Arkansas State University
Banner9 Finance Self-Service

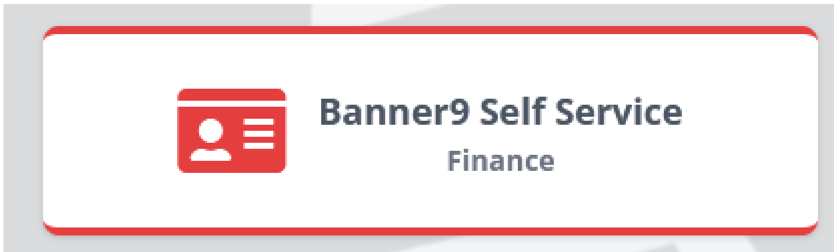
Contents

Revised October 2023

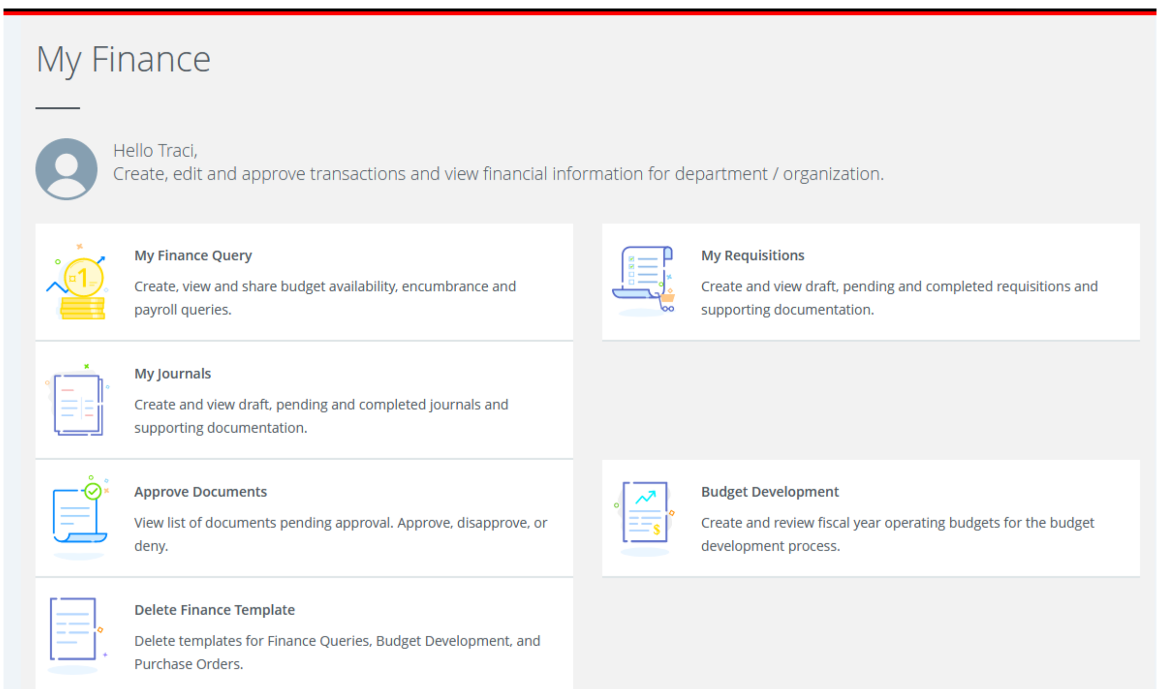
Accessing the My Finance Menu

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

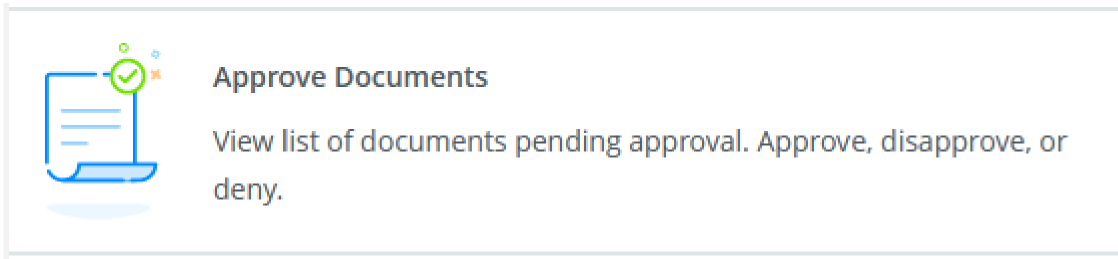


Approving Documents

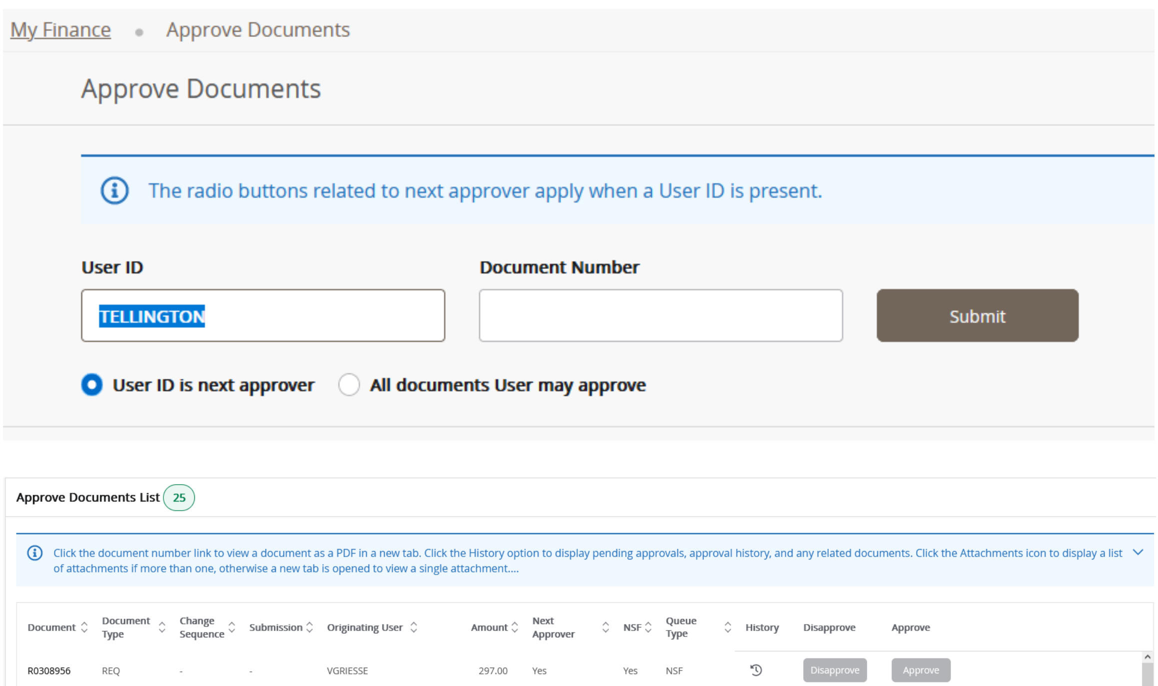
Initiators can use the Approve Documents menu to deny a document they've entered to make changes.

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.



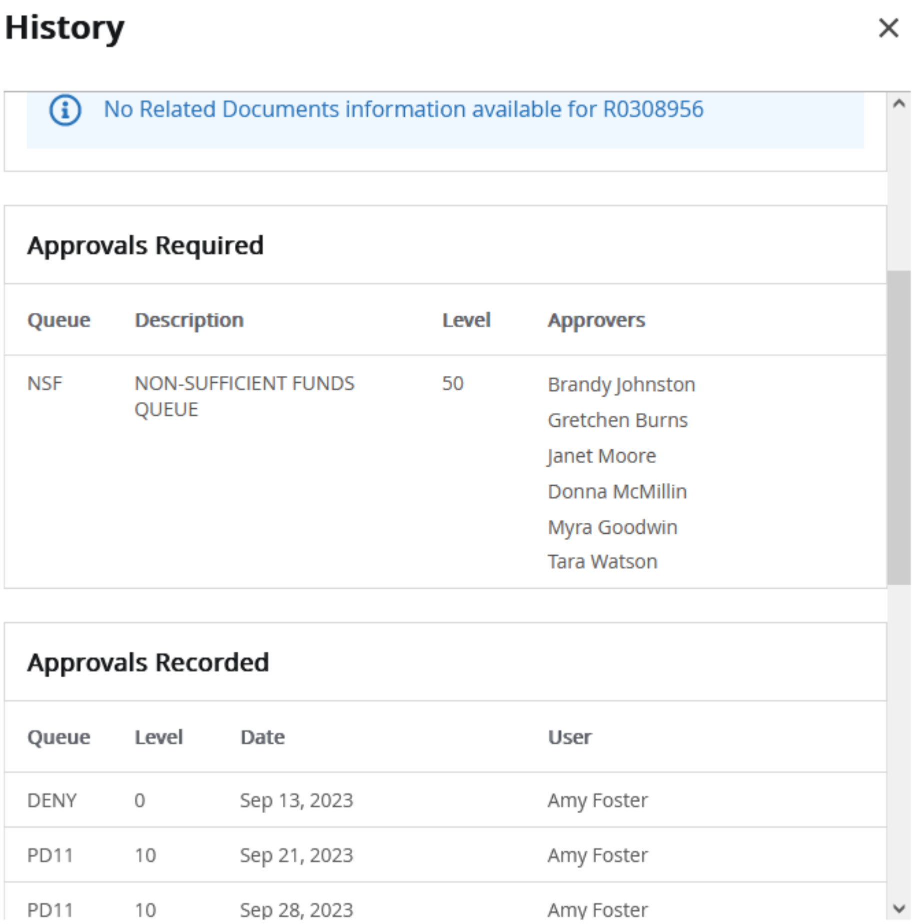
<u>To view the document:</u>

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

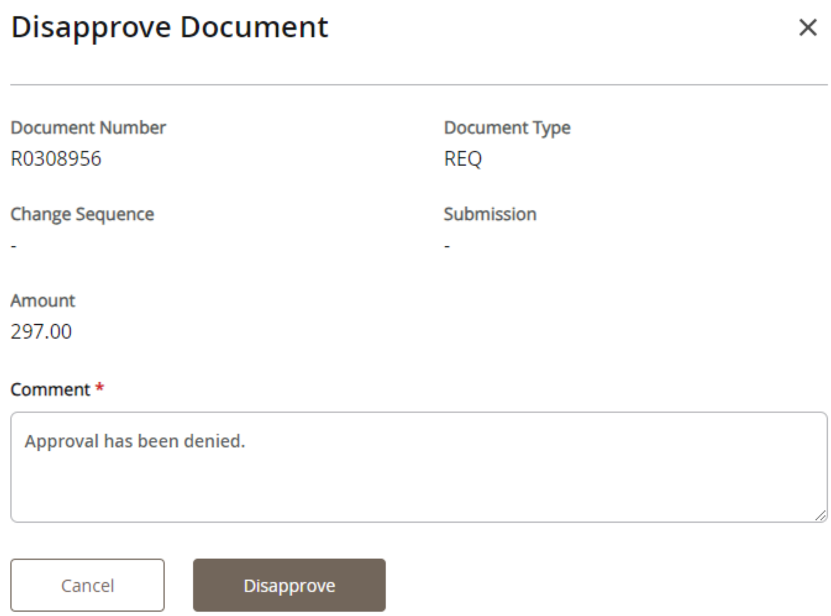
Approvals Recorded

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

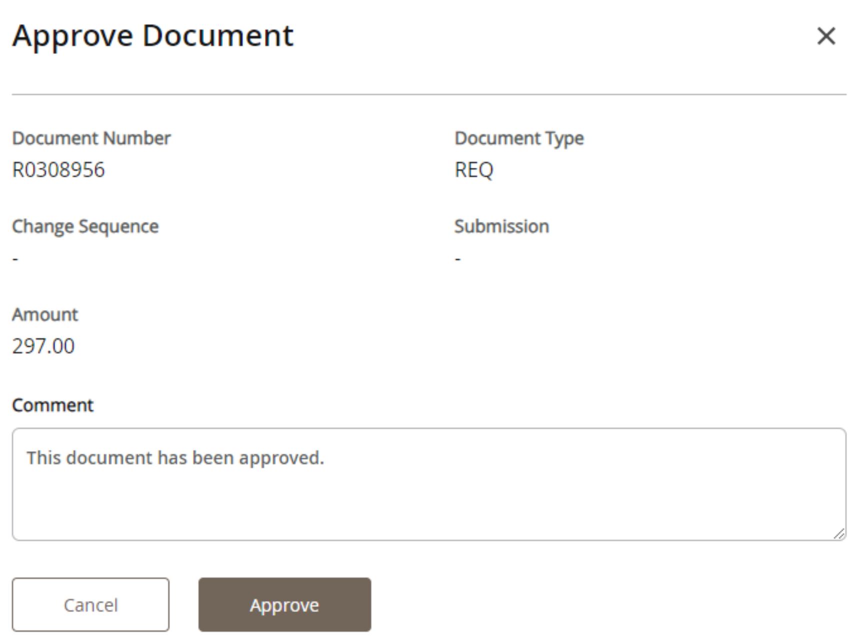
1. Click on the Disapprove button



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

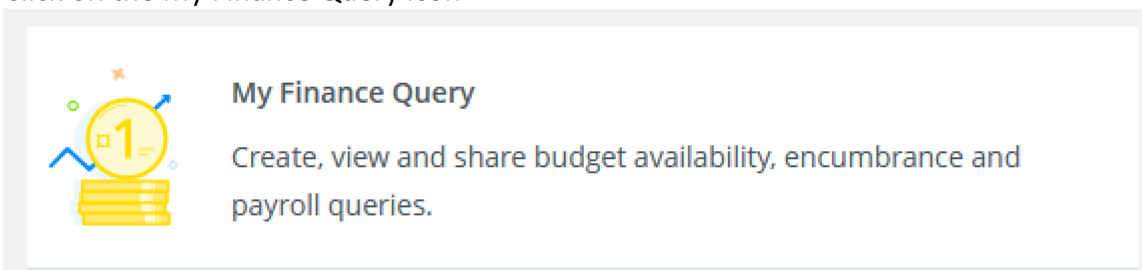


2. Click on the Approve button.
3. Return to Approve Documents.

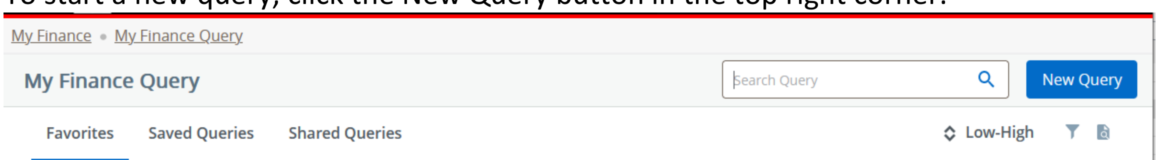
My Finance Queries

Queries can now be saved as Favorites or Saved Queries.

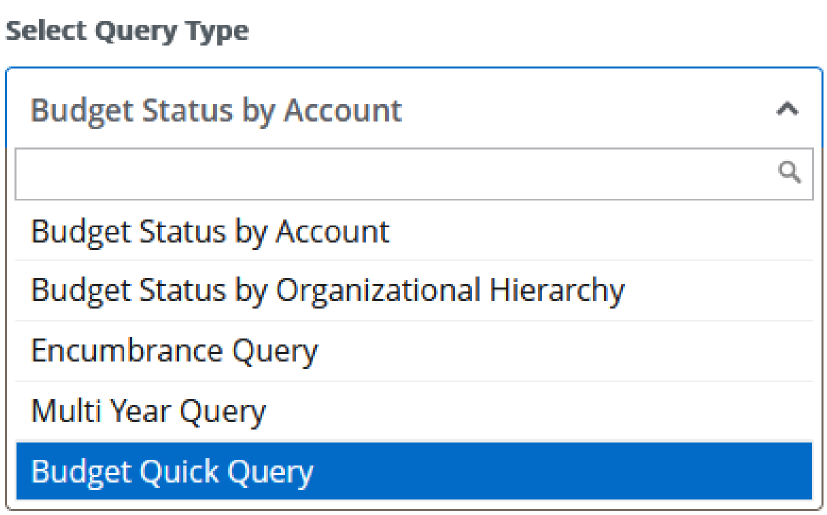
1. Click on the My Finance Query icon



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



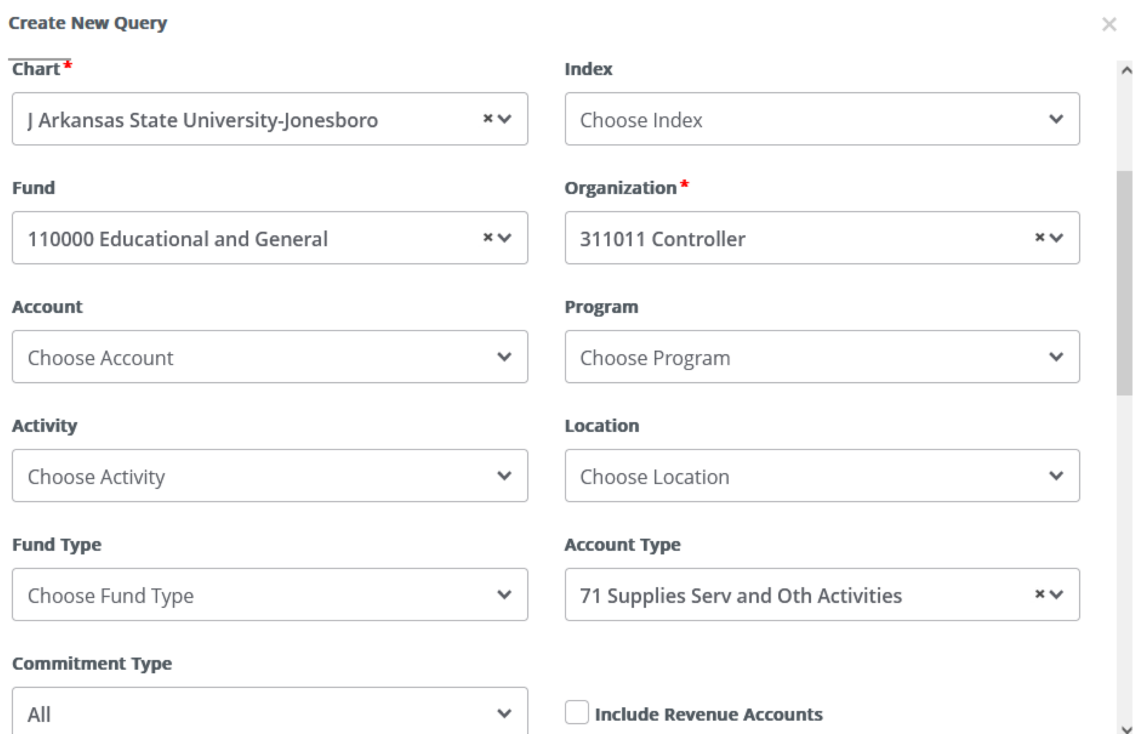
3. Under the Select Query Type dropdown there are several options:
   a. Budget Status by Account is the one most used. It allows the selection of the fiscal period and drilling down on transaction detail.
   b. Budget Status by Organizational Hierarchy can be used by Dean or Director Offices to see 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 must current month in the fiscal year. It will allow drilling down to see transaction detail.



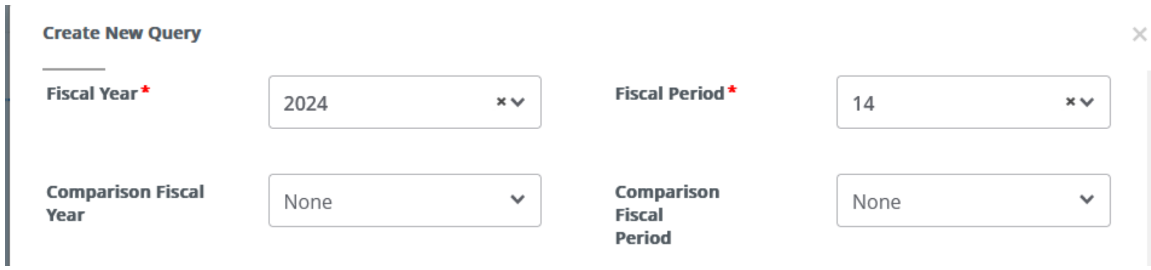
4. In the sections below are the steps for using Budget Status By Account, Encumbrance Query, and Multi Year Query.

Budget Status by Account

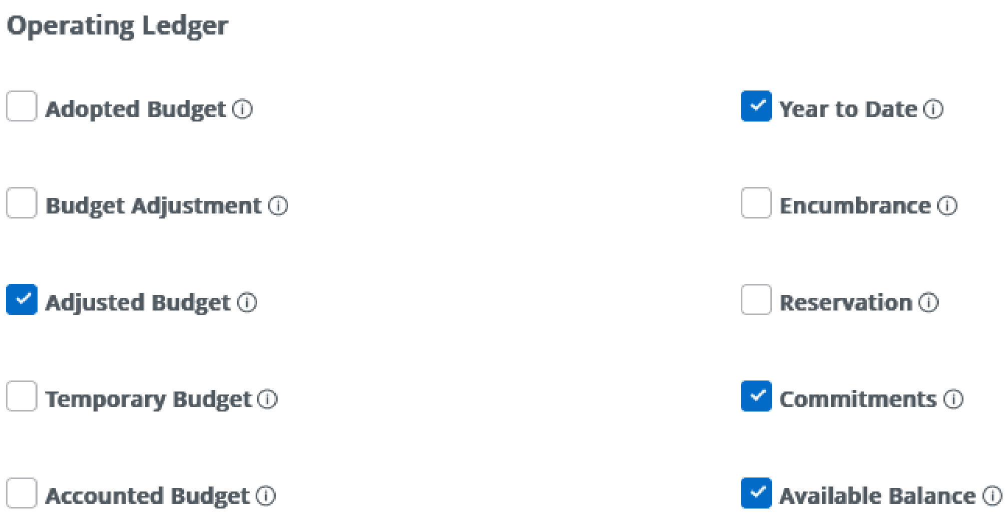
1. Enter ‘J’ into the Chart field.
2. Enter at least the Fund and Organization. Searching in this field has been improved so that it only shows the Funds and Organizations a user has access to and allows searching on text.
    a. For viewing revenue, check the Include Revenue Accounts box and leave Program 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.



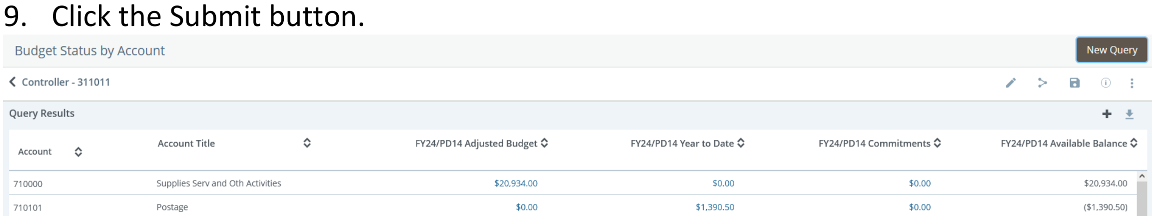
6. Select the Fiscal Year. Remember that our fiscal year begins July 1 and ends June 30.
7. Select ‘14’ for the Fiscal Period. By selecting 14, this ensures the most current data is being pulled. Especially useful if the query is saved for future use.



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.



9. Click the Submit button.



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

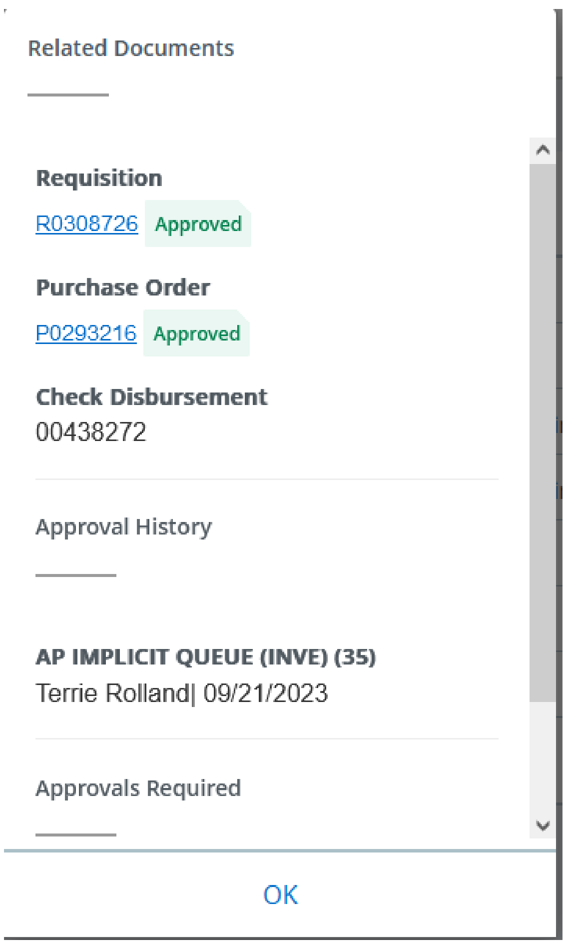
11. Click on an amount in the results to see the transactions. There is a download button on these pages as well to export into excel.

Controller - 311011

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
07/06/2023	07/06/2023	I0617445	Rock Solid Shredding	$55.00	INNI
07/06/2023	07/06/2023	I0617446	Rock Solid Shredding	$55.00	INNI
07/06/2023	07/06/2023	JV001565	I0617446 Rock Solid Shredding	($55.00)	JE16
07/06/2023	07/06/2023	JV001565	I0617445 Rock Solid Shredding	($55.00)	JE16
09/21/2023	09/21/2023	I0622876	Rock Solid Shredding	$74.32	INEI

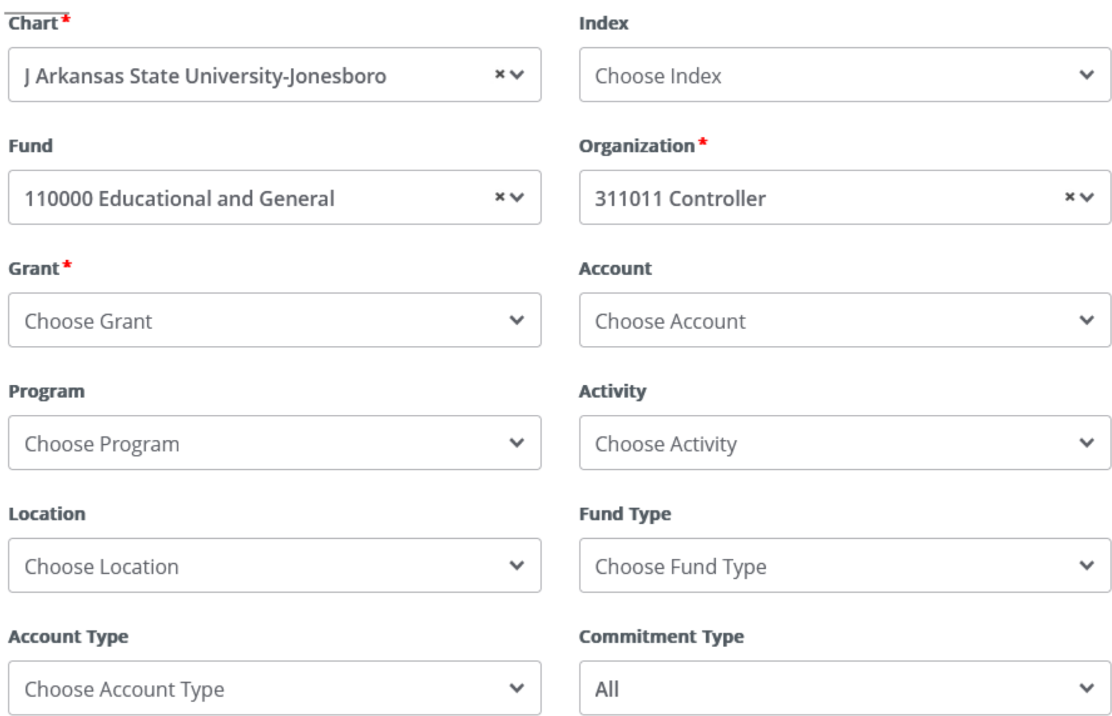
12. To view related documents or approval history click on the Information button beside the document number.

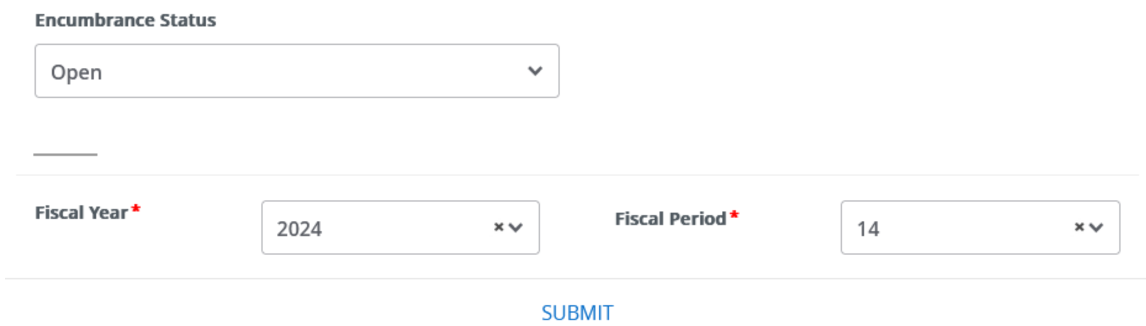


13. To go back, click on the arrow beside the query name or the back button on the web browser.

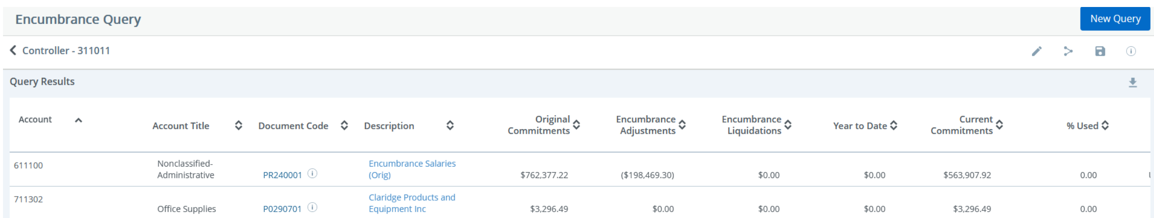
Encumbrance Query

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.





9. Click the Submit button.



Encumbrance Query

New Query

Controller - 311011

Query Results

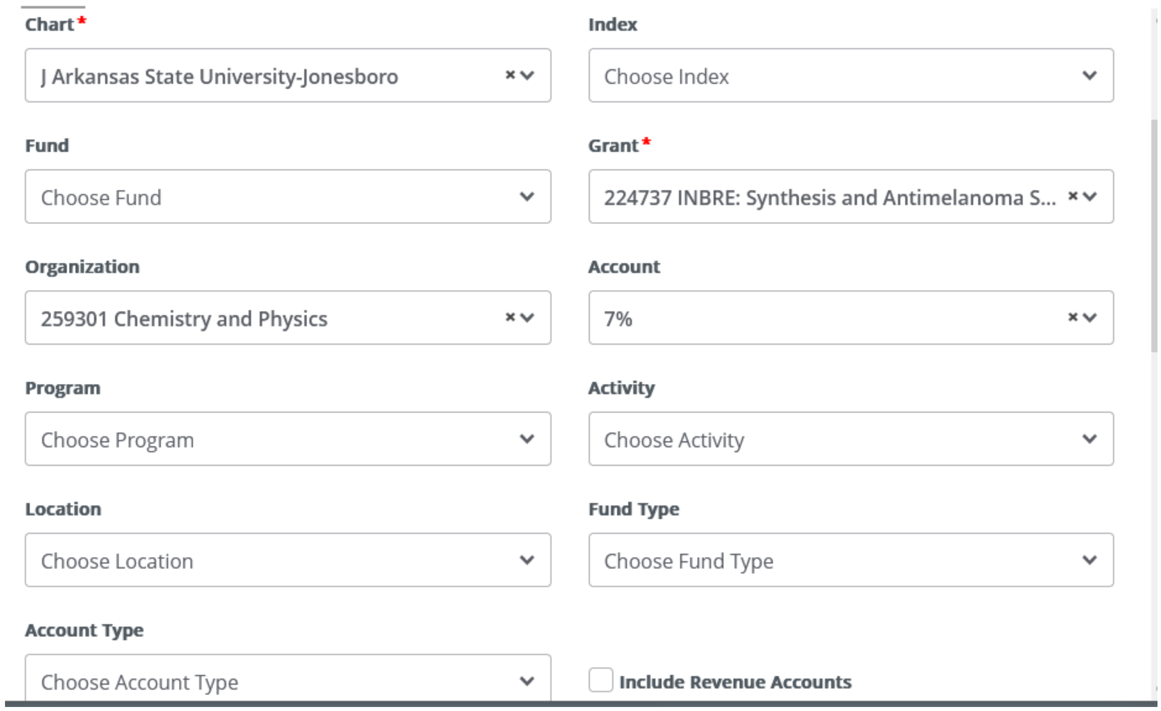
Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
611100	Nonclassified-Administrative	PR240001	Encumbrance Salaries (Orig)	$762,377.22	($198,469.30)	$0.00	$0.00	$563,907.92	0.00
711302	Office Supplies	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:
    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.  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.

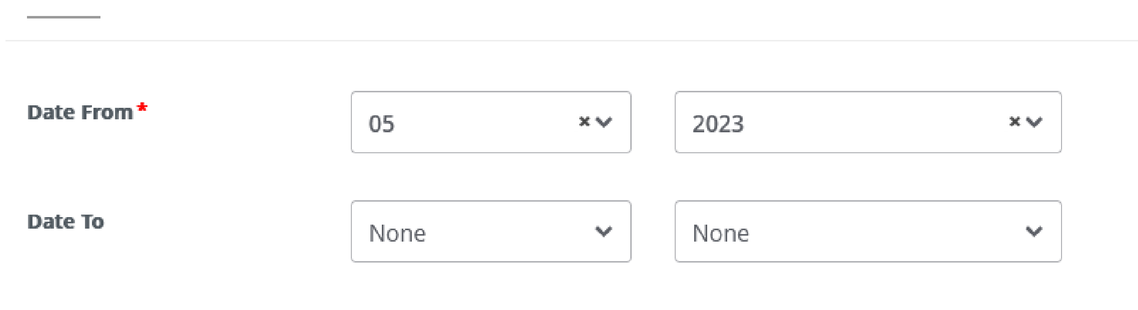
Multi Year Query

1. Enter ‘J’ into the Chart field.
2. 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.
    a. Remove the Fund and Program codes if they default in.
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.



6. 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.



7. 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

- [ ] Adopted Budget
- [ ] Budget Adjustment
- [x] Adjusted Budget
- [ ] Temporary Budget
- [ ] Accounted Budget
- [x] Year to Date
- [ ] Encumbrance
- [ ] Reservation
- [x] Commitments
- [x] Available Balance

8. Click the Submit button.

Multi Year Query — New Query

INBRE: Synthesis and Antimelanoma Studies of Chimeric Thiazole-Ethisterone Derivatives Yr2 - 224737

Query Results

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)

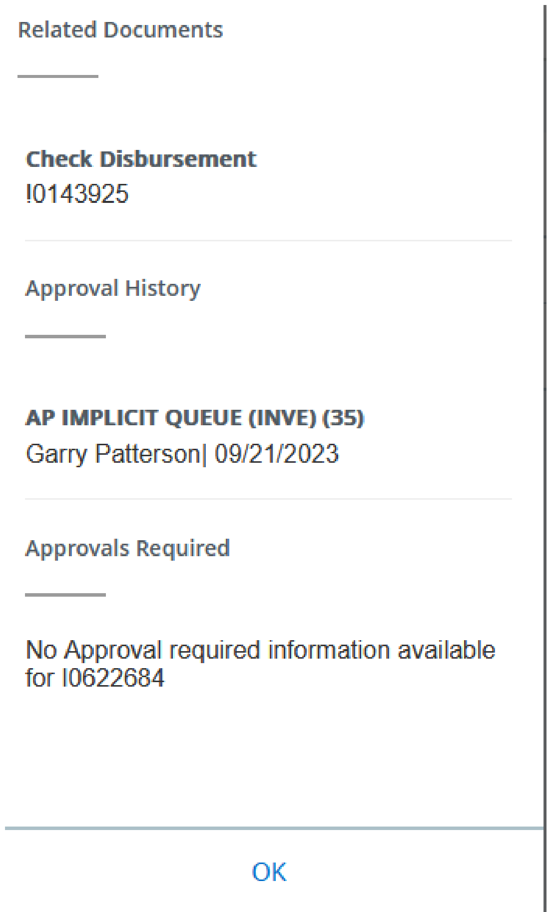
9. The results will have totals for each account code that can be clicked on to show the transaction detail making up the amount. The buttons across the top right of the results:
   a. Edit the search criteria
   b. Share the results. This is not recommended because it is global.
   c. Save and mark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

INBRE: Synthesis and Antimelanoma Studies of Chimeric Thiazole-Ethisterone Derivatives Yr2 - 224737

Query Results

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

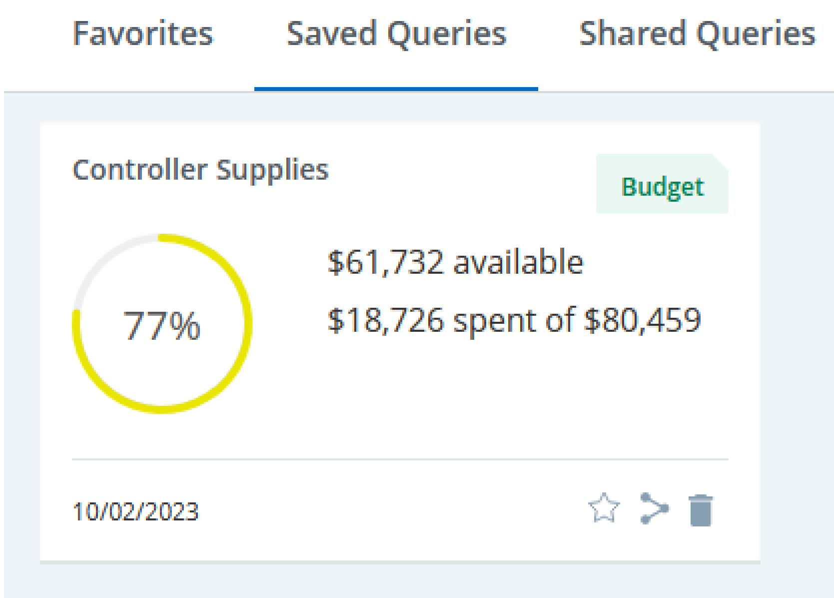
11. To view related documents or approval history click on the Information button beside the document number.



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

Favorites/Saved Queries

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



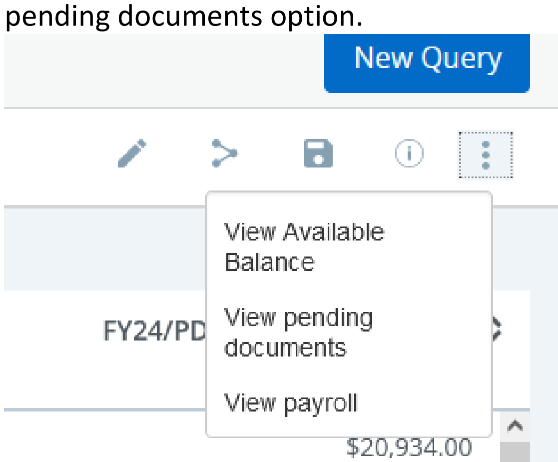
2. To mark it as a favorite, check the star box.
3. The query can be deleted by clicking on the trashcan.
4. If changes are made to a saved query the query must be resaved to maintain those changes. It can be given the same name.

View Pending Documents

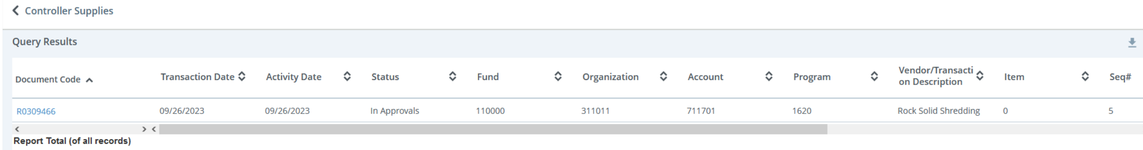
Pending documents include the following:

- 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.

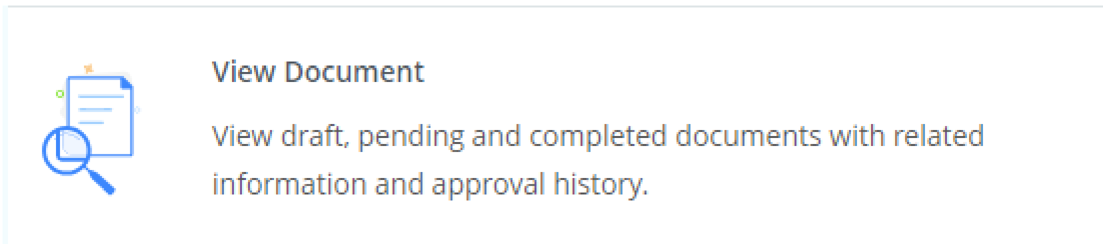


3. Return to the Pending Documents page and return to the query results by clicking the arrow beside the query name or the back button on the web browser.

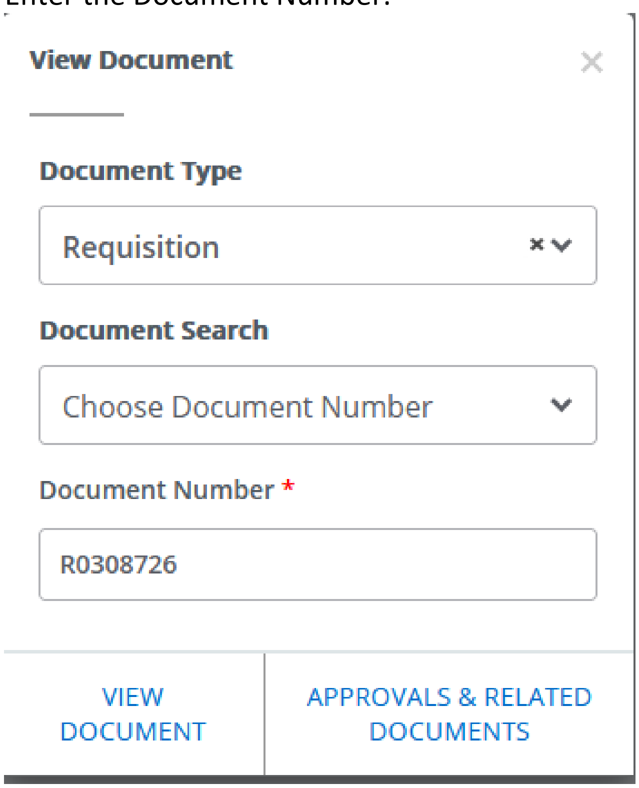
View Document

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



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.



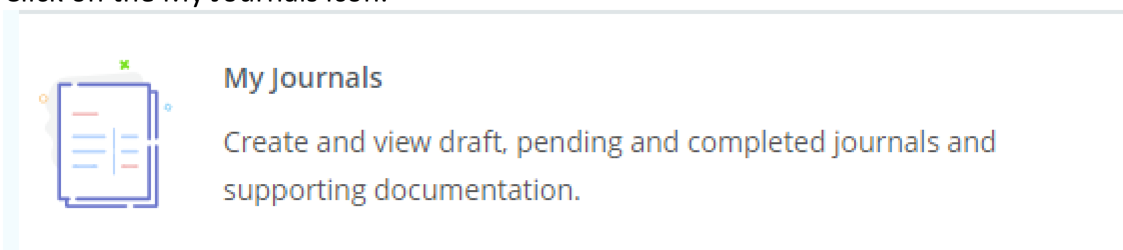
5. Select View Document to see a PDF version of the document.

6. Select Approvals & Relate 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.

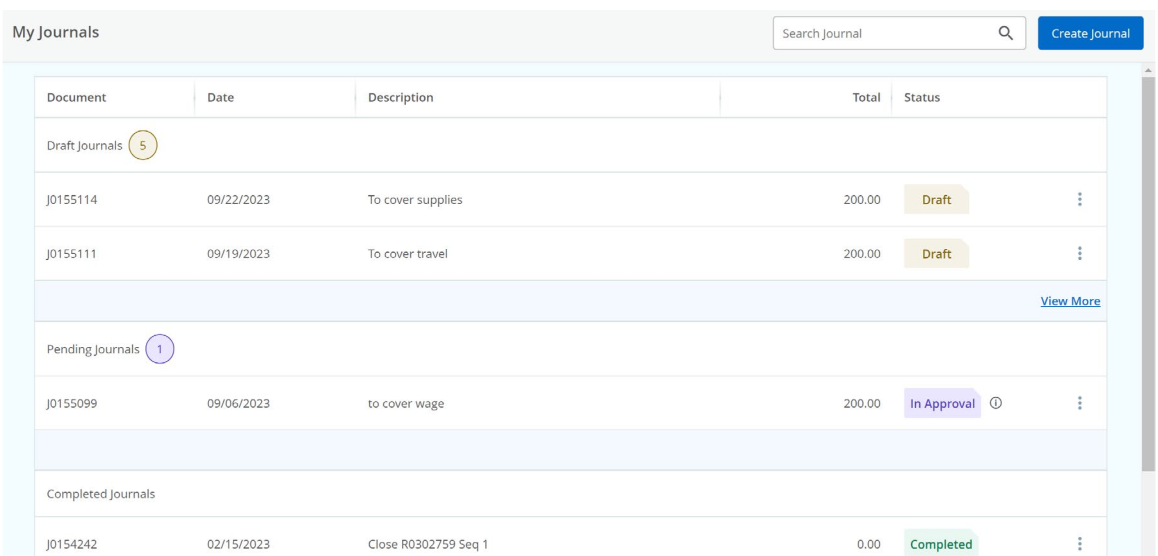
My Journals

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

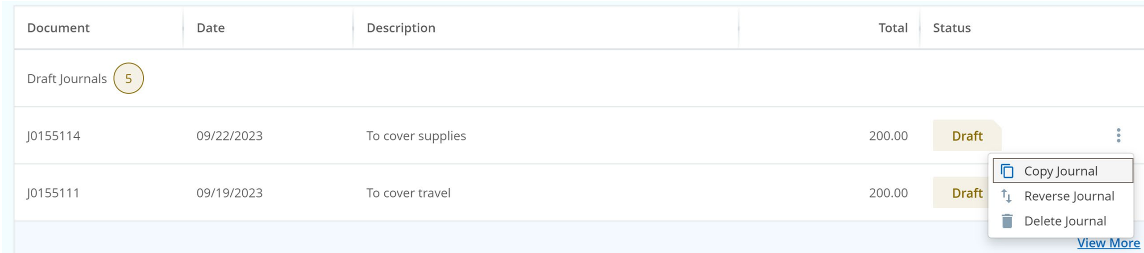


There are 3 sections of the dashboard: Draft Journals, Pending Journals, and Completed Journals.

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

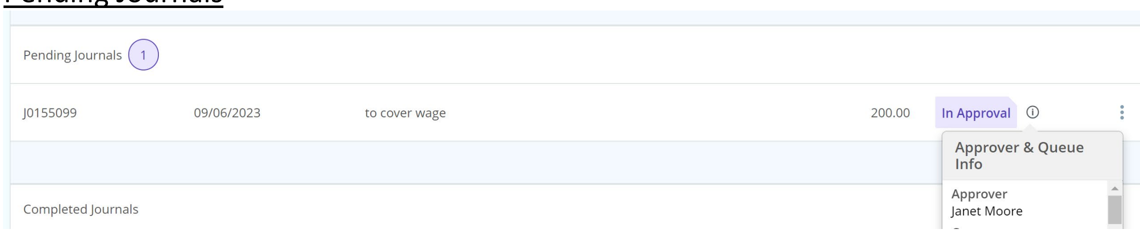
Click the Create Journal button to start a new Budget Transfer.

Draft Journals

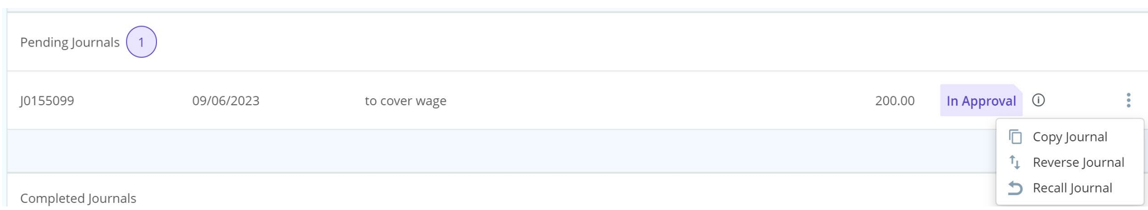


- Click on a journal line to open it for editing and completion.
- Click on the More Actions button to delete the journal.

Pending Journals

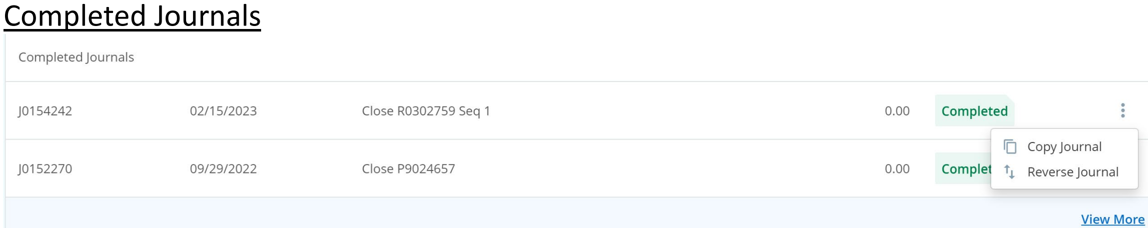


- Click on the journal line to open it for review.
- Click on the information button to see where the journal is in the approval process.



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

Completed Journals

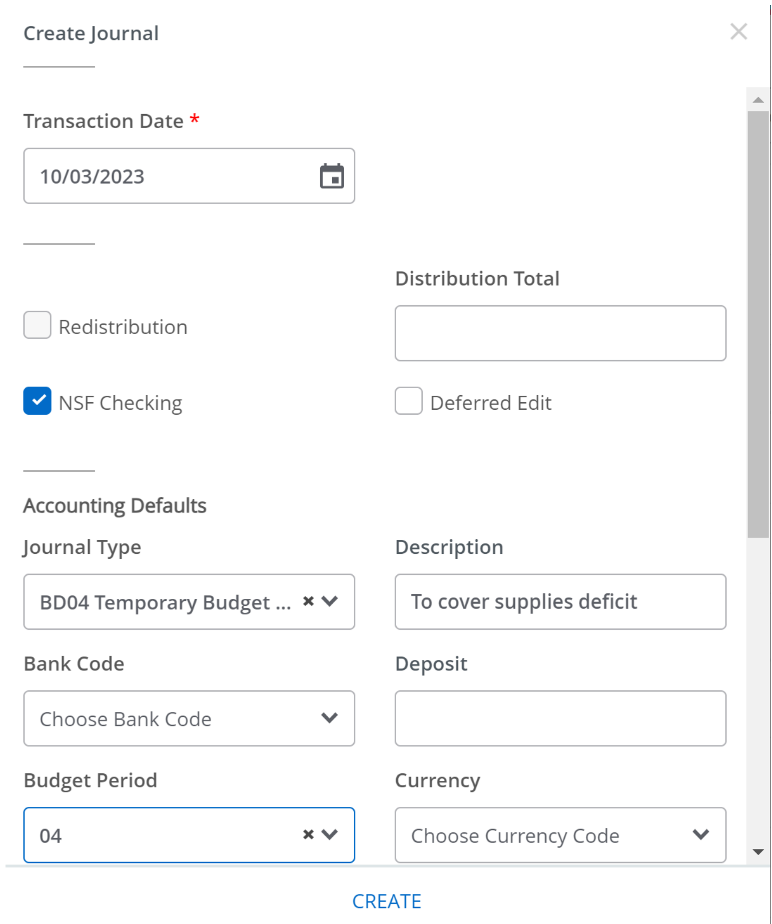


- Click on the journal line to open it for review.
- Click on the More Actions button to copy or reverse the journal.
  - Reversing the journal will create a new journal and flip the sequences of the original journal. Update the description to indicate this corrects the original journal number.

Create Journal

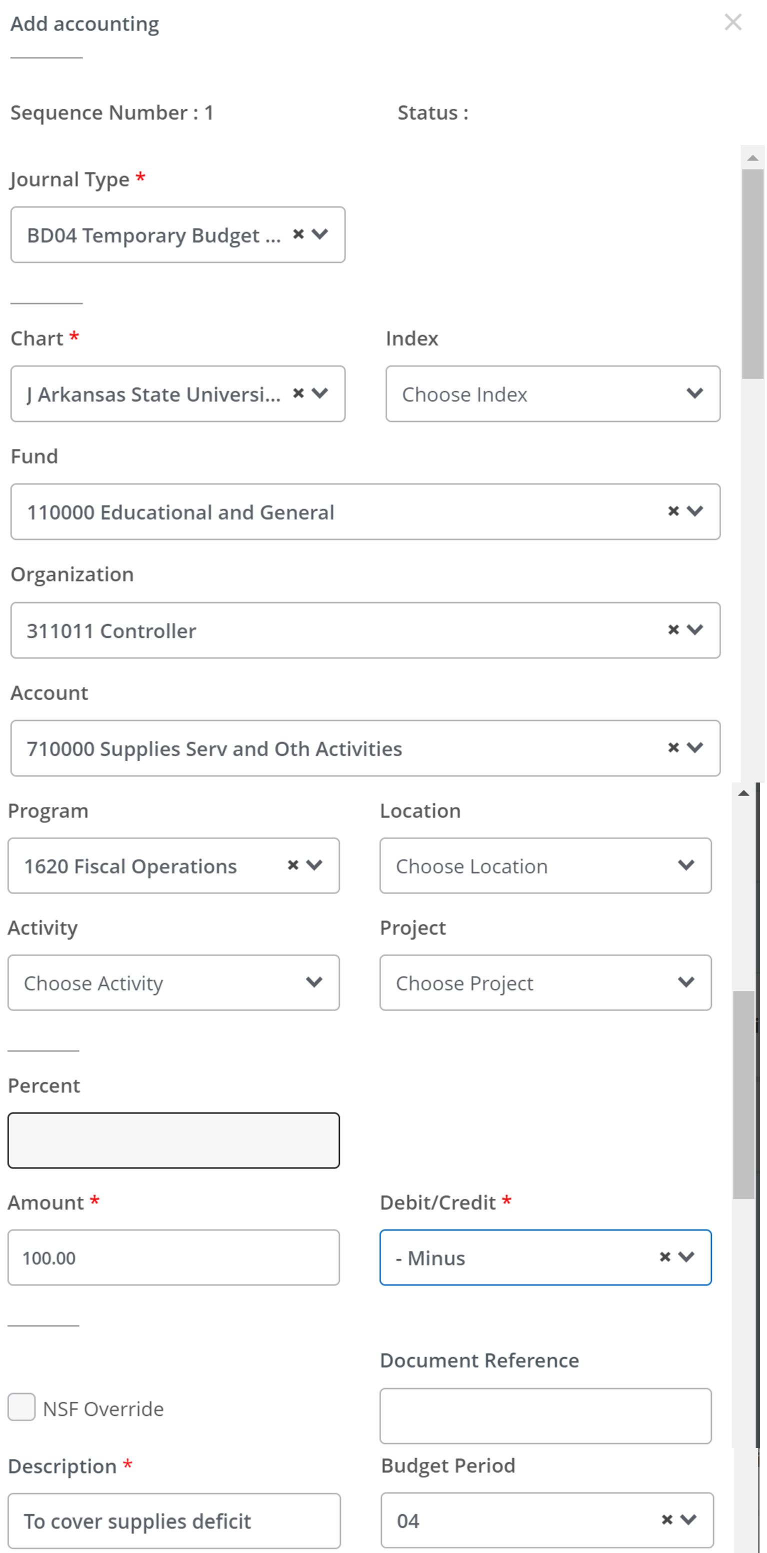
This page can be used to enter all types of journals and budget transfers based on the user's access. To do a departmental budget transfer always use journal type BD04.

1. Click the Create Journal button.



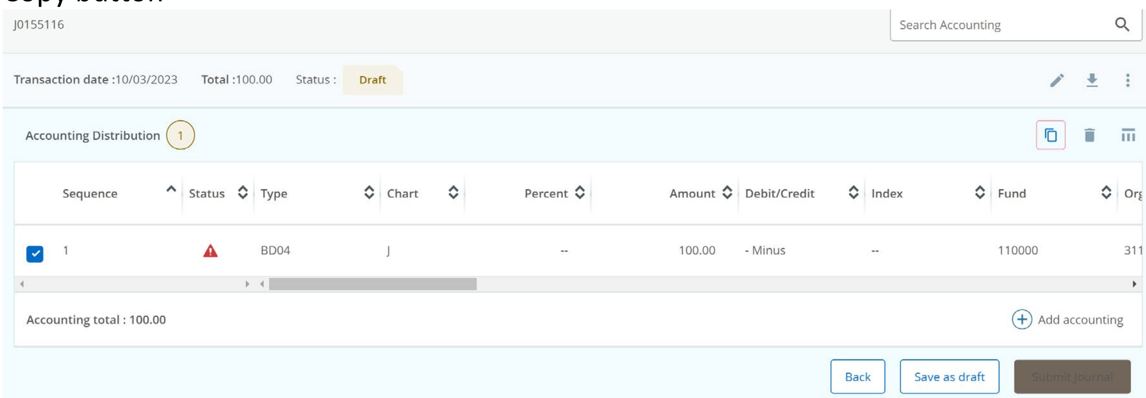
2. Select or type BD04 in the Journal Type field.
3. Enter a Description. This field only takes 35 characters.
4. Select the Budget Period.
5. By entering steps 2-4 in the Accounting Defaults section the fields will not have to be filled out on each accounting sequence.

6. Click the Create button.



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

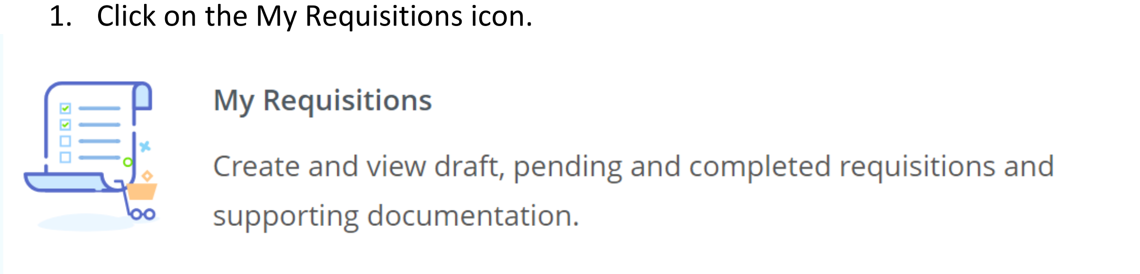


18. Update the Account field to where the money is going to and Debit/Credit field to + Plus.
19. Click Save and repeat the copy option or click the Add accounting button to add additional lines.
20. Once the journal is complete click the Submit Journal button to send it to approvals.

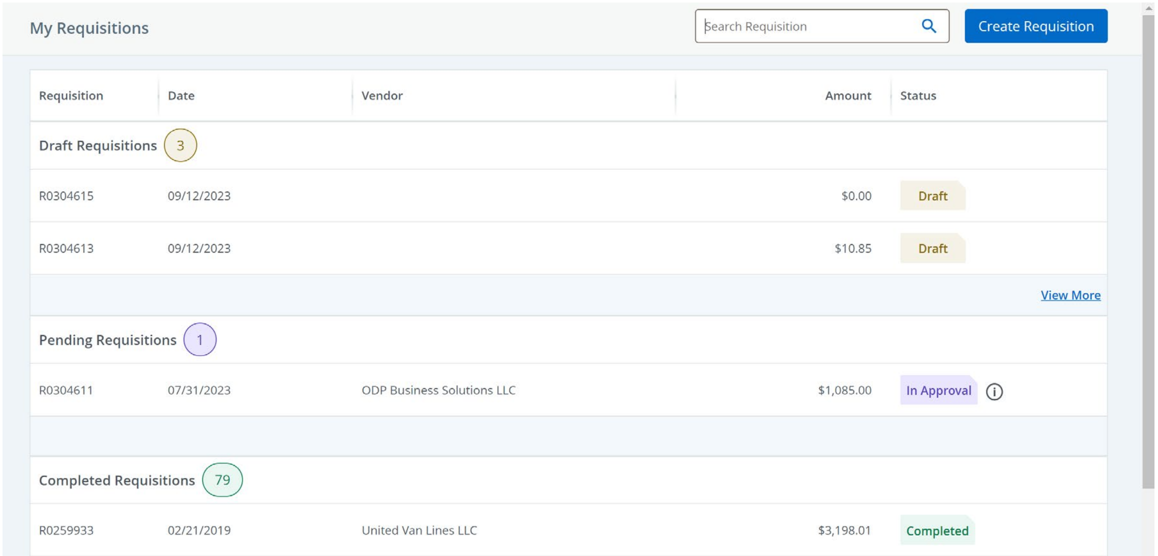
My Requisitions

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

1. Click on the My Requisitions icon.



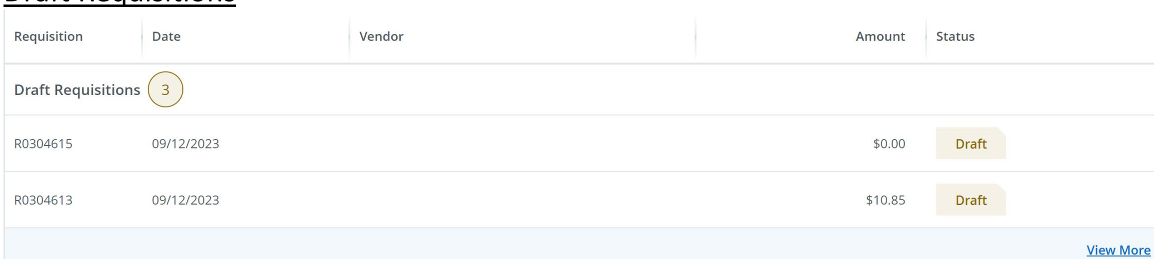
My Requisitions Dashboard



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

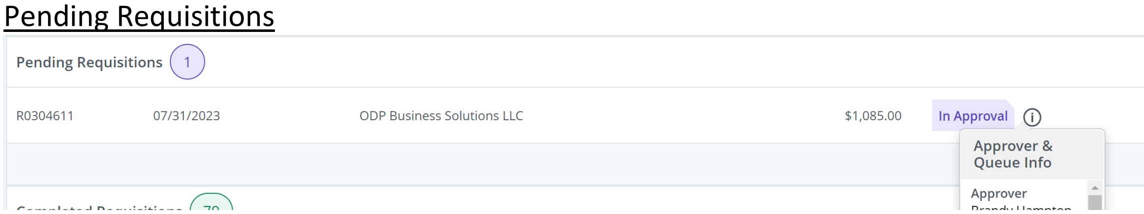
Use the Search Requisition field to find requisitions by document number or vendor name.

Draft Requisitions



- 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.

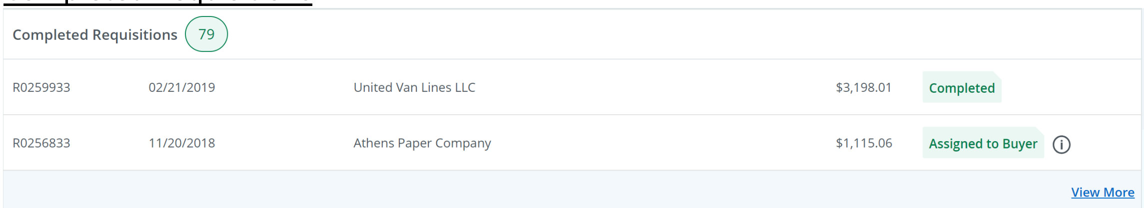
Pending Requisitions



- 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



- 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.