

SOP Name	Financial Transaction Approvals
Department	Controller's Office
Owner	Anastasia Rodriguez
SOP	Completed financial transactions are routed to the appropriate approving official in
Description	Self-Service Banner v.9
Procedure	In Self-Service Banner, within Approve Documents module, approving officials review
	backup documentation, verify accuracy of the information, and approve or disapprove
	submitted financial transactions.
Documentation	
	1) In Self-Service click on the Banner 9 Finance SSB tab.
	MyJSE
	Personal Information Employee Finance Banner 9 Employee SSB Banner 9 Finance SSB
	2) Click on the Banner 9 Finance SSB link
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	Search
	Search Go
	Banner 9 Finance SSB
	3) Click on Approve Documents
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	Approve Documents
	View list of documents pending approval. Approve, disapprove, or
	deny.

Standard Operational Procedure (SOP)



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