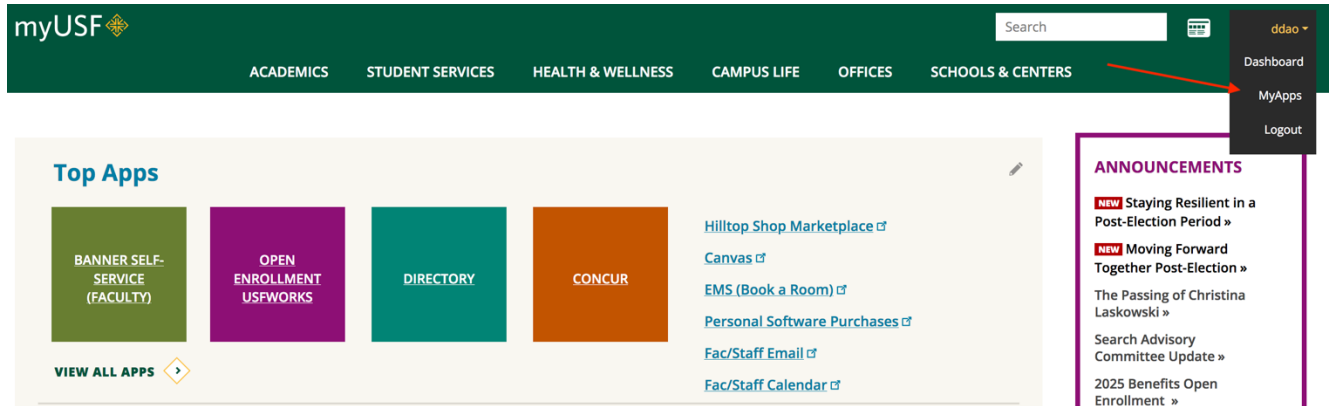
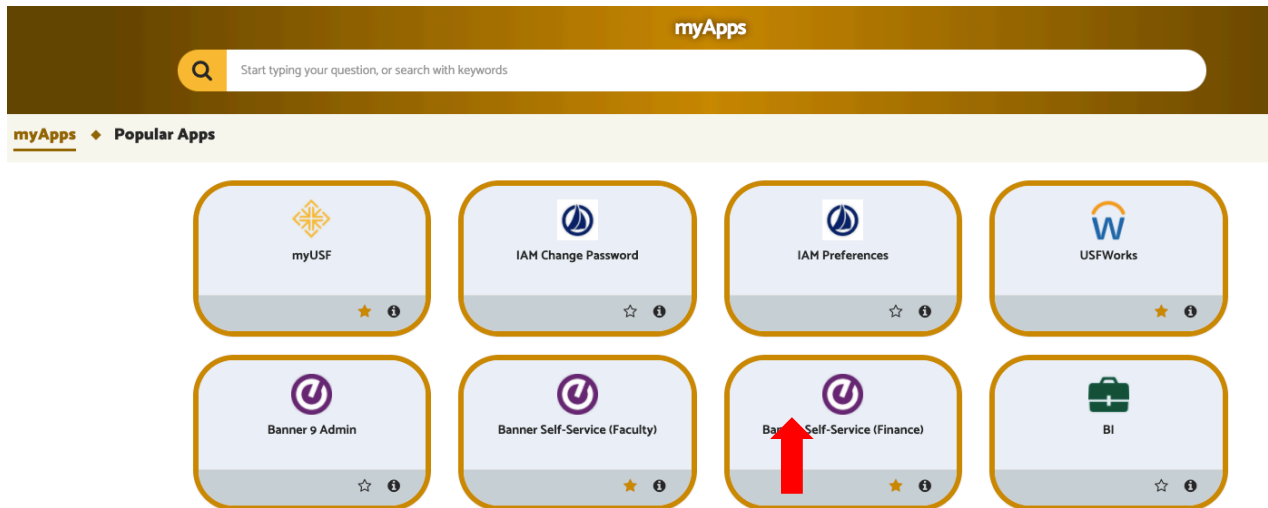


CAS - Accessing Self-Service Banner Finance

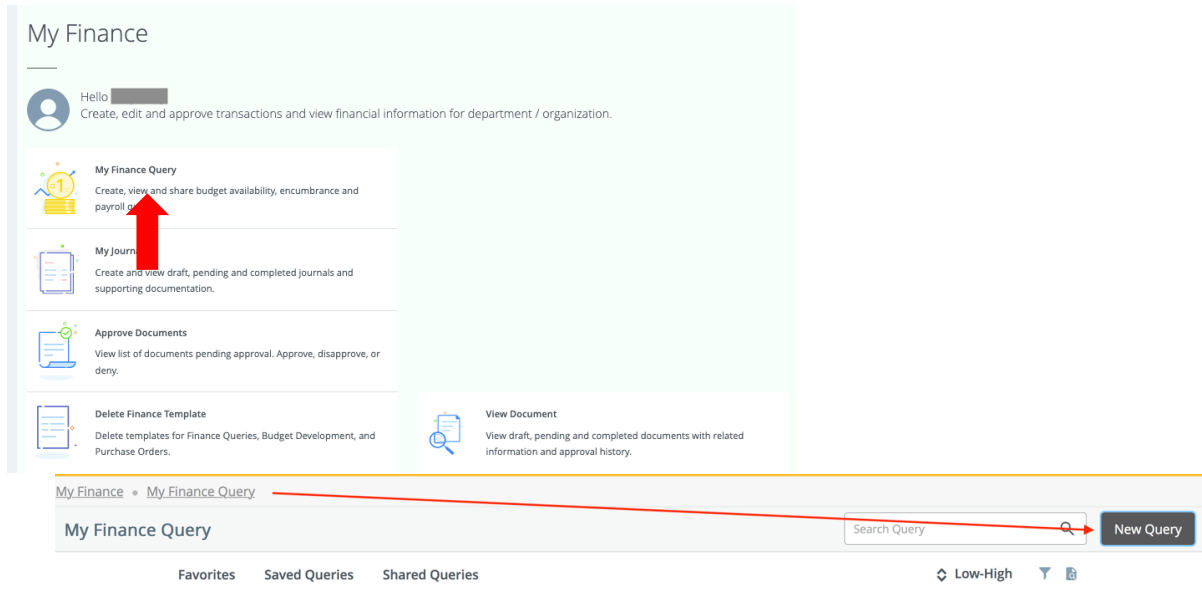
Log into **myUSF** and click on **MyApps** under your user name.



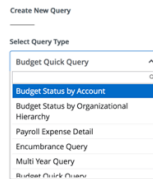
Then click on **Banner Self Service (Finance)**.



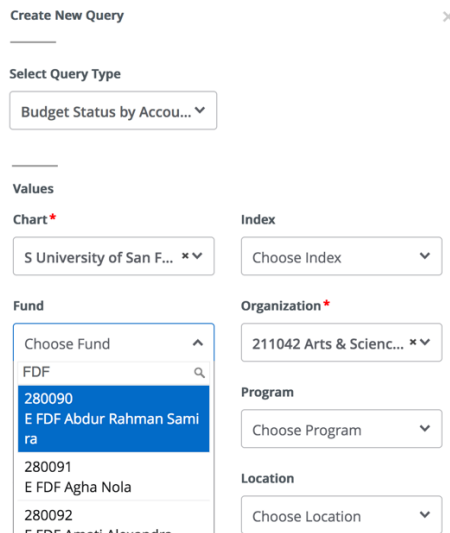
Select **My Finance Query** and click on **New Query**.



Select **Budget Status by Account** from the drop-down menu.



Values – Type in your FDF# or first/last name under **Fund** and 211042 under **Organization**, while leaving the **Program** field blank to capture all activities. Clear the **Program** field if the default value 1200-Research pops up.



Fiscal Year – Enter current fiscal year (2023), and fiscal period **14** for year-to-date activities.

Fiscal Year*	2025 x v	Fiscal Period*	14 x v
Comparison Fiscal Year	None v	Comparison Fiscal Period	None v

Check the following boxes.

Operating Ledger

- | | |
|---|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ | <input checked="" type="checkbox"/> Year to Date ⓘ |
| <input checked="" type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ |
| <input type="checkbox"/> Adjusted Budget ⓘ | <input checked="" type="checkbox"/> Reservation ⓘ |
| <input type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input checked="" type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |

SUBMIT

Submit!

The bottom right corner is the current balance after the expenses are posted.

Save Query as Template

You can save the query as a template to reuse in the future. Click the “Save-as” icon to open a pop-up window.

