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

My Finance								
Hello Traci, 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.			My Requisitions Create and view draft, pending and completed requisitions and supporting documentation.				
	My Journals Create and view draft, pending and completed journals and supporting documentation.							
	Approve Documents View list of documents pending approval. Approve, disapprove, or deny.		° S	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.							

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

Approve DocumentsView list of documents pending approval. Approve, disapprove, or deny.
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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.

My Finance Approve Documents													
/	Approve	e Docu	iments	;									
Ī	(i) Th	e radio t	outtons i	related to ne	ext approve	r apply v	when a	User II) is pre	sent.			
ı	User ID				Docu	ment Nu	mber						
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Approve Do	cuments List	25											
Click the of attack	ne document num chments if more t	iber link to viev han one, othei	w a document a rwise a new tab	is a PDF in a new tab. is opened to view a s	Click the History opt single attachment	ion to display	pending appr	rovals, appro	oval history, a	nd any related doc	uments. Click the At	tachments icon to di	splay a list 🗸 🗸
Document 🗘	Document Type	Change Sequence	Submission \diamondsuit	Originating User $\hat{\bigtriangledown}$	Amount 🗘	Next Approver	♦ NSF ♦	Queue Type	History	Disapprove	Approve		
R0308956	REQ	-	-	VGRIESSE	297.00	Yes	Yes	NSF	Ð	Disapprove	Approve		^

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.

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- 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

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(i)	No Related	l Documents infori	mation avail	able for R0308956	^
Approv	als Requ	iired			
Queue	Descript	ion	Level	Approvers	
NSF	NON-SUF QUEUE	FICIENT FUNDS	50	Brandy Johnston Gretchen Burns Janet Moore Donna McMillin Myra Goodwin Tara Watson	
Approv	als Reco	rded			
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	Document Type	
R0308956	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.

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- 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.