.98	-418.98
0831	FR082010	0	2148A	AUG 10 FRINGE BENEFITS	0.00	0.00	-127.80	127.80
Summary of Personal services					79,547.00	0.00	59,332.23	20,214.77
Travel thru Jul 2010					5,000.00	0.00	1,250.78	3,749.22
0823	DC219887	0	2224I	John Doe 2647	0.00	0.00	1,621.90	-1,621.90
0825	DC219864	0	2224I	Mary Smith 2648	0.00	0.00	1,535.95	-1,535.95
Summary of Travel					5,000.00	0.00	4,408.63	591.37
Supplies thru Jul 2010					10,000.00	0.00	6,683.81	3,316.19
0830	EV001099	21749	2426B	Fisher Scientific	0.00	1,375.36	0.00	-1,375.36
0830	EV001099	21747	2426B	Epicentre Biotechnologies	0.00	810.00	0.00	-810.00
0830	EV001099	21742	2426B	Sigma-Aldrich, Inc.	0.00	1,002.00	0.00	-1,002.00
0831	DC220356	83621	2426B	Mary Smith	0.00	0.00	29.74	-29.74
Summary of Supplies					10,000.00	3,187.36	6,713.55	99.09
Other charges thru Jul 2010					38,935.00	0.00	23,892.83	15,042.17
0818	JV000351	0	2680A	7/10 INDIRECT COST 0000	0.00	0.00	2,835.61	-2,835.61
Summary of Other charges					38,935.00	0.00	26,728.44	12,206.56
TOTAL EXPENDITURES					133,482.00	3,187.36	97,182.85	33,111.79
ACCOUNT BALANCE:								-12,386.27

This "Revenues By Source" section is primarily for internal use.

Purchase orders approved but not yet paid.

"Personal" includes all salaries, wages, fringe, and tuition.

Total amount awarded to date.

2224 is the code for international travel.

Fisher Scientific was paid on 8/30/10.

\$591.37 is available in travel.

"Other charges" are Indirect Costs.

Total amount available for spending.

For internal use only.

What do the codes mean?

The fourth column in your ledger contains alphanumeric codes which identify how funds were spent within each category. Understanding these codes will greatly aid in discerning and confirming how account funds were spent.

Codes	Expense
Personal Services (21)	
2112B	Post Docs, etc
2112E	Graduate Assistants
2112E1, 2112E2, 2112E3, 2112E6	Tuition
2112J, 2112D	Summer Salary
2112C	Classified Employees
2124C	Undergraduate Students
2132A	Fringe-Employee Retirement
2136A	Fringe-Teacher Retirement
2142A	Fringe-FICA
2143A	Fringe-Medicare Insurance
2146H	Fringe-Group Insurance
2146L	Fringe-Life Insurance
2148A	Fringe-Fringe Transfer
Travel (22)	
2214A	In State Travel
2224A	Out of State Travel

Codes	Expense
Supplies (24)	
2410A	Office Supplies
2424A	Food
2426A	Other Operating Supplies
2426B	Educational & Research Supplies
Professional Services (25)	
2570A	Professional Services (Consultants, Honoraria, etc)
2575R, 2575S	Subcontracts
2580A	Professional Travel
Other Charges (26)	
2650G	Stipends
2680A	Indirect Costs
Equipment (27)	
2733A	Computer Hardware (PC's Laptops)
2733B	Printer, Scanner, Fax greater than \$1,000
2734A	Educational & Research Equipment
2734C	Software

2224I	International Travel
Operating Services (23)	
2310A	Printing
2334A	Maintenance & Repairs
2340A	Rentals (Not auto rental)
2350B	Subscriptions
2360A	Postage
2370B	Telephone Line Charge
2370C	Long Distance Charge
2396A	Miscellaneous Operating Services

Want more?

We want your feedback! Please email spf@louisiana.edu with suggestions for future installments or workshops.