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, 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

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
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.

Selecting document J0033462 as an example, the detail of the accounts involved in the budget revision transaction are shown below.
- 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
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
The next screen, as shown below, will show the PO header information.
### Purchase Order Commodities

<table>
<thead>
<tr>
<th>Item/Commodity Description</th>
<th>U/M</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A-Temporary Clerical (Account Clerk) for service</td>
<td></td>
<td>1</td>
<td>2884.80</td>
<td>2884.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disc</th>
<th>Addl</th>
<th>Tax</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2884.80</td>
</tr>
</tbody>
</table>

### Purchase Order Accounting

<table>
<thead>
<tr>
<th>Seq</th>
<th>COA</th>
<th>FY</th>
<th>Index</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSFS</th>
<th>NSFVr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S</td>
<td>16</td>
<td>110001</td>
<td>21000</td>
<td>74490</td>
<td>450</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>2884.80</td>
<td></td>
</tr>
</tbody>
</table>

Total of displayed sequences: 2884.80

No Related Documents Available

Purchase order item detail and price / cost
If you select an invoice number (document codes beginning with “I”) instead of a purchase order, you will obtain invoice information.
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.
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.
## 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

## Organization Encumbrance Status Report

### All Encumbrance Summary by Document, Account Distribution

**Period Ending Jun 30, 2016**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund Code</th>
<th>Orgn Code</th>
<th>Account Code</th>
<th>Tennessee State University</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11U001</td>
<td>21000</td>
<td>74%</td>
<td>Desgnated E and G</td>
<td>Program Code</td>
<td>4SU Institutional Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Location Code</td>
<td>All</td>
</tr>
</tbody>
</table>

### Query Results

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

*Note: The screenshot shows a report with columns for Account Code, Document Code, Description, Original Commitments, Encumbrance Adjustments, Encumbrance Liquidations, Year to Date, Current Commitments, % Used, and Cmt Type.*