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. The 'View Pending Documents' button is on the right. If there are pending documents, there will be a caution stating: 'Pending documents exist'.

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

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:

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

***END***