

USING SELF SERVICE BANNER FINANCE

Getting to Self Service Banner



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

Getting to Self Service Banner

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• After clicking MyTSU, the next screen will ask for your log-in information

•After logging in, select **Banner Services** under Staff Applications

Using Self Service Banner Finance

Select the Finance option from the Main Menu

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Main Menu	Budget Queries
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TSU Parking System	
Pay Parking Citations, Buy Parking Decals/Permits	
RELEASE: 8.8.1 © 2018 Ellucian Company L.P. and its affiliates.	

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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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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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 (<u>F</u>und, <u>O</u>rg, <u>A</u>ccount, <u>P</u>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 <u>not</u> be checked

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To perform a compa	rison query select	a Comparison Fis	cal Year a	nd Period in	addition to the re	quired Fiscal Year a	nd Period Wit	h this selection	all
details retrieved will	be placed next to	the corresponding	ng compari	son fiscal p	eriod.	quirea riscar rear a	na renoa. wia		,
Fiscal year:	2015 14	Fiscal period:		14					
Comparison Fiscal ye	ar: None V	Comparison Fis	cal period	None V					
Commitment Type:	Uncommitted								
Chart of Accounts	S	Index							
Fund	110001	Activity							
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Fund	1	10001	Undesignated E	Program	450 Institutional					
Organiza	ation	nu G		Activity	All					
Account	t 7	3%		Location	All					
Query R	esults									
Account	Account Title	t	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 Bu Pool	udget	4,770.00	1,000.00	5,770.00	0.00	0.00	5,770.00		
73100	Individua Instate T	al Travel	0.00	0.00	0.00	921.62	428.38	(1,350.00)		
73200	3200 Individual Out 0.00 Of State Or		0.00	0.00	2,259.50	1,621.82	(3,881.32)			
Report T records)	otal (of a	I	4,770.00	1,000.00	5,770.00	3,181.12	2,050.20	538.68		
Downloa	ad All Ledg	ger Co	lumns Downloa	d Selected Ledge	r Columns			"\		
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If the account has had any activity, the output from the query should appear this way.

Available Balance

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

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

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TENNESSEE State University	
My Account Content Layout You are currently logged in.	Calendar Groups Logout Help
Main EMAIL Ask TSU TSU Student News TSU Campus News TSU Library Banner Services SACS Monitoring Distance ED My Courses	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							

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	36,233.0	49,963.00	0.00	0.00	49,963.00
74120	Printing Of Supplies Outside Instit	0.00	0.0	0.00	60.97	0.00	(60.97)
74130	Duplicating And Copy By	0.00	0.0	0.00	101.68	0.00	(101.68)

View Pending Documents
View Pending documents exist

- 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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Document Code:	J0033462	Des	cription:	То со	ver Schola	rship Awar	ď				
Transaction Date:	23-May-20	016									
Accounting Info	rmation										
Chart of Accoun	tsFund	Organizatio	on Account	Program	Activity L	ocation A	mount	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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uery R	esults Account Title	EV16/DD14	EV16/DD14	EV16 / DD14	EV16/DD14		EV16/DD14
count	Account ritle	Adopted Budget	Budget Adjustment	Adjusted Budget	Year to Date	Encumbrances	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	0.00	0.00	0.00	60.97	0.00	(60.97)
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/4130	Instit Duplicating And Copy By Institution	0.00	0.00	0.00	101.68	0.00	(101.68)
74130 74210	Instit Duplicating And Copy By Institution Telephone Local Charges	0.00	0.00	0.00	101.68 5,415.72	0.00	(101.68)
74130 74210 74390	Instit Duplicating And Copy By Institution Telephone Local Charges Other Maintenance And Repairs	0.00	0.00	0.00	101.68 5,415.72 125.00	0.00	(101.68) (5,415.72) (460.00)
74130 74210 74390 74430	Instit Duplicating And Copy By Institution Telephone Local Charges Other Maintenance And Repairs Software Maintenance	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	101.68 5,415.72 125.00 0.00	0.00 0.00 335.00 51.39	(101.68) (5,415.72) (460.00) (51.39)
74130 74210 74390 74430 74490	Supplies Outside Instit Duplicating And Copy By Institution Telephone Local Charges Other Maintenance And Repairs Software Maintenance Other Professional And Admin Srvs	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	101.68 5,415.72 125.00 0.00 4,974.83	0.00 0.00 335.00 51.39 19,016.20	(101.68) (5,415.72) (460.00) (51.39) (23,991.03)
24130 24210 24390 24430 24490 24510	Supplies Outside Instit Duplicating And Copy By Institution Telephone Local Charges Other Maintenance And Repairs Software Maintenance Other Professional And Admin Srvs Office Supplies	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	101.68 5,415.72 125.00 0.00 4,974.83 5,607.84	0.00 0.00 335.00 51.39 19,016.20 88.97	(101.68) (5,415.72) (460.00) (51.39) (23,991.03) (5,696.81)
74130 74210 74390 74430 74430 74490 74510 74530	Supplies Outside Instit Duplicating And Copy By Institution Telephone Local Charges Other Maintenance And Repairs Software Maintenance Other Professional And Admin Srvs Office Supplies Operational Supplies	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	101.68 5,415.72 125.00 0.00 4,974.83 5,607.84 1,378.84	0.00 0.00 335.00 51.39 19,016.20 88.97 238.72	(101.68) (5,415.72) (460.00) (51.39) (23,991.03) (5,696.81) (1,617.56)

- 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 Accoun	ts: S Tennessee State University		Commitment Type:	Uncommitted		
Fund:	110001 Undesignated E and C	3	Program:	450 Institutional S	upport	
Organization:			Activity:	All		
Account:	74490 Other Professional And	Admin Srvs	Location:	All		
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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 Click PO# Detail Transaction Beport Document Type: Purchase Order commitment Type: Uncommitted Document Code: P0090932 Description: Kelly Services Inc Transaction Date: 17-Dec-2015 End End End		
Accounting Information Chart of Accounts Fund Organization Account Program Activity Location Amount Rule Class Code S 110001 74490 450 2,884.80 PORD Save Query as:		v
The next screen, as shown below, will show the PO header inform	ation	

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Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Тах	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	Ν	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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Select Document														
	Detail I	ransaction R	eport											
Document Type: I	nvoice	Commitmer	nt Type:	Uncommitt	ed									
Document Code: I	0192302	Description	:	Kelly Servi	ces Inc									
Transaction Date: 3	0-Jun-20	16												
Accounting Infor	nation													
Chart of Accounts	Fund (Organization	Accoun	t Program	Activity	Location	Amount	Rule	Class Code					
S	110001	21000	74490	450			(330.53)	INEI						
S	110001	21000	74490	450			(385.61)	INEI						
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If you select an invoice number (document codes beginning with "I") instead of a purchase order, you will obtain invoice information

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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

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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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<u>Title</u> 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

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Orgn Co	de 210	000 Financial Servi	ces Activity C	Code All						
Account	Code 740	%	Location	Code All						
Query R	esults		1		1					
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	\sim