

Approvals

Table of Content

IV-1.	Approval Queues	1
	A. Requisition Approval Queues.....	1
	B. Special Requisition Approval Queues.....	1
	C. Special Queue List.....	2
IV-2.	Requisition Approval Levels	3
	A. Requisition Approval Routing.....	3
	B. Approval Notification.....	3
IV-3.	Approval Related Forms	4
	A. Approvals Notification FOIAINP	5
	B. Approving/Disapproving a Requisition – User Approval FOAUAPP	6
	C. General Message GUAMESG.....	9
	D. Document Approval FOAAINP.....	10
	E. Document Approval History FOIAPPH.....	11
	F. Approval History FOIAPHT	12
	G. Document Self Denial by User – Document by User FOADOCU.....	13

IV-1. Approval Queues

Banner Finance Approval queues allow automatic routing of financial transactions from the transaction originator to one or more individuals for approval. Use of **Banner** Finance Approvals ensures that appropriate review of the financial transaction is conducted before the transaction is posted to specific funds, organizations, programs, activities, and location accounts (FOAPAL) in the General Ledger and Operating Ledger.

Banner Finance Approvals queues have been established for Requisitions only, regardless of the source of funding.

Requisitions are routed to approval queues based on the Chart of Accounts and the Organization elements of the FOAPAL. Once a requisition enters an approval queue, the system distributes the document to all the appropriate approver queues/levels necessary for final approval.

Approvers will be able to either approve or disapprove requisitions. When an approver disapproves a requisition, **Banner** reverts the document to “In-Process” and returns a message to the originator. In addition to the “generic” disapproval message, the approver can add an additional message outlining the reasons for the disapproval. The originator can revise the returned requisition and complete it, which re-initiates the approval process.

A. Requisition Approval Queues

Requisition Approval Queue	Approver
Level 1	Principal Investigator/Projector Director
Level 2	Budget Unit Head
Level 3	Director
Level 4	Approving Agent/Dean
Level 5	Vice President/President

NOTE: Not all requisitions will have the same level of approvals, this is based on the hierarchy of the FOAPAL.

B. Special Requisition Approval Queues

There are six (6) additional approval queues that a requisition could possibly go to based either on the account code, fund, or organization code. The “special approval queues” will have two (2) approvers who can approve, but multiple approvers are not required (this was set up in case someone is not available to approve). Refer to Special Queue list at the end of this user’s guide for listing of accounting code, fund, and organization codes that require “Special Approvals.”

Requisition Approval Queue	Account Code/Fund/ Organization Code
IT – Information Systems	Account Code – Certain operating services and Capital Outlay only
COM – Communications	Account Code – Certain operating services and Capital Outlay only
GRNT – Grant Funds	Fund 21, 22, and 23
ASSF – SSA Athletic Fee	Organization Code
PURR – Purchasing	All
CAQ – Catch All (<i>Monitored by Business Affairs</i>)	All

C. Special Queue List

Special Queues are maintained by the Computer Support Analyst in Business Affairs.

				Fund Type	Org	Acct Type	Account	Approver
I(XXX)	REQ	REQG	N				703330 – 703331 703380 703430 703435 – 703436 703481 704471 704720 705735 707330 707332 – 707333 707340 – 707341 704470	IT
C(XXX)	REQ	REQG	N				703711 – 703716 703719 703726 703740 707310 – 707312 707350 – 707352 707521	COMM
G(XXX)	REQ	REQG	N	21 – 23				Grants
A(XXX)	REQ	REQG			4139			

IV-2. Requisition Approval Levels

The **Banner** requisition approval process basically represents the authority level of an individual to approve requisitions. The approval process in **Banner** is triggered after the requisition is completed.

Implicit approvals will be used for the requisition approval process. “Implicit” means the originator’s approval is assumed for all transactions completed by the originator. Therefore, for those requisitions that an approver creates and completes, he/she is not required to manually approve the document. Once the requisition has been completed and implicitly approved, it will be waiting for the next person(s)/ approver in the approval process.

A. Requisition Approval Routing

When a departmental staff member completes a requisition under his/her approver level, **Banner** assumes the staff member’s approval (implicit approval) and forwards the requisition. Requisitions automatically forward to the next approver level for approval.

If the originating requestor is not an approver in the queue, the requisition is automatically forwarded to the approver at the first authority level within the queue.

Approvals continue through the departmental queue until the final approval for the requisition is attained.

***NOTE:** If a requisition has FOAPALs from multiple organizations, the requisition will need to be approved by the appropriate approvers in all queues.*

Once all approvals are obtained, the requisition is forwarded to posting. After the requisition is posted, it is available for buyer assignment and purchase order creation.

B. Approval Notification

Approvers are notified of requisitions waiting for their approval each time they log into **Banner** and request access to any form. The **Approvals Notification Form (FOIAINP)** alerts the approver of requisitions requiring their approval. It indicates the document type (requisition) as well as the number of requisitions waiting for approval. **The Approvals Notification Form (FOIAINP)** automatically opens **only the first time** the approver accesses a form after logging into **Banner**. If you choose not to enter the approval form at that time, Banner will not prompt you to enter it again until you exit Banner and sign on again. To facilitate timely approval of requisitions, the approver needs to check this form or other approval forms frequently to ensure there are no additional requisitions waiting for approval.

The **User Approval Form (FOAUAPP)** is the main form used to approve or disapprove a requisition. With this form, an approver can see all requisitions where he/she is the next approver. The approver can also see every document that will eventually need his/her approval by clearing the Next Approver box.

IV-3. Approval Related Forms

The approval forms specifically used for establishing and maintaining approval queues, approving or disapproving transactions, and for viewing and querying historical information are:

Activity Name	Form Title	Purpose
FOIAINP	Approvals Notification	Notifies you of the types and quantities of documents awaiting your approval when you first log onto Banner.
FOAUAPP	User Approval	Primary form for approving or disapproving documents, which lists all documents awaiting approval. Also, can view a document's detail, or view the approval queue for a document.
FOAAINP	Document Approval	<p>Secondary approver form, which can only be used when the document number is known.</p> <p>Lists who is still in the queue to approve a document.</p> <p>This form can also be used to view the details of the transaction and approve or disapprove the requisition.</p>
GUAMESG	General Message	Provides information regarding the disapproved requisition.
FOIAPPH	Document Approval History	Provides the approval history of a document - whether approved or denied
FOIAPHT	Approval History	Displays the entire list of ALL documents that have been approved.
FOADOCU	Document by User	To query document by user.

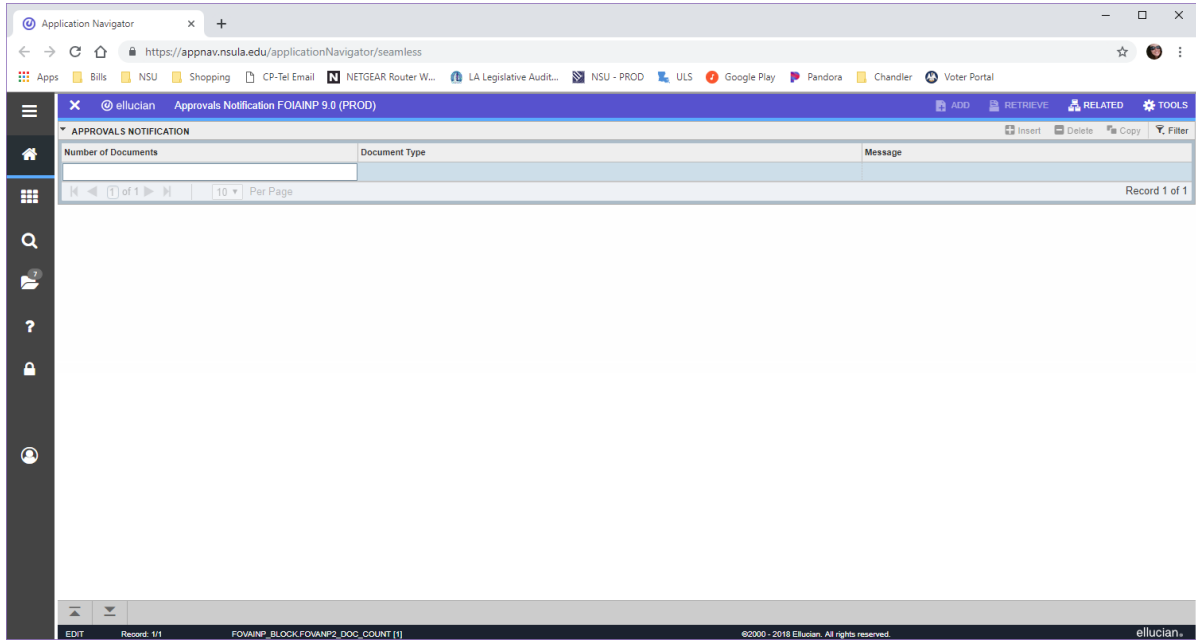
A. Approvals Notification FOIAINP

This form displays all unapproved documents that exist for a particular approver for which they are the next approver.

To ensure that documents are not held up in the Approvals process, it is important that all Approvers review documents awaiting approval in a regular and timely manner.

***NOTE:** When you first log onto Banner, the **Approvals Notification Form (FOIAINP)** will display automatically if there are unapproved documents awaiting your approval.*

Approvals Notification Form (FOIAINP)



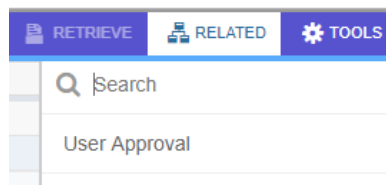
From the Main Menu, type **FOIAINP** in the **Go To** field.

The FOIAINP form displays three (3) columns:

- **Number of Documents** – how many of each type are waiting
- **Document Type** – Requisition
- **Message** – “Awaiting Your Review”

To go directly to the Approver form:

Choose **User Approval** from the **RELATED** menu and complete the appropriated steps for FOAUAPP.



B. Approving/Disapproving a Requisition – User Approval FOAUAPP

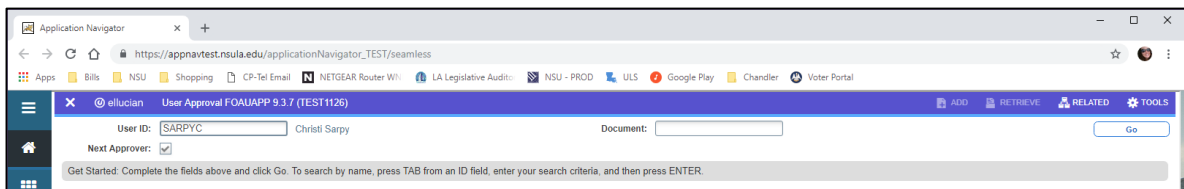
This is the main form used to approve or disapprove a document. The **User Approval Form** allows direct approval of a document and navigation to summary or detail information of a document for review and subsequent approval.

The **User Approval Form (FOAUAPP)** also provides the option of viewing the remaining approvers in the queue by clicking the **Queue** button. Selecting the **Queue** button takes the approver to the **Document Approval Form (FOAINP)**.

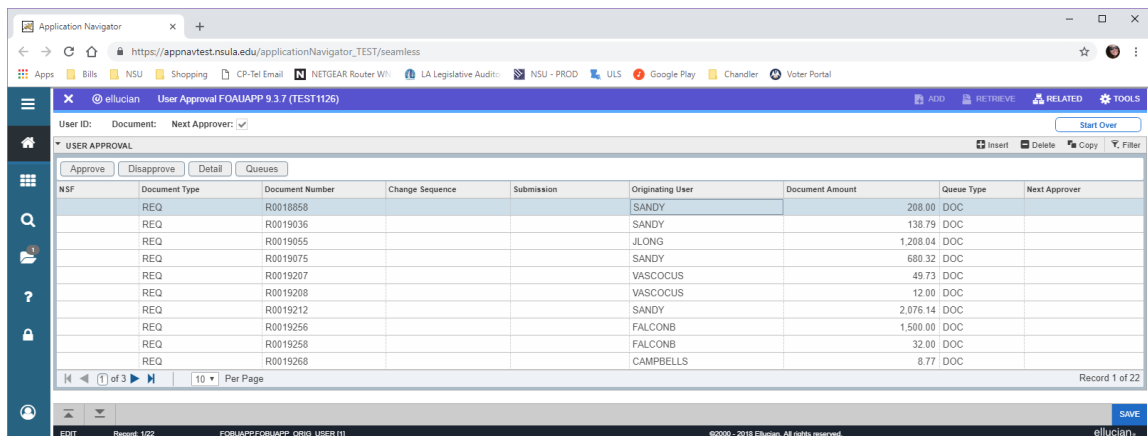
- 1) On the Welcome screen, type FOAUAPP or any part of the form name *User Approval* in the smart search bar to access the user approval form and Enter.
- 2) The Approvals Notification form will display notifying you of the type and quantity of documents pending your approval. To move forward with the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



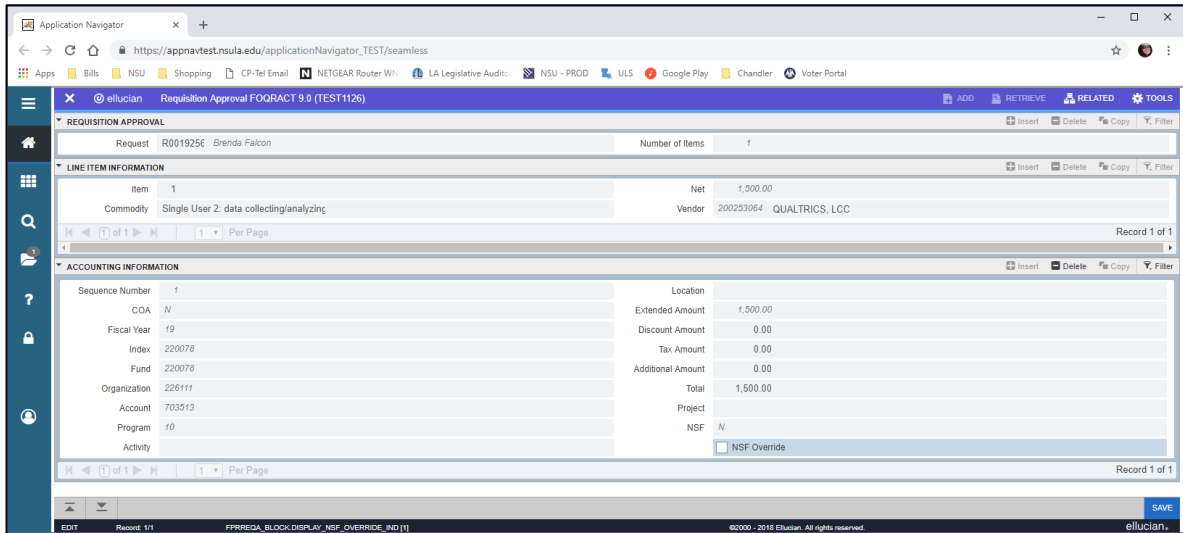
- 3) The User Approval form will display, defaulting to your User ID as Next Approver. Click Go.



- 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.

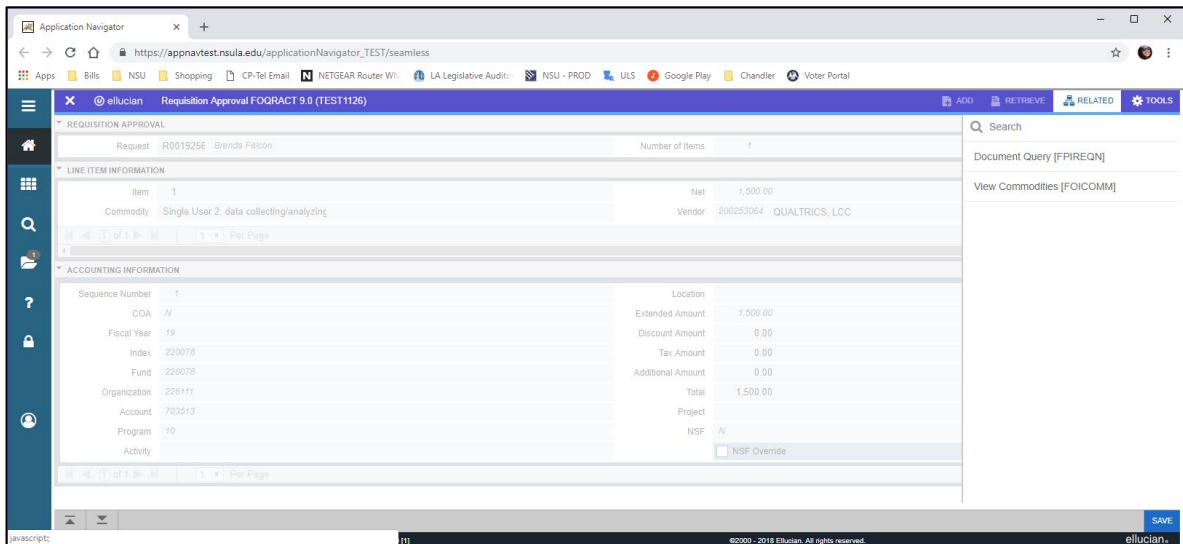


- The Requisition Approval form will display allowing you to review the requestor's name, the number of items, the Line Item Information (total cost and vendor), and the Accounting Information (funding source).

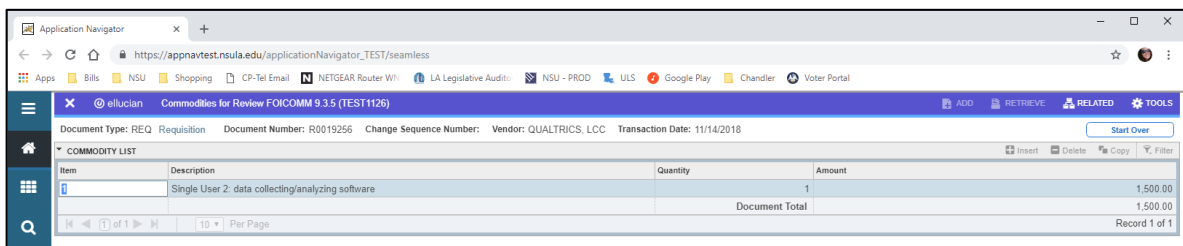


- Review Commodities. To review the requested commodities, click on RELATED in the top right-hand corner, then select View Commodities [FOICOMM].

NOTE: To review the entire Requisition, click Document Query [FPIREQN].

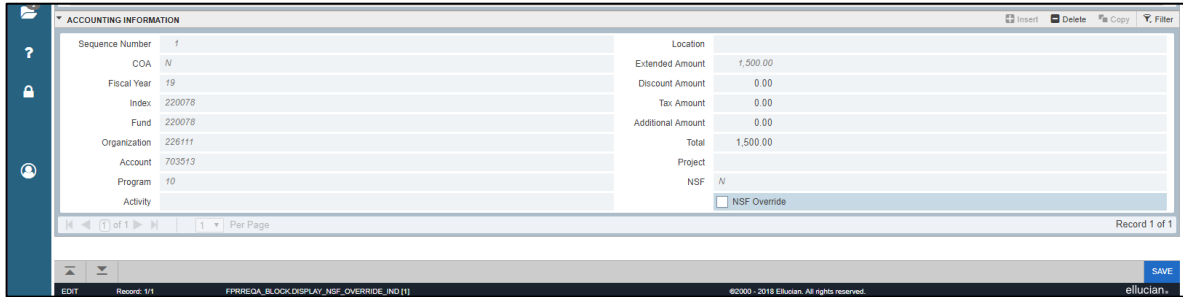


- The Commodities for Review Query form will display the items to be purchased, as well as the quantity and total cost per item. Review commodities, then click X or [Ctrl+Q] to Close page and return to the Requisition Approval form.

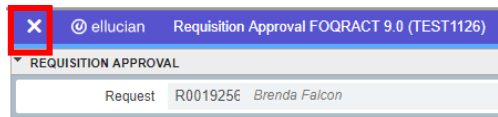


- 8) Review Accounting Information. To navigate to the Accounting Information section, you may click on the Next Section button in the bottom left-hand corner of the screen or type Alt+Page Down on your keyboard.

NOTE: If there are multiple funding sources, it will be indicated in the bottom left-hand corner.

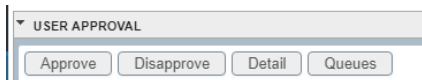


- 9) Upon completion of your review, click the X in the top left-hand corner or [Ctrl+Q] to Close Page and return to the User Approval form.

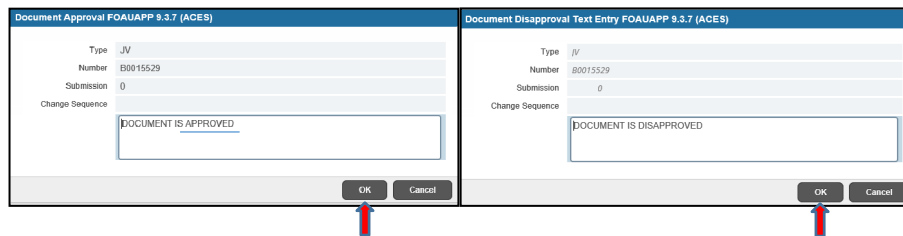


- 10) Click Approve or Disapprove

NOTE: When Disapproving a requisition, always add a specific reason for the disapproval.



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.



C. General Message GUAMESG

If a document is disapproved, it is returned to the original requestor as an “In-Process” requisition along with a message indicating the reasons for disapproving the transaction. The originator can revise the returned requisition and complete it, which re-initiates the approval process. When the original requestor logs on to **Banner**, he/she will be notified they have a message waiting. When the message is viewed, the **General Message Form (GUAMESG)** opens and provides information regarding the disapproved requisition.

General Message Form (GUAMESG)

The screenshot shows a web browser window displaying the 'General Message GUAMESG 9.3.3 (PROD)' form. The browser's address bar shows the URL 'https://appnav.nsula.edu/applicationNavigator/seamless'. The form is titled 'GENERAL MESSAGE' and includes the following fields and options:

- Recipient * (text input)
- Sender (text input)
- Date * (text input) and Time (text input)
- Message * (text input)
- Source (text input)
- Reference ID (text input)
- Item (text input)
- System * (text input)
- Status: Radio buttons for Complete, Pending (selected), and Hold
- Confidential: Check box

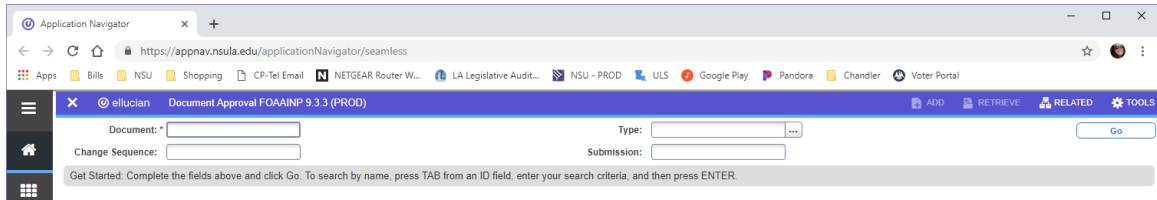
At the bottom right of the form, there is a blue 'SAVE' button. The footer of the page contains the text 'EDIT Record: 1 / 1 GURTKLR.GURTKLR_USER_ID [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.'

D. Document Approval FOAAINP

This form is primarily used to show the remaining individuals in the approval queues. Approvers can also approve/disapprove from this form.

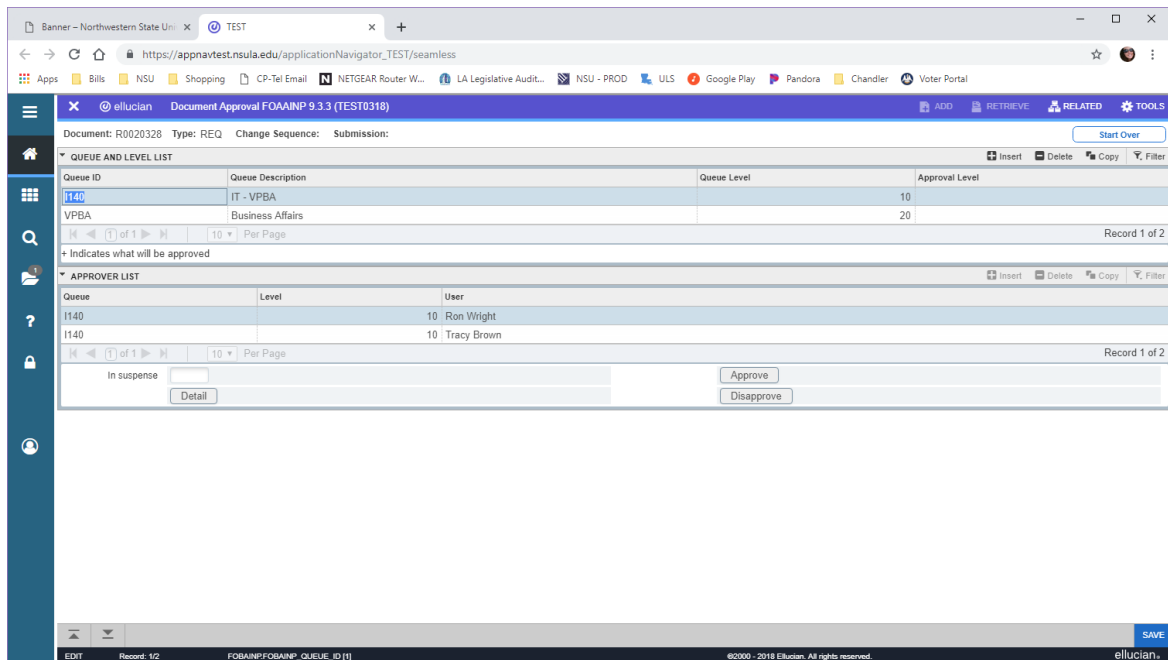
RECOMMENDATION: ONLY USE THIS FORM TO CHECK WHERE YOUR DOCUMENT IS HUNG UP IN THE APPROVAL PROCESS.

Access this form by entering **FOAAINP** on the Welcome screen.



- 1) Enter the Requisition number in the Document field, and Next Block [Alt+Pg Down] or click Go to move to the next screen.

NOTE: If the message “Document code does not exist on **FOAUAPP**” appears, the requisition is not currently in an approval queue.



- 2) Click Detail to review the requisition. Upon completion of your review, click the X in the top left-hand corner or [Ctrl+Q] to Close Page and return to the Document Approval form.
- 3) Click Approve or Disapprove

NOTE: When Disapproving a requisition, always add a specific reason for the disapproval.

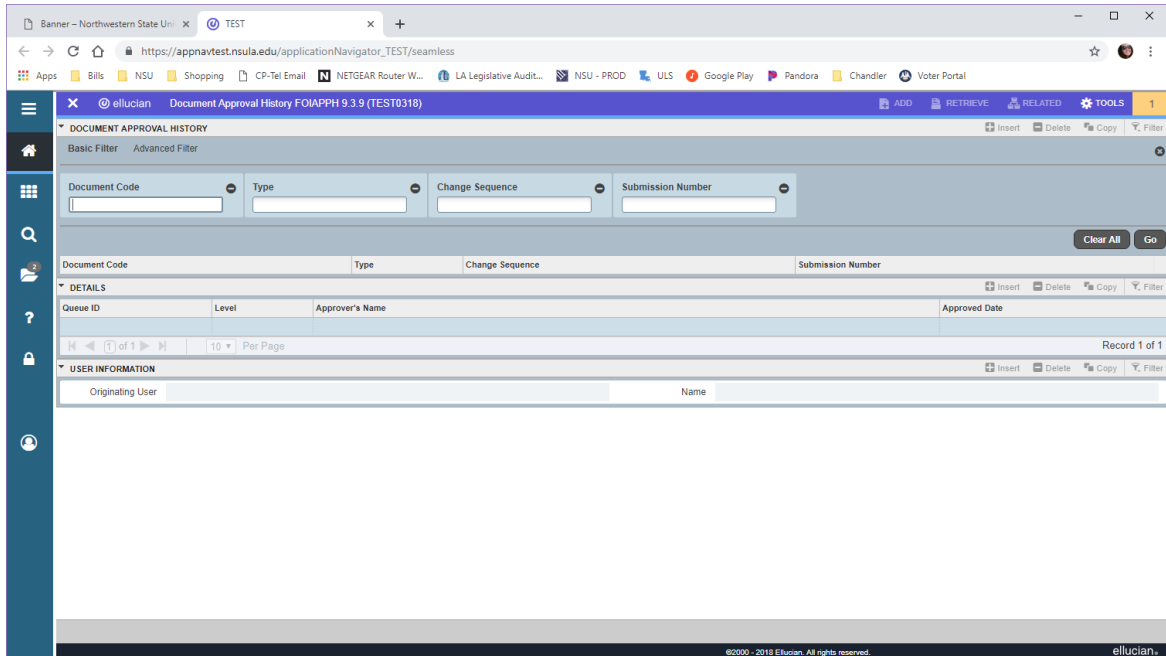
- 4) Click OK. You will see two green check marks in the top right-hand corner, indicating that the document has your approval or disapproval and that your transaction has been successfully saved.

E. Document Approval History FOIAPP

This form provides a history for a specified document by showing where the document is or has been in the approval process.

NOTE: You may also access FOIAPP from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by selecting Approval History (FOIAPP) from the RELATED menu.

Access this form by entering **FOIAPP** on the Welcome screen.



- 1) Enter the Requisition number in the Document field and click Go to move to the next screen.
 - 2) If approved, the date will show in the Approved Date field.
- If disapproved, DENY will show in the Queue ID field.

F. Approval History FOIAPHT

The **Approval History Form** provides an online display of documents sorted by document code. A document that has been disapproved appears with a queue ID of DENY.

Access this form by entering **FOIAPHT** on the Welcome screen.

The screenshot displays the 'Approval History FOIAPHT 9.0 (PROD)' application. At the top, there is a navigation bar with 'Basic Filter' and 'Advanced Filter' options. Below this is a search filter section with five input fields: 'Document Code', 'Document Type', 'Change Sequence', 'Queue ID', and 'Queue Level'. To the right of these fields is a 'Clear All' button and a 'Go' button. Below the filter section is a table with the following columns: Document Code, Document Type, Change Sequence, Queue ID, Queue Level, Approver's ID, Approver's Name, Approved Date, Submission Number, Originating User, and Originating User Description. The table is currently empty.

- 1) Enter the Requisition number in the Document field and click Go to move to the next screen.
- 2) If approved, the date will show in the Approved Date field.

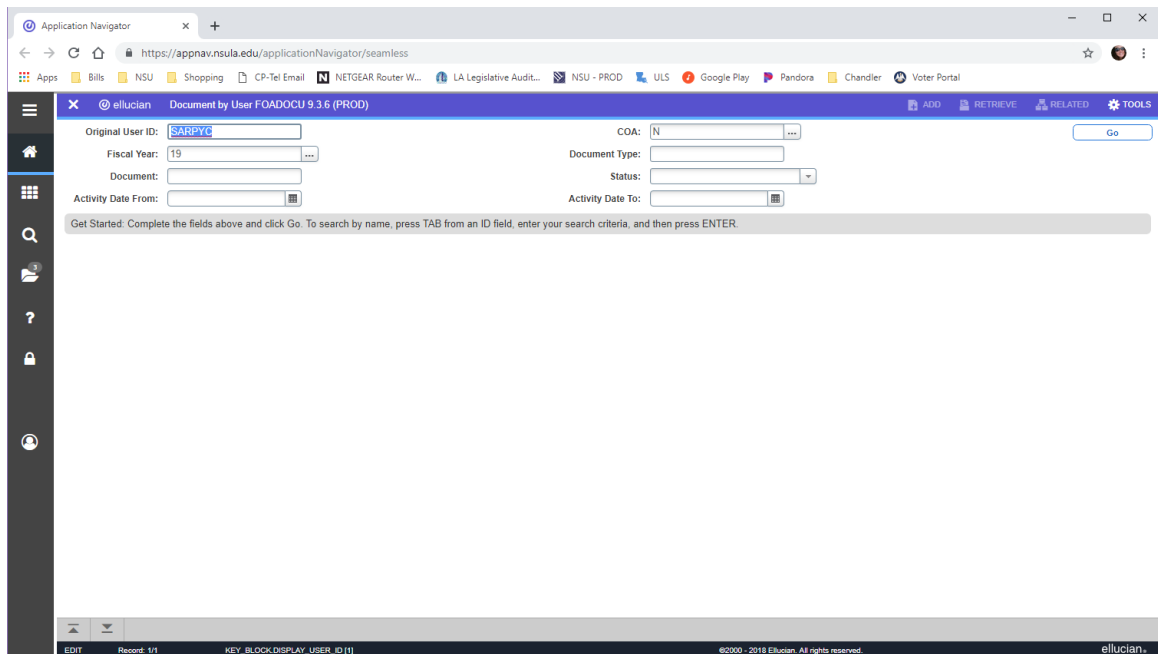
If disapproved, DENY will show in the Queue ID field.


G. Document Self Denial by User – Document by User FOADOCU

This form enables the user to display a list of documents originated by a specific user, and to "DENY" approval for a document, returning it to "in-process status" in order to make corrections or delete. Use this feature to re-open documents and correct or delete them, instead of waiting for an approver to disapprove them. (Users can only deny their own documents.)

NOTE: Status code must be 'C' to deny the document. If a document is pending approval, the originating user can deny the document and change the status to **In-Process** in order to make corrections or delete.

Access this form by entering **FOADOCU** on the Welcome screen.



- 1) Click Go to populate information.
- 2) Click on the Requisition to disapprove and click the Disapprove icon . A message "Document XXXXXXXXX has been denied." will appear at the top right corner in red.
- 3) The requisition is now in In-Process status.