

**Banner Self Service Finance**



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## Logging into MyTTU Web Portal

The screenshot shows the TTU homepage with a purple header containing the logo and 'More Than Tech' slogan. A navigation bar below the header lists categories: ABOUT TTU, ACADEMICS, CAMPUS LIFE, ADMISSIONS, ATHLETICS, and GIVING TO TTU. On the left, a vertical menu highlights 'Faculty & Staff' in a red box, with other options like 'Future Students', 'Current Students', 'Alumni & Friends', and 'Parents'. The main content area features a Google search bar, a 'Campus Announcements' section with several news items, and an 'Information' section with a 'S.O.A.R. 2008' logo and a 'TTUalert sign-up now' button. A footer contains links for 'Search and Directories', 'Library and Media Center', 'University Calendars', 'Ask TTU', 'News and Events', and 'TTUAlert'.

The screenshot shows the 'FACULTY & STAFF' page of the MyTTU web portal. The header is identical to the homepage. A 'WELCOME' banner is followed by a navigation link '< BACK TO PREVIOUS'. The main content is organized into three columns. The left column lists navigation links: 'Future Students', 'Current Students', 'Alumni and Friends', and 'Parents and Visitors'. The middle column lists various resources under categories like 'Advising Centers', 'Online Learning', and 'Electronic Resources'. The 'MyTTU (web portal login)' link is highlighted with a red box. The right column lists 'Administrative Offices & Services' with numerous sub-links such as 'Administrative Staff', 'Affirmative Action Office', 'Business & Fiscal Affairs', 'Bookstore', 'Dining Services', 'Facilities & Business Services', 'Environmental Health and Safety', 'Purchasing', 'Telecommunications', 'Financial Services', 'Bursar's Office', 'Human Resource Services', 'Post Office', 'University Police', 'Student Affairs', 'Campus Recreation and Fitness Center', 'Counseling Center', 'Dean of Students', 'Disability Services', 'Eagle Card Office', 'Greek Life', 'Health Services', 'Minority Affairs', 'Residential Life', 'Student Activities', 'University Advancement', 'Advancement Services', 'Alumni Relations', 'Development', 'Photo Services', 'Public Affairs', 'Career Services', 'Institutional Research', 'Mini Mart', 'Printing Services', 'Records and Registration', and 'Strategic Planning'.

## **BANNER SELF SERVICE FINANCE**



**Employee Secure Login**

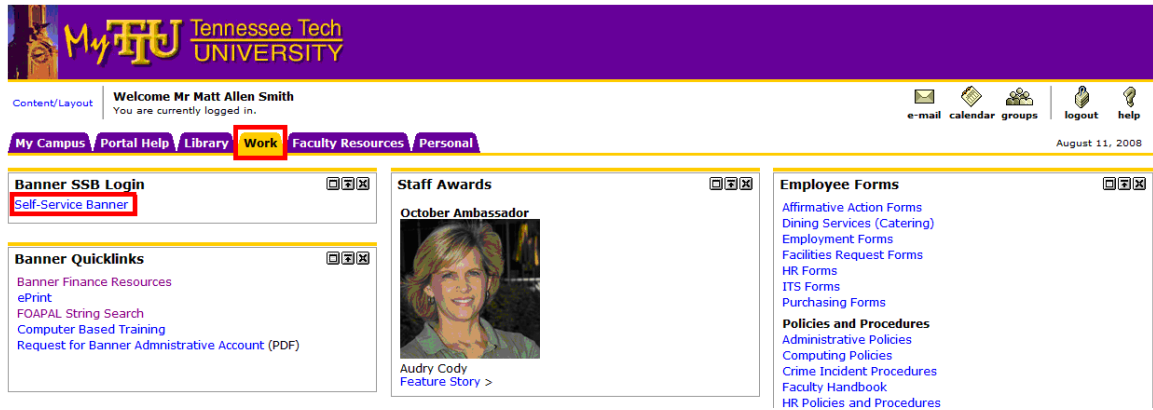
User Name:

Password:

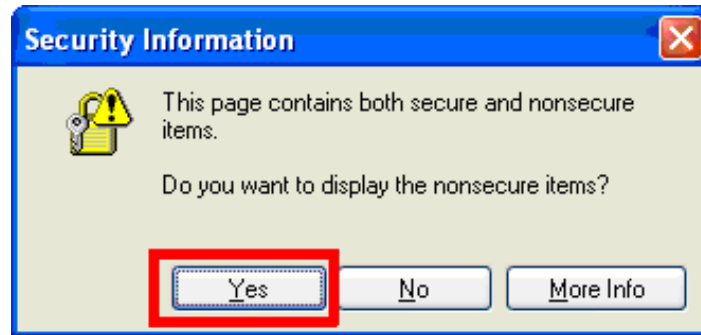
[Having problems logging in? Click here.](#)

STEP	ACTION
1	From the <b>Tennessee Technological University's Homepage</b> click the <b>Faculty &amp; Staff</b> button.
2	From the Faculty and Staff webpage, click the <b>MyTTU</b> (web portal login) link under the <b>Electronic Resources</b> section.
3	From the <b>MyTTU login</b> webpage, enter a valid <b>Username</b> and <b>Password</b> . <ul style="list-style-type: none"> <li>• <b>Username</b> (Exchange Email/ TTU Domain Username or Banner Username)</li> <li>• <b>Password</b> (Exchange Email/ TTU Domain Password or Banner Password)</li> </ul>
4	Once a valid <b>Username</b> and <b>Password</b> has been filled in, click the <b>Login</b> button.

## Logging into Banner Finance Self Service



The screenshot shows the MyTTU Banner Self Service Finance portal. The navigation bar includes 'My Campus', 'Portal Help', 'Library', 'Work' (highlighted), 'Faculty Resources', and 'Personal'. The 'Banner SSB Login' section contains a red-bordered link for 'Self-Service Banner'. Other sections include 'Banner Quicklinks', 'Staff Awards' (featuring Audry Cody), and 'Employee Forms'.



STEP	ACTION
1	Once inside the <b>MyTTU Web Portal</b> navigate to the <b>Work Tab</b> by click the <b>Work Tab Link</b> .
2	On the <b>Work Tab</b> click the <b>Self-Service Banner Link</b> under the <b>Banner SSB Login Channel</b> .
3	If you see the <b>Security Information Dialog Box</b> , click the <b>Yes Button</b> to continue.

## Navigating Banner Self Service To Finance

[Personal Information](#)
[Student](#)
[Employee](#)
[Finance](#)
[Financial Aid](#)

Search  

[ACCESSIBILITY](#)
[SITE MAP](#)
[HELP](#)

### Main Menu

- [Personal Information](#)  
 Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- [Student](#)  
 Apply for Admission, Register, View your academic records, select meal plan and parking permit, view student account.
- [Financial Aid](#)  
 Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- [Employee](#)  
 Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
- [WebCT.com, The e-Learning Hub](#)  
 Find online help, research tools, discussions, and more!
- [Finance](#)  
 Create or review financial documents, budget information, approvals.

RELEASE: 7.3

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STEP	ACTION
1	To navigate to the <b>Finance Section of Banner Self Service</b> , click either the <b>Finance Tab Link</b> or the <b>Finance Link</b> near the bottom of the menu.

## Performing Banner Self Service Finance Budget Queries


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### Finance

**Budget Queries**

- Encumbrance Query
  - Requisition
  - Purchase Order
  - Approve Documents
  - View Document
  - Budget Transfer
  - Multiple Line Budget Transfer
  - Delete Finance Template
- 

### Budget Queries

 To create a new query choose a query type and select Create Query. and select Retrieve Query.

#### Create a New Query

Type Budget Status by Organizational Hierarchy ▾

#### Retrieve Existing Query

Saved Query None ▾

None


Basic Budget (Personal)

Executive Budget Query (Shared)

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### Budget Queries

Template Executive Budget Query (Shared) retrieved.

 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 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

## Budget Queries

Fiscal year:	<input type="text" value="2008"/>	Fiscal period:	<input type="text" value="14"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
<input type="text" value="Chart of Accounts"/>	<input type="text" value="T"/>	<input type="text" value="Index"/>	<input type="text"/>
<input type="text" value="Fund"/>	<input type="text" value="110001"/>	<input type="text" value="Activity"/>	<input type="text"/>
<input type="text" value="Organization"/>	<input type="text" value="10"/>	<input type="text" value="Location"/>	<input type="text"/>
<input type="text" value="Grant"/>	<input type="text"/>	<input type="text" value="Fund Type"/>	<input type="text"/>
<input type="text" value="Account"/>	<input type="text"/>	<input type="text" value="Account Type"/>	<input type="text"/>
<input type="text" value="Program"/>	<input type="text"/>		
<input type="checkbox"/> <b>Include Revenue Accounts</b>			
Save Query as: <input style="width: 100%;" type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

In the above query you can change any attribute to match exactly what you want to view. If there is a specific account you want to view you may also input the index and hit “Submit Query” and it will retrieve the FOAPAL information.

You may also change the “Fund” and “Organization” code to view a specific rollup.

Unless you are looking at an index that includes revenue (old FRS 1-1 accounts) it is best to not “Include Revenue Accounts.”

You can also change the Fiscal Period to get what the balance was at the end of any specific month. For instance to see what the budget looked like at the end of July 2008 you would change the Fiscal Year to 2009 and the Fiscal Period to 01---hit Submit Query.

<i>Query Results</i>						
Organization	Organization Title	FY08/PD14 Adopted Budget	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Available Balance
<a href="#">10</a>	Tennessee Technological University					
<a href="#">11</a>	University President	1,154,300.00	1,232,148.00	1,117,896.95	0.00	114,251.05
<a href="#">12</a>	Exec VP Acad Affairs and Provost	66,948,168.00	74,783,642.91	72,161,407.85	89,198.11	2,533,036.95
<a href="#">20</a>	Business and Fiscal Affairs	14,375,340.00	15,151,579.70	14,030,790.43	25,341.91	1,095,447.36
<a href="#">30</a>	VP for University Advancement	2,737,390.00	2,788,441.00	2,777,899.96	263.69	10,277.35
<a href="#">60</a>	Athletics	138,720.00	113,650.00	52,690.50	0.00	60,959.50
<a href="#">70</a>	Central Accounts	3,899,432.00	6,159,397.00	10,236,934.07	0.00	( 4,077,537.07)
10 Rollup		89,253,350.00	100,228,858.61	100,377,619.76	114,803.71	( 263,564.86)

Also remember, any query result that is Blue such as the Organization above (10, 11, 12, etc.) you can click on to get further information.

