Banner Self Service Finance

Banner Resource

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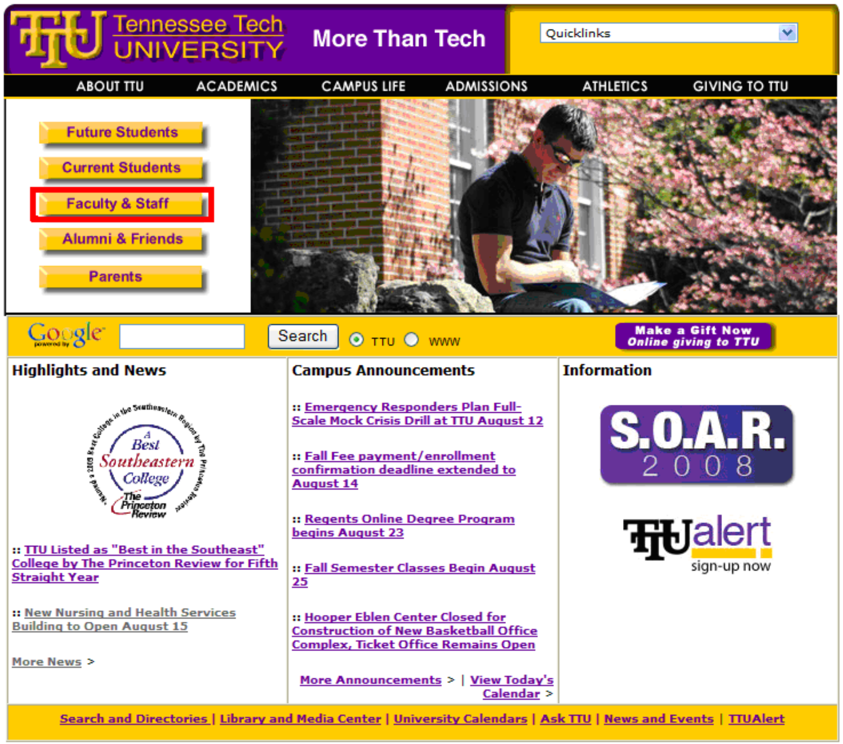
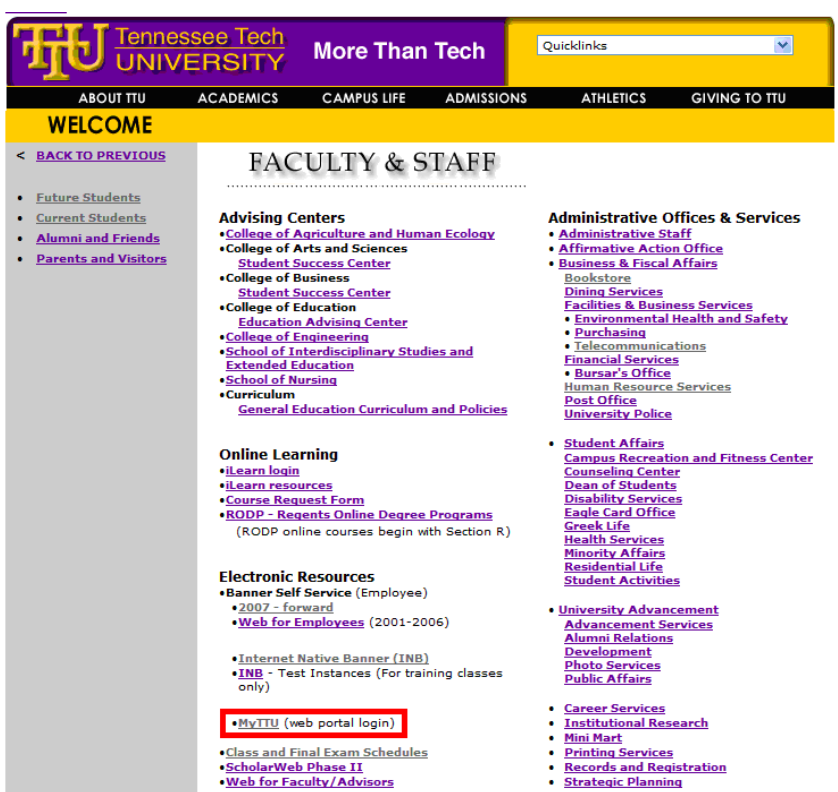


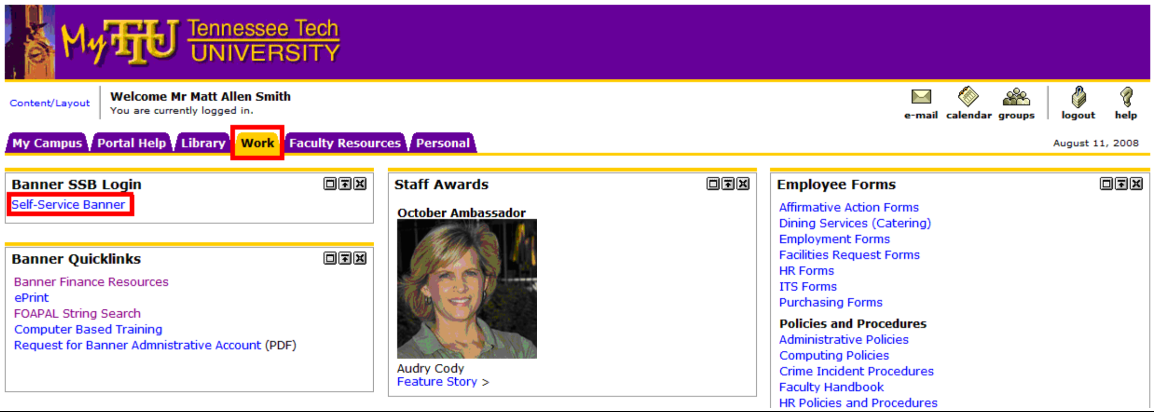


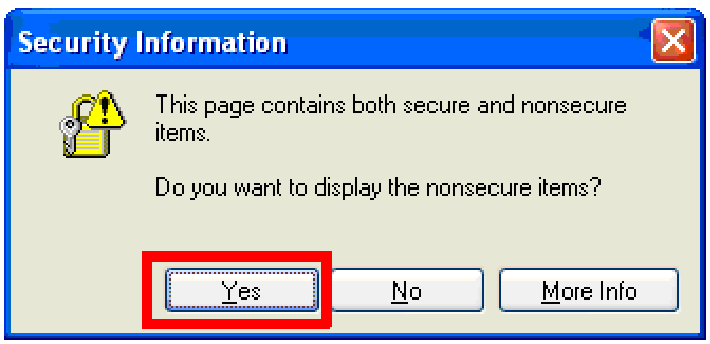
*Additional Resources: http://www.tntech.edu/bannerresource

STEP	ACTION
1	From the **Tennessee Technological University's Homepage** click the **Faculty & Staff** button.
2	From the Faculty and Staff webpage, click the **MyTTU** (web portal login) link under the **Electronic Resources** section.
3	From the **MyTTU login** webpage, enter a valid **Username** and **Password**. • **Username** (Exchange Email/ TTU Domain Username or Banner Username) • **Password** (Exchange Email/ TTU Domain Password or Banner Password)
4	Once a valid **Username** and **Password** has been filled in, click the **Login** button.

BANNER SELF SERVICE FINANCE

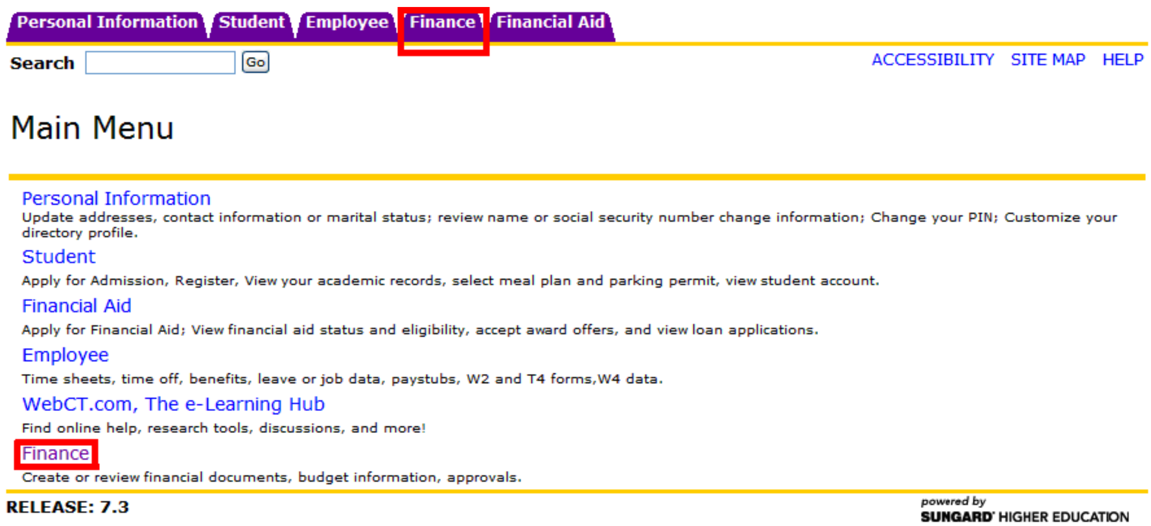
Logging into Banner Finance Self Service





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

Navigating Banner Self Service To Finance



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

Performing Banner Self Service Finance Budget Queries

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

Create Query

Retrieve Existing Query

Saved Query None

None
Basic Budget (Personal)
Executive Budget Query (Shared)

Budget Queries

Template Executive Budget Query (Shared) retrieved.

Select the Operating Ledger Data columns to display on the report.

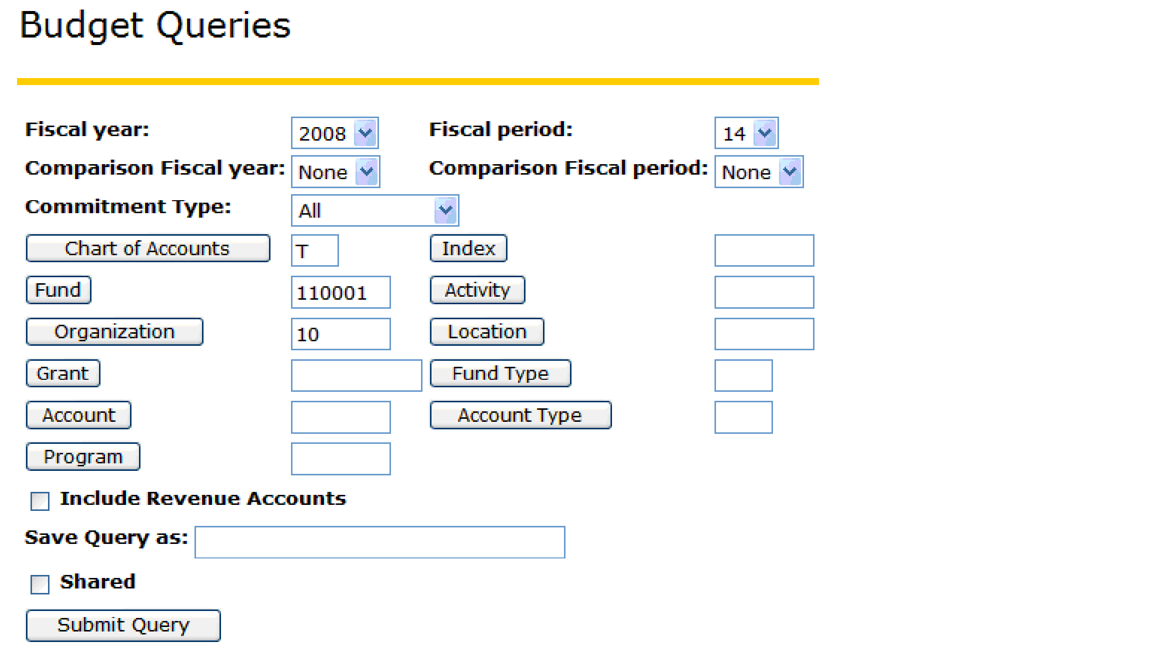
☑ **Adopted Budget**	☑ **Year to Date**
☐ **Budget Adjustment**	☑ **Encumbrances**
☑ **Adjusted Budget**	☐ **Reservations**
☐ **Temporary Budget**	☐ **Commitments**
☐ **Accounted Budget**	☑ **Available Balance**

Save Query as:

☐ **Shared**

Continue

BANNER SELF SERVICE FINANCE



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.

Query Results

Organization	Organization Title	FY08/PD14 Adopted Budget	FY08/PD14 Adjusted Budget	FY08/PD14 Year to Date	FY08/PD14 Encumbrances	FY08/PD14 Available Balance
10	Tennessee Technological University					
11	University President	1,154,300.00	1,232,148.00	1,117,896.95	0.00	114,251.05
12	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
20	Business and Fiscal Affairs	14,375,340.00	15,151,579.70	14,030,790.43	25,341.91	1,095,447.36
30	VP for University Advancement	2,737,390.00	2,788,441.00	2,777,899.96	263.69	10,277.35
60	Athletics	138,720.00	113,650.00	52,690.50	0.00	60,959.50
70	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.

Notes