



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

Finance Services for Faculty & Staff	
Banner (INB)	Husky Card Account Balances
Banner Administrative Pages	Husky Card Account Transactions
Banner e-Print	Husky Card Preferences
Banner Finance (SSB) ←	myMarketplace
Banner Finance Help Web Page	Parking Debit Card
Concur	Procure to Pay (P2P) Policy

3. Click **Finance**

Personal Information Student Services Employee and Students **Finance**

Search Go

Main Menu

[Personal Information](#)
Register and View your academic records.

[Student](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Employee and Students](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Finance](#) ←
Create or review financial documents, budget information, approvals.

4. Click **Budget Queries**

Personal Information Student Services Employee and Students **Finance**

Search Go

Finance

[Budget Queries](#) ←

[Encumbrance Query](#)

[Requisition](#)

[View Document](#)

[Budget Transfer](#)

[Multiple Line Budget Transfer](#)

5. Click **Create Query**

Personal Information Student Services Employee and Students **Finance**

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Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Create Query

Retrieve Existing Query

Saved Query

Retrieve Query

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

Northeastern University

Personal Information Employee and Students **Finance**

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Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

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

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Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Commitment Type:

Chart of Accounts Index

Fund Activity

Organization Location

Grant Fund Type

Account Account Type

Program

☒ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Do not click this if you wish to see the total balance.

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 73000 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.