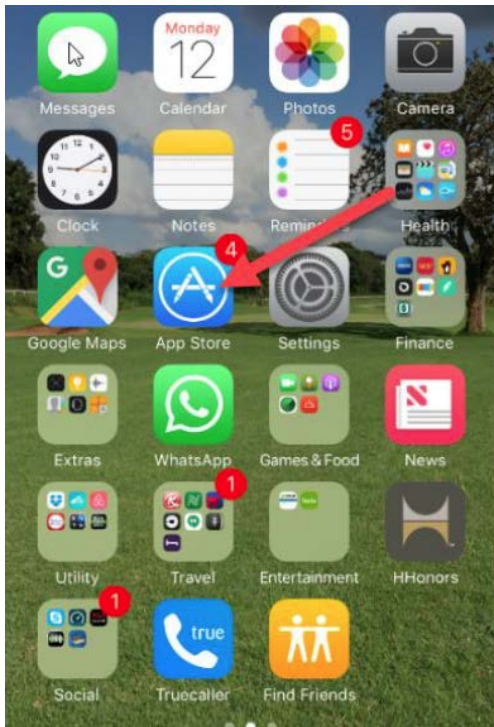
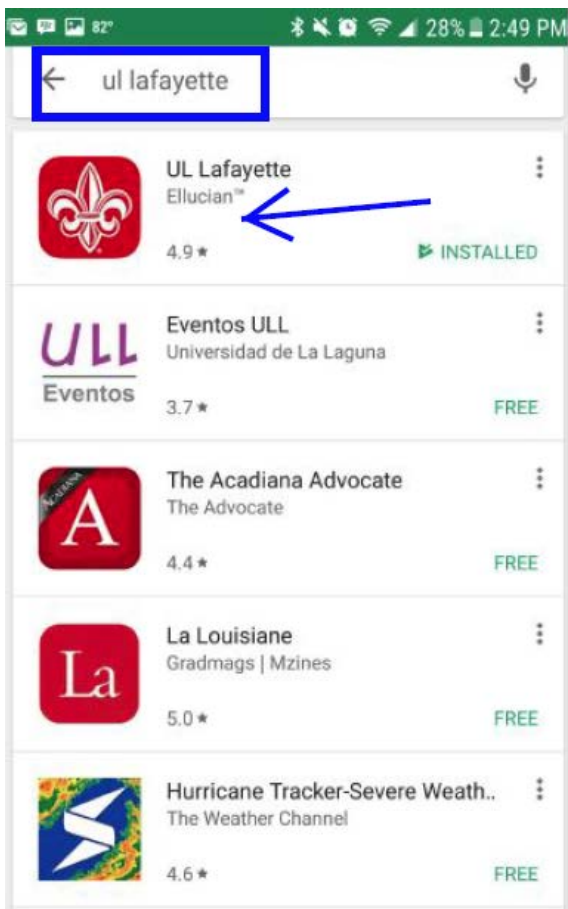


University Approvals Processing from Mobile App

Step 1. Access App Store (Apple) or Play Store (Android)



Step 2. Search for "UL Lafayette"

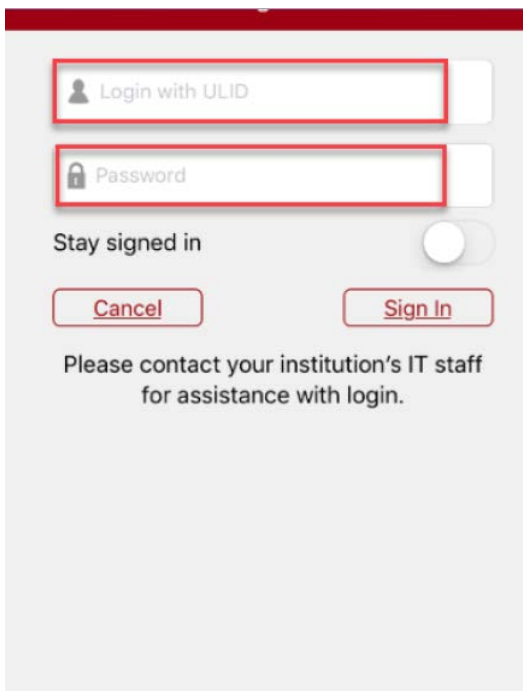


University Approvals Processing from Mobile App

Step 3. Find and download (open/install) the app.



Step 4. Sign in with ULID (C #) and password.

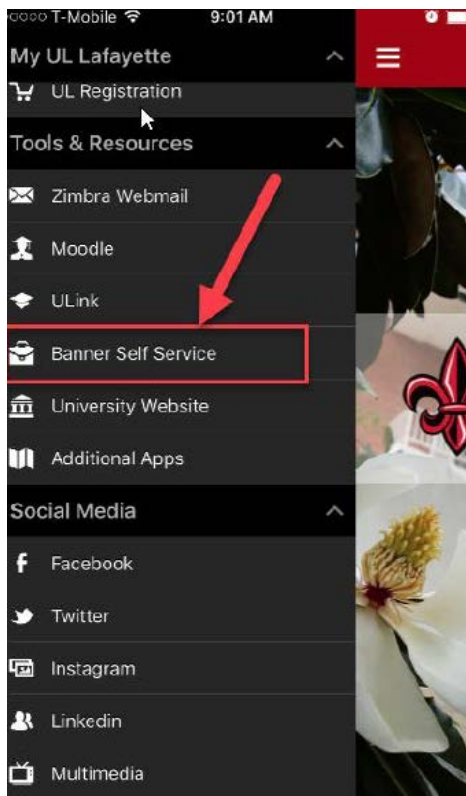


University Approvals Processing from Mobile App

Step 5. Go to the menu bar on the top left

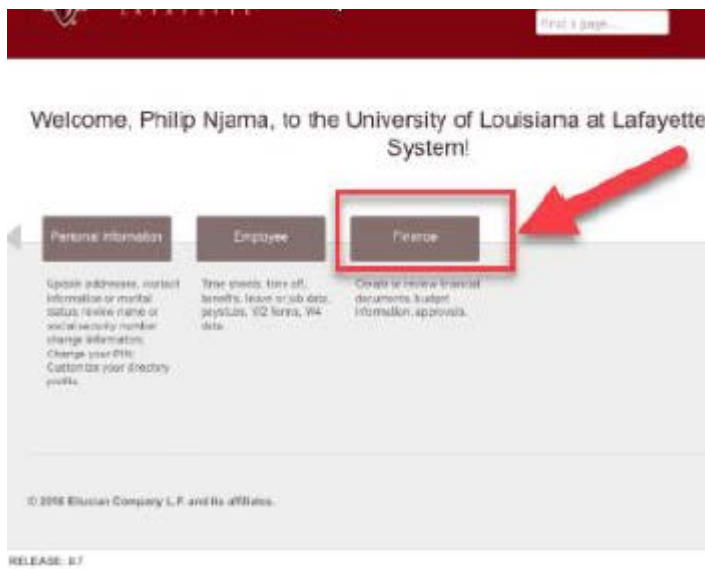


Step 6 – Select “Banner Self Service” under Tools & Resources.

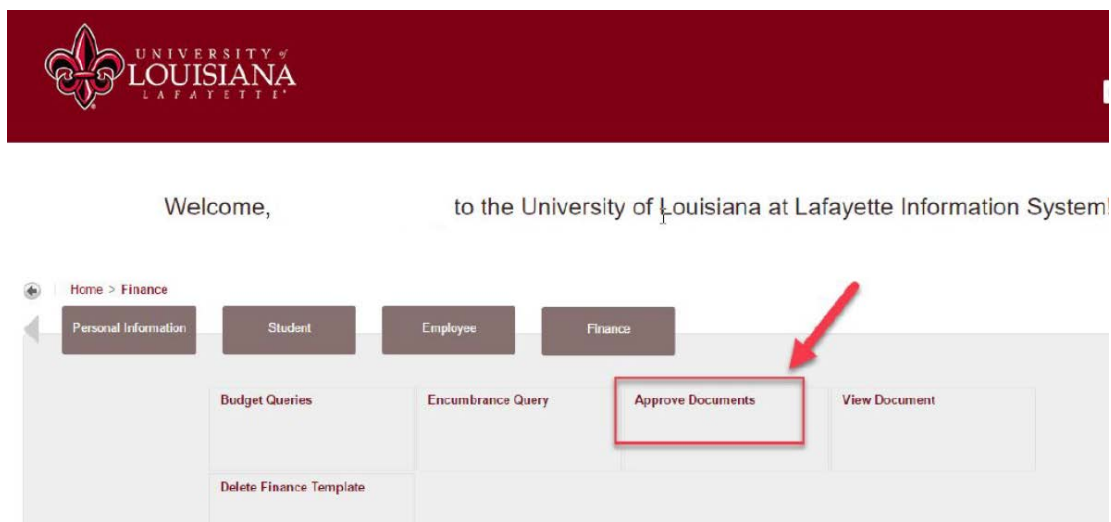


University Approvals Processing from Mobile App

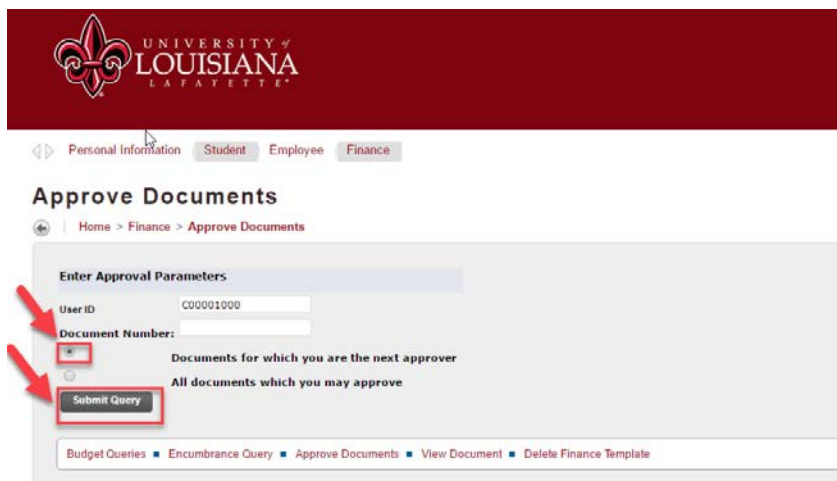
Step 7 – Select Finance



Step 7. Select “Approve Documents”

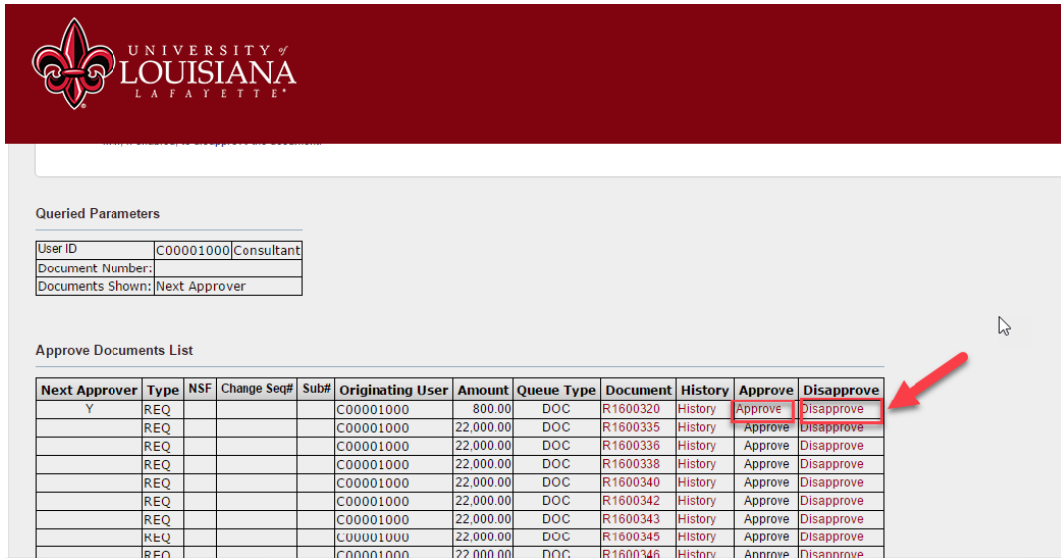


Step 8. Select “Documents for which you are the next approver. Then “Submit Query”.



University Approvals Processing from Mobile App

Step 9. Click on the **RED** document number to review the requisition. After review click either Approve or Disapprove.



UNIVERSITY of LOUISIANA LAFAYETTE

Queried Parameters

User ID	C00001000	Consultant
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				C00001000	800.00	DOC	R1600320	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600335	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600336	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600338	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600340	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600342	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600343	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600345	History	Approve	Disapprove
	REQ				C00001000	22,000.00	DOC	R1600346	History	Approve	Disapprove

If you select Disapprove, you MUST enter a reason