

# Tennessee State University

## Banner Finance Self-Service Training

**Roar to**



**Success**

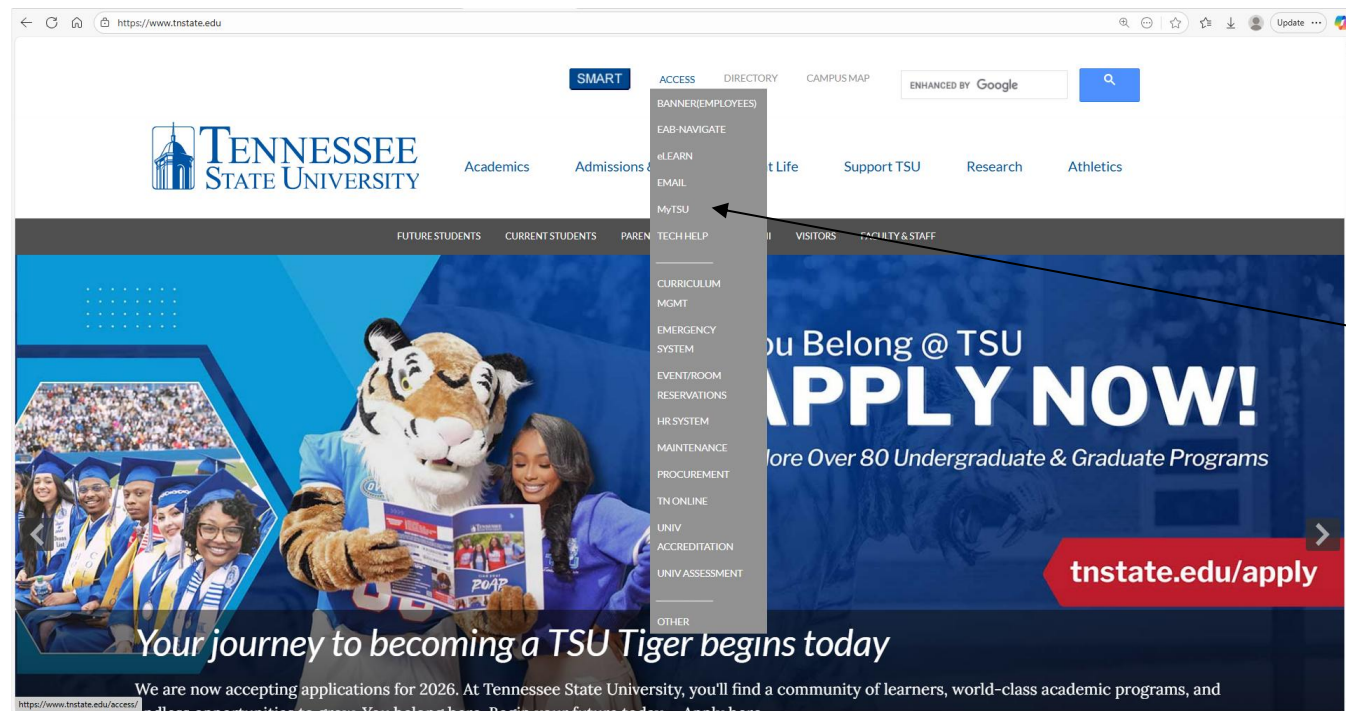
**Budget Status by Account Query**

# Lesson Objectives

- ▶ Correctly set up the Budget Status by Account Query.
- ▶ Interpret a Budget Status by Account query accurately.
- ▶ Determine when to use the Budget Status by Account query by reviewing examples.

# Getting to Self Service Banner

Go to the main  
TSU website  
[www.tnstate.edu](http://www.tnstate.edu)  
Then click MyTSU



# Getting to Self Service Banner

SHARE FOLLOW Notification

Search this site

**Now click Banner Services**

**Banner Services**

Annual Enrollment
<a href="#">Click to Access</a>
Email
<a href="#">Webmail Access</a>
<a href="#">OneDrive</a>
Faculty Applications
<a href="#">Banner Services</a>
<a href="#">CBMS - Events Management System</a>
<a href="#">TMA - Facility Work Request</a>
<a href="#">People Admin - HR System</a>
<a href="#">TigerShopper / SciQuest</a>
<a href="#">eLearn</a>

**Next Select**

**Finance Self Service**

TENNESSEE STATE UNIVERSITY

Keona L Smith

## TSU Banner Self Service

Access to the links below is based on your role at the University. If you need access to a page that you do not currently have, please contact the [Office of Information Technology](#).

**Student Registration**  
Use this link to access registration functions.

**My Profile**  
Use this link to access and update your personal information, direct deposit, and proxy information.

**Student Services**  
Use this link to access student information.

**Financial Aid**  
Use this link to access Student Financial Aid.

**Faculty & Advisor Self Service**  
Use this link to access faculty grading, attendance tracking, advising profile, faculty schedule, etc.

**Employee Self Service**  
Use this link to access information about your employment at the University.

**Finance Self Service**  
Use this link to access purchase orders and other finance functions.

© 2013-2025 Elucian Company L.P. and its affiliates. All rights reserved.

# Budget Status by Account Query

The screenshot shows the 'My Finance' dashboard. At the top left is the Tennessee State University logo. Below it, the text 'My Finance' is displayed. A user profile section shows 'Hello [redacted]' and the description 'Create, edit and approve transactions and view financial information for department / organization.' Below this are four main action cards: 'My Finance Query' (with a coin icon), 'Budget Development' (with a bar chart icon), 'Delete Finance Template' (with a document icon), and 'View Document' (with a magnifying glass icon). Each card contains a brief description of its function. An arrow points from the 'Select my Finance Query' box on the right to the 'My Finance Query' card.

My Finance

Hello [redacted]  
Create, edit and approve transactions and view financial information for department / organization.

**My Finance Query**  
Create, view and share budget availability, encumbrance and payroll queries.

**Budget Development**  
Create and review fiscal year operating budgets for the budget development process.

**Delete Finance Template**  
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

**View Document**  
View draft, pending and completed documents with related information and approval history.

**Select my Finance  
Query**

# Budget Status by Account Query

[My Finance](#) • [My Finance Query](#)

My Finance Query



New Query

Favorites

Saved Queries

Shared Queries

Low-High



**Click the 'New Query' button  
in the top right corner of the  
screen to get started**



# Budget Status by Account Query

My Finance • My Finance Query

My Finance Query

Favorites Saved Q

Create New Query

Select Query Type

Budget Status by Account

Values

Chart\*

S Tennessee State University

Fund

110001 Undesignated E and G

Account

58879 Passport Fee

Activity

Choose Activity

Index

Choose Index

Organization\*

73000 Central Org Revenue

Program

Choose Program

Location

Choose Location

**Select Budget Status by  
Account from the drop down**

**Chart of Accounts should be  
set to "S" for University or  
"F" for Foundation**



# Budget Status by Account Query

**Create New Query**

Chart\* S Tennessee State University x v

Index Choose Index v

Fund 110001 Undesignated E and G x v

Organization\* 22000 General Accounting x v

Account 74000 Operating Expense Budget ... x v

Program 450 Institutional Support x v

Activity Choose Activity v

Location Choose Location v

Fund Type Choose Fund Type v

Account Type Choose Account Type v

Commitment Type Uncommitted v

☐ Include Revenue Accounts

## ❖ Important ❖

If there is anything populated in the FOAP fields, clear it out by clicking the “x” in the Index box.

## ❖ Enter the 5-digit Organization Number (Org Code)

A dropdown list will appear where you will select the org number. You can also use a wildcard % to look up the org # (e.g. 22%).

❖ Once you enter and select the Org, these fields will auto-populate as seen on the right: (if it does not enter manually)

- Fund Number
- Program Code

## ❖ Important ❖

## ❖ Uncheck the Include Revenue Accounts

\*\*\*If you need to look at revenue only then will you check it\*\*\*

## ❖ Commitment Type select “Uncommitted”



# Budget Status by Account Query

## ❖ Recommended Operating Ledger Columns ❖

- Adopted Budget- Budget at the beginning of the Fiscal Year (July 1)
- Budget Adjustment – Additions or reductions made to the original budget
- Adjusted Budget – Total Current Budget
- Accounted Budget- Budget as of 'today'
- Year-to-Date- Actual transactions activity as of today
- Encumbrances- Committed for future expenditures (ie PO's and Salary)
- Commitments – Total budget set aside for future obligations
- Available Balance – Remaining budget

Scroll down within the selection block.  
For the most current information, select  
Fiscal Year- 2026 Fiscal Period- 14

Create New Query

Fiscal Year\* 2026 x v Fiscal Period\* 14 x v

Comparison Fiscal Year None v Comparison Fiscal Period None v

Operating Ledger

<input checked="" type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input checked="" type="checkbox"/> Budget Adjustment ⓘ	<input checked="" type="checkbox"/> Encumbrance ⓘ
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input checked="" type="checkbox"/> Commitments ⓘ
<input checked="" type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ

After selecting operating ledger columns  
scroll down and select **Submit**

# Reading the Budget Status by Account Query

Various Query Options Below

Budget Status by Account

< General Accounting - 22000

Check your ORG Title and Dates !

Query Results

Account	Account Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Commitments	FY26/PD14 Available Balance
61100	Administrative Salaries	✓	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
61300	Supporting Salaries	⚠	\$174,692.00	\$0.00	\$174,692.00	\$174,692.00	\$12,884.46	\$72,007.50	\$72,007.50	\$89,800.04
61600	Professional Support Salaries	⚠	\$820,222.00	(\$155,345.00)	\$664,877.00	\$664,877.00	\$98,536.79	\$626,901.34	\$626,901.34	(\$60,561.13)
62000	Employee Benefits Budget Pool	✓	\$370,000.00	\$0.00	\$370,000.00	\$370,000.00	\$0.00	\$0.00	\$0.00	\$370,000.00
62001	TCRS Hybrid Defined Benefit	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.47	\$0.00	\$0.00	(\$1,274.47)
62002	TCRS Stabilization ER	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$498.26	\$0.00	\$0.00	(\$498.26)
62003	TCRS Hybrid Contrib ER	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$2,285.59	\$0.00	\$0.00	(\$2,285.59)
62100	TCRS Retirement	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$9,446.89	\$0.00	\$0.00	(\$9,446.89)
62201	ORP Retirement ING	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	(\$1,200.00)
62300	FICA	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$8,044.09	\$0.00	\$0.00	(\$8,044.09)
62500	Group Insurance	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$17,467.13	\$0.00	\$0.00	(\$17,467.13)
Report Total (of all records)			(\$1,656,914.00)	\$130,938.02	(\$1,525,975.98)	(\$1,525,975.98)	(\$210,114.55)	(\$735,425.49)	(\$735,425.49)	(\$580,435.94)

Edit Query

Share Query

Save Query

Download Query

# Reading the Budget Status by Account Query

The query is arranged in ascending order by Account Code. The codes fall into these categories or 'Hierarchies'.

Account Hierarchies

5XXXX - Revenue

61XXX - Salary

62XXX - Benefits

73XXX - Travel

74XXX - Operating

The Report total for all areas is at the bottom of the query.

My Finance • My Finance Query • Budget Status by Account	
Budget Status by Account	
< General Accounting - 22000	
Query Results	
Account	Account Title
61100	Administrative Salaries
61300	Supporting Salaries
61600	Professional Support Salaries
62000	Employee Benefits Budget Pool
62001	TCRS Hybrid Defined Benefit
62002	TCRS Stabilization ER
62003	TCRS Hybrid Contrib ER
62100	TCRS Retirement
62201	ORP Retirement ING
62300	FICA
62500	Group Insurance
Report Total (of all records)	

My Finance • My Finance Query • Budget Status by Account	
Budget Status by Account	
< General Accounting - 22000	
Query Results	
Account	Account Title
62500	Group Insurance
62700	Employee Scholarships
73000	Travel Budget Pool
74000	Operating Expense Budget Pool
74230	Postal Charges
74430	Software Maintenance
74440	Consulting Services
74490	Other Professional And Admin Srvs
74510	Office Supplies
74530	Operational Supplies
74550	Sensitive Equipment Items

# Reading the Budget Status by Account Query

**Note: Amounts can be calculated both across rows and down columns**

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

General Accounting - 22000

**Rows: Accounted Budget – YTD – Encumbrance = Available Balance**

Query Results

Account	Account Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Commitments	FY26/PD14 Available Balance
61100	Administrative Salaries	✓	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
61300	Supporting Salaries	!	\$174,692.00	\$0.00	\$174,692.00	\$174,692.00	\$12,884.46	\$72,007.50	\$72,007.50	\$89,800.04
61600	Professional Support Salaries	⚠	\$820,222.00	(\$155,345.00)	\$664,877.00	\$664,877.00	\$98,536.79	\$626,901.34	\$626,901.34	(\$60,561.13)
62000	Employee Benefits Budget Pool	✓	\$370,000.00	\$0.00	\$370,000.00	\$370,000.00	\$0.00	\$0.00	\$0.00	\$370,000.00
62001	TCRS Hybrid Defined Benefit	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.47	\$0.00	\$0.00	(\$1,274.47)
62002	TCRS Stabilization ER	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$498.26	\$0.00	\$0.00	(\$498.26)
62003	TCRS Hybrid Contrib ER	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$2,285.59	\$0.00	\$0.00	(\$2,285.59)
62100	TCRS Retirement	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$9,446.89	\$0.00	\$0.00	(\$9,446.89)
62201	ORP Retirement ING	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	(\$1,200.00)
62300	FICA	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$8,044.09	\$0.00	\$0.00	(\$8,044.09)
62500	Group Insurance	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$17,467.13	\$0.00	\$0.00	(\$17,467.13)
Report Total (of all records)			(\$1,656,914.00)	\$130,938.02	(\$1,525,975.98)	(\$1,525,975.98)	(\$210,114.55)	(\$735,425.49)	(\$735,425.49)	(\$580,435.94)

**Columns: Sum of all amount**

# Reading the Budget Status by Account Query

My.Finance • My.Finance Query • Budget Status by Account

Budget Status by Account

General Accounting - 22000

Query Results

Clicking on the Ellipsis Button gives you 2 options.  
Check Pending Documents for transactions that  
affect Available Balance.

New Query

Account	Account Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Commitments	Balance
61100	Administrative Salaries	✓	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
61300	Supporting Salaries	⚠	\$174,692.00	\$0.00	\$174,692.00	\$174,692.00	\$12,884.46	\$72,007.50	\$72,007.50	\$89,800.04
61600	Professional Support Salaries	✗	\$820,222.00	(\$155,345.00)	\$664,877.00	\$664,877.00	\$98,536.79	\$626,901.34	\$626,901.34	(\$60,561.13)
62000	Employee Benefits Budget Pool	✓	\$370,000.00	\$0.00	\$370,000.00	\$370,000.00	\$0.00	\$0.00	\$0.00	\$370,000.00
62001	TCRS Hybrid Defined Benefit	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$1,274.47	\$0.00	\$0.00	(\$1,274.47)
62002	TCRS Stabilization ER	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$498.26	\$0.00	\$0.00	(\$498.26)
62003	TCRS Hybrid Contrib ER	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$2,285.59	\$0.00	\$0.00	(\$2,285.59)
62100	TCRS Retirement	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$9,446.89	\$0.00	\$0.00	(\$9,446.89)
62201	ORP Retirement ING	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	(\$1,200.00)
62300	FICA	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$8,044.09	\$0.00	\$0.00	(\$8,044.09)
62500	Group Insurance	✗	\$0.00	\$0.00	\$0.00	\$0.00	\$17,467.13	\$0.00	\$0.00	(\$17,467.13)
Report Total (of all records)			(\$1,656,914.00)	\$130,938.02	(\$1,525,975.98)	(\$1,525,975.98)	(\$210,114.55)	(\$735,425.49)	(\$735,425.49)	(\$580,435.94)

View Available Balance  
View pending documents

# Reading the Budget Status by Account Query

**Salary Account Codes (61XXX):**  
Often budgeted at the beginning of the Fiscal Year based on the positions that are being paid from the Org Code.

**Benefits Account Codes (62XXX):**  
Employee Benefits are budgeted here in the pool account 62000.

You may have also noticed the icons appearing in the health column. This is a new feature to show you if you have collected or spent funds when compared to the budget amount.

Benefits is an exception due to only being budgeted in 62000, actual activity shows in the subaccounts.

My Finance • My Finance Query • Budget Status by Account					
Budget Status by Account					
< General Accounting - 22000					
Query Results					
Account	Account Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	
61100	Administrative Salaries	✓	\$40,000.00	\$0.00	
61300	Supporting Salaries	!	\$174,692.00	\$0.00	
61600	Professional Support Salaries	⚠	\$820,222.00	(\$155,345.00)	
62000	Employee Benefits Budget Pool	✓	\$370,000.00	\$0.00	
62001	TCRS Hybrid Defined Benefit	⚠	\$0.00	\$0.00	
62002	TCRS Stabilization ER	⚠	\$0.00	\$0.00	
62003	TCRS Hybrid Contrib ER	⚠	\$0.00	\$0.00	
62100	TCRS Retirement	⚠	\$0.00	\$0.00	
62201	ORP Retirement ING	⚠	\$0.00	\$0.00	
62300	FICA	⚠	\$0.00	\$0.00	
62500	Group Insurance	⚠	\$0.00	\$0.00	
Report Total (of all records)			(\$1,656,914.00)	\$130,938.02	

# Reading the Budget Status by Account Query

**The Expenditures/Operating Budget is also usually budgeted in the 73000 or 74000 code. Year-to-date charge and Encumbrances, in the 70000 series then draw off this total amount.**

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

New Query

General Accounting - 22000

Query Results

Account	Account Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget	FY26/PD14 Accounted Budget	FY26/PD14 Year to Date	FY26/PD14 Encumbrances	FY26/PD14 Commitments	FY26/PD14 Available Balance
73000	Travel Budget Pool	✓	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
74000	Operating Expense Budget Pool	✓	\$250,000.00	\$0.00	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00
74230	Postal Charges	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$257.74	\$0.00	\$0.00	(\$257.74)
74430	Software Maintenance	⚠	\$0.00	\$0.00	\$0.00	\$0.00	\$10,250.00	\$0.00	\$0.00	(\$10,250.00)
74440	Consulting Services	✓	\$0.00	\$20,327.00	\$20,327.00	\$20,327.00	\$12,327.00	\$8,000.00	\$8,000.00	\$0.00

Pooled  
Accounts

Sub  
Accounts



# Reviewing Details in Budget Status by Account Query

Budget Status by Account

Accounts with activity will have a hyperlink, scroll mouse over amount and click link

Title	Health	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Adjusted Budget
Budget Pool	✓	\$2,000.00	\$0.00	\$2,000.00
Expense Pool	✓	\$250,000.00	\$0.00	\$250,000.00
Arges	⚠	\$0.00	\$0.00	\$0.00
Maintenance	⚠	\$0.00	\$0.00	\$0.00
g Services	✓	\$0.00	\$20,327.00	\$20,327.00
Professional And /s	⚠	\$0.00	\$4,079.98	\$4,079.98
plies	⚠	\$0.00	\$0.00	\$0.00
ial Supplies	⚠	\$0.00	\$0.00	\$0.00
Equipment	⚠	\$0.00	\$0.00	\$0.00

NEXT

Accounts with activity will have a hyperlink, scroll mouse over amount and click link

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

General Accounting - 22000

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
07/01/2025	07/02/2025	L0000043	Roll Original FY26 Budget	\$2,000.00	BD01

Date Activity Occurred

Information on Invoice

Vendor Name

Invoice Amount

Budget Status by Account

General Accounting - 22000

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
08/19/2025	08/19/2025	V0007152	Jagger LLC	\$12,327.00	INEI
Report Total (of all records)				\$12,327.00	

# When to Use Budget Status by Account Query

- When you need to look at the detailed account codes for information on a transaction.
- When you need to research a requisition, purchase order, budget revision or other entries

# Questions?



Contact us!

Website: [www.tnstate.edu/businessoffice/budgetoffice.aspx](http://www.tnstate.edu/businessoffice/budgetoffice.aspx)

Ext. 6647 or 7606