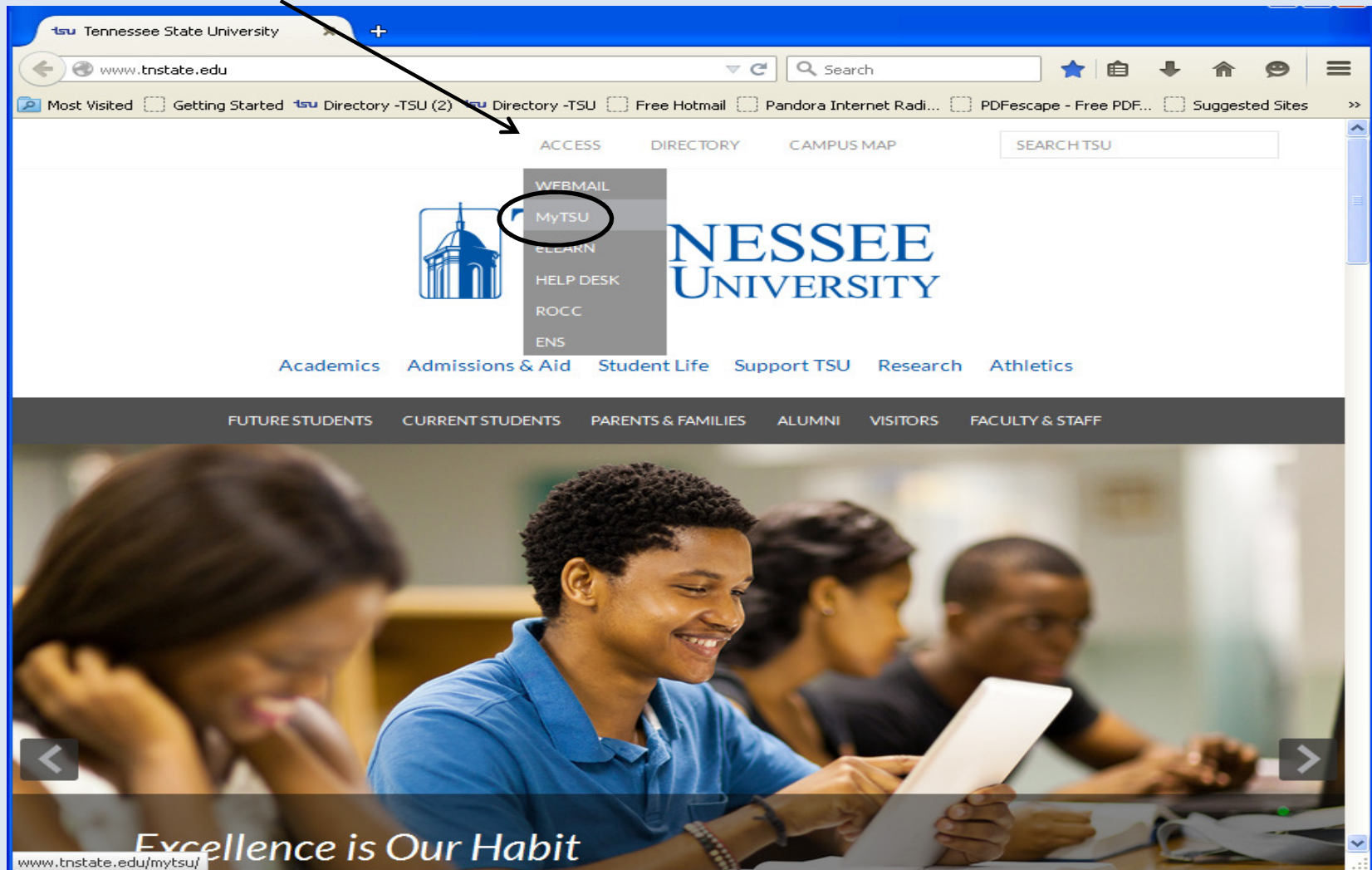


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BUDGET OFFICE

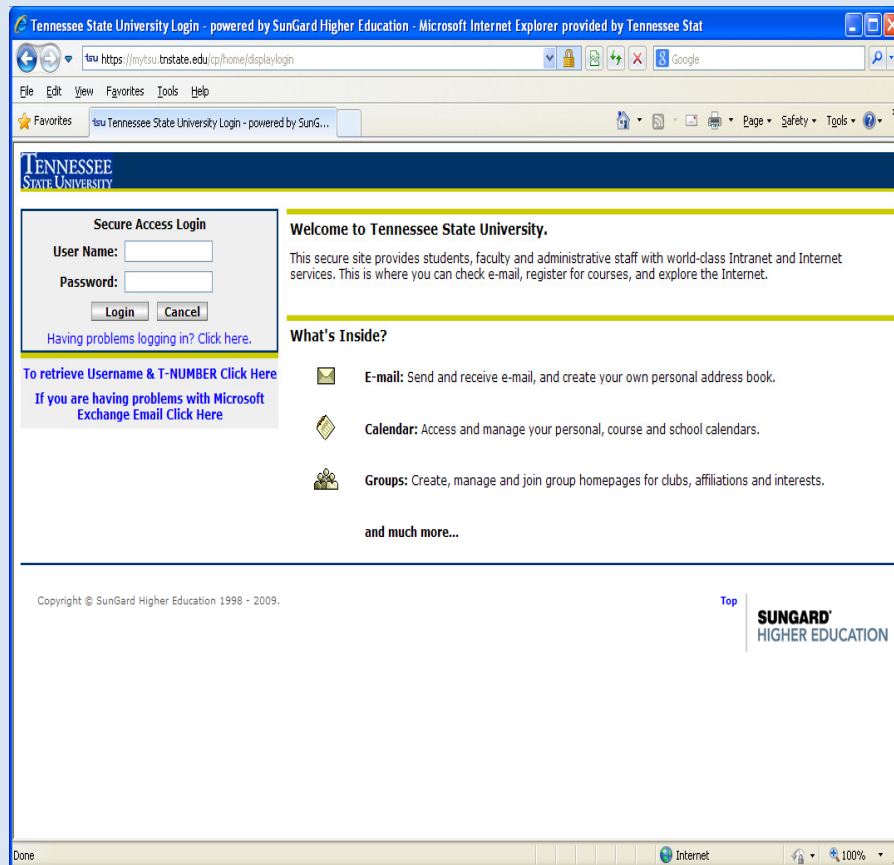
USING SELF SERVICE BANNER FINANCE

Getting to Self Service Banner

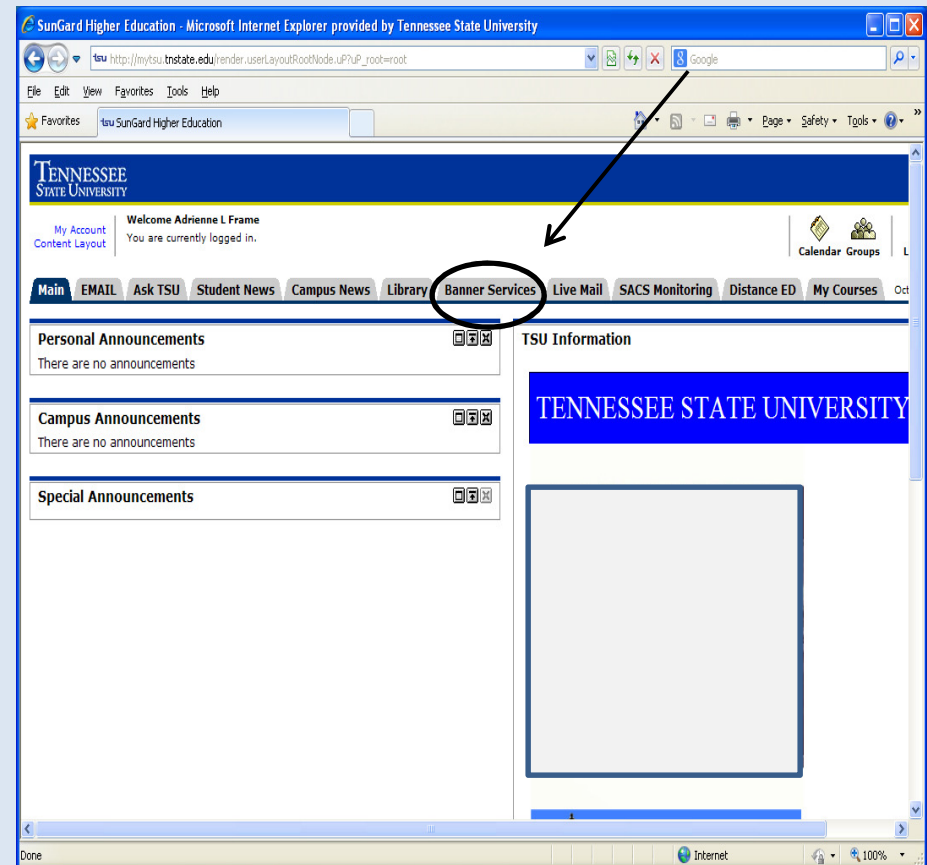


From TSU's homepage, click on *Access*, then **MyTSU**

Getting to Self Service Banner



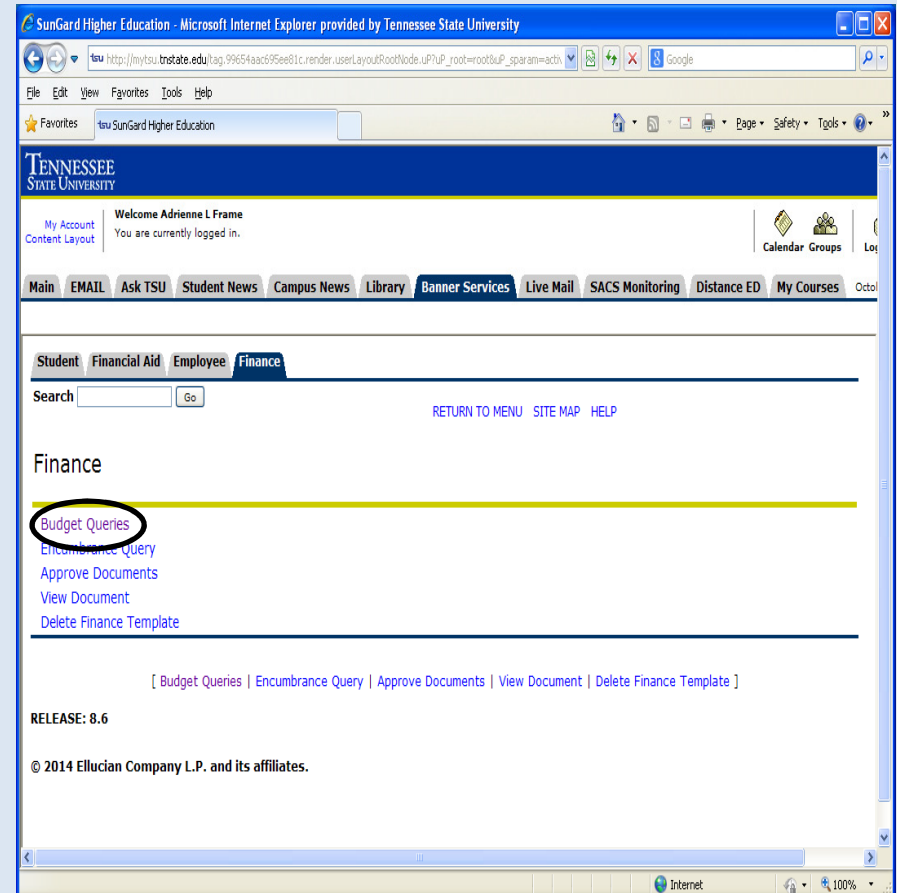
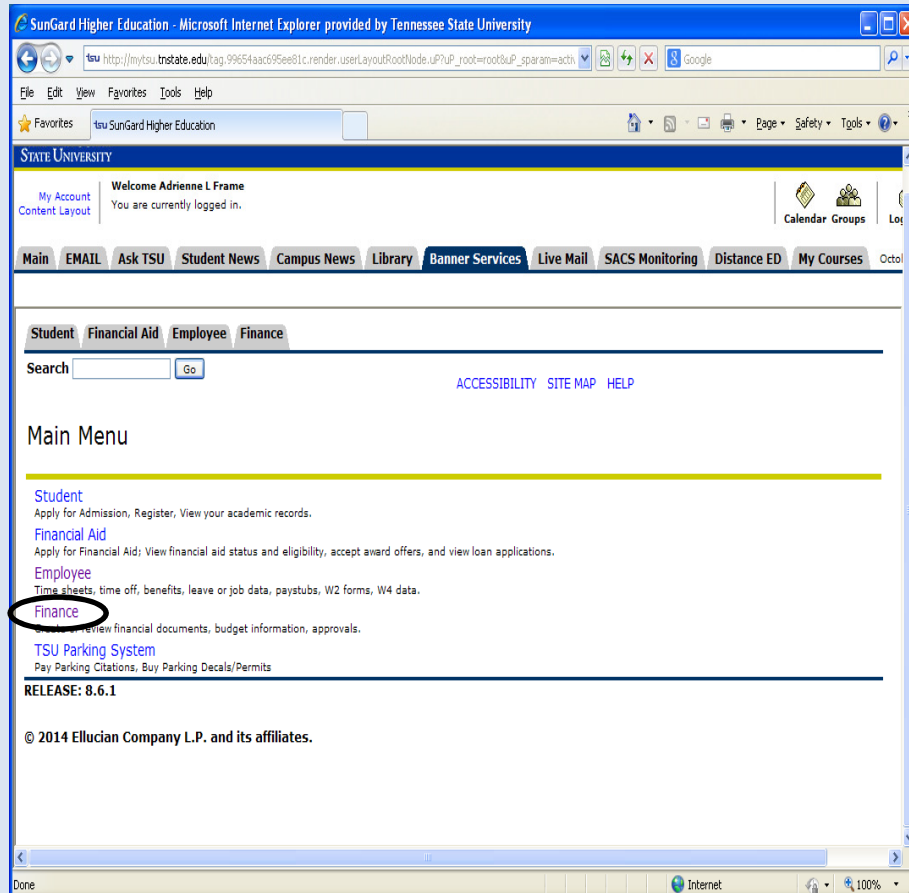
- After clicking MyTSU, this will be the next screen
- Login here with assigned User Name and Password



- 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**

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Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Retrieve Existing Query

Saved Query

Retrieve Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

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

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Budget Queries

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

<input checked="" type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

Continue

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Delete Finance Template]

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

well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2015 Fiscal period: 14
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: Uncommitted

Chart of Accounts: S Index
Fund: 110001 Activity
Organization: 12345 Location
Grant: Fund Type
Account: 73% Account Type
Program: 200

☐ Include Revenue Accounts
Save Query as:
☐ Shared

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

Do **NOT** Check this box

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Chart of Accounts	S Tennessee State University	Commitment Type	Uncommitted
Fund	110001 Undesignated E and G	Program	450 Institutional Support
Organization		Activity	All
Account	73%	Location	All

No pending documents exist

Query Results

Account	Account Title	FY15/PD14 Adopted Budget	FY15/PD14 Budget Adjustment	FY15/PD14 Adjusted Budget	FY15/PD14 Year to Date	FY15/PD14 Encumbrances	FY15/PD14 Available Balance
73000	Travel Budget Pool	4,770.00	1,000.00	5,770.00	0.00	0.00	5,770.00
73100	Individual Instate Travel	0.00	0.00	0.00	921.62	428.38	(1,350.00)
73200	Individual Out Of State Or Country	0.00	0.00	0.00	2,259.50	1,621.82	(3,881.32)
Report Total (of all records)		4,770.00	1,000.00	5,770.00	3,181.12	2,050.20	538.68

Download All Ledger Columns Download Selected Ledger Columns

Done Internet 100%

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

Available Balance

[←](#) [→](#) <http://mytsu.tnstate.edu/tag.4dac7aa1ade919ba.rende> [TSU Tennessee State University](#) [SunGard Higher Education](#)

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July 10, 2016

By Account			
Period Ending Jun 30, 2016			
As of Jul 10, 2016			
Chart of Accounts	S Tennessee State University	Commitment Type	Uncommitted
Fund	110001 Undesignated E and G	Program	450 Institutional Support
Organization	21000 Financial Services	Activity	All
Account	74%	Location	All

[View Pending Documents](#)
 No pending documents exist

Query Results

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Available Balance
74000	Operating Expense Budget Pool	13,730.00	36,233.00	49,963.00	0.00	0.00	49,963.00
74120	Printing Of Supplies Outside Instit	0.00	0.00	0.00	60.97	0.00	(60.97)
74130	Duplicating And Copy By	0.00	0.00	0.00	101.68	0.00	(101.68)

- The budget adjustment column shows the completed budget revisions
- Clicking on the blue hyperlink will provide further detail

This screen gives the detail on each budget revision completed for the account
For this example, detail will be given for the operating account

Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated E and G	Program:	450 Institutional Support
Organization:	21000 Financial Services	Activity:	All
Account:	74000 Operating Expense Budget Pool	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 23, 2016	May 24, 2016	J0033462	To cover Scholarship Award	(2,917.00)	BD04
May 11, 2016	May 11, 2016	J0033328	To fund Temp workers to 6/30/16	22,950.00	BD04
Feb 15, 2016	Feb 15, 2016	J0032237	Incr operating for Fin Serv & Acctg	16,200.00	BD04
Report Total (of all records):				36,233.00	

Selecting document J0033462 as an example, the detail of the accounts involved in the budget revision transaction are shown below

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Select Document

Detail Transaction Report					
Document Type:	Journal Document	Commitment Type:	Uncommitted		
Document Code:	J0033462	Description:	To cover Scholarship Award		
Transaction Date:	23-May-2016				

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	110001	21000	74000	450			(2,917.00)	BD04
S	110001	21000	79000	450			2,917.00	BD04

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Query Results

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Available Balance
74000	Operating Expense Budget Pool	13,730.00	36,233.00	49,963.00	0.00	0.00	49,963.00
74120	Printing Of Supplies Outside Instit	0.00	0.00	0.00	60.97	0.00	(60.97)
74130	Duplicating And Copy By Institution	0.00	0.00	0.00	101.68	0.00	(101.68)
74210	Telephone Local Charges	0.00	0.00	0.00	5,415.72	0.00	(5,415.72)
74390	Other Maintenance And Repairs	0.00	0.00	0.00	125.00	335.00	(460.00)
74430	Software Maintenance	0.00	0.00	0.00	0.00	51.39	(51.39)
74490	Other Professional And Admin Srvs	0.00	0.00	0.00	4,974.83	19,016.20	(23,991.03)
74510	Office Supplies	0.00	0.00	0.00	5,607.84	88.97	(5,696.81)
74530	Operational Supplies	0.00	0.00	0.00	1,378.84	238.72	(1,617.56)
74550	Sensitive	0.00	0.00	0.00	0.00	1,993.48	(1,993.48)

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- Encumbrances are funds held for a certain purpose or expense – Purchase Orders
- You can go further into the details of encumbrances by clicking the blue hyperlinks

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Chart of Accounts:	S Tennessee State University	Commitment Type:	Uncommitted
Fund:	110001 Undesignated E and G	Program:	450 Institutional Support
Organization:		Activity:	All
Account:	74490 Other Professional And Admin Svcs	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
May 16, 2016	May 16, 2016	P0094858	Kelly Services Inc	14,793.00	PORD
Dec 17, 2015	Dec 17, 2016	P0090932	Kelly Services Inc	2,884.80	PORD
Dec 17, 2015	Dec 17, 2015	P0090931	Kelly Services Inc	5,769.00	PORD
Aug 20, 2015	Aug 20, 2015	P0086782	Kelly Services Inc	544.23	PORD
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(385.61)	INEI
Jun 30, 2016	Jun 30, 2016	I0192302	Kelly Services Inc	(330.53)	INEI
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(558.22)	INEI
Jun 30, 2016	Jun 30, 2016	I0192294	Kelly Services Inc	(536.19)	INEI
Apr 08, 2016	Apr 08, 2016	I0187089	Kelly Services Inc	(252.42)	INEI
Feb 12, 2016	Feb 12, 2016	I0183785	Kelly Services Inc	(1,077.30)	INEI
Feb 08, 2016	Feb 08, 2016	I0183301	Kelly Services Inc	(576.96)	INEI
Feb 02, 2016	Feb 02, 2016	I0183035	Kelly Services Inc	(1,257.60)	INEI
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	(1,297.60)	INEI
Jan 29, 2016	Jan 29, 2016	I0182925	Kelly Services Inc	1,297.60	ICEI

This shows the transaction history of the encumbrances / purchase orders

You may go further into detail by continuing to click on the blue hyperlinks

PO# P0090932 will be used as an example

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Select Document

Detail Transaction Report Click PO#

Document Type:	Purchase Order	Commitment Type:	Uncommitted
Document Code:	P0090932	Description:	Kelly Services Inc
Transaction Date:	17-Dec-2015		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	110001	21000	74490	450			2,884.80	PORD

Save Query as:

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The next screen, as shown below, will show the PO header information

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Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0090932		Dec 16, 2015	Dec 17, 2015	Dec 18, 2015	Jan 13, 2016	2,884.80

Origin:	EPROCUREMENT	Reference Number:	53887204
Complete:	Y	Approved:	Y
Cancel Reason:		Date:	
Requestor:	Wade Betty	21000	Financial Services
Phone Number:	963-500-5		
E-mail:	bwade@tnstate.edu		
Accounting:	Commodity Level		
Ship to:	Central Receiving Facility		
	3500 John A Merritt Blvd		

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Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		N/A-Temporary Clerical (Account Clerk) for service	EA	1	2884.8	2,884.80	
				0.00	0.00	0.00	2,884.80

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	16		110001	21000	74490	450				N	N	N	2,884.80
Total of displayed sequences:														2,884.80

✓ No Related Documents Available

Purchase order item detail and price / cost