

**Financial Services**

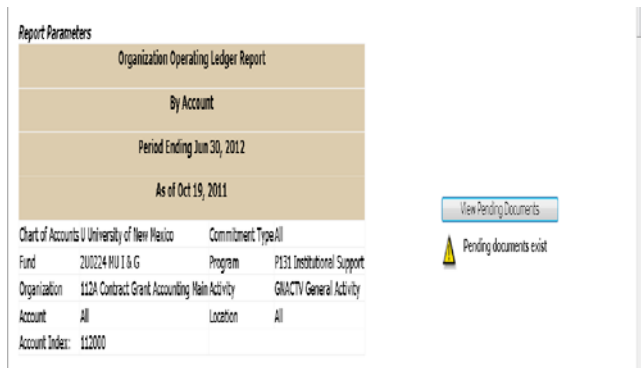
Date: 11/1/2011

**Viewing Pending Documents in  
Finance Self-Service  
FSJA-096**

To help facilitate accurate reporting and budgeting, users have the ability to view pending documents from Finance Self-Service or Banner Finance INB for budget availability purposes. This Job aid is specific to Finance Self-Service. To view these in Banner Finance INB see FSJA-095.

**Finance Self-Service on the Finance Tab:**

1. Generate the Operating Ledger Query by account, using desired parameters.
2. 'View Pending Documents' button is on the right. If there are pending documents, there will be a caution stating: 'Pending documents exist'.



**Report Parameters**

Organization Operating Ledger Report

By Account

Period Ending Jun 30, 2012

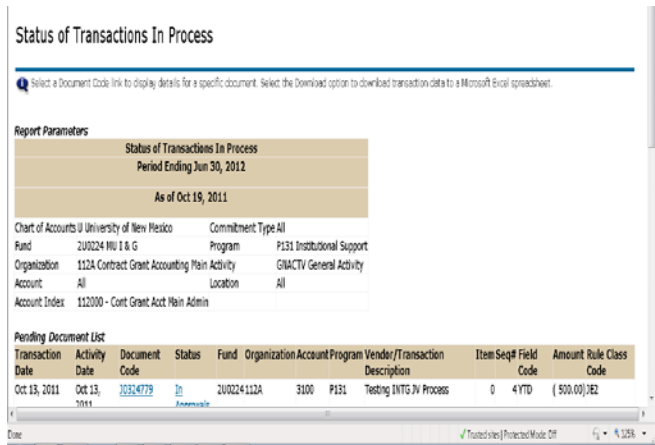
As of Oct 19, 2011

Chart of Accounts U University of New Mexico	Commitment Type All
Fund 2U0224 MU I & G	Program P131 Institutional Support
Organization 112A Contract Grant Accounting Main Activity	GNACTV General Activity
Account All	Location All
Account Index: 112000	

[View Pending Documents](#)

⚠ Pending documents exist

Click on 'View Pending Documents'.  
'Status of Transactions in Process' page opens.



**Status of Transactions In Process**

Select a Document Code link to display details for a specific document. Select the Download option to download transaction data to a Microsoft Excel spreadsheet.

**Report Parameters**

Status of Transactions In Process  
Period Ending Jun 30, 2012  
As of Oct 19, 2011

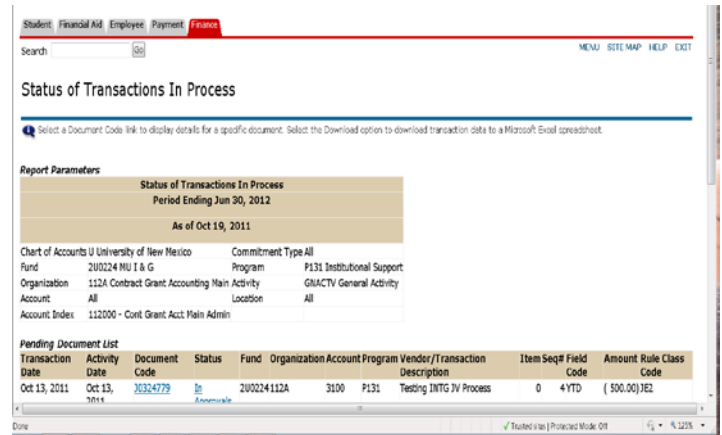
Chart of Accounts U University of New Mexico	Commitment Type All
Fund 2U0224 MU I & G	Program P131 Institutional Support
Organization 112A Contract Grant Accounting Main Activity	GNACTV General Activity
Account All	Location All
Account Index: 112000 - Cont Grant Acct Main Admin	

**Pending Document List**

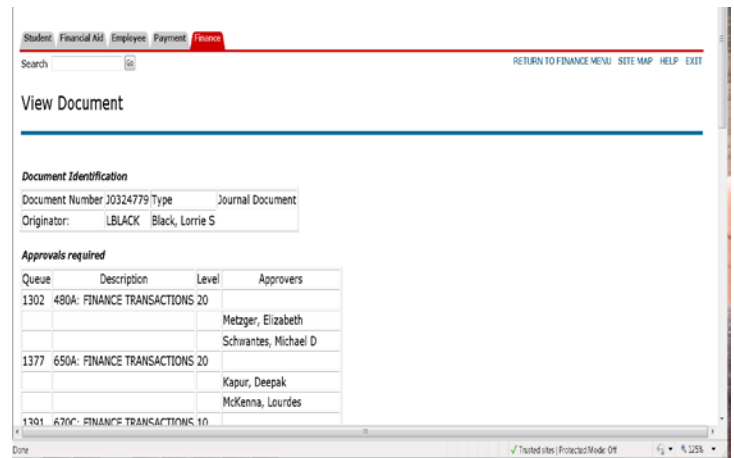
Transaction Date	Activity Date	Document Code	Status	Fund	Organization	Account	Program	Vendor/Transaction Description	Item Seq#	Field Code	Amount	Rule Class Code
Oct 13, 2011	Oct 13, 2011	<a href="#">30324779</a>	In	2U0224	112A	3100	P131	Testing INTG JV Process	0	4 YTD	(500.00)	2E2

This shows the status of all documents in process. If a document is pending, both the Document Code and the Status will be hyperlinks. If a document is In Process (Incomplete), only the Document code will be a hyperlink.

Click on the Document Code to view details of the document.



Click on the Approval Status hyperlink to view what Finance Approval Queue(s) the document is in.:



**View Document**

**Document Identification**

Document Number 30324779 Type Journal Document  
Originator: LBLACK Black, Lorrie S

**Approvals required**

Queue	Description	Level	Approvers
1302	480A: FINANCE TRANSACTIONS 20		Metzger, Elizabeth Schwantes, Michael D
1377	650A: FINANCE TRANSACTIONS 20		Kapur, Deepak McKenna, Lourdes
1301	670C: FINANCE TRANSACTIONS 10		

This can also be done from the Banner form FGIBAVL see FSJA-095.