Arkansas State University
Banner9 Finance Self-Service
Revised October 2023

Accessing the My Finance Menu

The application works best with Chrome. If you are having issues clear your browser history and cache. If using the Firefox the webpage back button may not work and cause the application to error out.

1. Login to my.AState and click on the Banner9 Self Service Finance icon
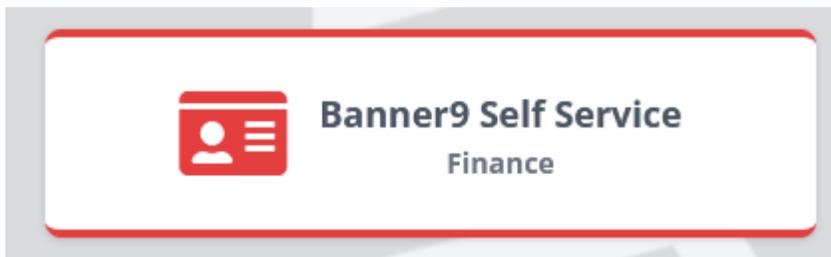
2. Login again to the My Finance menu
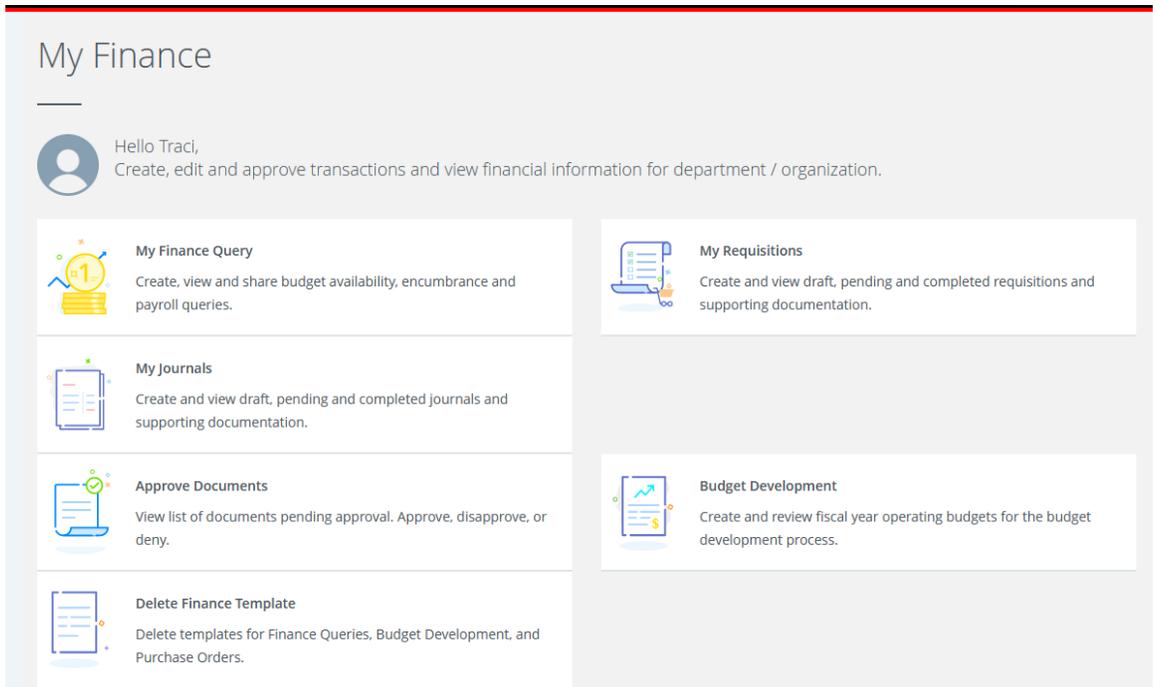
Approving Documents

Initiators can use the Approve Documents menu to deny a document they've entered to make changes.

Approvers use this menu to review, approve and/or disapprove documents.

1. From the My Finance dashboard, click on the Approve Documents icon
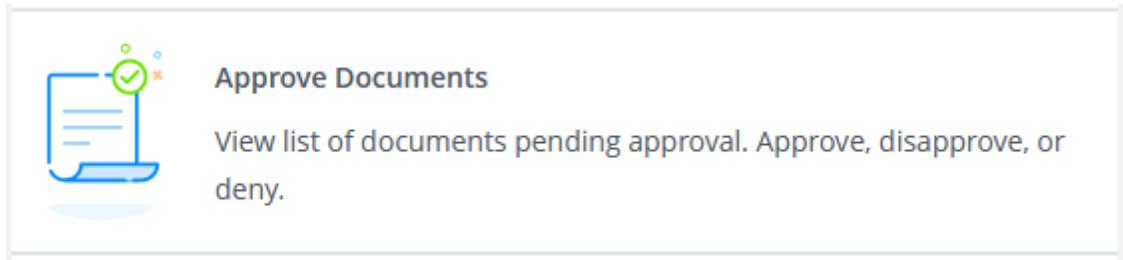
2. Click on the Submit button to see all documents waiting in the approval queue. To see documents in approvals that haven't reached you yet, click the "All documents User may approve" button before clicking Submit.

To view the document:
1. Click on the Document number.
2. A PDF version of the document will open in a new window.
3. Review the document.
4. Close the PDF window and return to Approve Documents.

To view the document approval history:

1. Click on the History icon ⟲
2. This opens a new window to show approval history.
   a. Requisitions and Budget Transfers will not have Related Documents.
   b. The next section will be the approvals that are remaining on the document.
   c. The last section is the approvals already recorded, the date of the approval, and the approvers name.

History ✕

ⓘ No Related Documents information available for R0308956

Approvals Required

Queue	Description	Level	Approvers
NSF	NON-SUFFICIENT FUNDS QUEUE	50	Brandy Johnston
			Gretchen Burns
			Janet Moore
			Donna McMillin
			Myra Goodwin
			Tara Watson

Approvals Recorded

Queue	Level	Date	User
DENY	0	Sep 13, 2023	Amy Foster
PD11	10	Sep 21, 2023	Amy Foster
PD11	10	Sep 28, 2023	Amy Foster

3. Click the X in the top right corner to close History and return to Approve Documents.

To disapprove the document
   1. Click on the Disapprove button

Disapprove Document   ✕

Document Number
R0308956

Document Type
REQ

Change Sequence
-

Submission
-

Amount
297.00

Comment *

Approval has been denied.

[Cancel]   [**Disapprove**]

   2. Enter a specific reason for disapproval in the Comment field so that the initiator will know why the document is being disapproved.
   3. Click on the Disapprove button.
   4. Return to Approve Documents.

To approve the document
   1. Click on the Approve button

Approve Document   ✕

Document Number
R0308956

Document Type
REQ

Change Sequence
-

Submission
-

Amount
297.00

Comment

This document has been approved.

[Cancel]   [**Approve**]

   2. Click on the Approve button.
   3. Return to Approve Documents.