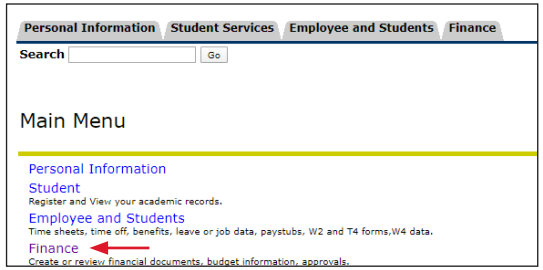
Northeastern University
Student Activities
Business Office

How to View Student Group Account Balances

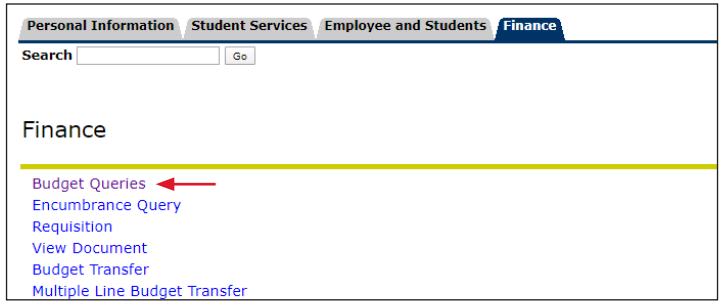
1. Log into your staff MyNortheastern.edu account

2. Click **Banner Finance (SSB)** under **"Services and Links"** Tab

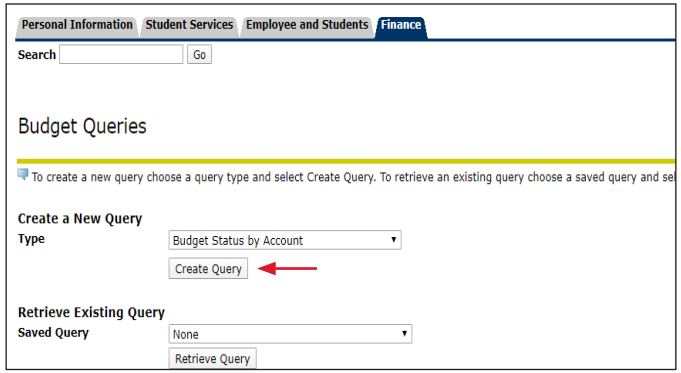
3. Click **Finance**



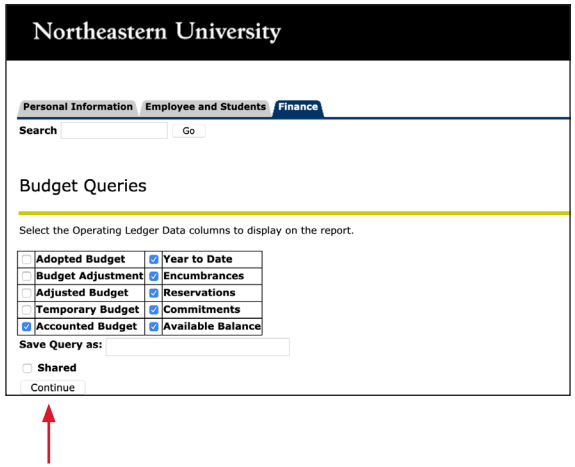
4. Click **Budget Queries**



5. Click **Create Query**

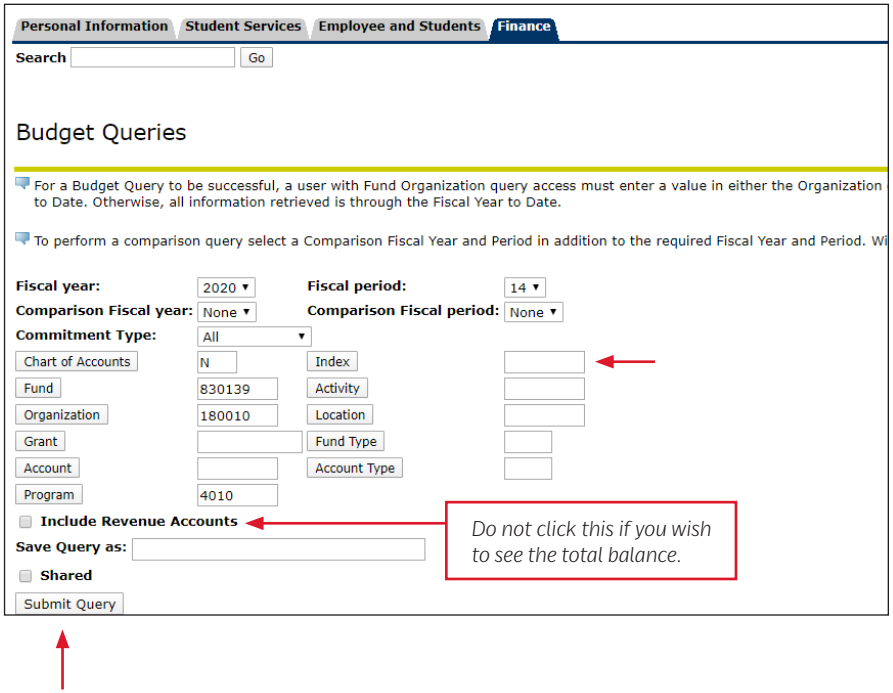


6. Select the options from the picture below. Then click **Continue**



7. Enter the **Budget or Cash index** number. Then click **Submit Query**. The Fund, number will populate. Click **Submit Query** again. Do not re-enter the index number.

> ***Note:*** *If you click* ***Include Revenue Accounts*** *you will not be able to see the total balance on the summary. Only select this if you wish to see a breakdown of the deposits collected by account code (for example 50487 dues) Org, and Program*



See Budget Summary Example Below :

i *ii* *iii* *iv*

Query Results

Account	Account Title	FY21/PD14 Accounted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Reservations	FY21/PD14 Commitments	FY21/PD14 Available Balance
73410	Advertising Agencies	0.00	0.00	0.00	0.00	0.00	0.00
74020	Concerts	23,000.00	0.00	0.00	0.00	0.00	23,000.00
74320	Food	3,000.00	0.00	0.00	0.00	0.00	3,000.00
75160	Other Rentals	0.00	0.00	0.00	0.00	0.00	0.00
75420	NU Internal Space Use Fee	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Report Total (of all records)		29,000.00	0.00	0.00	0.00	0.00	29,000.00

Download All Ledger Columns Download Selected Ledger Columns

Click Amounts to see list of transactions posted to an Account Code.

Total Balance

8. Budget index Summary:

a. Budget index (800xxx). Fiscal Year: July 1 - June 30th

b. Columns of the Query Results:

- ***i. PD14 Accounted Budget:*** *This column shows the group's SAF or GSG budget allocation by account code for the fiscal year selected.*
- ***ii. PD14 Year to Date:*** *shows the total sum of transactions charged to the student group in each account code in the fiscal year.*
- ***iii. PD14 Encumbrances:*** *shows the total sum of purchase order funds encumbered in each account code. Reservations and commitments will also show encumbered funds items such as salaries (This is rarely used)*
- ***iv. PD14 Available Balance:*** *This column shows the available balance per account code and total available balance in the Budget Index.*

c. To review specific transaction information, click the amount to review.

See Cash index Summary Example Below:

i *ii* *iii* *iv*

Query Results

Account	Account Title	FY21/PD14 Accounted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Reservations	FY21/PD14 Commitments	FY21/PD14 Available Balance
61418	Salary-Overtime-Service and Trades	(315.00)	0.00	0.00	0.00	0.00	(315.00)
62113	Fringe Benefits	(24.10)	0.00	0.00	0.00	0.00	(24.10)
73000	Discretionary Spending Pool	512.00	0.00	0.00	0.00	0.00	512.00
73301	Office Supplies	(208.33)	0.00	0.00	0.00	0.00	(208.33)
73425	Printing-Reprographics	(149.97)	0.00	0.00	0.00	0.00	(149.97)
74001	Student Activity Programs	250.00	(100.00)	0.00	0.00	0.00	350.00
74020	Concerts	(5.95)	0.00	0.00	0.00	0.00	(5.95)
74031	Recognition Awards	(200.00)	0.00	0.00	0.00	0.00	(200.00)
74310	Conference/Seminars Registration	200.00	0.00	0.00	0.00	0.00	200.00
74320	Food	(1,492.70)	0.00	0.00	0.00	0.00	(1,492.70)
74326	Food - Group of 10+	550.00	0.00	0.00	0.00	0.00	550.00
75400	Intercollege expense share	800.00	0.00	0.00	0.00	0.00	800.00
78490	SABO-Misc	350.00	0.00	0.00	0.00	0.00	350.00
80002	Transfer from CFU	300.00	(200.00)	0.00	0.00	0.00	500.00
80003	Transfer from Designated	1,750.00	0.00	0.00	0.00	0.00	1,750.00
80008	Transfer from SABO	1,650.00	0.00	0.00	0.00	0.00	1,650.00
80208	Transfer to SABO	0.00	(200.00)	0.00	0.00	0.00	200.00
Report Total (of all records)		3,965.95	(500.00)	0.00	0.00	0.00	4,465.95

Deposits are posted in here. 73000

Click Amounts to see list of transactions posted to an Account Code.

Total Balance

9. Cash index Summary:

a. Cash index (802XXX or 830XXX).
Fiscal Year: July 1 - June 30th

b. Columns of the Query Results:

- ***i.*** ***PD14 Accounted Budget:*** *This column shows the net total in each account code that has rolled over from prior years activity. The amounts listed do not include current fiscal year activity. Account code 7300 is the exception because it does include current fiscal year deposits.*
- ***ii.*** ***PD14 Year to Date:*** *This column shows the total sum of transactions posted to each account code in the fiscal year selected*
- ***iii.*** ***PD14 Encumbrances:*** *This column shows the total sum of funds encumbered by purchase orders in each account code. Reservations and commitments will also show encumbered funds for items such as salaries (This is rarely used for student groups).*
- ***iv.*** ***PD14 Available Balance:*** *available balance per account code and total available balance in the cash index.*

c. To review detailed transaction information, click the amount associated with a specific account code.