1. To view your budget go to your myNEU. Enter in your username and password. Click Log in

2. Click on Services and Links

3. Click on Self-Service Banner (SSB). Please note from this point on your screen may look a different depending on your access.
Please note below the Banner SSB link there is a link called Banner Finance Help Web Page. This will provide banner desk procedures and training material.

4. Click on either the Finance tab or Finance under the Main Menu.

5. Click on Budget Queries under Finance or at the bottom of your screen.

6. There are three query options; Budget Status by Account, Budget Status by Org Hierarchy and Budget Quick Query. For you purposes please select the Budget Status by Account.

7. Once you have selected Budget Status by Account click Create Query
8. Check the columns you wish to display. We recommend checking the following. Once checked click Continue.

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

   - Adopted Budget
   - Year to Date
   - Budget Adjustment
   - Encumbrances
   - Adjusted Budget
   - Reservations
   - Temporary Budget
   - Commitments
   - Accounted Budget
   - Available Balance

   Save Query as: 
   - Shared
   - Continue

9. Next up you need to enter in your Budget information. You want to make sure you are in the right Fiscal Year and the period should be 14 (this will include all transactions to date)

   ![Budget Information Form]

   - Fiscal year: 2013
   - Fiscal period: 14

   Commitment Type: Uncommitted
   - Chart of Accounts
   - Fund
   - Organization
   - Grant
   - Account
   - Program

   Include Revenue Accounts

   Save Query as: 
   - Shared
   - Submit Query

   Enter your index here

10. Enter in your index. Remember Banner only recognizes your Fund/Org codes. Once you have entered in your index click Submit Query to obtain the fund/Org/ Prg codes that relate to your index.

   Finding your index
   If you do not know your index number you can search for it by the student group name on the Banner Finance Help Web Page.
   a. As referenced in Step 3 the Banner Finance Help Webpage can be found on myNEU.
   b. Once on the page click on search by description
c. Enter in Group name and click Submit

**FOAPS Search**

Search by Index Description

Enter all or part of your index description in the field below to locate your Index, index description, fund, organization, program, and grant codes.

Index Description [ ] 
Submit

**Search Results**

No Data found to match your request

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d. A list of indexes will display with their description.

11. Notice the index disappears and the Fund, Org and Program display.

12. If at this point you know any of the other parameters (i.e. the account) you want to look at you can enter in or Click Submit to see the full budget.

13. Once you click submit your budget will display. One new feature is if there are any pending documents as shown below. NOTE: for confidentiality purposes salary on below has been removed.
14. Once your Budget displays you can click on any of the dollar amounts to see the detail or if you scroll down you can see the balance on the budget.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY13/PO14 Adopted Budget</th>
<th>FY13/PO14 Adjustment</th>
<th>FY13/PO14 Budget Adjusted Budget</th>
<th>FY13/PO14 to Date</th>
<th>FY13/PO14 Year Encumbrances</th>
<th>FY13/PO14 Reservations</th>
<th>FY13/PO14 Commitments</th>
<th>FY13/PO14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>51310</td>
<td>Salary Professional</td>
<td>-</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>61310</td>
<td>Salary-Office Casual</td>
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<td>61430</td>
<td>Salary-Additional Hub-Student</td>
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<td>8,125.00</td>
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</tr>
</tbody>
</table>

15. To navigate through the pages you can use the browsers back button.