

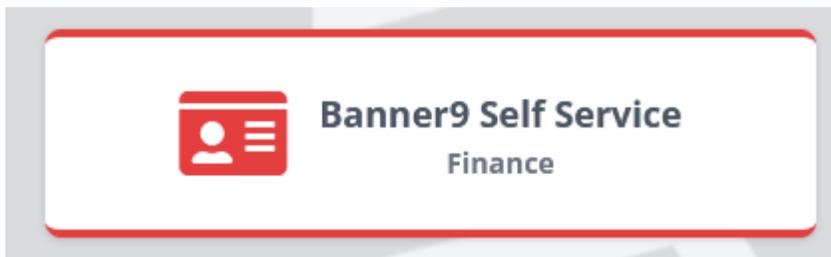
# Arkansas State University Banner9 Finance Self-Service

Revised October 2023

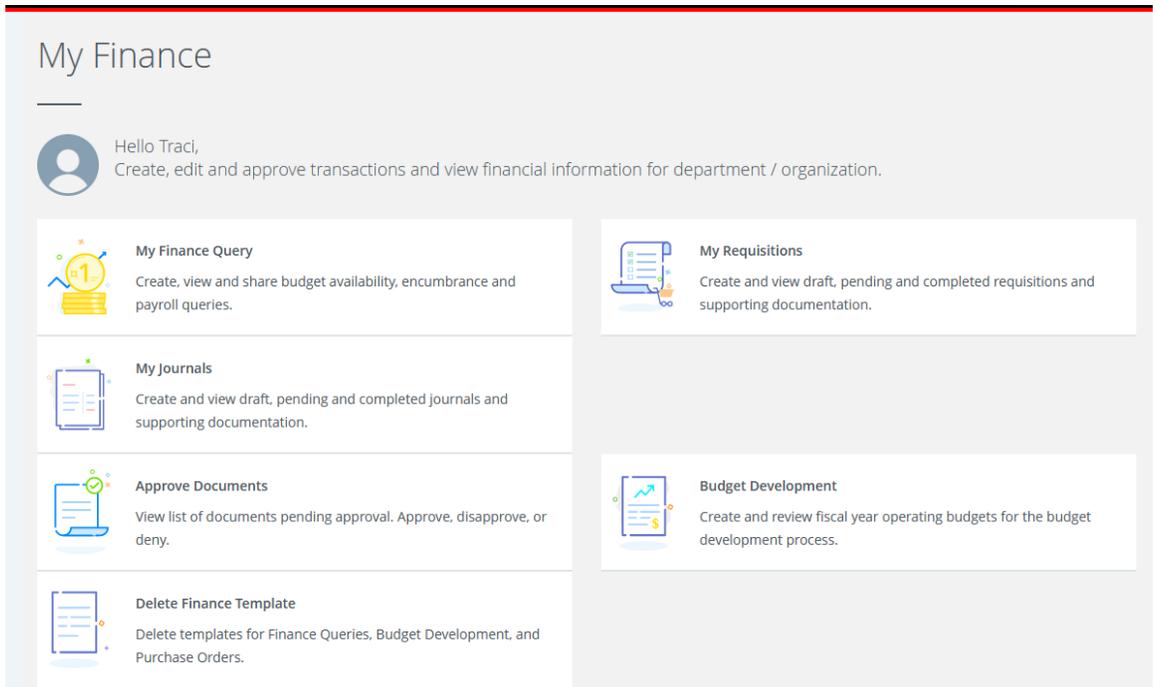
## Accessing the My Finance Menu

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

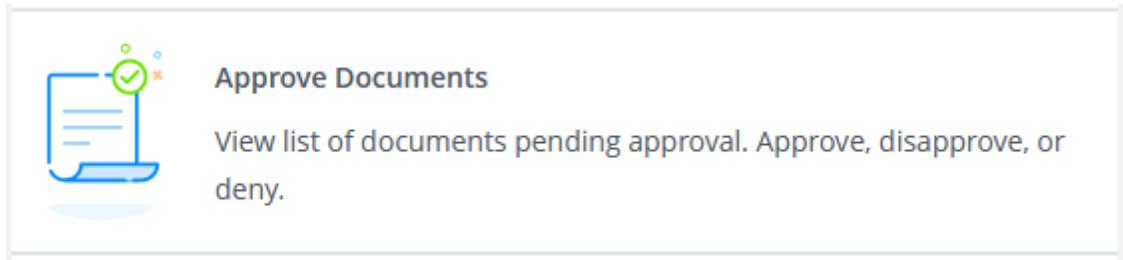


## Approving Documents

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.

[My Finance](#) • Approve Documents

### Approve Documents

**i** The radio buttons related to next approver apply when a User ID is present.

**User ID**  **Document Number**

User ID is next approver  All documents User may approve

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Approve Documents List 25

**i** Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	History	Disapprove	Approve
R0308956	REQ	-	-	VGRIESSE	297.00	Yes	Yes	NSF		<input type="button" value="Disapprove"/>	<input type="button" value="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.
  - 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

<b>Approvals Required</b>			
Queue	Description	Level	Approvers
NSF	NON-SUFFICIENT FUNDS QUEUE	50	Brandy Johnston Gretchen Burns Janet Moore Donna McMillin Myra Goodwin Tara Watson

<b>Approvals Recorded</b>			
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 ×

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Document Number	Document Type
R0308956	REQ
Change Sequence	Submission
-	-

Amount  
297.00

Comment \*

Approval has been denied.

CancelDisapprove

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 ×

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Document Number	Document Type
R0308956	REQ
Change Sequence	Submission
-	-

Amount  
297.00

Comment

This document has been approved.

CancelApprove

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