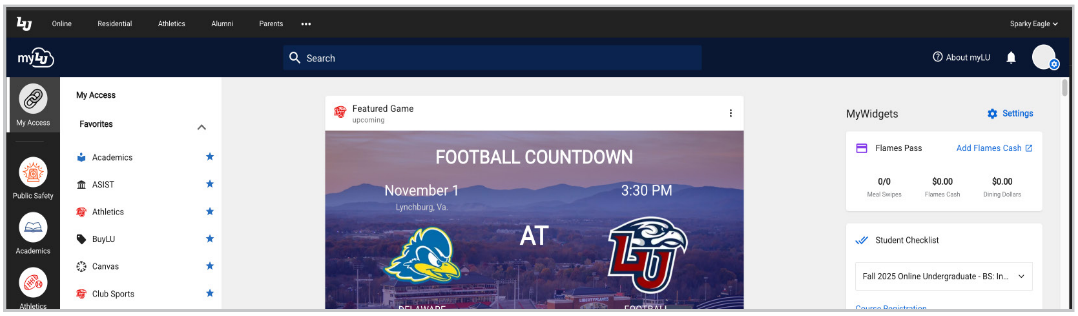
Banner 9 Self-Service

SSB9

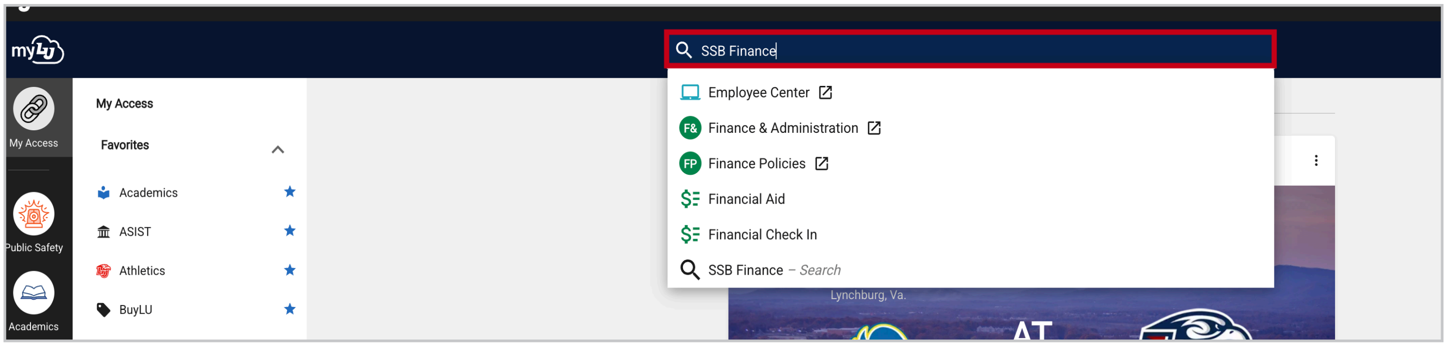
This guide provides step-by-step instructions on how to approve a document using the **SSB Finance** module.

Accessing the Finance Module

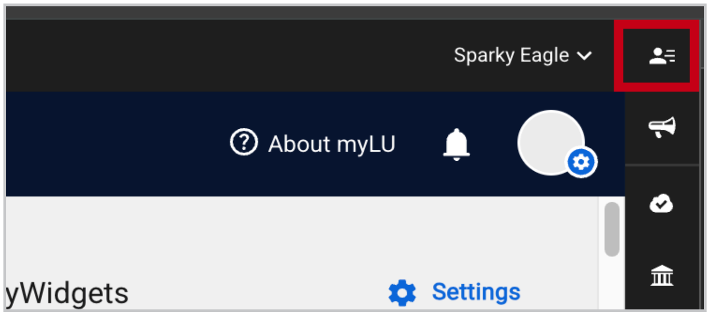
1. To access the SSB Finance module, navigate to **myLU.Liberty.edu** and sign in using your Liberty credentials.

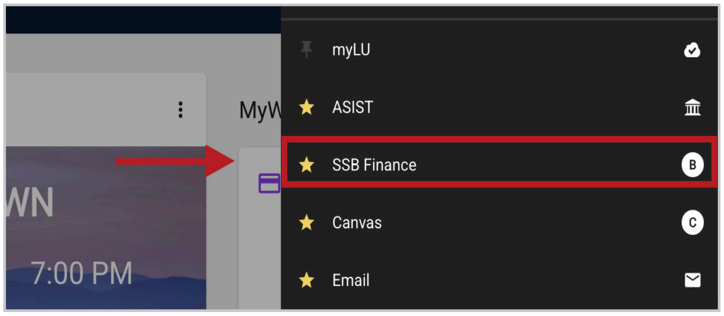


2. You can access the **SSB Finance** module in two ways:
    - **Option 1: Use the Search Bar**
        - Locate the search bar at the top of the page
        - Type **SSB Finance**
        - Select the module from the search results



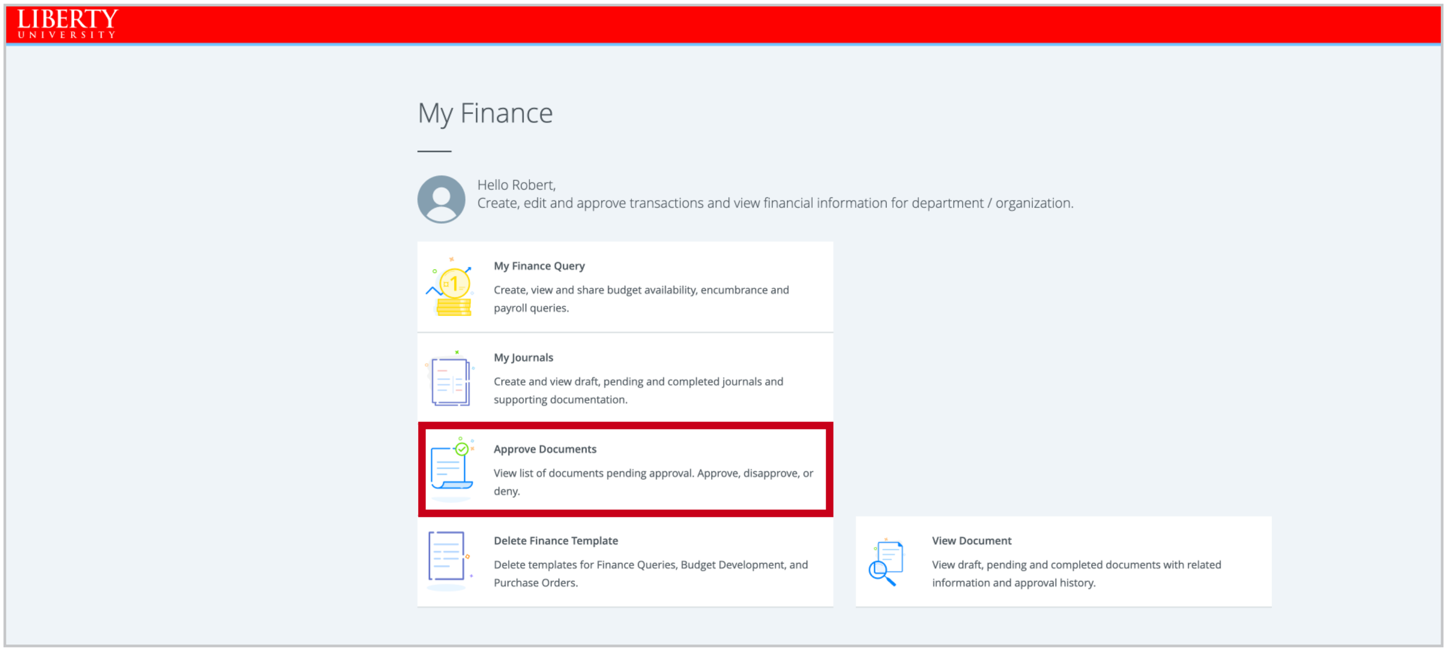
    - **Option 2: Use the Global Header**
        - Click the **Global Header** menu
        - Select **SSB Finance** from the list



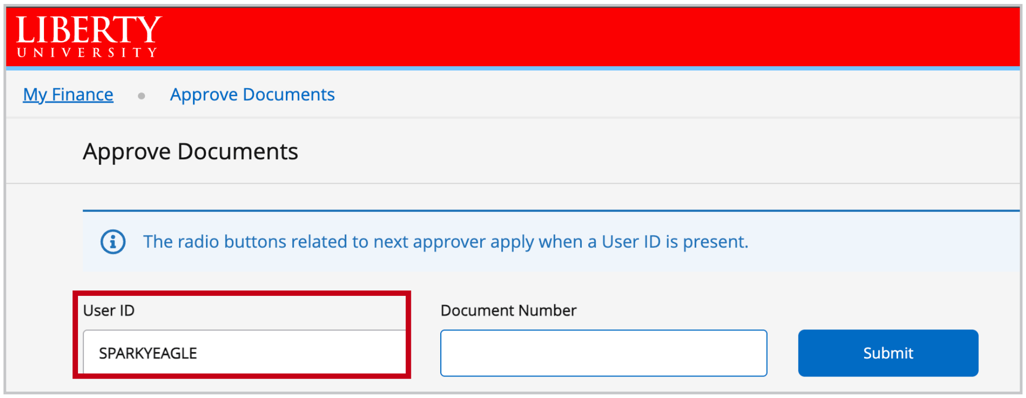


Look Up POs, JVs, & Invoices

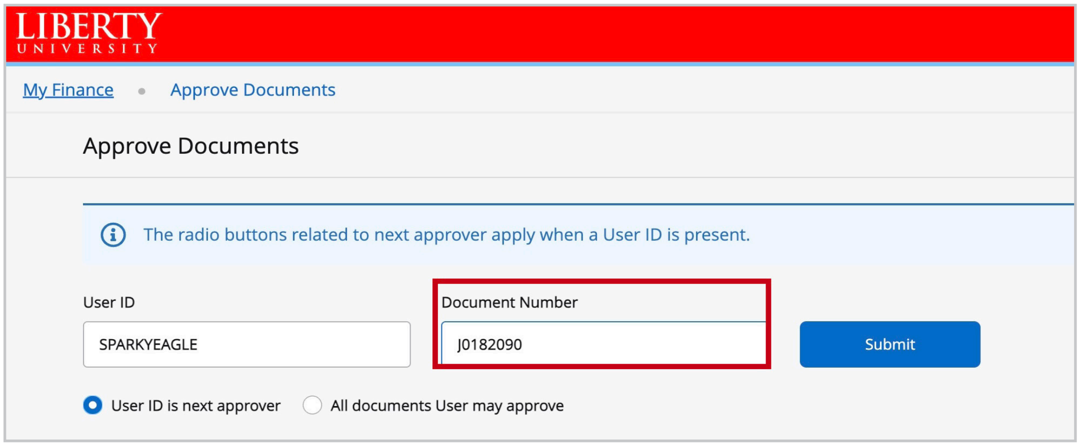
1. In the SSB Finance module, click **Approve Documents**.



2. The **User ID** field will auto-populate with your username.

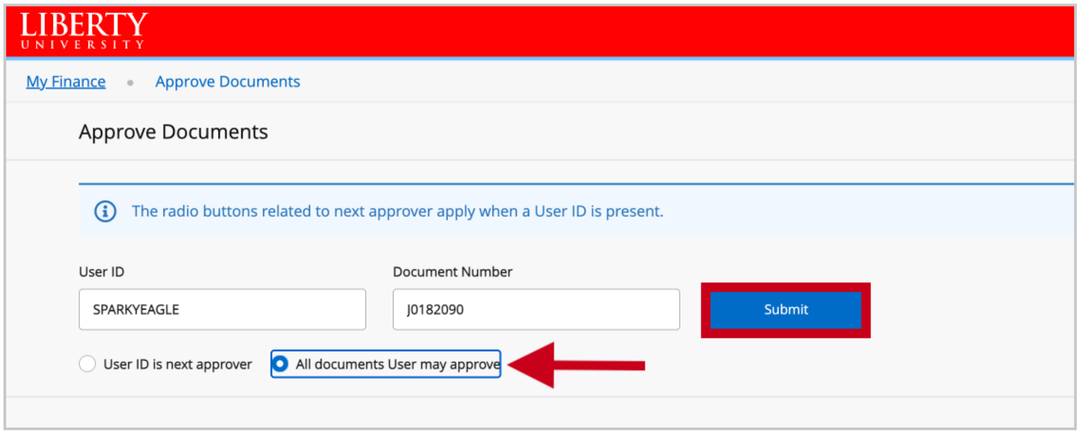


3. If you know the document number, enter it into the **Document Number** field.

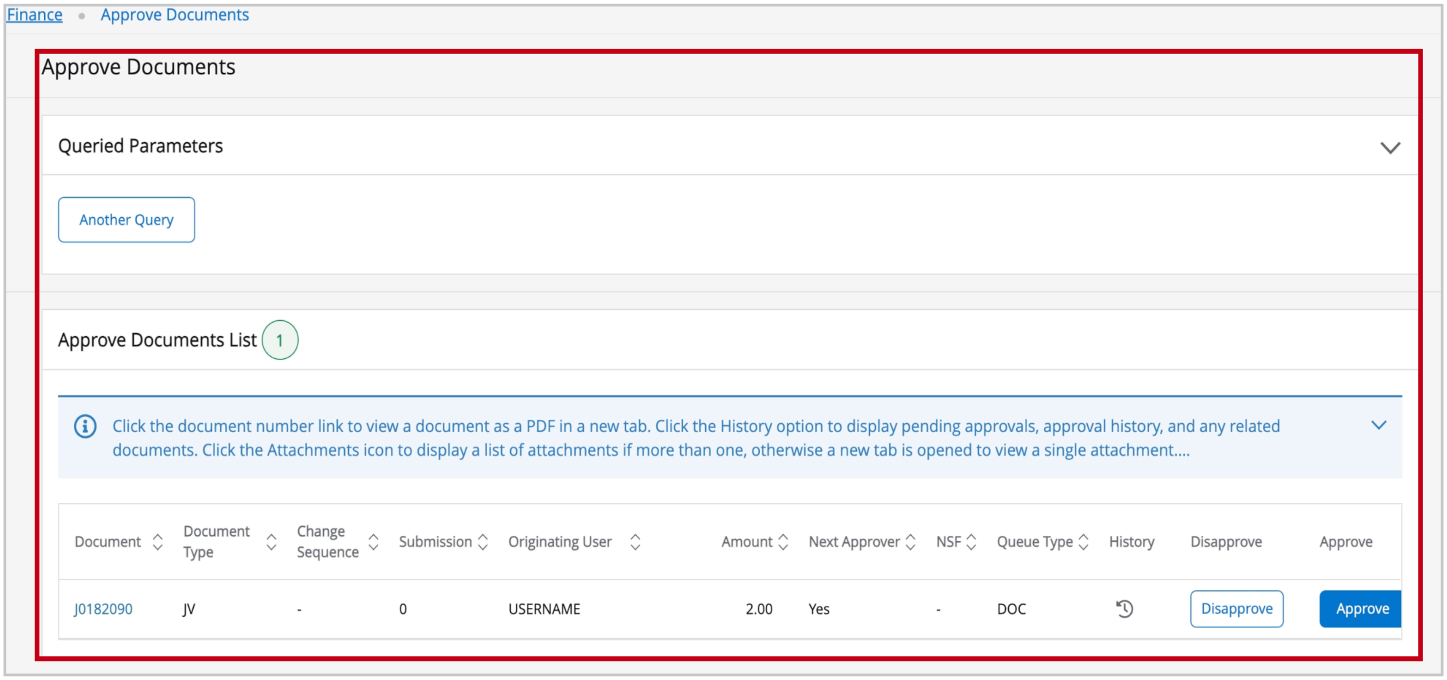


Note: Entering a Document Number is optional.

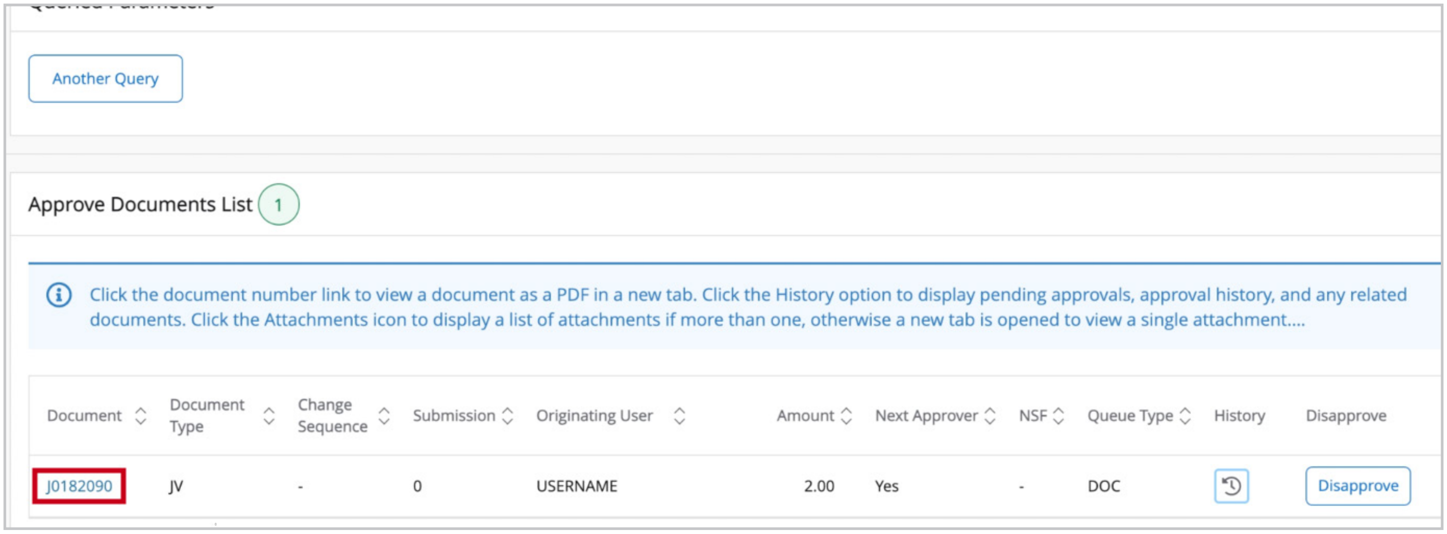
4. Select **All documents User may approve** and click **Submit**.

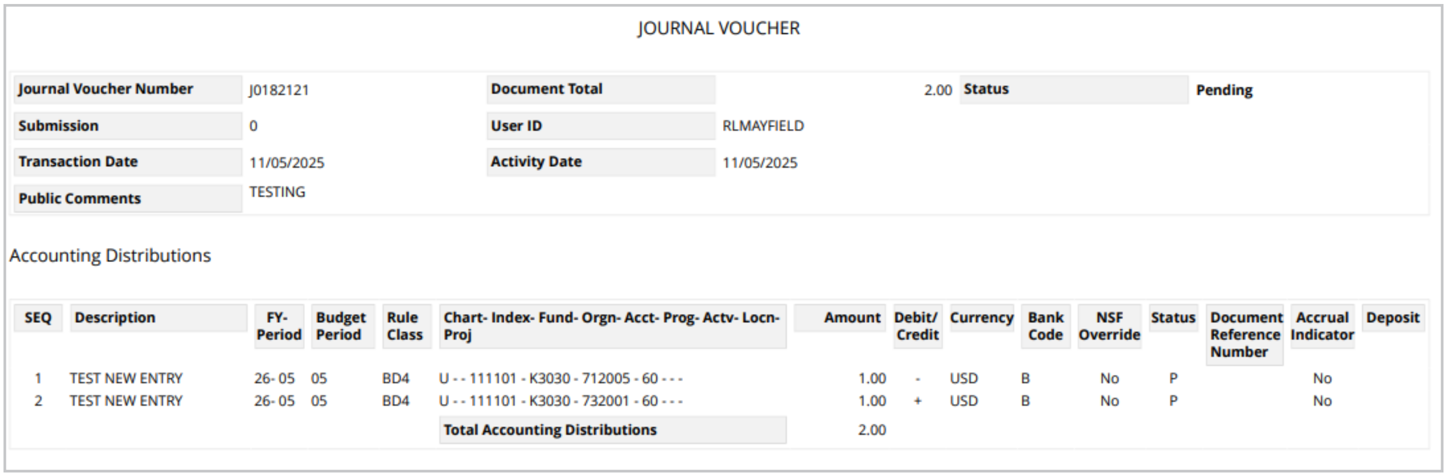


5. The **Approve Documents** dashboard will load the document results.



6. Click the **Document** number to open the PDF in a new window and review the document details.





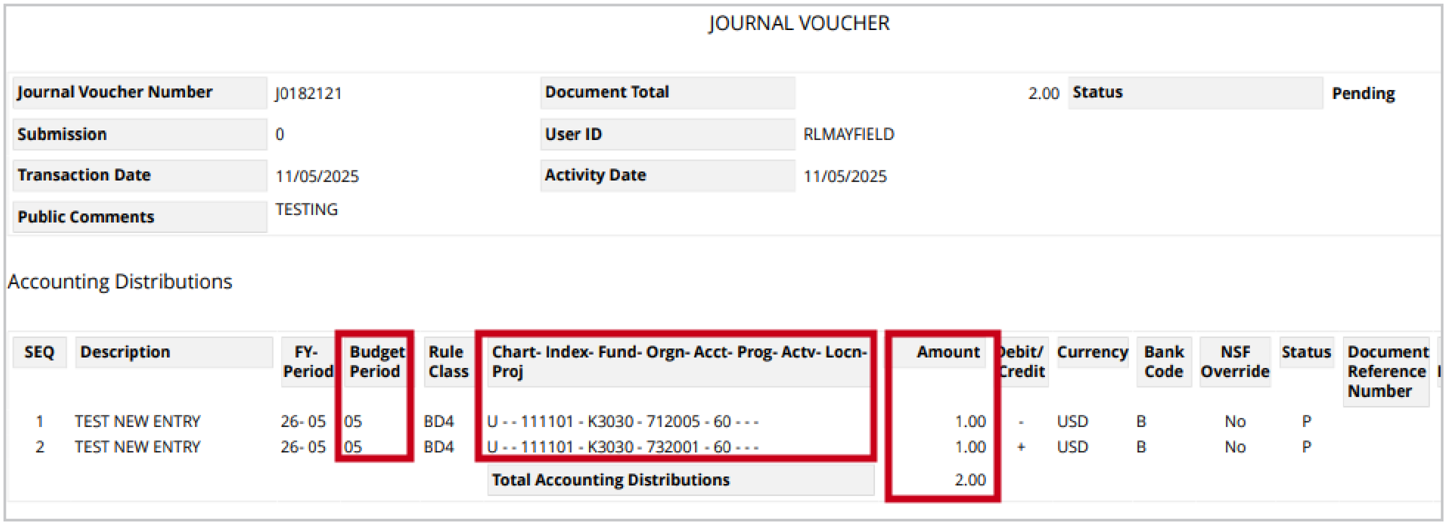
JOURNAL VOUCHER

Journal Voucher Number	J0182121	Document Total	2.00	Status	Pending
Submission	0	User ID	RLMAYFIELD		
Transaction Date	11/05/2025	Activity Date	11/05/2025		
Public Comments	TESTING				

Accounting Distributions

SEQ	Description	FY- Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number	Accrual Indicator	Deposit
1	TEST NEW ENTRY	26- 05	05	BD4	U - - 111101 - K3030 - 712005 - 60 - - -	1.00	-	USD	B	No	P		No	
2	TEST NEW ENTRY	26- 05	05	BD4	U - - 111101 - K3030 - 732001 - 60 - - -	1.00	+	USD	B	No	P		No	
					Total Accounting Distributions	2.00								

7. Review the **Budget Period**, **FOAPAL**, and **Dollar Amount** to ensure they are accurate.



JOURNAL VOUCHER

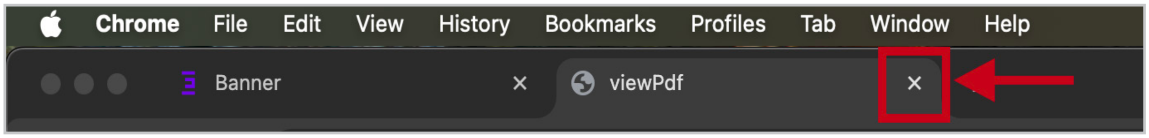
Journal Voucher Number	J0182121	Document Total	2.00	Status	Pending
Submission	0	User ID	RLMAYFIELD		
Transaction Date	11/05/2025	Activity Date	11/05/2025		
Public Comments	TESTING				

Accounting Distributions

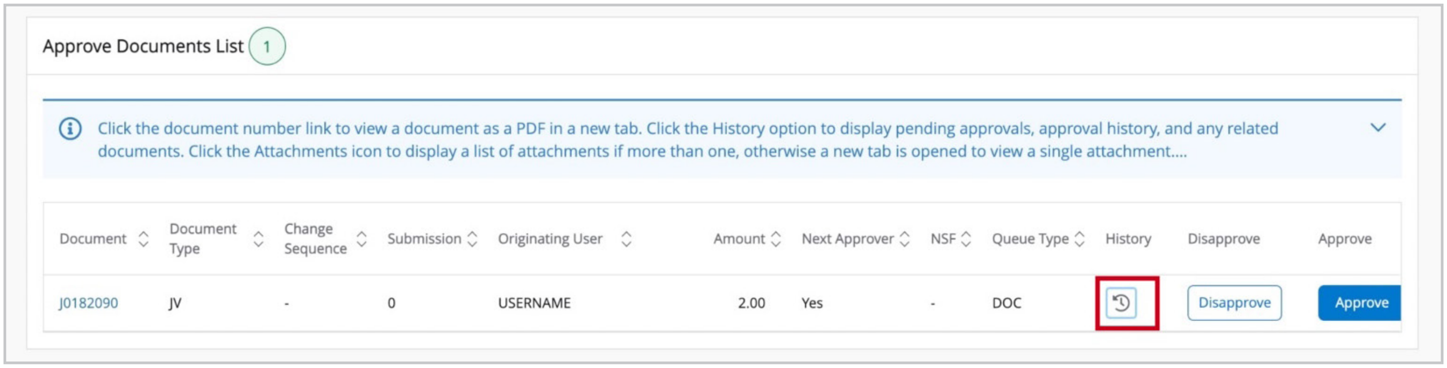
SEQ	Description	FY- Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Status	Document Reference Number
1	TEST NEW ENTRY	26- 05	05	BD4	U - - 111101 - K3030 - 712005 - 60 - - -	1.00	-	USD	B	No	P	
2	TEST NEW ENTRY	26- 05	05	BD4	U - - 111101 - K3030 - 732001 - 60 - - -	1.00	+	USD	B	No	P	
					Total Accounting Distributions	2.00						

Note: The purpose of the 'Document Total' is to verify the dollars increased and dollars decreased are equal or in balance. The 'Document Total' equals the absolute value of dollars increased matches the dollars decreased by all account lines of the JV entry.

8. Return to the Approve Documents dashboard by exiting the tab.



9. Click the **History** icon to view the document history.

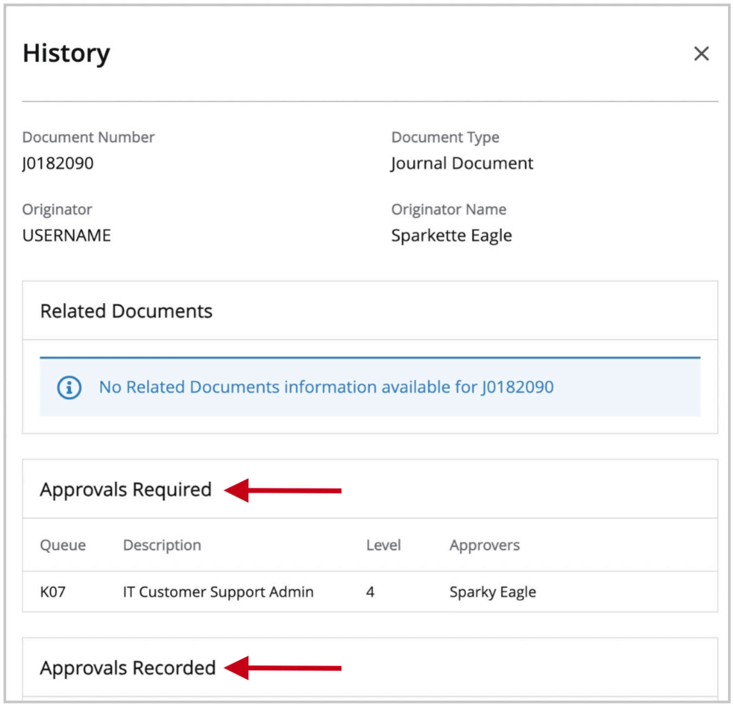


Approve Documents List 1

Click the document number link to view a document as a PDF in a new tab. Click the History option to display pending approvals, approval history, and any related documents. Click the Attachments icon to display a list of attachments if more than one, otherwise a new tab is opened to view a single attachment....

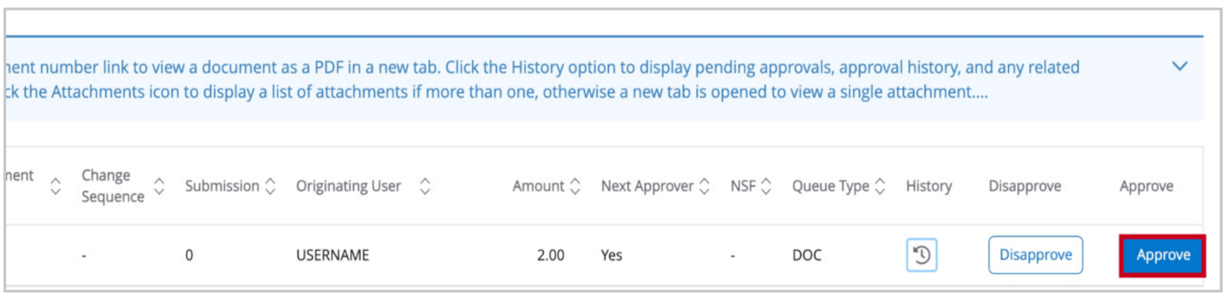
Document	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	History	Disapprove	Approve
J0182090	JV	-	0	USERNAME	2.00	Yes	-	DOC		Disapprove	Approve

10. The document **History** displays the users who have approved the document and users with approval still pending.

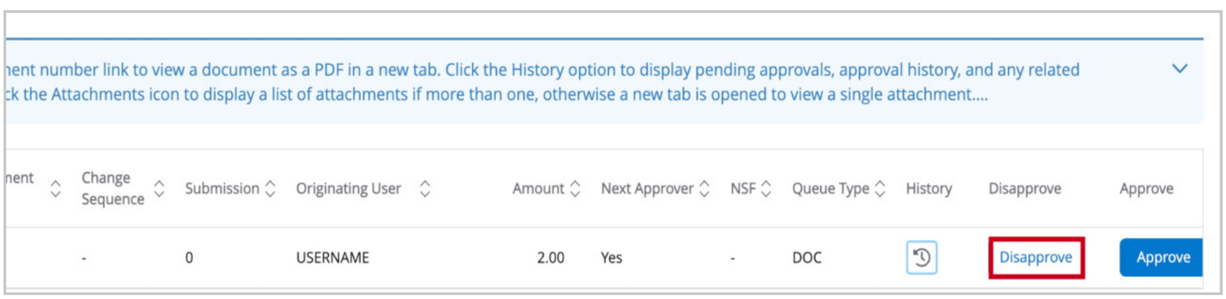


Note: You may need to send an e-mail or Teams message to remind approvers to review the document.

11. If all entry details are correct, click **Approve**.



12. If there is an entry error, click **Disapprove**.



Note: Selecting "Disapprove" will cancel the entry. Please be sure to inform your Budget Analyst so that they can delete the entry from Banner. A new entry will then need to be submitted.

Need Assistance?

If you need help completing this process or have questions about the SSB9 Finance module, please contact your ADS representative or [Business Relationship Manager].