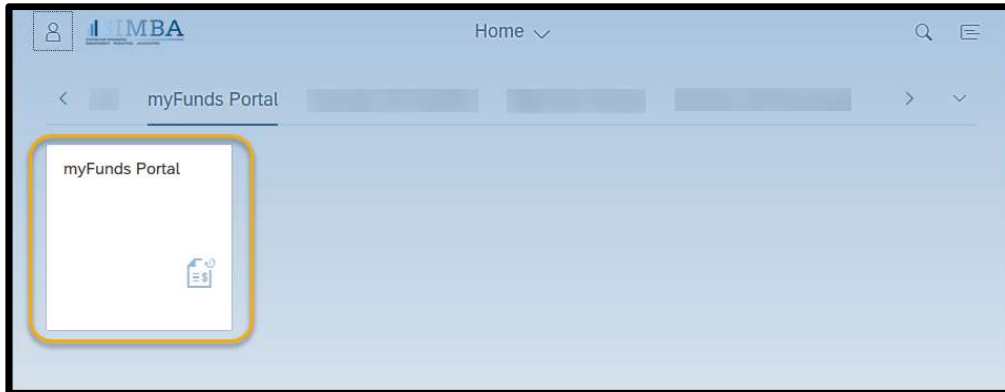


myFunds Portal: Accessing Grant Balances

Log In


1. Log in to SIMBA via the SIMBA website (www.simba.psu.edu) from a web browser. If you are not on a Penn State network, you must connect via the Penn State Virtual Private Network (VPN).
2. Navigate to the myFunds Portal group. Click the myFunds Portal tile.





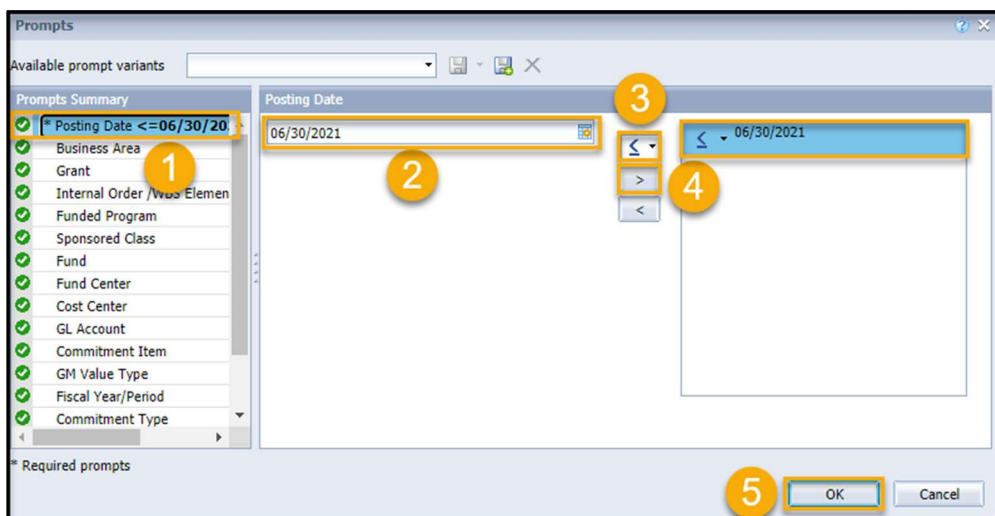
Prompts

Each report has prompts that are used to filter information. The prompts will vary by report. Prompts with asterisks are required.

Posting Date Prompt

The **Posting Date** is the only **required** prompt. Any date can be entered for the posting date. The **recommendation** is to use the end of the **current fiscal year**, for this example 06/30/2021, along with the **less than or equal to** operator .

1. Select the **Posting Date** from the Prompts Summary.
2. Enter the **Posting Date** using the MM/DD/YYYY format, 06/30/2021. You also have the option to use the calendar icon to select the date.
3. Select the **less than or equal to** operator  from the drop-down.
4. Click the **right facing arrow**  to move this condition to the prompt area to the right.
5. Click **OK**.

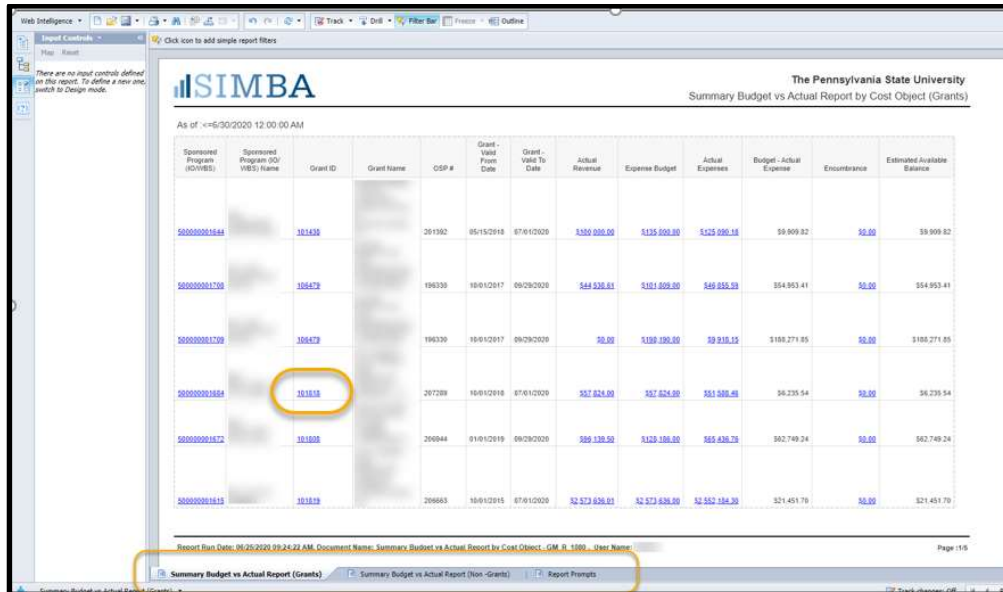


NOTE: The rest of the prompts are optional. The additional prompts can be used to further narrow the data which can be helpful when running reports. For example, you may want to enter a specific grant to look at just those items.

Reporting Tabs

Displayed is the Summary Budget vs Actual Report by Cost Object report. There are three tabs at the bottom left side of the screen; the first is the Summary Budget vs Actual Report for Grants, the second tab is the Summary Budget vs Actual Report for Non-Grants, the third is Report Prompts.

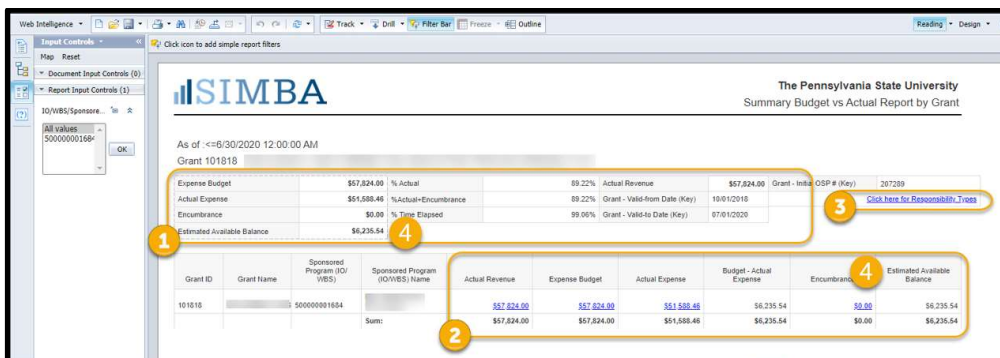
1. Click the **Grant ID** number to view the grant details.



Sponsored Program (IO/WBS)	Sponsored Program (IO/WBS) Name	Grant ID	Grant Name	OSP #	Grant - Valid From Date	Grant - Valid To Date	Actual Revenue	Expense Budget	Actual Expenses	Budget - Actual Expense	Encumbrance	Estimated Available Balance
50000001648		101420		201902	05/15/2018	07/01/2020	1350,000.00	1135,000.00	1225,000.18	\$9,800.82	\$0.00	\$9,800.82
50000001700		106472		196330	10/01/2017	09/29/2020	548,526.61	1101,000.00	649,855.03	354,953.41	\$0.00	554,953.41
50000001709		106473		196330	10/01/2017	09/29/2020	70.00	1109,100.00	79,910.15	1109,271.85	\$0.00	1109,271.85
50000001684		101818		207209	10/01/2018	07/01/2020	557,824.00	557,824.00	551,588.46	\$6,235.54	\$0.00	\$6,235.54
50000001472		101806		206844	01/01/2019	09/29/2020	500,138.50	1120,100.00	665,430.79	\$62,749.24	\$0.00	\$62,749.24
50000001410		101810		206665	10/01/2015	07/01/2020	52,573,636.00	52,573,636.00	52,552,184.30	\$21,451.70	\$0.00	\$21,451.70

Report Navigation

The report will open in a new browser tab once you click on the Grant ID to view the details.



Expense Budget	% Actual	Actual Revenue	Grant - Incls	OSP # (Key)
\$57,824.00	99.22%	\$57,824.00	00	207209
\$51,588.46	% Actual-Encumbrance	99.22%	Grant - Valid From Date (Key)	10/01/2018
\$0.00	% Time Elapsed	99.96%	Grant - Valid to Date (Key)	07/01/2020
\$6,235.54				

Grant ID	Grant Name	Sponsored Program (IO/WBS)	Sponsored Program (IO/WBS) Name	Actual Revenue	Expense Budget	Actual Expense	Budget - Actual Expense	Encumbrance	Estimated Available Balance
101818		50000001684		557,824.00	557,824.00	551,588.46	\$6,235.54	\$0.00	\$6,235.54
Sum:				557,824.00	557,824.00	551,588.46	\$6,235.54	\$0.00	\$6,235.54

1. Summary of the Budget vs Actual.
2. Detailed information of Actual Revenue, Expense Budget, Actual Expenses, Budget minus Actual Expenses, Encumbrances, and Estimated Available Balance. Underlined fields are hyperlinks and clicking them will provide detailed information.
3. Responsibility tab which provides detail on the principal and co-principal investigator.
4. Estimated Available Balance.