

Self-Service Banner Finance - Work Resources Tab Change

Banner Finance Self-Service SSB9 (also called **My Finance Dashboard**) will be available under the Work Resources tab of MyMissouriState on **August 22, 2022** to replace the existing Self-Service Banner 8. We highly recommend all finance users go through all the items listed below so that you are aware of the changes. Here are the details of changes that will happen on August 22, 2022.

1. New Section: **Finance Resources**

There are two units under the new section of Finance Resources.

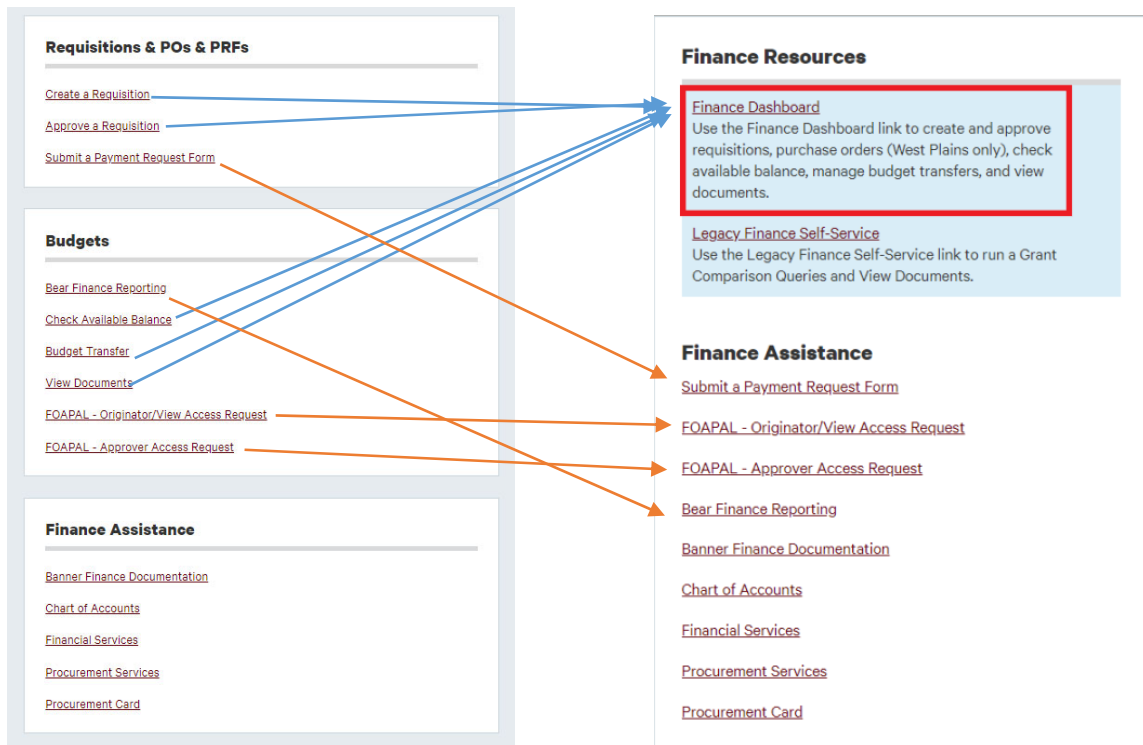
- a. **Finance Dashboard (SSB9):** Creating and approving requisitions & purchase orders (West Plains only), checking available balance, managing budget transfers, and viewing documents.
- b. **Legacy Finance Self-Service* (SSB8):** Grant Comparison Queries and View Documents.

**We are keeping the legacy finance self- services for grant comparison queries and the view document functions because there are some missing features from those two functions in SSB9. We are continuingly working with Banner Support for those issues and hope they can be resolved soon.*

2. **Finance Assistance:** Submit a Payment Request Form, Bear Finance Reporting, FOAPAL–Originator/View Access Request & FOAPAL–Approver Access Request

Look now:

Look on/after 8/22/2022

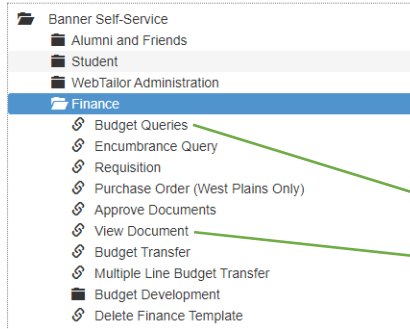


3. **Self-Service Options: Finance** - Folder Change

All links/functions under the Self-Service Options/Finance folder are removed except Budget Queries and View Document. Budget Queries is re-named to Grant Comparison Queries.

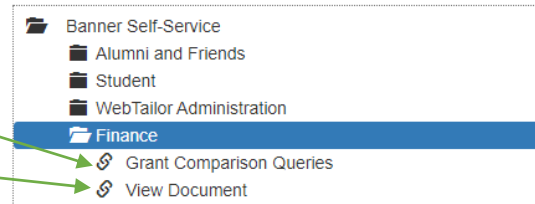
Look now:

Self-Service Options



Look on/after 8/22/2022

Self-Service Options



4. Self-Service [Banner Training Guides page](https://www.missouristate.edu/FinancialServices/banner-training-guides.htm) will be updated to reflect the updated instructions for the new SSB9 on 8/22/2022. <https://www.missouristate.edu/FinancialServices/banner-training-guides.htm>

If you have questions or concerns, please email us at BannerFinance@MissouriState.edu.