

Arkansas State University Banner9 Finance Self-Service

Contents

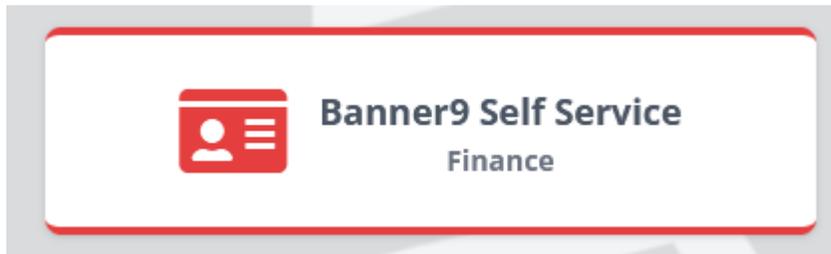
Accessing the My Finance Menu	2
Approving Documents	3
My Finance Queries	6
Budget Status by Account	7
Encumbrance Query	10
Multi Year Query	11
Favorites/Saved Queries	15
View Pending Documents	15
View Document	17
My Journals	18
My Journals Dashboard	18
Create Journal	20
My Requisitions	22
My Requisitions Dashboard	23

Revised October 2023

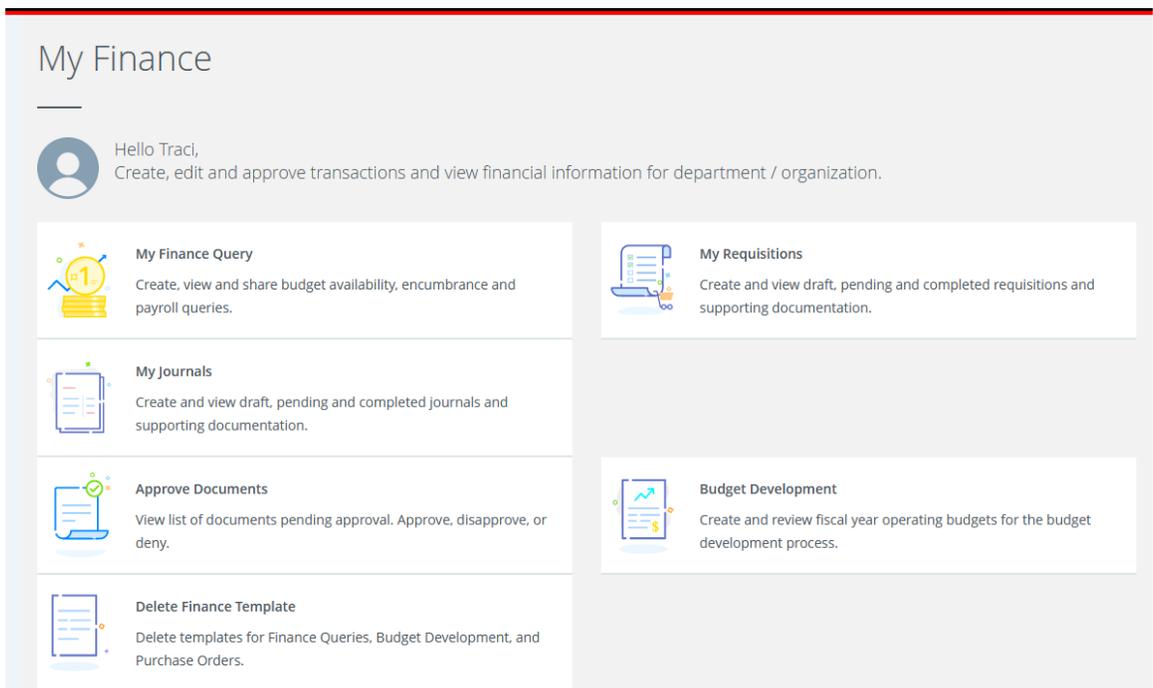
Accessing the My Finance Menu

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

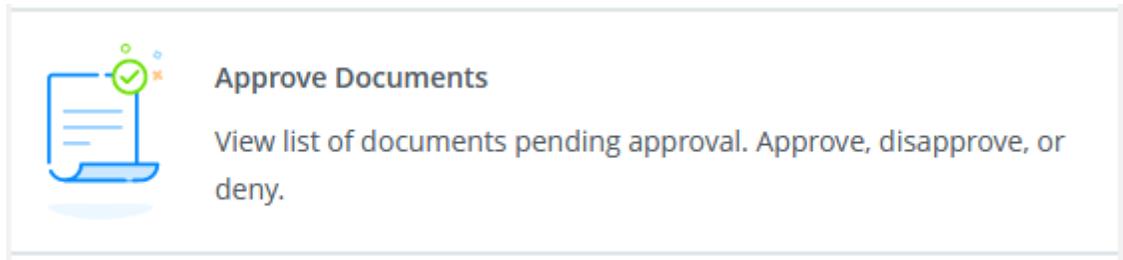


Approving Documents

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**

Submit

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	-	-	VGRIESE	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

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	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 ×

Document Number	Document Type
R0308956	REQ
Change Sequence	Submission
-	-

Amount
297.00

Comment

This document has been approved.

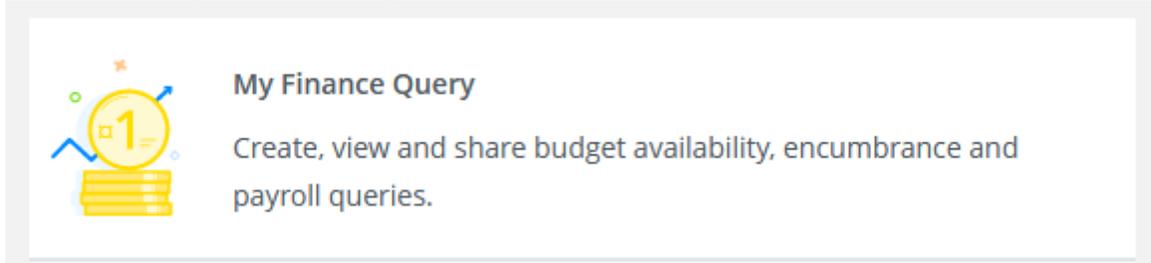
CancelApprove

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

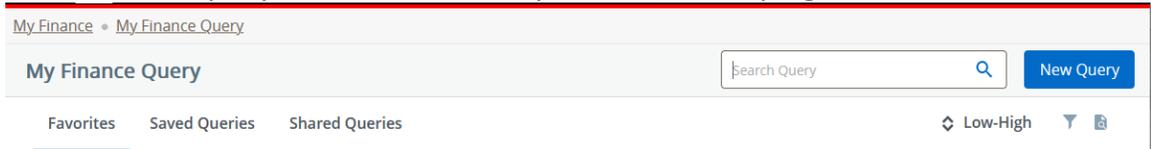
My Finance Queries

Queries can now be saved as Favorites or Saved Queries.

1. Click on the My Finance Query icon

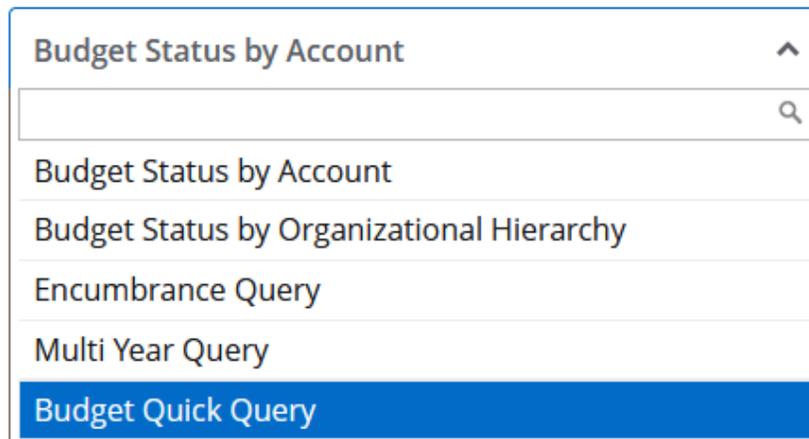


2. To start a new query, click the New Query button in the top right corner.



3. Under the Select Query Type dropdown there are several options:
 - a. Budget Status by Account is the one most used. It allows the selection of the fiscal period and drilling down on transaction detail.
 - b. Budget Status by Organizational Hierarchy can be used by Dean or Director Offices to see budgeting information for the entire area.
 - c. Encumbrance Query is to see all open encumbrances against the selected budget.
 - d. Multi Year Query is for grant queries because they cross fiscal years and looks at dates from the beginning of the grant until current.
 - e. Budget Quick Query is the default selection and will only show the most current month in the fiscal year. It will allow drilling down to see transaction detail.

Select Query Type



4. In the sections below are the steps for using Budget Status By Account, Encumbrance Query, and Multi Year Query.

Budget Status by Account

1. Enter 'J' into the Chart field.
2. Enter at least the Fund and Organization. Searching in this field has been improved so that it only shows the Funds and Organizations a user has access to and allows searching on text.
 - a. For viewing revenue, check the Include Revenue Accounts box and leave Program blank.
3. To see all account codes associated with the budget leave the Account field blank.
4. To see accounts in an expense type enter the first number of the type and a '%' in the Account field. For Example, 7% to see all account codes for supplies and services, travel, and capital.
5. To see specific account types, choose the first two numbers from the Account Type field. For Example, 71 to see only supplies and services.

Create New Query ×

Chart*	Index
J Arkansas State University-Jonesboro x v	Choose Index v
Fund	Organization*
110000 Educational and General x v	311011 Controller x v
Account	Program
Choose Account v	Choose Program v
Activity	Location
Choose Activity v	Choose Location v
Fund Type	Account Type
Choose Fund Type v	71 Supplies Serv and Oth Activities x v
Commitment Type	<input type="checkbox"/> Include Revenue Accounts
All v	

6. Select the Fiscal Year. Remember that our fiscal year begins July 1 and ends June 30.
7. Select '14' for the Fiscal Period. By selecting 14, this ensures the most current data is being pulled. Especially useful if the query is saved for future use.

Create New Query ✕

Fiscal Year* x v **Fiscal Period*** x v

Comparison Fiscal Year v **Comparison Fiscal Period** v

8. Select the checkbox beside the Operating Ledger columns you wish to display on the report. Hover on the information button beside each option to see descriptions of the column. Recommended to at least check these:
 - a. Adjusted Budget is the total of the Adopted Budget plus Budget Adjustment amounts.
 - b. Year to Date is the total expenses.
 - c. Commitments are the sum of reservations and encumbrances.
 - d. Available Balance is the amount available to spend.

Operating Ledger

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

9. Click the Submit button.

Budget Status by Account New Query

< Controller - 311011 🔍 ⏪ 🖨️ ⓘ ⋮

Query Results + ↓					
Account	Account Title	FY24/PD14 Adjusted Budget	FY24/PD14 Year to Date	FY24/PD14 Commitments	FY24/PD14 Available Balance
710000	Supplies Serv and Oth Activities	\$20,934.00	\$0.00	\$0.00	\$20,934.00
710101	Postage	\$0.00	\$1,390.50	\$0.00	(\$1,390.50)

10. The results will have totals for each account code that can be clicked on to show the transaction detail making up the amount. The buttons across the top right of the results:
 - a. Edit the search criteria
 - b. Share the results. This is not recommended because it is global.

- c.  Save and mark a saved query as a favorite
- d.  View the search criteria
- e.  Click the button to select the View Pending Documents option
- f.  Download the results to excel

11. Click on an amount in the results to see the transactions. There is a download button on these pages as well to export into excel.

Controller - 311011

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
07/06/2023	07/06/2023	10617445	Rock Solid Shredding	\$55.00	INNI
07/06/2023	07/06/2023	10617446	Rock Solid Shredding	\$55.00	INNI
07/06/2023	07/06/2023	JV001565	10617446 Rock Solid Shredding	(\$55.00)	JE16
07/06/2023	07/06/2023	JV001565	10617445 Rock Solid Shredding	(\$55.00)	JE16
09/21/2023	09/21/2023	10622876	Rock Solid Shredding	\$74.32	INEI

12. To view related documents or approval history click on the Information button beside the document number.

Related Documents

Requisition
[R0308726](#) Approved

Purchase Order
[P0293216](#) Approved

Check Disbursement
 00438272

Approval History

AP IMPLICIT QUEUE (INVE) (35)
 Terrie Rolland | 09/21/2023

Approvals Required

OK

13. To go back, click on the arrow beside the query name or the back button on the web browser.

← Controller - 311011

Encumbrance Query

1. Enter 'J' into the Chart field.
2. Enter at least the Fund and Organization. Searching in this field has been improved so that it only shows the Funds and Organizations a user has access to and allows searching on text.
3. To see all encumbrances associated with the budget leave the Account field blank.
4. To see encumbrances in an expense type enter the first number of the type and a '%' in the Account field. For Example, 7% to see all account codes for supplies and services, travel, and capital.
5. To see specific account types, choose the first two numbers from the Account Type field. For Example, 71 to see only supplies and services.
6. Make sure the Encumbrance Status is set to Open, unless looking for closed past encumbrances.
7. Select the Fiscal Year. Remember that our fiscal year begins July 1 and ends June 30.
8. Select '14' for the Fiscal Period. By selecting 14, this ensures the most current data is being pulled. Especially useful if the query is saved for future use.

Chart*	Index
J Arkansas State University-Jonesboro x v	Choose Index v
Fund	Organization*
110000 Educational and General x v	311011 Controller x v
Grant*	Account
Choose Grant v	Choose Account v
Program	Activity
Choose Program v	Choose Activity v
Location	Fund Type
Choose Location v	Choose Fund Type v
Account Type	Commitment Type
Choose Account Type v	All v

Encumbrance Status

Open

Fiscal Year*

2024

Fiscal Period*

14

SUBMIT

9. Click the Submit button.

Encumbrance Query New Query

< Controller - 311011 🔍 🔍 🔍 🔍

Query Results 📄

Account ^	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
611100	Nonclassified-Administrative	PR240001 ⓘ	Encumbrance Salaries (Orig)	\$762,377.22	(\$198,469.30)	\$0.00	\$0.00	\$563,907.92	0.00
711302	Office Supplies	P0290701 ⓘ	Claridge Products and Equipment Inc	\$3,296.49	\$0.00	\$0.00	\$0.00	\$3,296.49	0.00

10. If there are encumbrances the Query Results will appear and show each document number based on the search criteria. The buttons across the top right of the results:

-  Edit the search criteria
-  Share the results. This is not recommended because it is global.
-  Save and mark a saved query as a favorite
-  View the search criteria
-  Download the results to excel

11. Click on a document number to view it in PDF format or click on the information button beside the number to view related documents and approval history.

Multi Year Query

- Enter 'J' into the Chart field.
- Enter at least the Grant and Organization. Searching in this field has been improved so that it only shows the Funds and Organizations a user has access to and allows searching on text.
 - Remove the Fund and Program codes if they default in.
- To see all account codes associated with the budget leave the Account field blank.
- To see accounts in an expense type enter the first number of the type and a '%' in the Account field. For Example, 7% to see all account codes for supplies and services, travel, and capital.

- To see specific account types, choose the first two numbers from the Account Type field. For Example, 71 to see only supplies and services.

Chart *	<input type="text" value="J Arkansas State University-Jonesboro"/> x v	Index	<input type="text" value="Choose Index"/> v
Fund	<input type="text" value="Choose Fund"/> v	Grant *	<input type="text" value="224737 INBRE: Synthesis and Antimelanoma S..."/> x v
Organization	<input type="text" value="259301 Chemistry and Physics"/> x v	Account	<input type="text" value="7%"/> x v
Program	<input type="text" value="Choose Program"/> v	Activity	<input type="text" value="Choose Activity"/> v
Location	<input type="text" value="Choose Location"/> v	Fund Type	<input type="text" value="Choose Fund Type"/> v
Account Type	<input type="text" value="Choose Account Type"/> v	<input type="checkbox"/> Include Revenue Accounts	

- The Date From fields will default in the Month and Year that the grant started. The Date To fields will be blank, leave them blank for the most current information.

Date From *	<input type="text" value="05"/> x v	<input type="text" value="2023"/> x v
Date To	<input type="text" value="None"/> v	<input type="text" value="None"/> v

- Select the checkbox beside the Operating Ledger columns you wish to display on the report. Hover on the information button beside each option to see descriptions of the column. Recommended to at least check these:
 - Adjusted Budget is the total of the Adopted Budget plus Budget Adjustment amounts.
 - Year to Date is the total expenses.
 - Commitments are the sum of reservations and encumbrances.
 - Available Balance is the amount available to spend.

Operating Ledger

Adopted Budget ⓘ

Year to Date ⓘ

Budget Adjustment ⓘ

Encumbrance ⓘ

Adjusted Budget ⓘ

Reservation ⓘ

Temporary Budget ⓘ

Commitments ⓘ

Accounted Budget ⓘ

Available Balance ⓘ

8. Click the Submit button.

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
710000	Supplies Serv and Oth Activities	\$19,179.00	\$0.00	\$0.00	\$19,179.00
710102	Freight and Delivery Service	\$0.00	\$252.15	\$0.00	(\$252.15)

9. The results will have totals for each account code that can be clicked on to show the transaction detail making up the amount. The buttons across the top right of the results:

-  Edit the search criteria
-  Share the results. This is not recommended because it is global.
-  Save and mark a saved query as a favorite
-  View the search criteria
-  Click the button to select the View Pending Documents option
-  Download the results to excel

10. Click on an amount in the results to see the transactions. There is a download button on these pages as well to export into excel.

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
06/07/2023	06/07/2023	PC000719 ⓘ	FEDEX CIS	\$49.24	PC1
06/07/2023	06/07/2023	PC000719 ⓘ	FEDEX CIS	\$114.42	PC1

11. To view related documents or approval history click on the Information button beside the document number.

Related Documents

Check Disbursement

I0143925

Approval History

AP IMPLICIT QUEUE (INVE) (35)

Garry Patterson| 09/21/2023

Approvals Required

No Approval required information available
for I0622684

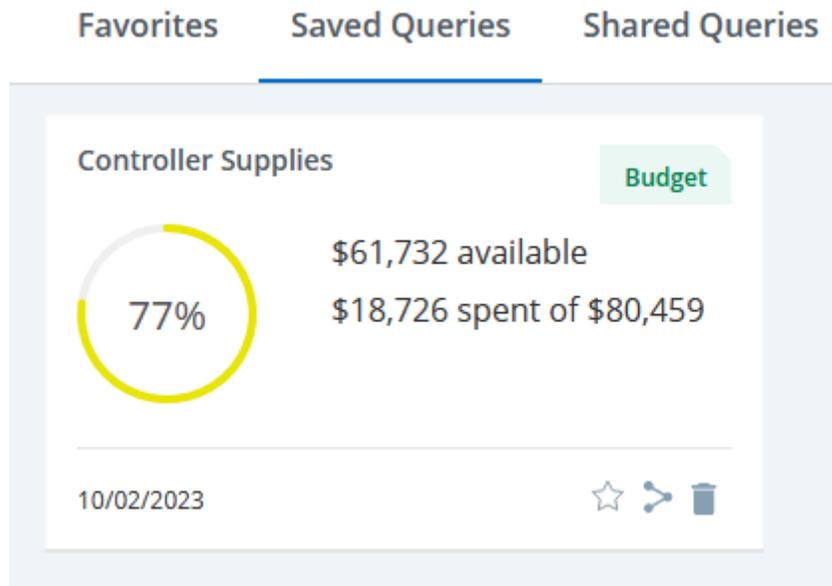
OK

12. To go back, click on the arrow beside the query name or the back button on the web browser.

[← INBRE: Synthesis and Antimelanoma Studies of Chimeric Thiazole-Ethisterone Derivatives Yr2 - 224737](#)

Favorites/Saved Queries

1. Once a query is saved it will appear in the Saved Queries page of My Finance Queries.



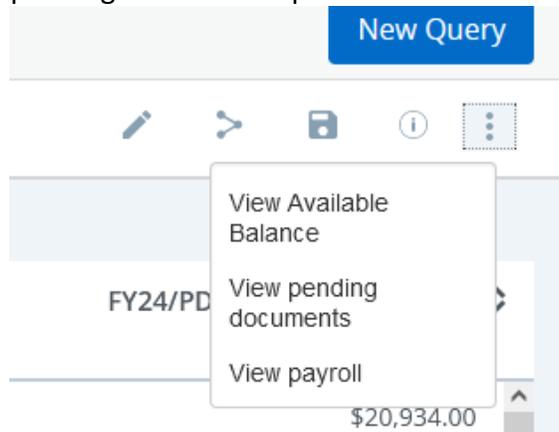
2. To mark it as a favorite, check the star box.
3. The query can be deleted by clicking on the trashcan.
4. If changes are made to a saved query the query must be resaved to maintain those changes. It can be given the same name.

View Pending Documents

Pending documents include the following:

- Requisitions completed, but not approved
- Budget Transfers/Journal Entries completed, but not approved

1. Click on the View More button within the query results and select the View pending documents option.



2. Click on the document number to view it as a PDF.

< Controller Supplies

Query Results

Document Code ^	Transaction Date ↕	Activity Date ↕	Status ↕	Fund ↕	Organization ↕	Account ↕	Program ↕	Vendor/Transacti on Description ↕	Item ↕	Seq# ↕
R0309466	09/26/2023	09/26/2023	In Approvals	110000	311011	711701	1620	Rock Solid Shredding	0	5

Report Total (of all records)

3. Return to the Pending Documents page and return to the query results by clicking the arrow beside the query name or the back button on the web browser.

View Document

There are two ways to access viewing documents now. Through the View Document icon in My Finance Dashboard and through the View Document button in My Finance Queries.

1. Click on the View Document icon or the View Document button in My Finance Queries 



View Document

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

2. Select the Document Type from the drop down. The default is Requisition. Other options are Purchase Order, Invoice, and Journal Voucher. Use Journal Voucher to look up departmental Budget Transfers.
3. The Document Search option is to search for a document number if the entire number is not known.
4. Enter the Document Number.

View Document ×

Document Type

Requisition × ▼

Document Search

Choose Document Number ▼

Document Number *

R0308726

VIEW DOCUMENT	APPROVALS & RELATED DOCUMENTS
-------------------------------	---

5. Select View Document to see a PDF version of the document.

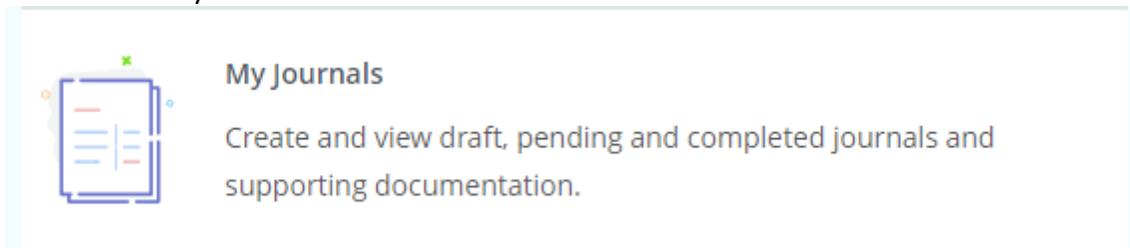
6. Select Approvals & Related Documents to see the documents related documents and approval history.
 - a. Approval history will only be available for Requisitions and Journal Vouchers.
 - b. To see the specific date an invoice was paid, open the Invoice and view the Payment Due date.

My Journals

Foundation transfers, Revenue transfers, Permanent transfers, and transfers to or from other departments must be originated on the paper budget transfer form:

<http://www.astate.edu/a/budget/files/transfer.pdf>.

1. Click on the My Journals icon.



My Journals Dashboard

Document	Date	Description	Total	Status
Draft Journals (5)				
J0155114	09/22/2023	To cover supplies	200.00	Draft
J0155111	09/19/2023	To cover travel	200.00	Draft
View More				
Pending Journals (1)				
J0155099	09/06/2023	to cover wage	200.00	In Approval
Completed Journals				
J0154242	02/15/2023	Close R0302759 Seq 1	0.00	Completed

There are 3 sections of the dashboard: Draft Journals, Pending Journals, and Completed Journals.

Use the Search journal field to find journals by document number or description.

Click the Create Journal button to start a new Budget Transfer.

Draft Journals

Document	Date	Description	Total	Status
Draft Journals 5				
J0155114	09/22/2023	To cover supplies	200.00	Draft
J0155111	09/19/2023	To cover travel	200.00	Draft

- Click on a journal line to open it for editing and completion.
- Click on the More Actions button to delete the journal.

Pending Journals

Pending Journals 1				
J0155099	09/06/2023	to cover wage	200.00	In Approval

- Click on the journal line to open it for review.
- Click on the information button to see where the journal is in the approval process.

Pending Journals 1				
J0155099	09/06/2023	to cover wage	200.00	In Approval

- Click on the More Actions button to recall the journal and return it to draft mode.

Completed Journals

Completed Journals				
J0154242	02/15/2023	Close R0302759 Seq 1	0.00	Completed
J0152270	09/29/2022	Close P9024657	0.00	Completed

- Click on the journal line to open it for review.
- Click on the More Actions button to copy or reverse the journal.
 - Reversing the journal will create a new journal and flip the sequences of the original journal. Update the description to indicate this corrects the original journal number.

Create Journal

This page can be used to enter all types of journals and budget transfers based on the user's access. To do a departmental budget transfer always use journal type BD04.

1. Click the Create Journal button.

Create Journal

Transaction Date *
10/03/2023

Redistribution

NSF Checking

Accounting Defaults

Journal Type
BD04 Temporary Budget ... x v

Bank Code
Choose Bank Code v

Budget Period
04 x v

Description
To cover supplies deficit

Deposit

Currency
Choose Currency Code v

Distribution Total

Deferred Edit

CREATE

2. Select or type BD04 in the Journal Type field.
3. Enter a Description. This field only takes 35 characters.
4. Select the Budget Period.
5. By entering steps 2-4 in the Accounting Defaults section the fields will not have to be filled out on each accounting sequence.

6. Click the Create button.

Add accounting ×

Sequence Number : 1 Status :

Journal Type *
BD04 Temporary Budget ... * v

Chart * Index
J Arkansas State Universi... * v Choose Index v

Fund
110000 Educational and General * v

Organization
311011 Controller * v

Account
710000 Supplies Serv and Oth Activities * v

Program Location
1620 Fiscal Operations * v Choose Location v

Activity Project
Choose Activity v Choose Project v

Percent

Amount * Debit/Credit *
100.00 - Minus * v

NSF Override Document Reference

Description * Budget Period
To cover supplies deficit 04 * v

7. Sequence 1 should be where the money is coming from.
8. Enter J in the Chart field if it doesn't default in.
9. Enter the Fund and Organization codes.

- a. The codes can be searched for by typing in the numbers or entering the code titles.
- 10. Enter the Account using the pool codes. For example, for supplies enter 710000.
- 11. Enter the Program.
- 12. Enter the Amount to be moved.
- 13. Select – Minus from the Debit/Credit field.
- 14. The Description and Budget Period fields should default in from the information provided on the previous page.
- 15. Ignore the rest of the fields.
- 16. Click Save to save sequence 1 and return to the Accounting Distribution page.
 - a. Clicking Add Accounting will save the sequence created and open a blank Add accounting window to create the next sequence.
- 17. To copy sequence 1, check the box beside the sequence number and click the Copy button

Transaction date :10/03/2023 Total :100.00 Status : Draft

Accounting Distribution 1

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Org
<input checked="" type="checkbox"/> 1	▲ Draft	BD04	J	--	100.00	- Minus	--	110000	311

Accounting total : 100.00

Buttons: Back, Save as draft, Add accounting

- 18. Update the Account field to where the money is going to and Debit/Credit field to + Plus.
- 19. Click Save and repeat the copy option or click the Add accounting button to add additional lines.
- 20. Once the journal is complete click the Submit Journal button to send it to approvals.

My Requisitions

This page will **not** be used to create requisitions.

- 1. Click on the My Requisitions icon.



My Requisitions

Create and view draft, pending and completed requisitions and supporting documentation.

My Requisitions Dashboard

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 3				
R0304615	09/12/2023		\$0.00	Draft
R0304613	09/12/2023		\$10.85	Draft
View More				
Pending Requisitions 1				
R0304611	07/31/2023	ODP Business Solutions LLC	\$1,085.00	In Approval 1
Completed Requisitions 79				
R0259933	02/21/2019	United Van Lines LLC	\$3,198.01	Completed

There are 3 sections of the dashboard: Draft Requisitions, Pending Requisitions, and Completed Requisitions.

Use the Search Requisition field to find requisitions by document number or vendor name.

Draft Requisitions

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 3				
R0304615	09/12/2023		\$0.00	Draft
R0304613	09/12/2023		\$10.85	Draft
View More				

- Click on a requisition line to open it for review or deleting.
 - To review, click the View as PDF button in the bottom right corner.
 - To delete, click the Delete Requisition button in the top right corner.

Pending Requisitions

Pending Requisitions 1				
R0304611	07/31/2023	ODP Business Solutions LLC	\$1,085.00	In Approval 1
View More				

- Click on the requisition line to open it for review or to recall it for corrections.
 - To review, click the View as PDF button in the bottom right corner.
 - To delete, click the Recall My Requisition button in the top right corner.

- Click on the information button to see where the journal is in the approval process.

Completed Requisitions

Completed Requisitions 79				
R0259933	02/21/2019	United Van Lines LLC	\$3,198.01	Completed
R0256833	11/20/2018	Athens Paper Company	\$1,115.06	Assigned to Buyer ⓘ

[View More](#)

- Click on the requisition line to open it for review.
 - To review, click the View as PDF button in the bottom right corner.
- Requisitions with the status of Assigned to Buyer, click on the information button to see the assigned buyer in Procurement.
- Requisitions with a status of Converted to PO, click on the information button to see the PO number.