Approval of Banner Documents

It is important that all approvers understand the necessity of reviewing documents awaiting approval in a regular and timely manner. There are two forms provided for the review of documents awaiting approval. If you are an approver and if there are unapproved documents awaiting your approval, the Approvals Notification Form (FOIAINP) will display automatically when you access any other Banner Finance form. FOIAINP will list the types and number of documents awaiting your approval.

The User Approval Form (FOAUAPP) is used for the actual approval of documents. It can also be used to query the status of unapproved documents.

Form FOIAINP.

Approving a Document

The User Approval Form **(FOAUAPP)** enables you to approve or disapprove a document, view a document's detail, and view all the queues/levels responsible for approving the document.

Form FOAUAPP

If the document's total dollar amount is within your approval limits, you may approve the document. After the approval is entered, SCT Banner removes the document from the approval queue and electronically sends the document to the next processing stage.

If you unable to approve the document's total amount, SCT Banner moves the document to the next user in the queue who can review and approve it.

1. **Access** the User Approval Form **(FOAUAPP).** Your User ID will default into the User ID field.

2. Perform a **Next Block** function. Note: Documents will display only if your approval is required.
3. Use the vertical scroll bar to scroll through the list of documents that need to be approved.

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4. Click the **Details** icon Detail: 📄 next to the document for approval. The accounting information regarding the document is presented.
5. If you wish to approve the Requisition, **click** the **Approve** icon Approve: ☑
6. A pop up window will appear with the message stating Document is Approved.
7. **Click** the **OK** button.
8. The Document has been approved and the document will go to the next approver or go to posting if the dollar amount of the requisition was under the approver's limit.

Disapproving a Requisition

1. If you wish to disapprove a requisition, disapprove it by **clicking** the **Disapprove** Disapprove: ❌ icon.
2. A pop up window will appear with the message stating Document is Disapproved. **Type** an explanatory message in addition to the "Document is Disapproved" message as to why you disapproved the document.
3. A message will be forwarded to the originator of the document and to any previous approvers of the document.
4. **Click** the **OK** button.
5. The document will go back to the originator.
6. **Click** the **Exit** icon.