



How to Use the “Finance” Tab on the Nest

1. Purchase Requests
 - Your organization’s history of Purchase Requests in the Nest. This is not cleared every year, so if you are doing an event again, you can go back and look at past years’ requests
 - The status of each Purchase Request (ex. Unapproved, Approved, Completed, Cancelled)
 - Check here to see if another leader of your organization already submitted that request
2. Funding Requests
 - Your organization’s history of Funding Requests in the Nest and their status. You can use this to see what was approved in past years, what was cut from a request, and how you may save more money on that event in the future.
 - The amount that was approved by the Treasury Board and deposited into your accounts
 - Check here to see if another leader of your organization already submitted that request
3. Accounts
 - What accounts belong to your organization? Each organization has an Operating Budget, a TB Allocations Budget, and a Fundraised Budget. An organization may have other budgets that it uses for individual events each year and you can always make new ones.
 - A transaction history of each account: this shows every individual purchase and deposit into your account.
 - The “Available” amount in each account shows how much is in the account, but may include funds for an Approved purchase request that have not yet been spent.
 - The “Balance” in each account is the amount that is still available to spend.
 - The difference between the Available and Balance are the Encumbered funds. This means there is most likely a Purchase Request that has yet to be completed in the Nest.
 - If there is a parenthesis around the amount in an account balance, that means that the amount is negative and you must fundraise to bring that amount up to zero.
 - Ex: Balance: (\$50.43) → -\$50.43
 - Any funds in any account that has “TB” in it or has “TB Allocations” as the parent account will be returned to Treasury Board at the end of the semester or academic year.

