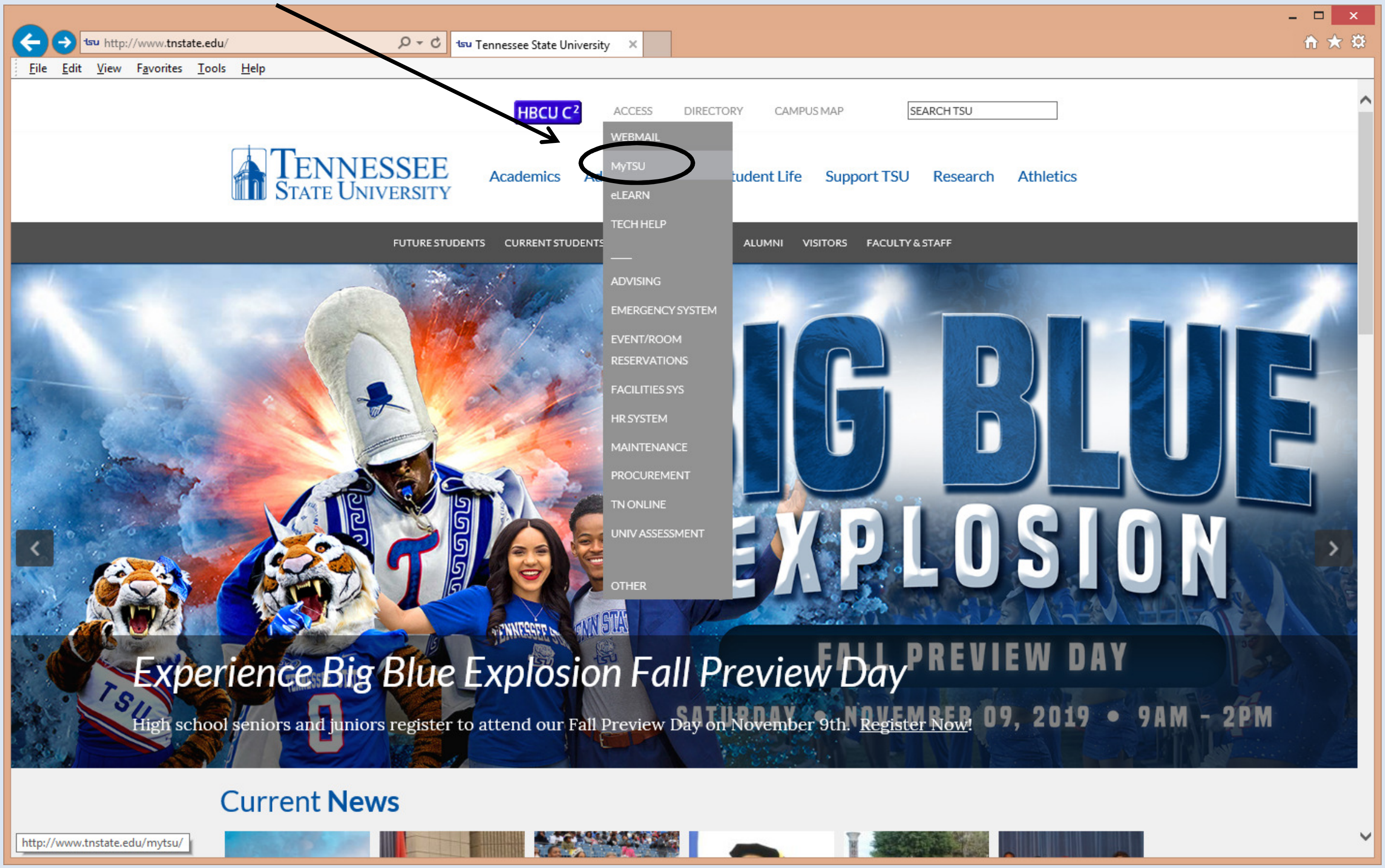
TENNESSEE STATE UNIVERSITY

BUDGET OFFICE

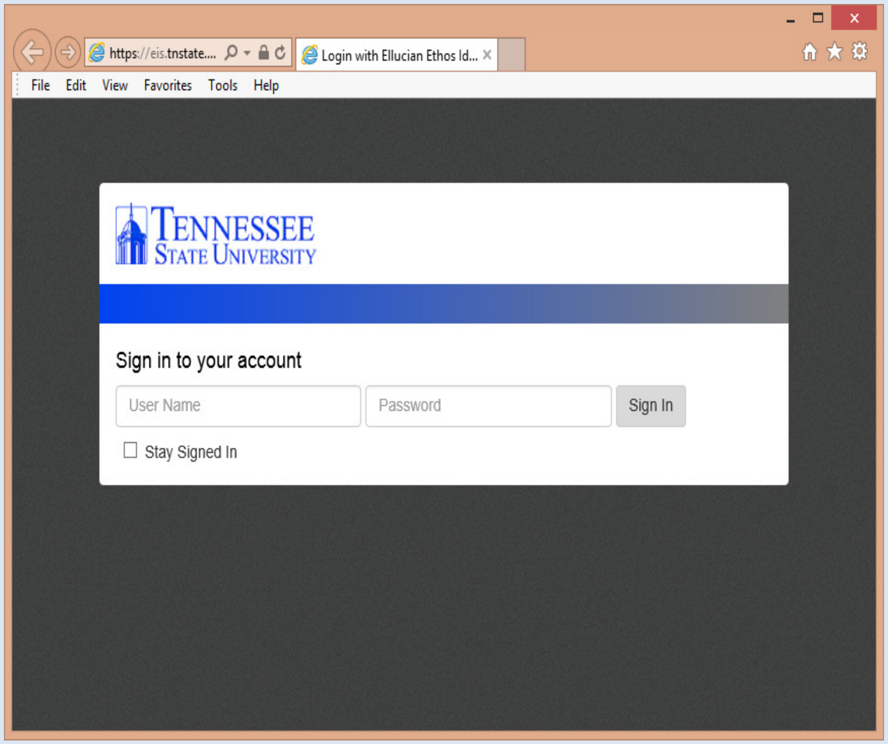
USING SELF SERVICE BANNER FINANCE

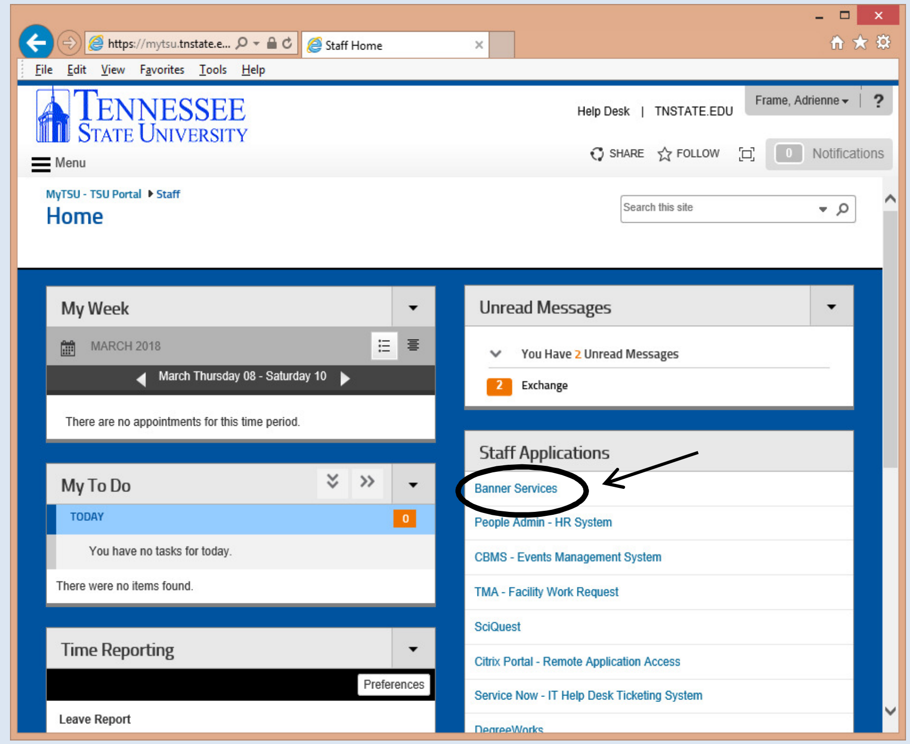
Getting to Self Service Banner



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

Getting to Self Service Banner



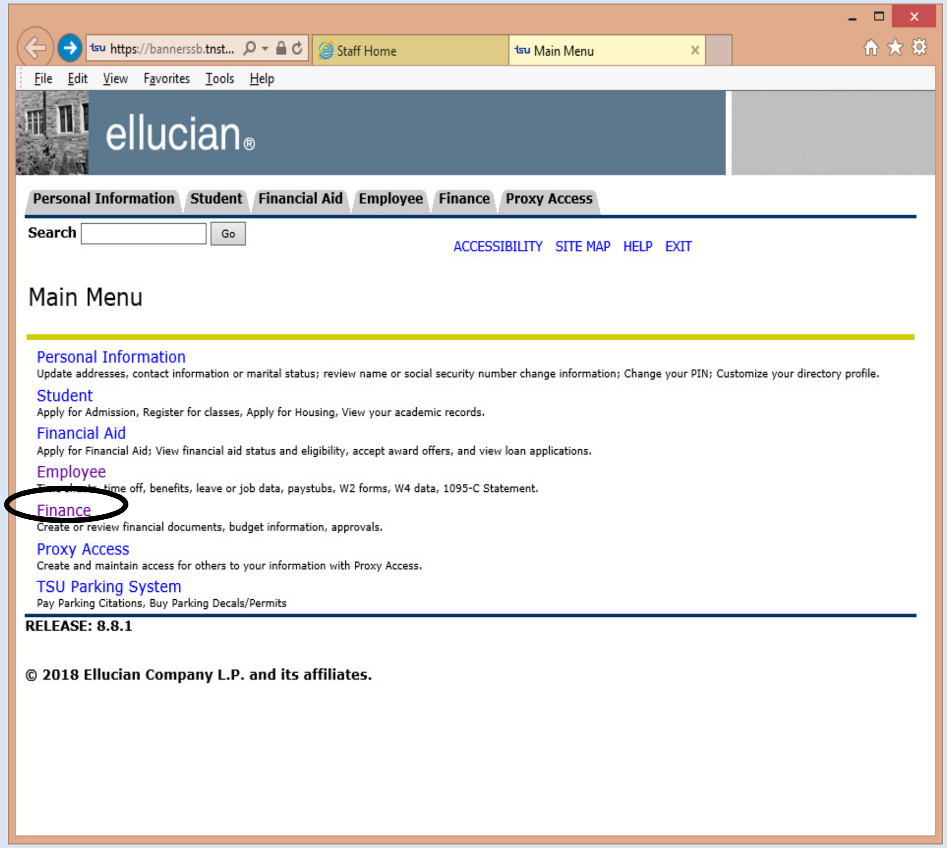


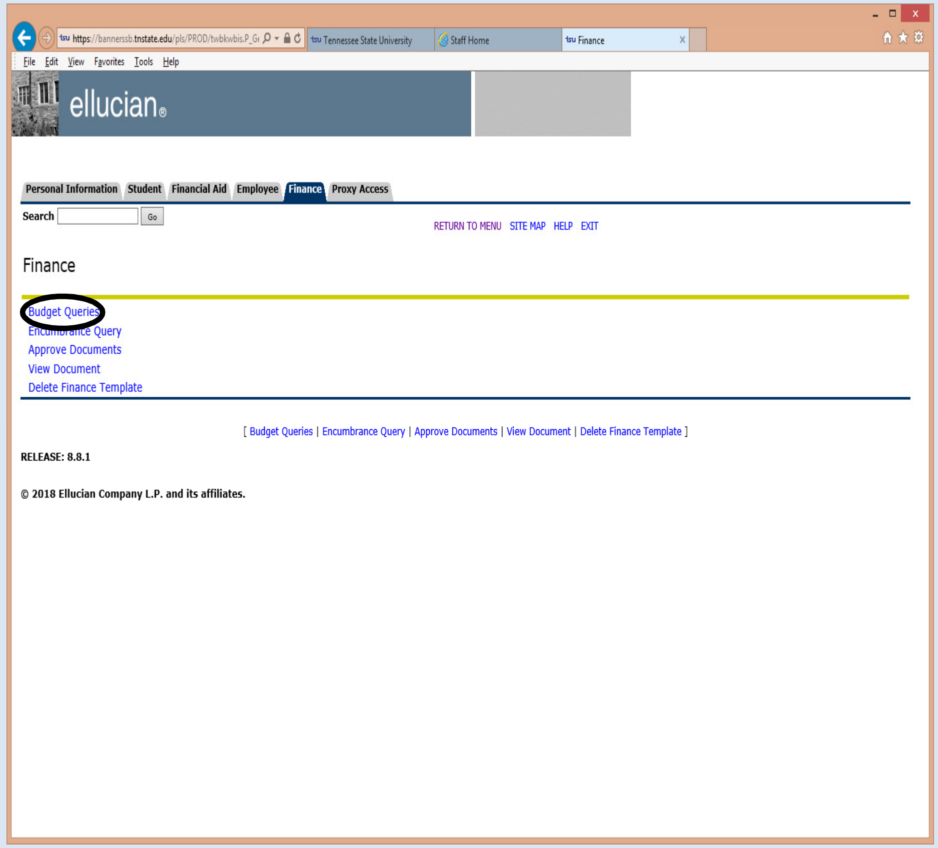
- After clicking MyTSU, the next screen will ask for your log-in information

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

Using Self Service Banner Finance

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



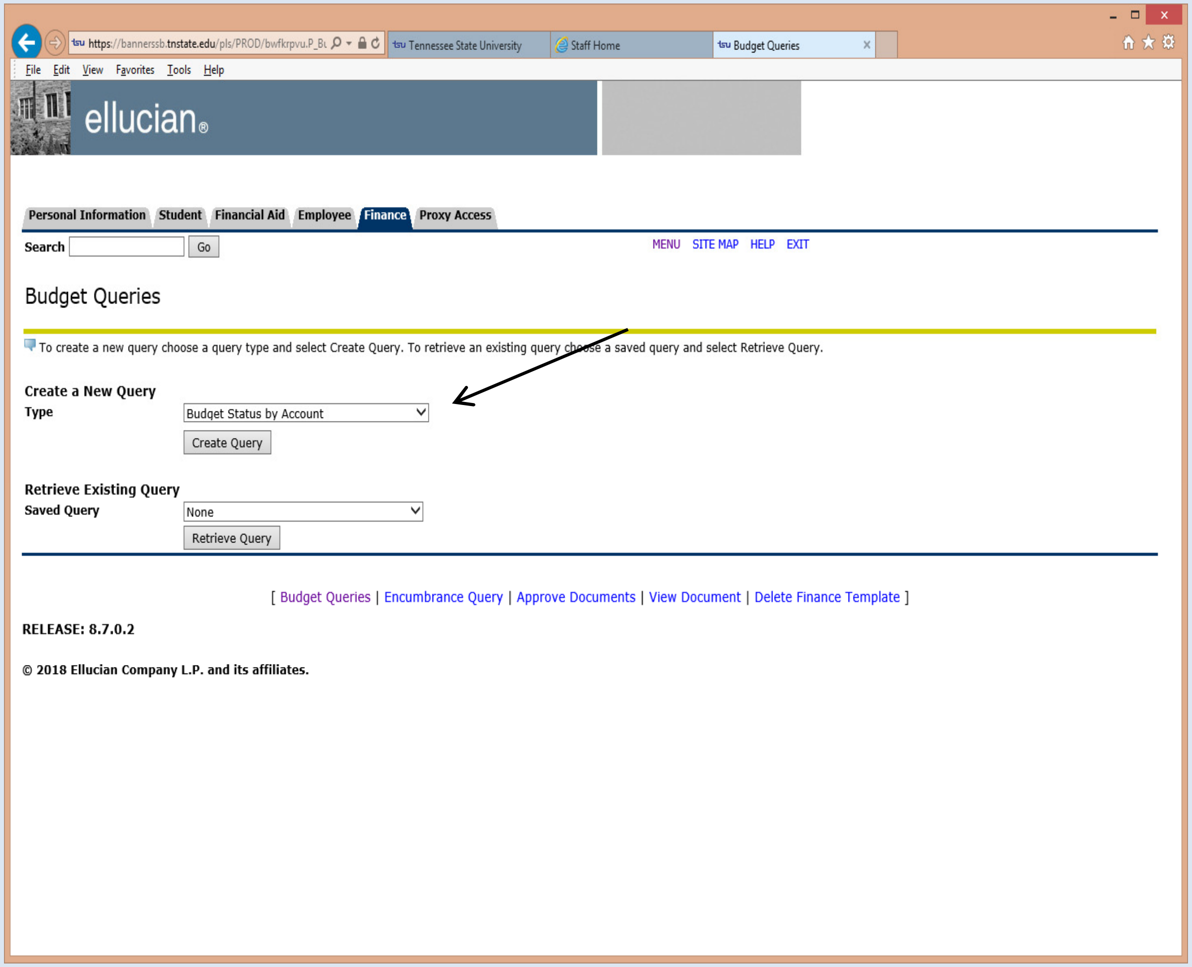


Then, select ***Budget Queries*** from the Finance Menu

Using Self Service Banner Finance

The next menu is **Budget Queries**

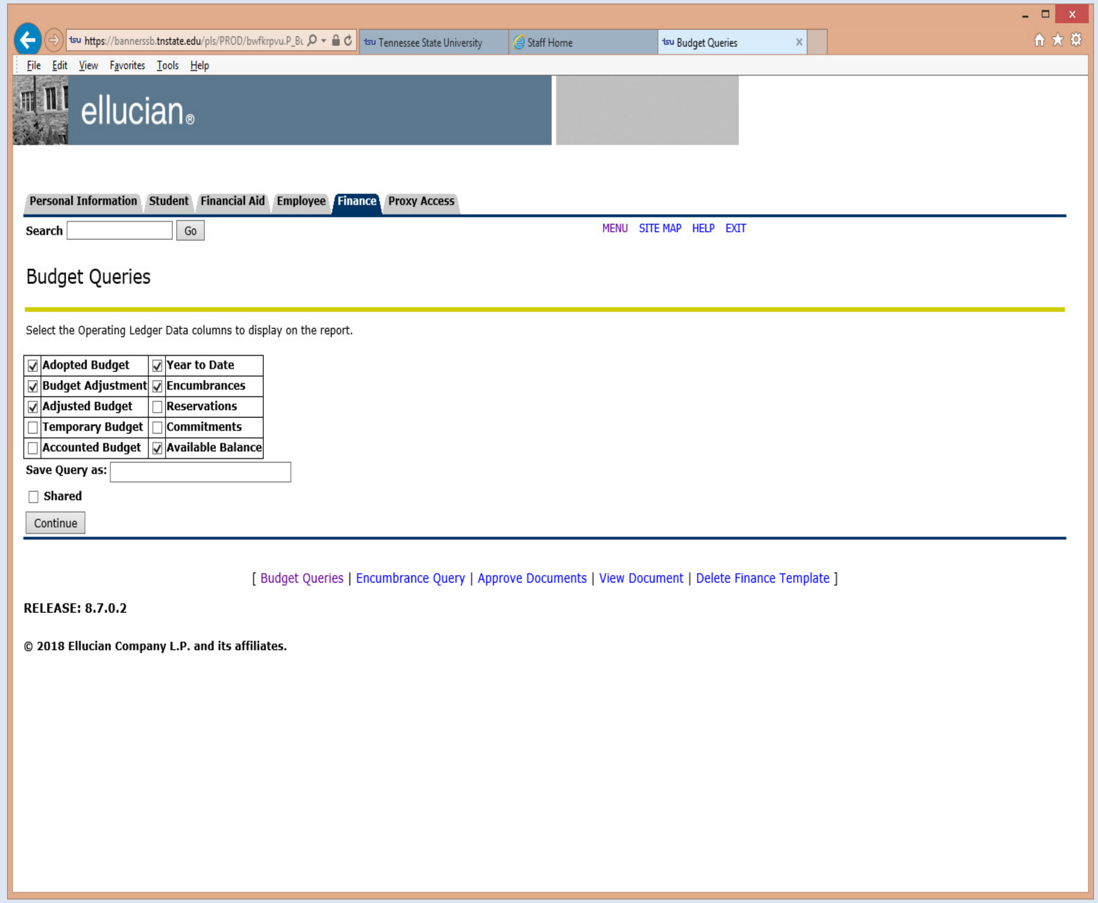
- Click the drop-down box
- Select ***Budget Status by Account***
- Click ***Create Query***



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***

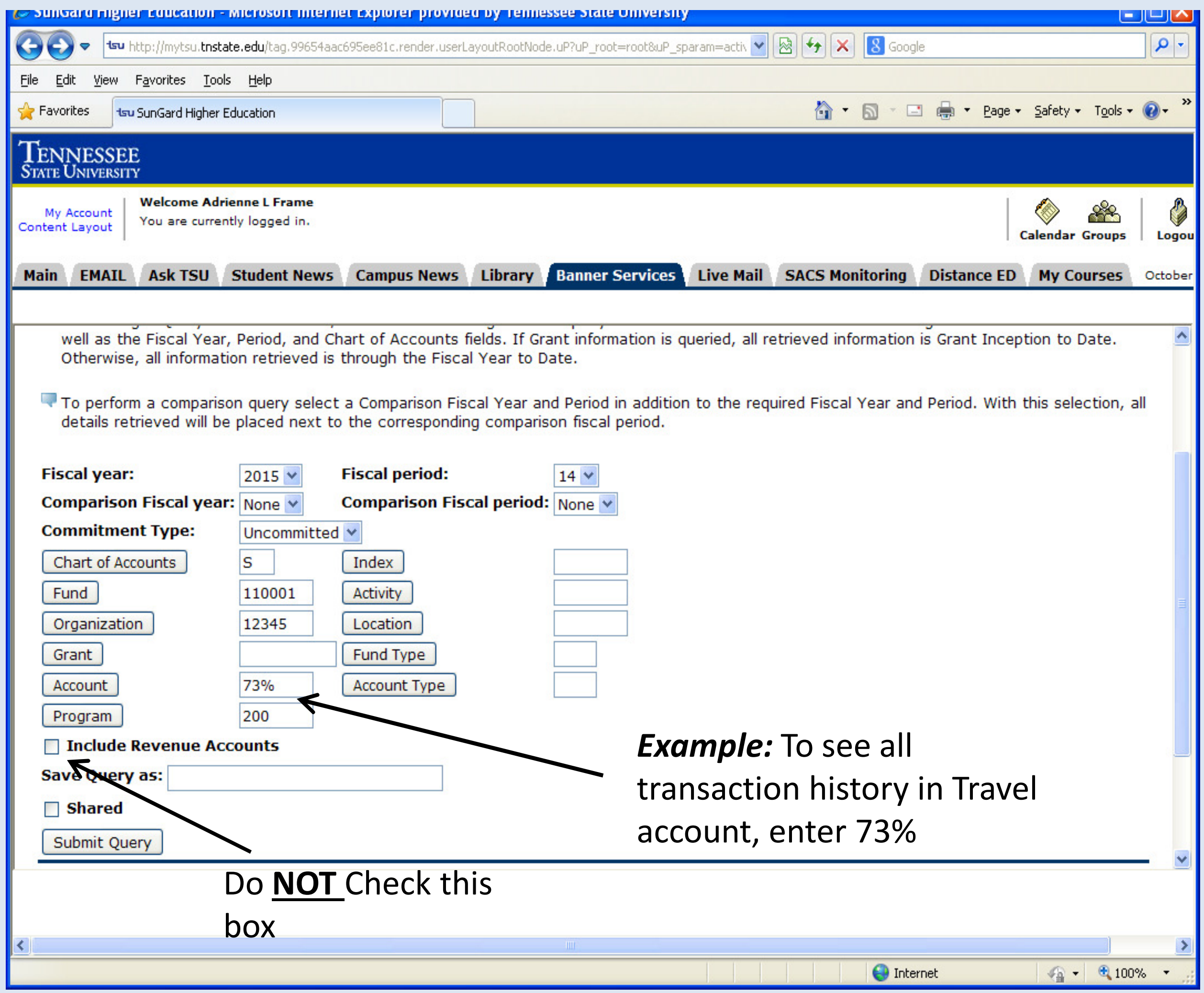
- Enter FOAP (<u>**F**</u>und, <u>**O**</u>rg, <u>**A**</u>ccount, <u>**P**</u>rogram)

- ***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



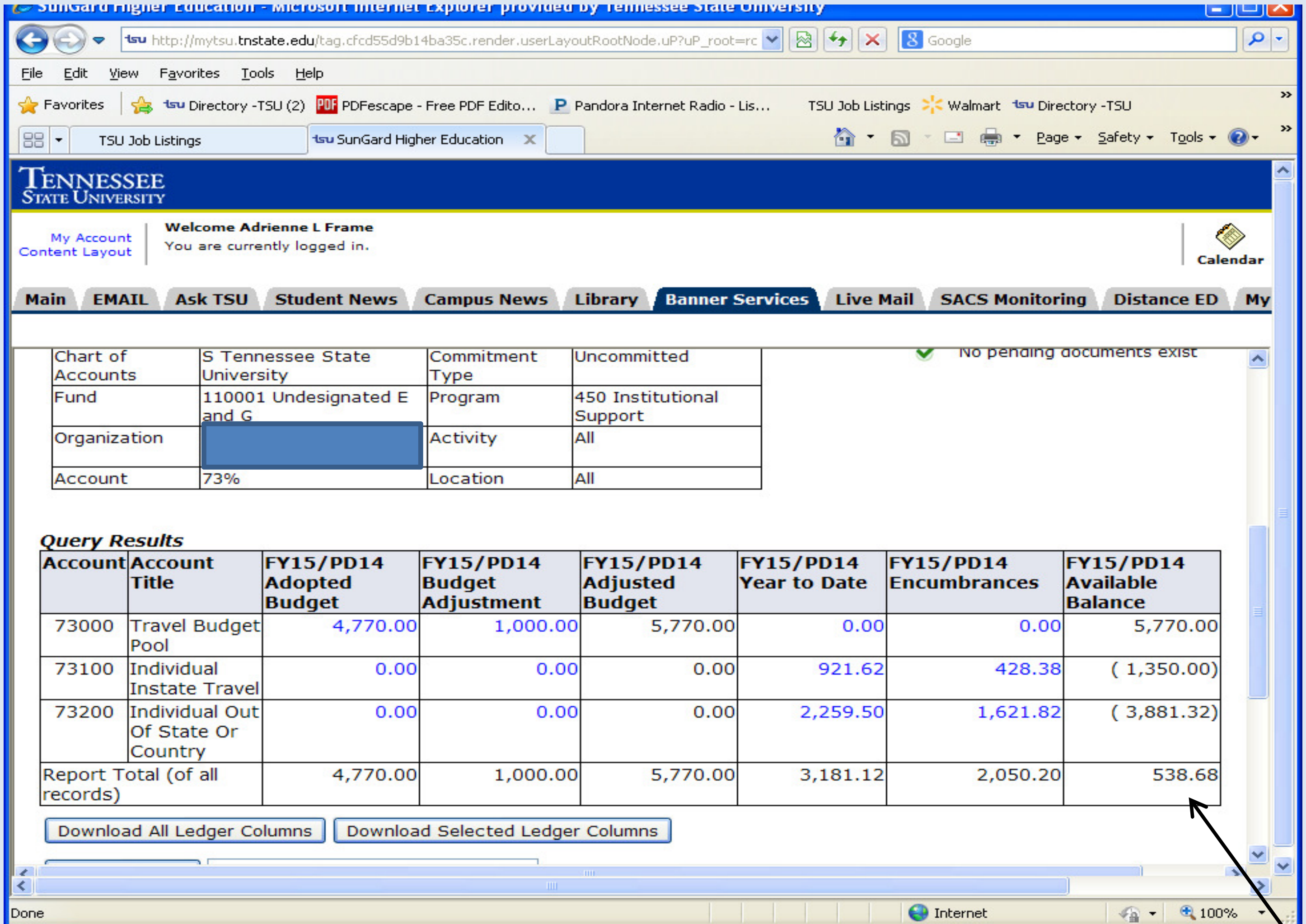


Chart of Accounts	S Tennessee State University	Commitment Type	Uncommitted
Fund	110001 Undesignated E and G	Program	450 Institutional Support
Organization		Activity	All
Account	73%	Location	All

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

Available Balance

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 http://mytsu.tnstate.edu/tag.4dac7aa1ade919ba.rende | Tennessee State University | SunGard Higher Education

TENNESSEE STATE UNIVERSITY

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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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July 10, 2016

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

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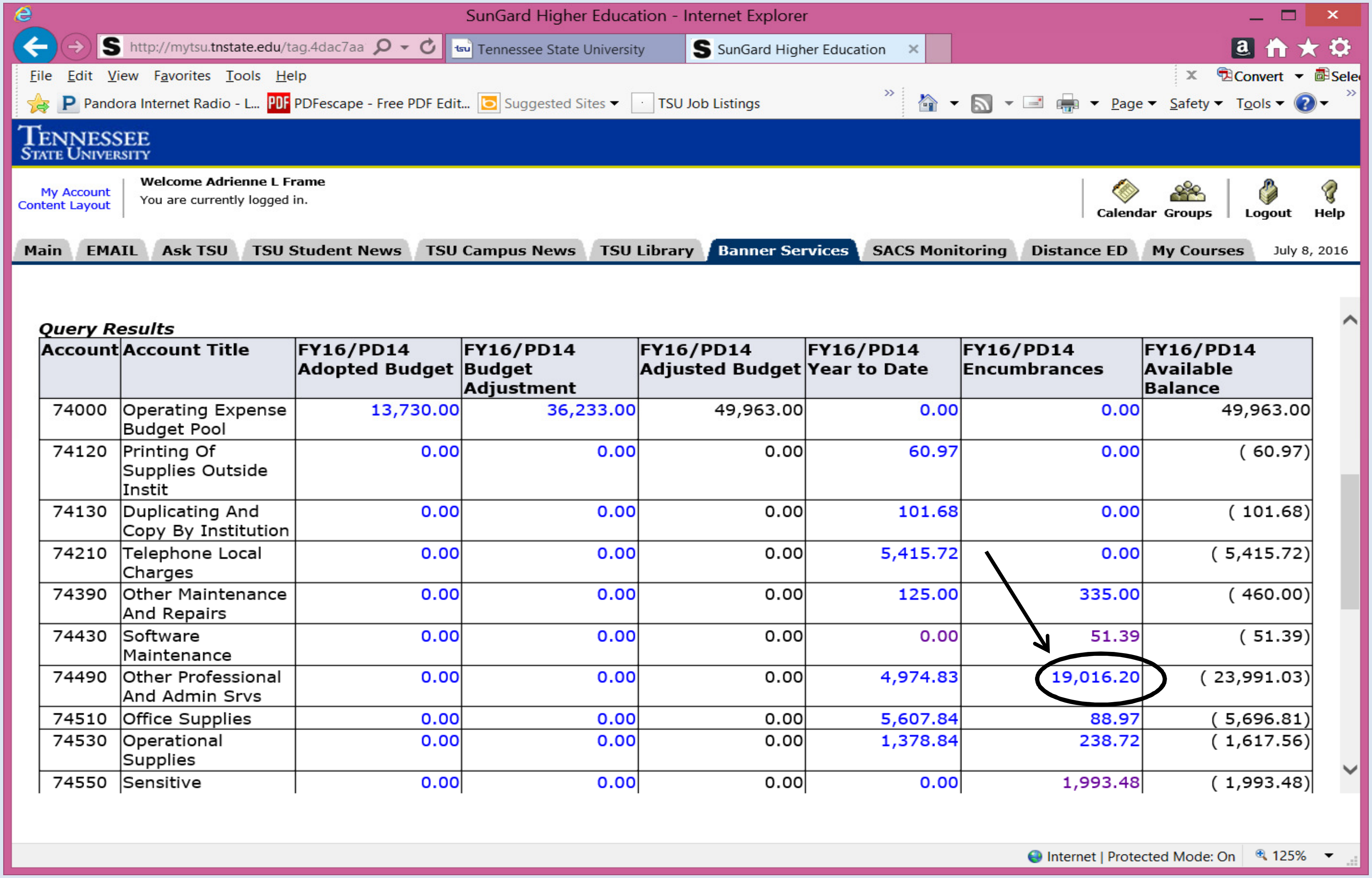
Select Document

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



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)

- 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

Tennessee State University

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July 8, 2016

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

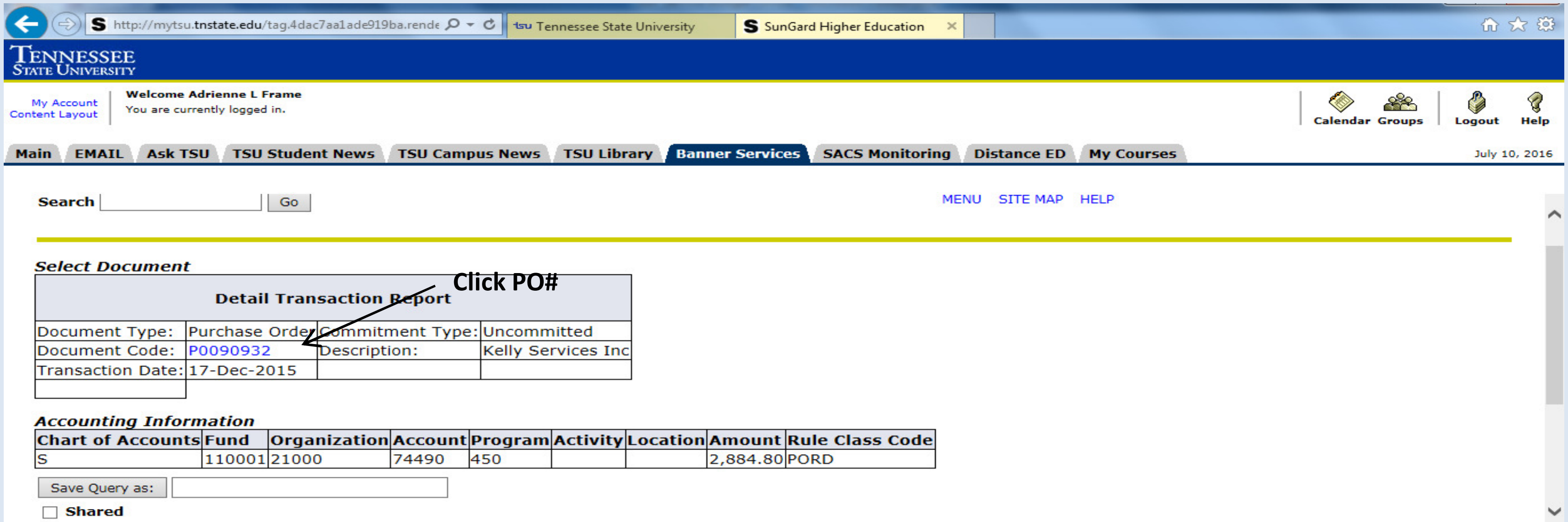
Document List

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, 2015	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

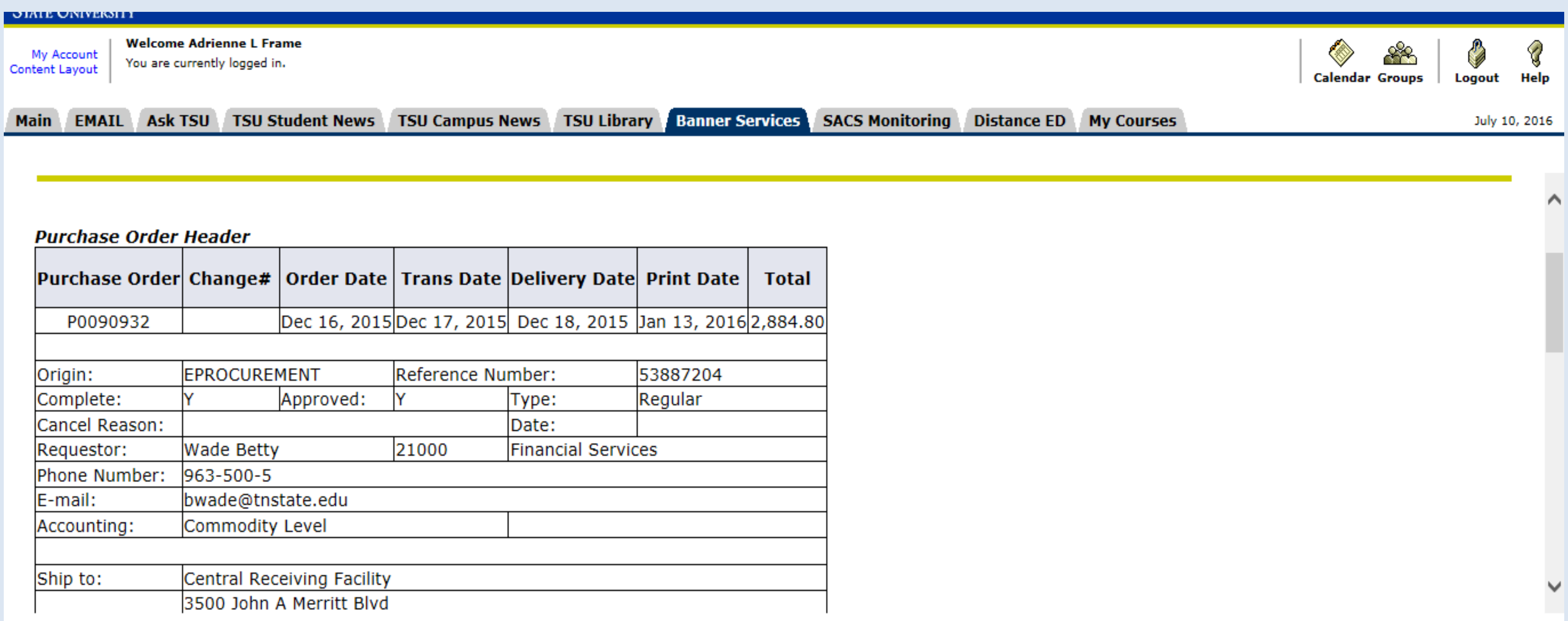
This shows the transaction history of the encumbrances / purchase orders

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

PO# P0090932 will be used as an example



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



http://mytsu.tnstate.edu/tag.4dac7aa1ade919ba.rende | Tennessee State University | SunGard Higher Education

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July 10, 2016

Purchase Order Commodities

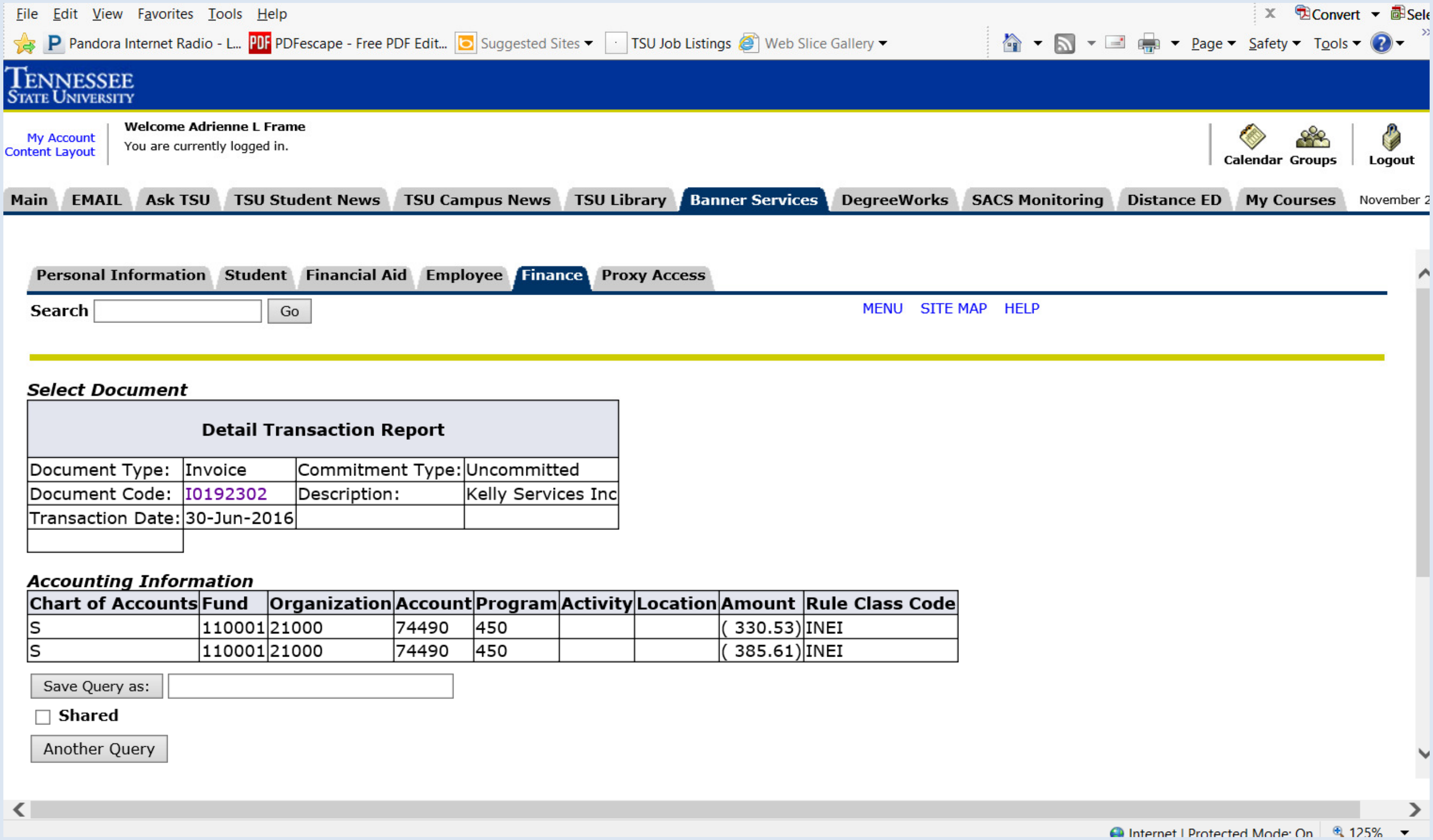
Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		N/A-Temporary Clerical (Account Clerk) for service	EA	1	2884.8	2,884.80	
				0.00	0.00	0.00	2,884.80

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



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

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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		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

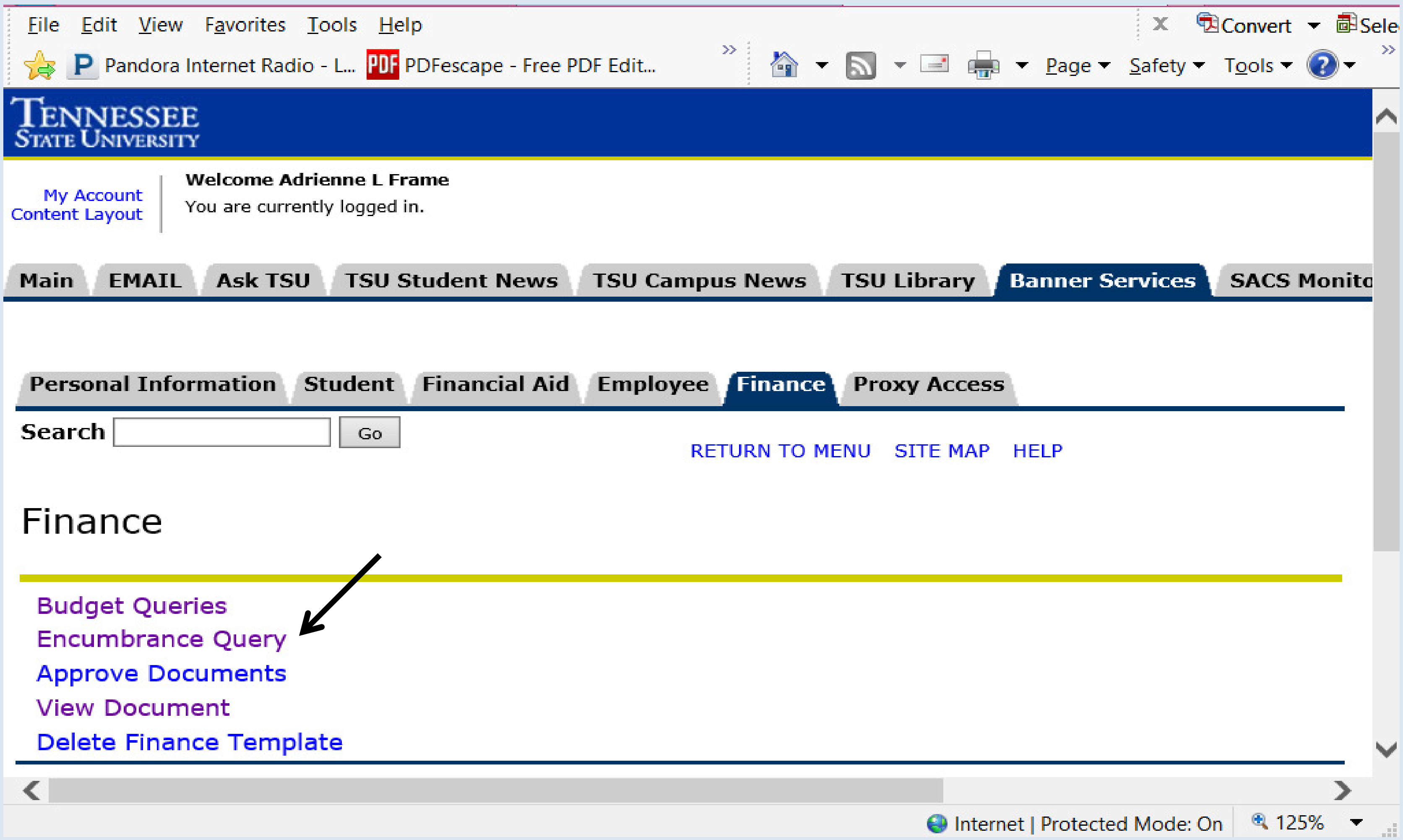
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	S	16		110001	21000	74490	450			
		30	N	N		385.61	0.00	0.00	0.00	385.61
Total of displayed sequences:										385.61
Total for Vendor Invoice	24399433	385.61								

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

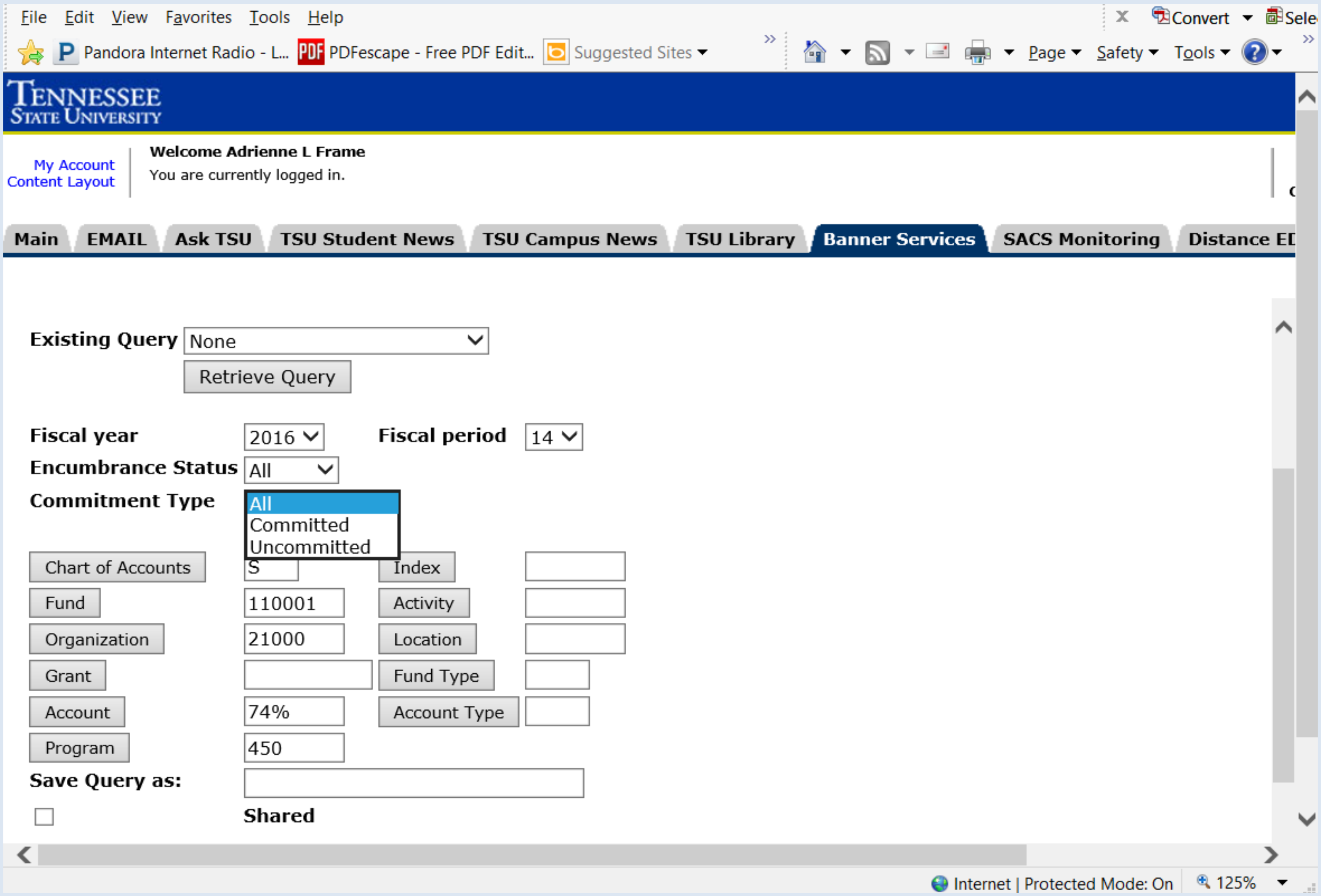
If you want to review all purchase orders created for your account, you can create an encumbrance query



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	**Explanation**
Original Commitments	How PO was initially set up
Encumbrance Adjustments	PO Change Orders
Encumbrance Liquidations	Amount which PO was decreased
Year to Date	How much was paid against the PO
Current Commitments	Amount remaining to be paid off
% Used	Amount remaining on PO as a %
Cmt Type	Uncommitted-Current Year Committed-From Prior Year

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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