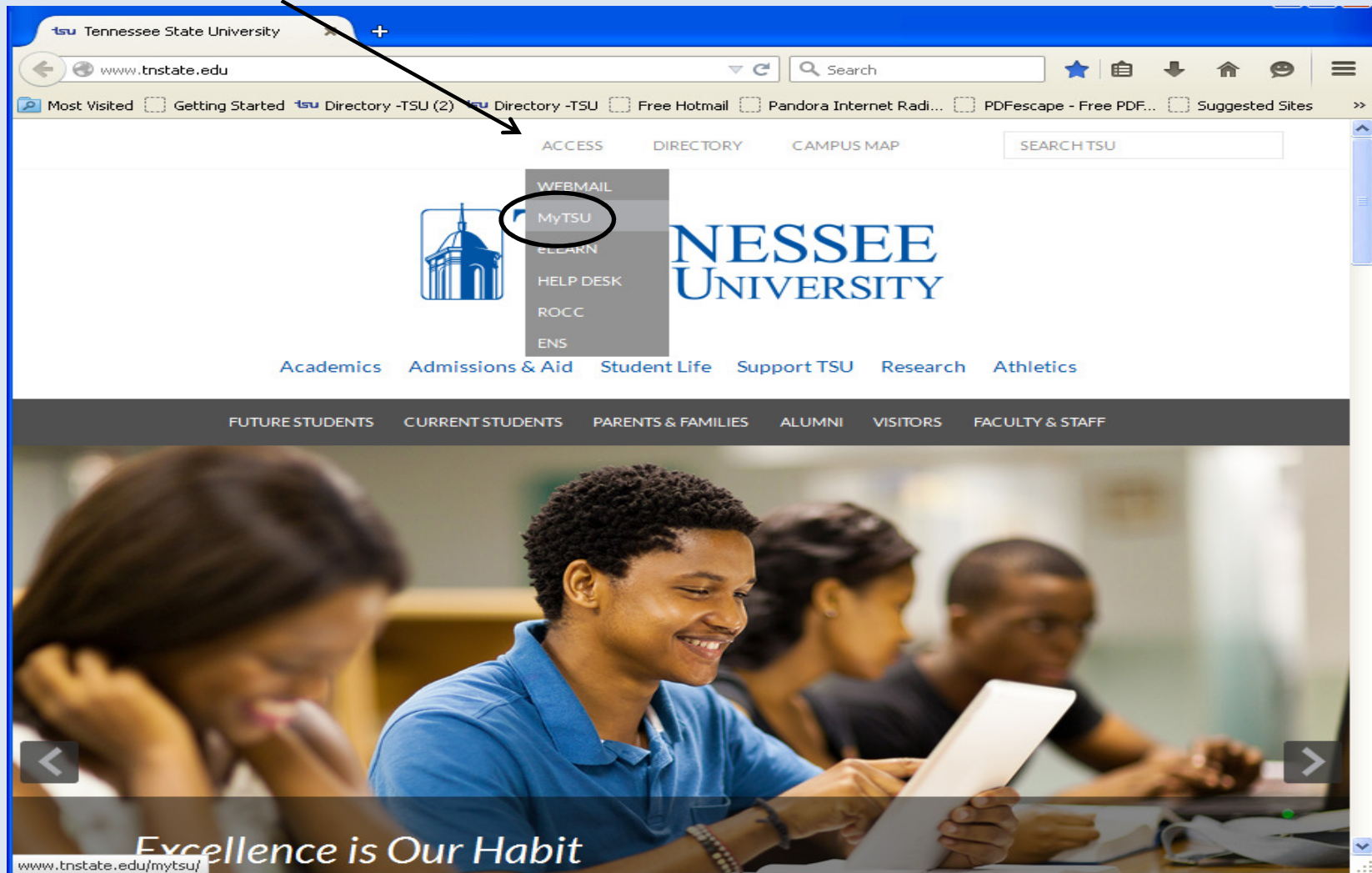


TENNESSEE
STATE UNIVERSITY

BUDGET OFFICE

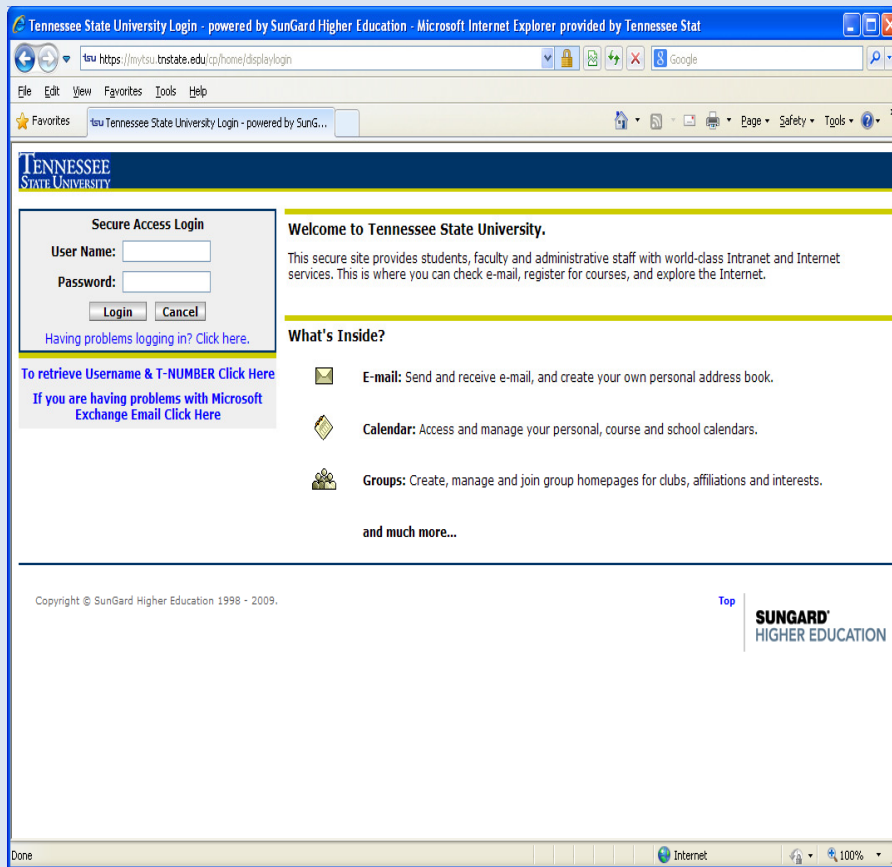
USING SELF SERVICE BANNER FINANCE

Getting to Self Service Banner

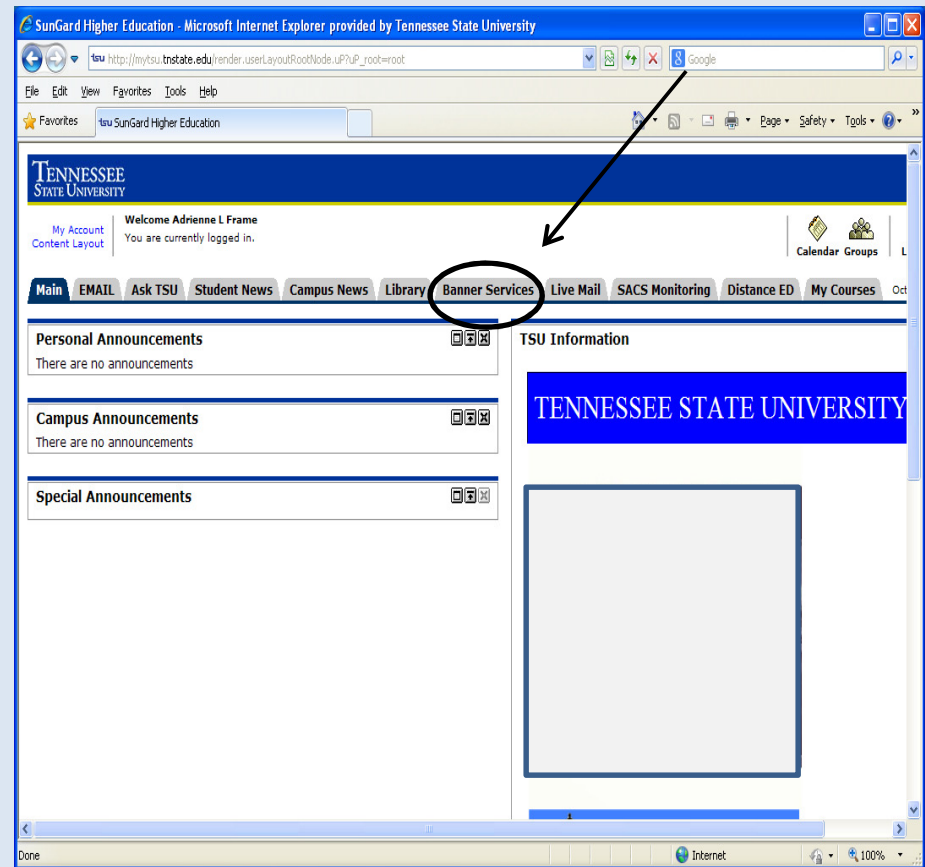


From TSU's homepage, click on *Access*, then **MyTSU**

Getting to Self Service Banner



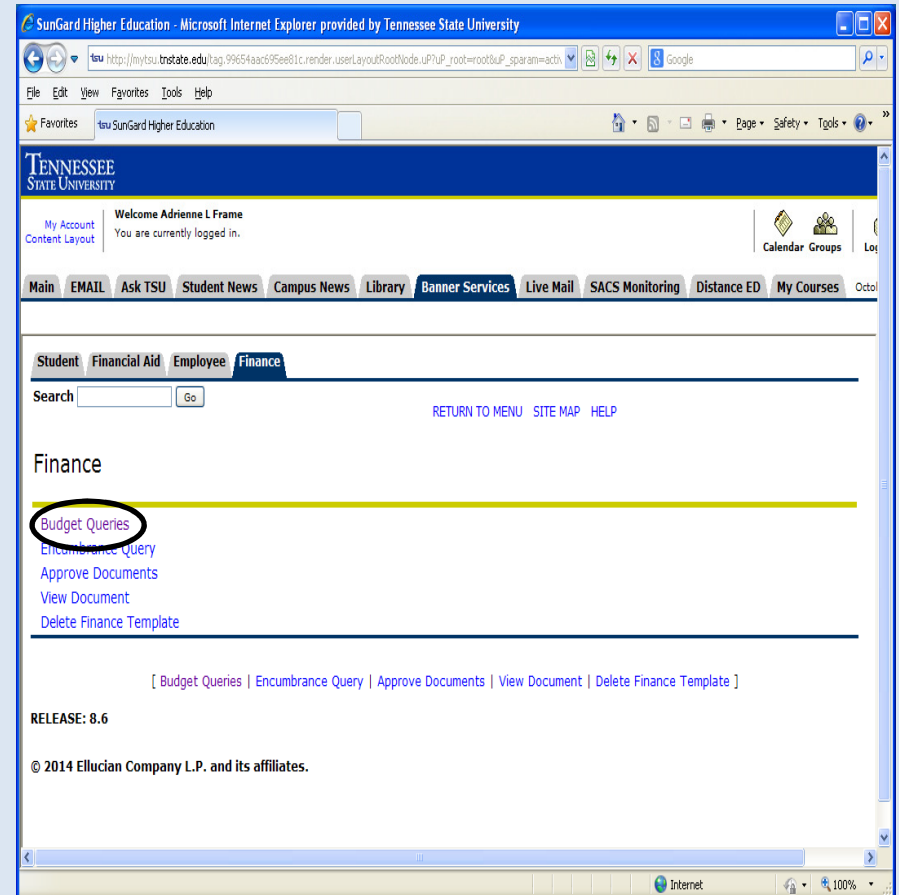
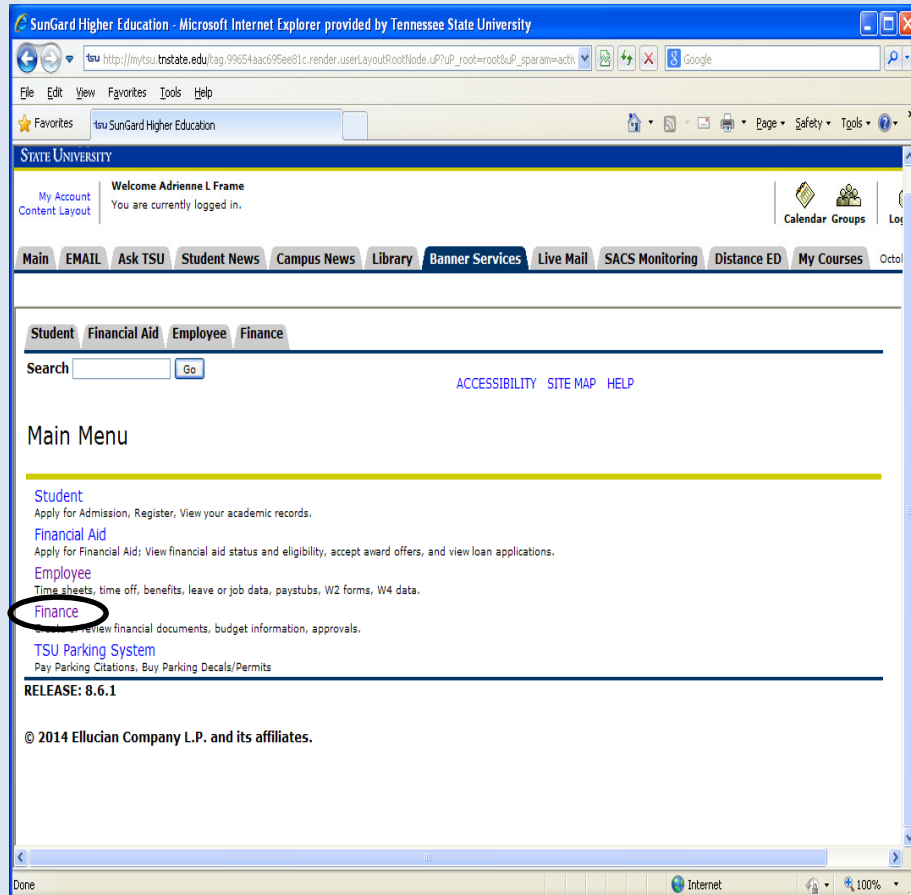
- After clicking MyTSU, this will be the next screen
- Login here with assigned User Name and Password



- 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**

The screenshot displays the SunGard Higher Education self-service Banner Finance interface. The browser title is "SunGard Higher Education - Microsoft Internet Explorer provided by Tennessee State University". The URL is "http://mytsu.tnstate.edu/tag.99654aac695ee81c.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=acti". The page features a navigation menu with "Banner Services" highlighted. Below the navigation menu, there are tabs for "Student", "Financial Aid", "Employee", and "Finance". The "Finance" tab is active, and the "Budget Queries" section is displayed. A search bar is present, and a "Go" button is next to it. The "Budget Queries" section contains a yellow horizontal line and a message: "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." Below this message, there are two sections: "Create a New Query" and "Retrieve Existing Query". In the "Create a New Query" section, the "Type" dropdown menu is open, showing four options: "Budget Status by Account", "Budget Status by Account", "Budget Status by Organizational Hierarchy", and "Budget Quick Query". An arrow points to the first "Budget Status by Account" option. In the "Retrieve Existing Query" section, the "Saved Query" dropdown menu is set to "None", and there is a "Retrieve Query" button. At the bottom of the page, there is a footer with links: "[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

The screenshot shows a web browser window displaying the SunGard Higher Education self-service Banner Finance interface. The browser address bar shows the URL: http://mytsu.tnstate.edu/tag.fcfd55d9b14ba35c.render.userLayoutRootNode.uP?uP_root=rc. The page header includes the Tennessee State University logo and a welcome message for Adrienne L. Frame. The navigation menu includes links for Main, EMAIL, Ask TSU, Student News, Campus News, Library, Banner Services, Live Mail, SACS Monitoring, and Distance ED. The Finance section is active, showing a search bar and a "Go" button. Below the search bar, there are tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Finance tab is selected, and the "Budget Queries" section is displayed. A yellow horizontal line separates the "Budget Queries" section from the "Select the Operating Ledger Data columns to display on the report." section. The columns to be displayed are listed in a table with checkboxes:

<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

Below the table, there is a "Save Query as:" field, a "Shared" checkbox, and a "Continue" button. At the bottom of the page, there are links for Budget Queries, Encumbrance Query, Approve Documents, View Document, and 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 (**F**und, **O**rg, **A**ccount, **P**rogram)
- **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

The screenshot shows the Banner Services web application interface. The page title is "SunGard Higher Education - microsoft internet explorer provided by Tennessee State University". The URL in the address bar is "http://mytsu.tnstate.edu/tag_99654aac695ee81c.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activ". The page header includes the Tennessee State University logo and a welcome message for Adrienne L Frame. The navigation menu includes links for Main, EMAIL, Ask TSU, Student News, Campus News, Library, Banner Services (highlighted), Live Mail, SACS Monitoring, Distance ED, and My Courses. The main content area contains a query form with the following fields:

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		

Below the form, there are checkboxes for "Include Revenue Accounts" (unchecked) and "Shared" (unchecked). A "Save Query as:" field and a "Submit Query" button are also present. An arrow points from the "73%" in the Account field to the text "Example: To see all transaction history in Travel account, enter 73%". Another arrow points from the "Include Revenue Accounts" checkbox to the text "Do NOT Check this box".

Sungard Higher Education - microsoft internet explorer provided by Tennessee State University

http://mytsu.tnstate.edu/tag.cfd55d9b14ba35c.render.userLayoutRootNode.uP?uP_root=rc

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TSU Job Listings TSU SunGard Higher Education

Tennessee State University

Welcome Adrienne L Frame
You are currently logged in.

Calendar

Main EMAIL Ask TSU Student News Campus News Library Banner Services Live Mail SACS Monitoring Distance ED My

Chart of Accounts	S Tennessee State University	Commitment Type	Uncommitted	No pending documents exist
Fund	110001 Undesignated E and G	Program	450 Institutional Support	
Organization		Activity	All	
Account	73%	Location	All	

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

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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July 10, 2016

Personal Information | Student | Financial Aid | Employee | **Finance** | Proxy Access

Search Go MENU SITE MAP HELP

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

SunGard Higher Education - Internet Explorer

http://mytsu.tnstate.edu/tag.4dac7aa

Tennessee State University SunGard Higher Education

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Main EMAIL Ask TSU TSU Student News TSU Campus News TSU Library Banner Services SACS Monitoring Distance ED My Courses July 8, 2016

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

SunGard Higher Education - Internet Explorer

http://mytsu.tnstate.edu/tag.4dac7aa

Tennessee State University SunGard Higher Education

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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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Search

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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:

Shared

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

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July 10, 2016

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	Type:	Regular	
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					

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

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July 10, 2016

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

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Personal Information Student Financial Aid Employee **Finance** Proxy Access

Search Go MENU SITE MAP HELP

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	Uncommitted
Document Code:	I0192302	Description:	Kelly Services Inc
Transaction Date:	30-Jun-2016		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
S	110001	21000	74490	450			(330.53)	INEI
S	110001	21000	74490	450			(385.61)	INEI

Save Query as:

Shared

Another Query

Internet | Protected Mode: On 125%

If you select an invoice number (document codes beginning with "I") instead of a purchase order, you will obtain invoice information

	Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
Quantity	1	1	1	1				
Unit Price	14793	385.61	385.61	385.61				
Amount	14,793.00	385.61	385.61	385.61	0.00	0.00	0.00	385.61

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net	
1	S	16		110001	21000	74490	450				
		30	N	N		385.61	0.00	0.00	0.00	385.61	
Total of displayed sequences:											385.61
Total for Vendor Invoice 24399433											385.61

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
May 16, 2016	Purchase Order	P0094858	Approved
Jul 05, 2016	Check Disbursement	!0154402	

Clicking on the hyperlinked invoice document code, provides additional information such as vendor invoice number, associated PO#, check number, and check date for the invoice

If you want to review all purchase orders created for your account, you can create an encumbrance query

The screenshot shows a web browser window displaying the Tennessee State University Banner Services portal. The browser's address bar shows the URL <http://www.tnstate.edu/bannerservices/>. The page header includes the Tennessee State University logo and a welcome message for Adrienne L. Frame. A navigation menu at the top lists various services, with 'Banner Services' selected. Below this, a sub-menu for 'Finance' is active, listing several options: 'Budget Queries', 'Encumbrance Query', 'Approve Documents', 'View Document', and 'Delete Finance Template'. A yellow arrow points to the 'Encumbrance Query' link. The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 125%.

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Personal Information Student Financial Aid Employee **Finance** Proxy Access

Search Go

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Finance

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Approve Documents](#)
- [View Document](#)
- [Delete Finance Template](#)

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Encumbrance status: "All" will show you both open and closed POs

Commitment Type: **Committed** will show POs that rolled from prior fiscal year

Uncommitted will only show current year POs

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TENNESSEE STATE UNIVERSITY

My Account Content Layout

Welcome Adrienne L Frame
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Main EMAIL Ask TSU TSU Student News TSU Campus News TSU Library **Banner Services** SACS Monitoring Distance ED

Existing Query None

Retrieve Query

Fiscal year 2016 Fiscal period 14

Encumbrance Status All

Commitment Type

- All
- Committed
- Uncommitted

Chart of Accounts S Index

Fund 110001 Activity

Organization 21000 Location

Grant Fund Type

Account 74% Account Type

Program 450

Save Query as:

Shared

Internet | Protected Mode: On 125%

Title

- Original Commitments
- Encumbrance Adjustments
- Encumbrance Liquidations
- Year to Date
- Current Commitments
- % Used
- Cmt Type

Explanation

- How PO was initially set up
- PO Change Orders
- Amount which PO was decreased
- How much was paid against the PO
- Amount remaining to be paid off
- Amount remaining on PO as a %
- Uncommitted-Current Year
- Committed-From Prior Year

TENNESSEE STATE UNIVERSITY

My Account | Content Layout | Welcome Adrienne L Frame | You are currently logged in.

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Main | EMAIL | Ask TSU | TSU Student News | TSU Campus News | TSU Library | **Banner Services** | SACS Monitoring | Distance ED | My Courses | August 17, 2016

Organization Encumbrance Status Report

All Encumbrance Summary by Document, Account Distribution

Period Ending Jun 30, 2016

Chart of Accounts	S Tennessee State University	Commitment Type	All
Fund Code	110001 Undesignated E and G	Program Code	450 Institutional Support
Orgn Code	21000 Financial Services	Activity Code	All
Account Code	74%	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
74120	P0090944	Print Authority Corp	60.97	0.00	(60.97)	60.97	0.00	100.00	Uncommitted
74390	P0096630	Lowe's Home Centers Inc	335.00	0.00	0.00	0.00	335.00	0.00	Committed
74430	P0096431	GovConnection Inc	51.39	0.00	0.00	0.00	51.39	0.00	Committed
74490	P0086782	Kelly Services Inc	544.23	0.00	0.00	0.00	544.23	0.00	Committed