

# Running SSB Budget Queries Against Research Grants

## Terminology refresher:

**Index code** = 6 digit FRS budget number

**Grant code** = Banner number used for inception-to-date reporting. Although Banner calls this a grant code, it is used for all inception-to-date type funds, not just Research grants.

## Coaching tip:

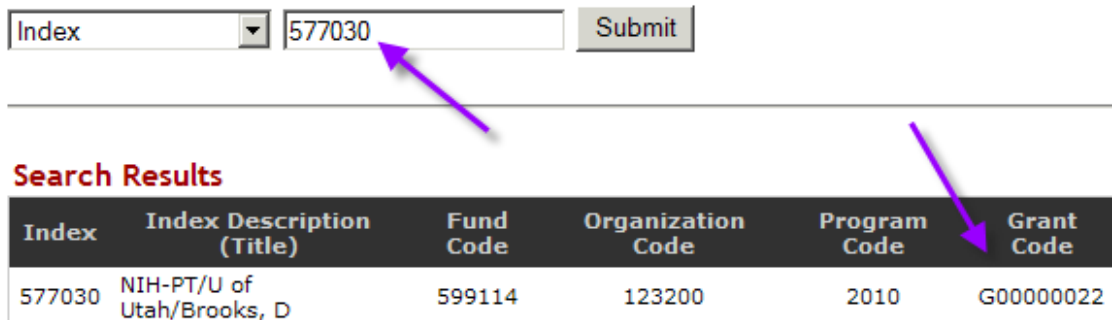
How do I find my grant code?

Go to the Banner Finance web page

<https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp>

(Can also be found using the link below SSB on the portal)

Complete a search using your index code. Note the grant code in the far right column.



The screenshot shows a web form with a dropdown menu labeled 'Index' and a text input field containing '577030'. A purple arrow points from the input field to the 'Grant Code' column in the search results table below. The 'Submit' button is to the right of the input field.

**Search Results**

Index	Index Description (Title)	Fund Code	Organization Code	Program Code	Grant Code
577030	NIH-PT/U of Utah/Brooks, D	599114	123200	2010	G00000022

## Running the queries:

Here are two ways to run a query against a grant code, which will give you different results:

1. Using index code only
  - a. Use this if the only piece of data you are interested in is the balance available
2. Using both index & grant code
  - a. Use this if you want to see the correct starting budget & budget available

Note that the balance available returned for both will be the same. However, the index search will return significantly fewer lines & the beginning balance number will change.

- 1) Index code only
  - a. Returns just the account codes that have a balance available
  - b. Does not list account codes that have a zero balance

**Query Results**

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
73000	Discretionary Spending Pool	9,825.94	0.00	0.00	9,825.94
Report Total (of all records)		9,825.94	0.00	0.00	9,825.94

- 2) Index & Grant code
  - a. Returns all the account codes that had any type of activity, even if the available balance is zero

**Query Results**

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
73000	Discretionary Spending Pool	9,825.94	0.00	0.00	9,825.94
73021	Travel-Airfare	1,987.95	1,987.95	0.00	0.00
73026	Travel-Auto/Van Rental	35.78	35.78	0.00	0.00
73027	Travel-Lodging	2,155.19	2,155.19	0.00	0.00
73028	Travel-Meals	145.14	145.14	0.00	0.00
73030	Travel-Miscellaneous	175.00	175.00	0.00	0.00
Report Total (of all records)		14,325.00	4,499.06	0.00	9,825.94

Note how the available balance amounts are the same for both queries, but that the beginning balances differ (assuming your grant had some lines that have zero available balance).

FYI – for data security reasons, the examples used in the queries do not match the grant chosen in the search at the top of the page.