

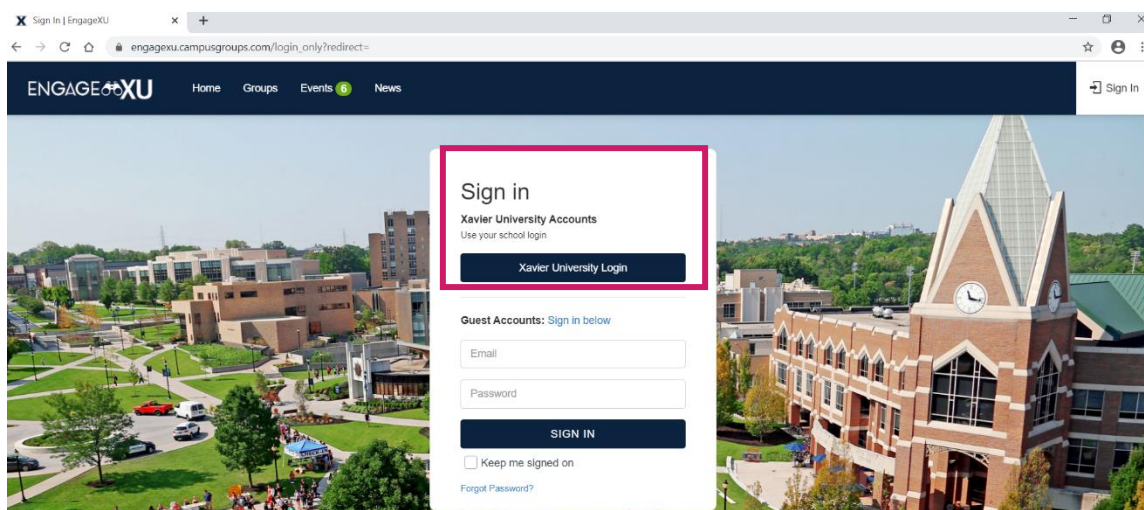
ENGAGE XU

How-To Series

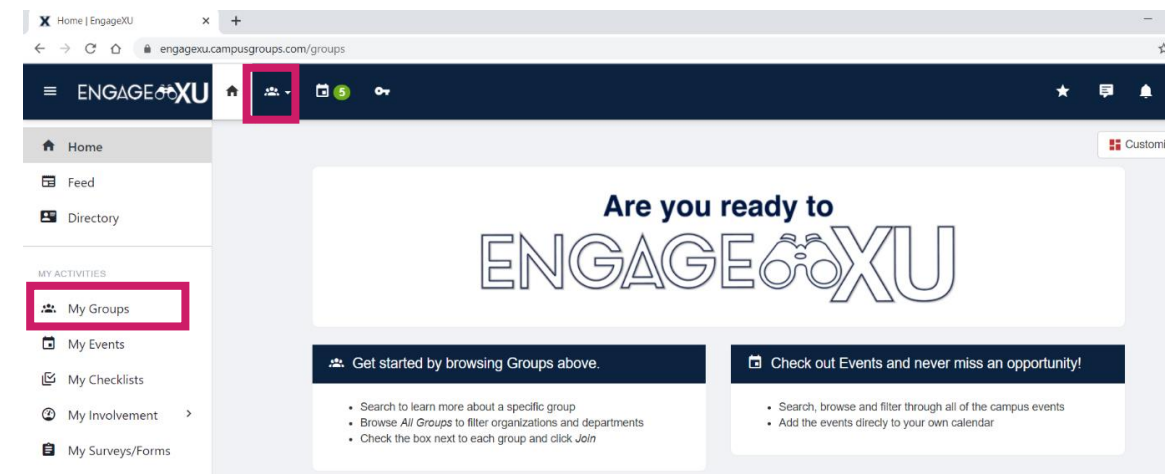
VIEWING YOUR ACCOUNTING BOOK

1. Go to xavier.edu/engagexu and click on **Sign In**.

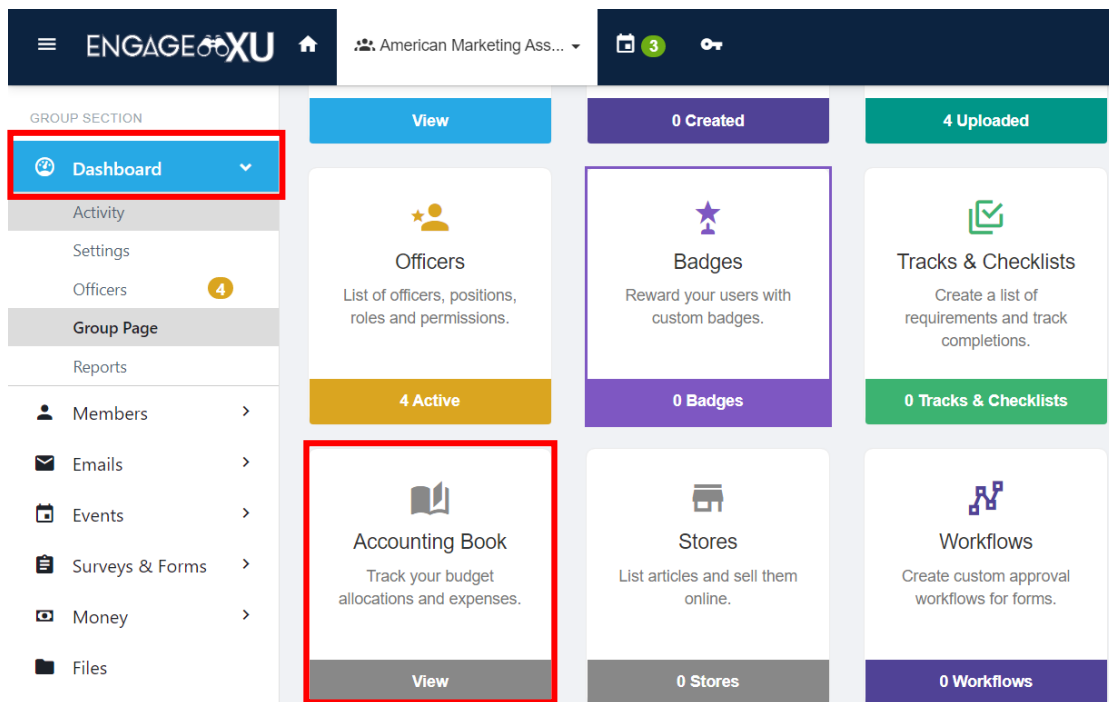
Click on the **Xavier University Login** button and use your Xavier credentials to log in.



2. Click on the **Groups** icon in the top toolbar. Search and select from your groups. You can also click **My Groups** on the left toolbar to select the organization. Note that in order to view any Accounting Book, you must be an officer or admin of that group.



- On your group's **Dashboard**, scroll down and click **Accounting Book**. This will take you to the records of your group's revenues and expenses, as well as your current balance. See steps 4 and 5 for an explanation of the Accounting Book.



- The **Allocations/Revenues** column is the amount of money given to your club at the beginning of the year plus any money you fundraise. The **Expenses** column is the total amount of money your organization has spent to date. Your overall **Balance** in the right column is your revenues minus expenses. It is also the remaining money from your allocations/revenues that you are allowed to spend. The **Show Archived** button at the top of the chart will show financial records from previous school years but note, when you activate Show Archived, it will adjust the totals calculated on your Accounting Book. *We recommend only activating the archive to review previous transactions and then deactivating it when reviewing overall totals.*

Accounting Book		Show Archived	Upload Transactions (Admin Only)
Budgets	Allocations/Revenues	Expenses	Balance
FY20	\$7,594.00	\$6,840.00	\$754.00
Group Funds	\$0.00	\$0.00	\$0.00
Total	\$7,594.00	\$6,840.00	\$754.00

5. Below the Revenues, Expenses, and Balance chart is the record of your individual revenues and expenses from the current fiscal year. Each row is a separate revenue or expense, and each column records a detail of that revenue or expense. If the record is a revenue or income, it will be listed as a **green credit** and added to your overall balance. If the record is an expense, then it is a **red debit** and will be deducted from your overall balance.

#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
1 <input type="checkbox"/>	702403 Food/Meals - Trip Expenses For Ama Conference - #1979 Mar 02, 2020	 API Created American Marketing Association	FY20	-	-		-	Completed <input type="button" value="v"/>	-	\$79.00
2 <input type="checkbox"/>	701751 Dues & Memberships - American Marketing Associ - #1978 Feb 25, 2020	 API Created American Marketing Association	FY20	-	-		-	Completed <input type="button" value="v"/>	-	\$60.00
3 <input type="checkbox"/>	702403 Food/Meals - Ordered Canes For First General Bod - #1974 Feb 07, 2020	 API Created American Marketing Association	FY20	-	-		-	Completed <input type="button" value="v"/>	-	\$98.00