









UNIVERSITY of LOUISIANA LAFAYETTE®

Office of Financial Services

Sign-In QR Code

Please use QR code below to electronically sign-in to today's training:

Foundation Warrants

The New Electronic Warrant Foundation Process and Maintaining Compliance and Efficiency in Financial Operations

What is a Foundation Warrant?

Definition: A form utilized by any department or individual to request a transfer of funds from the Foundation to the University or a specified payee.

The Certification Rule: Every submission certifies that the intended payee:

- Has *not* requested reimbursement from the University for the same expenses.
- Will *not* seek future reimbursement from the University for the same expenses.

Rule of Thumb: Use this process whenever moving funds from the Foundation to a designated payee.

The Electronic Process

Platform: All submissions are processed exclusively via Dynamic Forms in ULINK.

Legacy Paper Policy: PDF email submissions are permanently discontinued following the launch of the new electronic process.

Core Benefits:

- Automated approval routing.
- Reduced processing time
- Real-time status tracking.

IRS Justification: University Reimbursements

Requirement: Clearly explain the specific purpose of the payment. Description must match the Purchase Description field.

❌ **Unacceptable (Too Vague):**

- Reimburse supplies
- Reimburse travel
- Reimburse expenses

✅ **Acceptable (Specific & Complaint):**

- Reimb PC 3/12/26 A Smith last 4 digits of card 1234 – ink for copy machine
- Reimb PAF A Smith payroll 3/12/26
- Reimb class supplies utilized for FIN 320

IRS Justification: Vendor Payments

Requirement: Specific itemization and clear recruitment, academic, or athletic justification.

❌ **Unacceptable (Too Vague):**

- Invoice #1234
- Shirts
- Snacks

✅ **Acceptable (Specific & Complaint):**

- Invoice #1234 – Engineering student volunteer shirts for E&T Expo for high school recruiting
- Catered dinner provided to student athletes Mar 1-12, 2026

Essential Compliance Rules

One Invoice, One Warrant: Complete a separate warrant form for each individual vendor invoice. Do not bundle them.

Chrome River Alignment: Submit one warrant per expense report. Do not split a single report across multiple warrants.

LaCarte Card Requirements: If requesting a LaCarte charge reimbursement, you must attach:

- The exported Chrome River Expense Report.
- The itemized receipt(s) or invoice(s).

Required Documentation Checklist

Itemized Receipts: Must show date of purchase and vendor/business name.

Proof of Payment: Must show item was paid and include payment method (last 4 digits of card).

Pre-Approvals: Required for all travel and mileage reimbursements.

Special Forms Required:

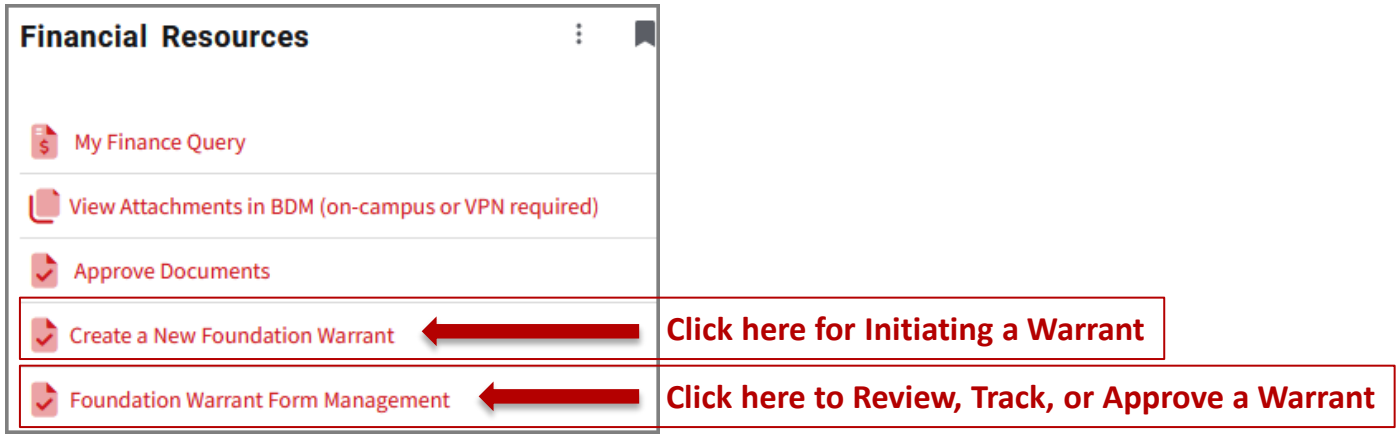
- **PAF:** Required for payroll reimbursements.
- **PUR-106:** Required for items bearing the University name, logo, or trademarks.
- **Attendee List:** Required for meal purchases involving multiple individuals
- **W9:** Required for services, consultants, honorariums, etc.

How to Access & Manage Warrants

Log into ULINK ➡ Go to the Financial Resources Card

Initiating: Click *'Create a New Foundation Warrant'* to launch the Dynamic Form.

Approving/Tracking: Click *'Foundation Warrant Form Management'* to view dashboard.



Pro Tip for Approvers: Review warrants using 'HTML' format to view attached documentation links within the Attachments section(s).

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Support & Contact Information

Questions or Guidance? Reach out directly to Financial Services

Website: Additional Information can be found on our website at https://louisiana.edu/financialservices/policies-procedures/foundation-warrant

Contacts:

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Thank you for attending today's presentation.

Navigating Banner Finance Self-Service

Managing Budgets and Financial Queries

Introducing the core capabilities of **Banner Finance** for higher education financial management

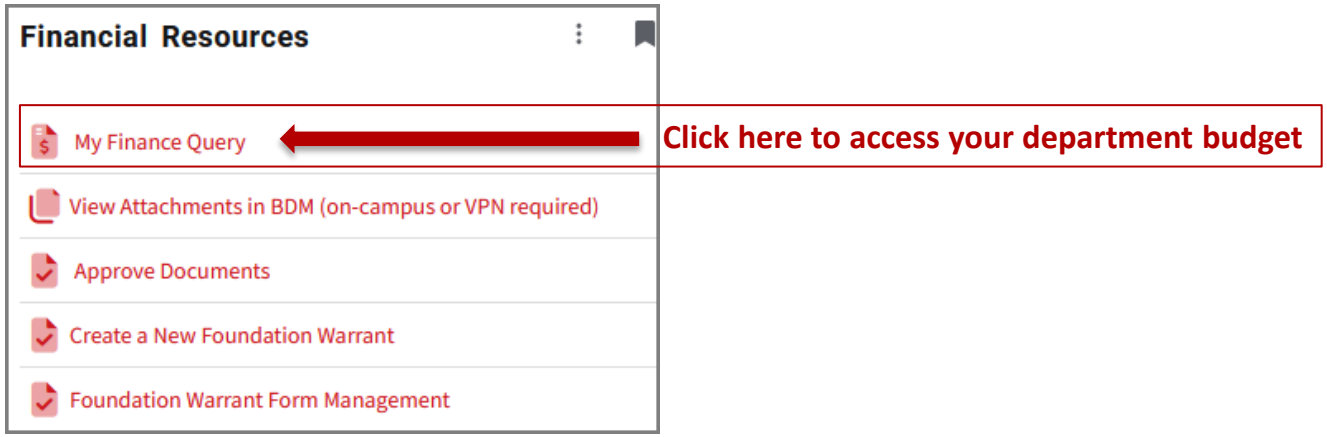
- **Financial Hub:** Centralized management system tailored for higher education systems.
- **Process Automation:** Streamlines administrative financial workflows.
- **Real-Time Monitoring:** Active oversight of department budgets and grant-related activities.

Accessing the Finance Module

Step 1: Getting started in ULINK (initial portal navigation)

Log into ULINK ➡ Go to the Financial Resources Card

Financial Resources: Click *'My Finance Query'* to enter the module.



Note: *If you need to view physical documents later, the link to **'View Attachments in BDM'** is housed directly underneath this option.*

Initiating a New Query

Step 2: Creating a Budget Status Query (starting a brand new parameters search)

Query Initialization: Click the *'New Query'* button in the top right corner.

Query Type Selection: Choose *'Budget Status by Organizational Hierarchy'* from the dropdown menu.

Chart Field Selection: Set the Chart Field to *'1'* (University of Louisiana).

Fund Selection: Input your specific *'Fund code'*.

Crucial Rule: *Do not enter an index, organization, or account number on this initial screen. The system automatically defaults your organization routing based on your fund code.*

Configuring Parameters & Timeframes

Step 3: Fiscal Periods and Account Constraints (setting time parameters correctly)

Fiscal Validation: Populate the target *'Fiscal Year'* and *'Fiscal Period'* boxes.

Comparison Settings: Set both Comparison Fiscal Year and Period options to None.

System Limitation: *Self-Service parameters do not allow direct entry of the 70 account type here. Leave the account line filters blank.*

Selecting Ledger Columns & Submission

Step 4: Operating Ledger Configuration (customizing output headers & submitting queries)

Data Fields: Select required operational data checkboxes.

Key Columns: Check *'Adjusted Budget'*, *'Year to Date'*, *'Encumbrance'*, and *'Available Balance'*.

Execute Search: Click the blue ***SUBMIT*** button to pull live data.

Interpreting Financial Results

Step 5: Understanding Account Types 60 and 70 (drill down capabilities into specific operational lines)

Hierarchy Drill-Down: Click on your specific *'Organization code'* to view breakdown totals by category-specific data lines.

Account Type 60: Represents Labor Expenditures (salaries, wages, related expenses).

Account Type 70: Represents Direct Expenditures (travel, operating services, supplies).

Saving Queries for Future Use

Step 6: Query Preservation (creating persistent shortcuts for frequent accounts)

Context Verification: Ensure the query view is showing the organization summary level.

Save Action: Click the *'Save Icon'* (floppy disk graphic) on the toolbar.

Naming Registry: Input a distinct title to save it to your dashboard.

Tip: *The system automatically remembers your custom ledger column visibility choices for the next time you load this template.*

Executing Saved Shortcuts

Accessing Saved Balances (efficient workflow management for repeated inquiries)

Dashboard Entry: Navigate back to *'My Finance Query'* from the main dashboard.

Shortcut View: Choose the *'Saved Queries'* tab on the navigation sub-bar.

Dynamic Visuals: View instant radial graphs tracking spent percentages vs. availability.

Deep Drill: Click the saved card to review deep line details for 60 or 70 categories immediately.

Support & Contact Information

Questions or Guidance? Reach out directly to Financial Services

Website: Additional Information can be found on our website at https://louisiana.edu/financialservices/banner

Contacts:

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Available through Email and Teams



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