BANNER 9 – APPROVING A REQUISITION

1) On the Welcome screen, type FOAUAPP or any part of the form name *User Approval* in the smart search bar to access the user approval form and Enter.
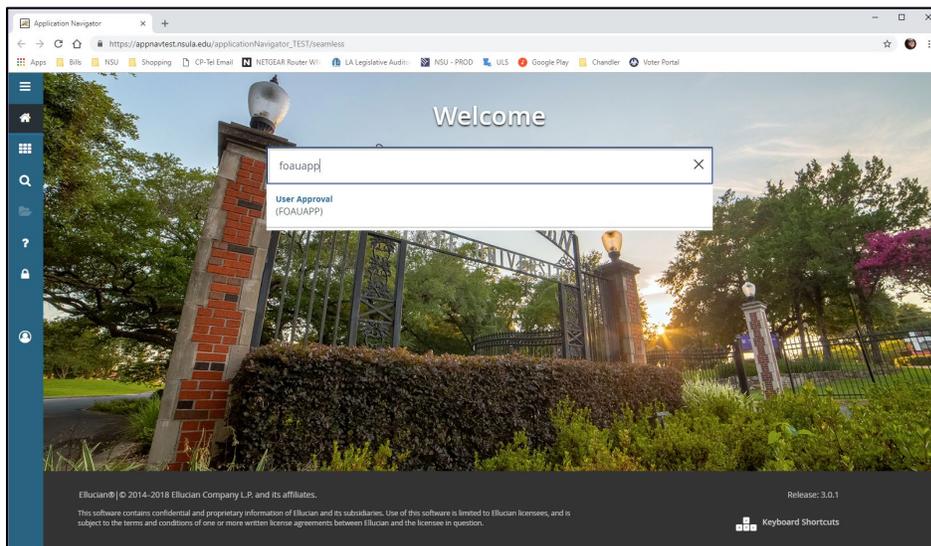
2) The Approvals Notification form will display notifying you of the type and quantity of documents pending your approval. To move forward with the approval process, click the X to Close Page.

3) The User Approval form will display, defaulting to your User ID as Next Approver. Click Go.
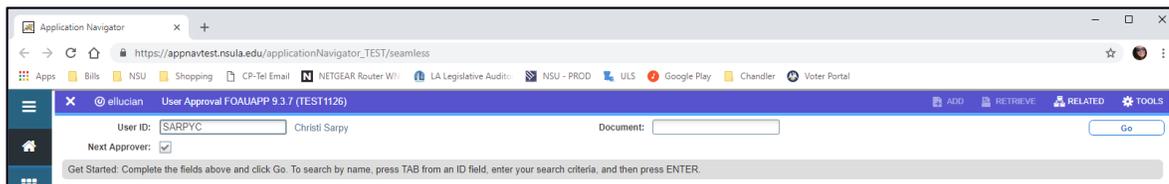
4) The list of documents pending your approval will display. Highlight the document you would like to review and click **Detail** to view the document.

5) The Requisition Approval form will display allowing you to review the requestor's name, the number of items, the Line Item Information (total cost and vendor), and the Accounting Information (funding source).
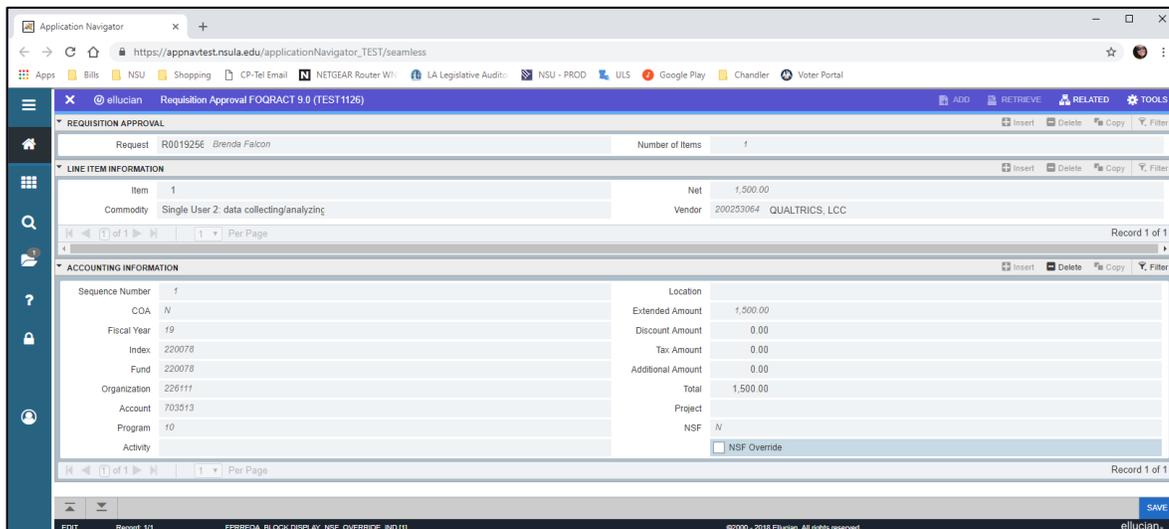
6) Review Commodities. To review the requested commodities, click on RELATED in the top right-hand corner, then select View Commodities [FOICOMM].

NOTE: *To review the entire Requisition, click Document Query [FPIREQN].*
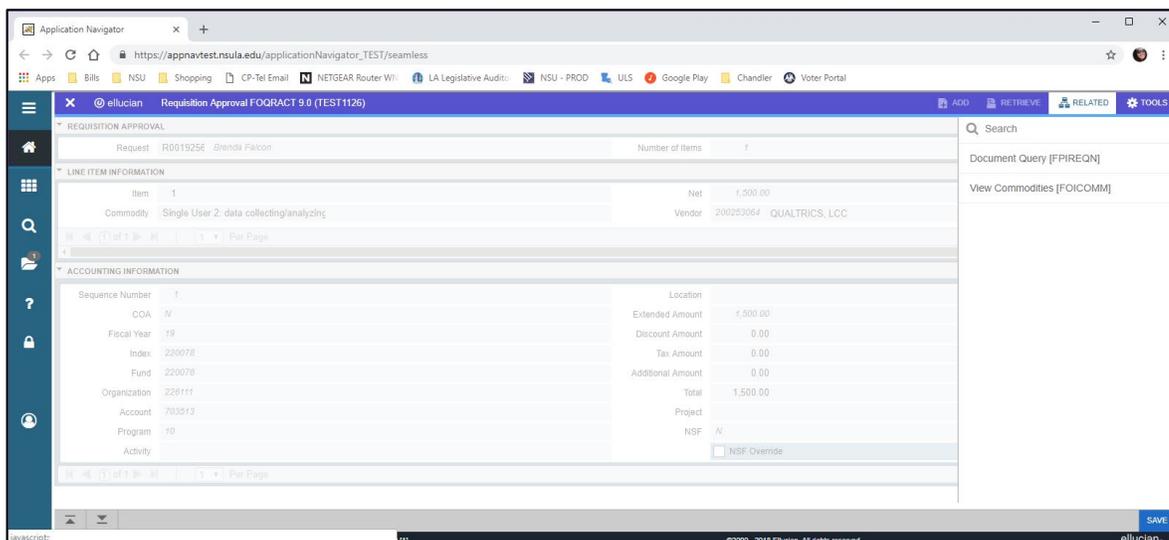
7) The Commodities for Review Query form will display the items to be purchased, as well as the quantity and total cost per item. Review commodities, then click X or [Ctrl+Q] to Close page and return to the Requisition Approval form.
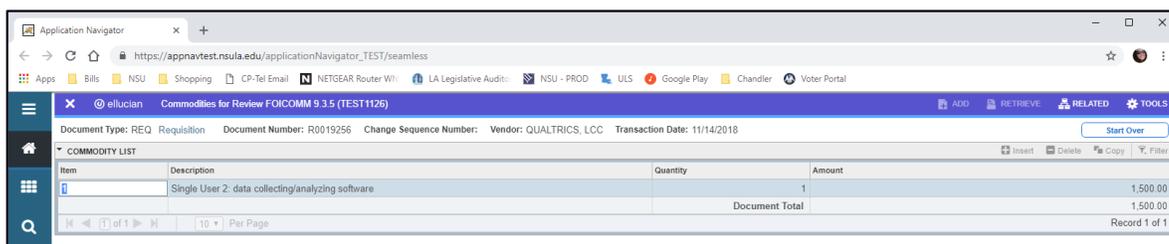
8) Review Accounting Information. To navigate to the Accounting Information section, you may click on the Next Section button in the bottom left-hand corner of the screen or type Alt+Page Down on your keyboard.

NOTE: *If there are multiple funding sources, it will be indicated in the bottom left-hand corner.*
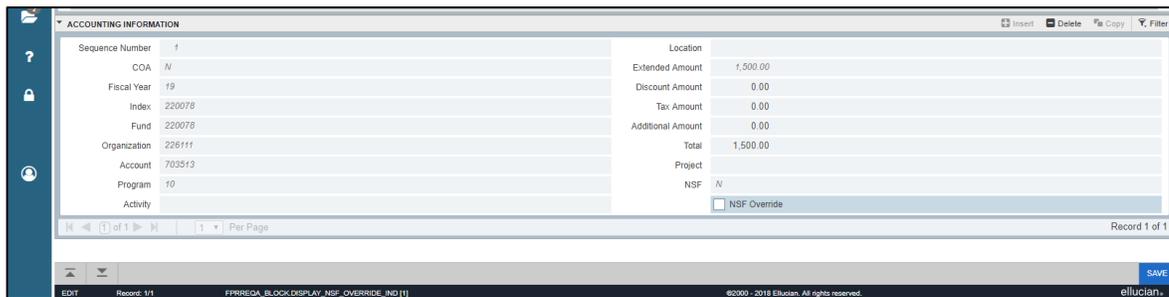
9) Upon completion of your review, click the X in the top left-hand corner or [Ctrl+Q] to Close Page and return to the User Approval form.

10) Click Approve or Disapprove

Depending on your selection, one of the following default messages will appear:
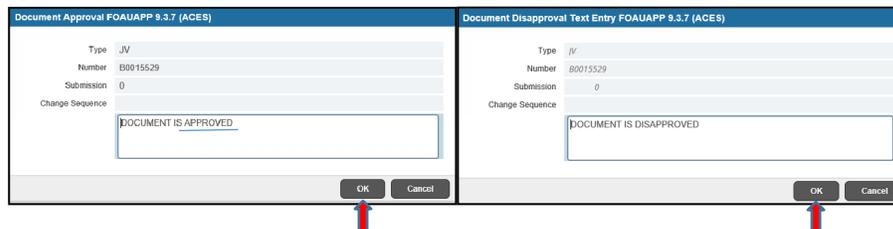
11) Click OK. You will see two green check marks in the top right-hand corner, indicating that the document has your approval or disapproval and that your transaction has been successfully saved.