Getting to Self Service Banner

From TSU’s homepage, click on Access, then *MyTSU*
Getting to Self Service Banner

• After clicking MyTSU, this will be the next screen
• Login here with assigned User Name and Password

After logging in, select the **Banner Services** tab
Using Self Service Banner Finance

Select the **Finance** option from the Main Menu

Then, select **Budget Queries** from the Finance Menu
Using Self Service Banner Finance

The next menu is **Budget Queries**

- Click the drop-down box
- Select **Budget Status by Account**
- Click **Create Query**
Using Self Service Banner Finance

- Selecting the correct columns to display is very important to understanding the given information.

For best results, it’s highly recommended that the following boxes be checked:
  - Adopted Budget
  - Budget Adjustment
  - Adjusted Budget
  - Year to Date
  - Encumbrances
  - Available Balance
Using Self Service Banner

• For the most up-to-date information, *Fiscal Period* should always be **14**

• When retrieving *Available Balance*, it is best for the Commitment Type to be **Uncommitted**

• Enter FOAP (**Fund**, **Org**, **Account**, **Program**)

• **Submit Query**

• **Tips**
  - All transaction history for an account can be viewed by using a % sign behind the first two numbers of the account
  - The **Include Revenue Accounts** box should **not** be checked

*Example:* To see all transaction history in Travel account, enter 73%

Do **NOT** Check this box
If the account has had any activity, the output from the query should appear this way.

- For detailed information on the dollar amounts, click on the highlighted blue figures

Notice the **available balance** in the lower right-hand corner