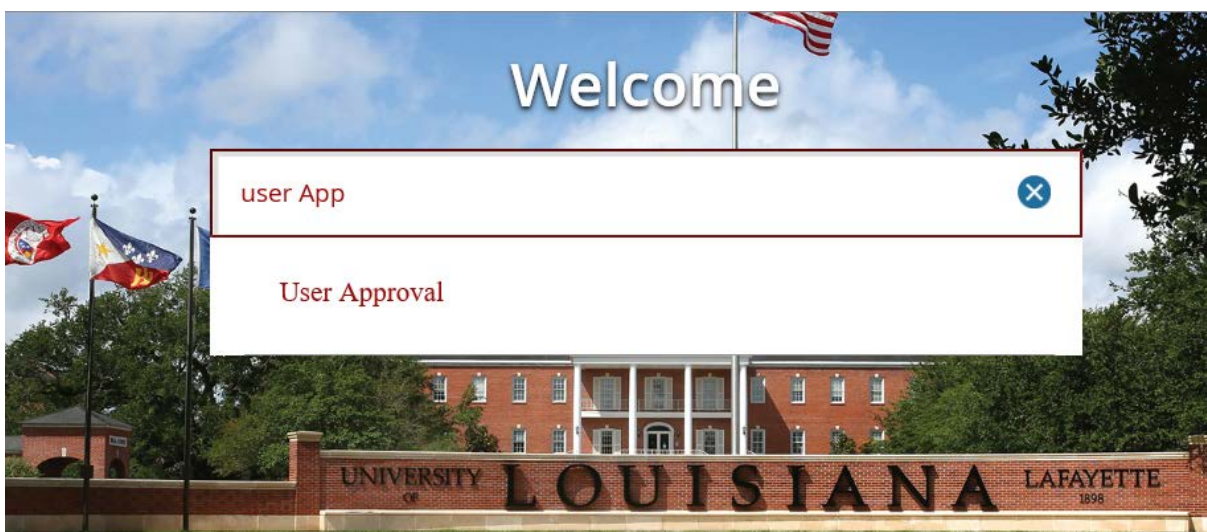


Step by Step Approvals Processing in Banner

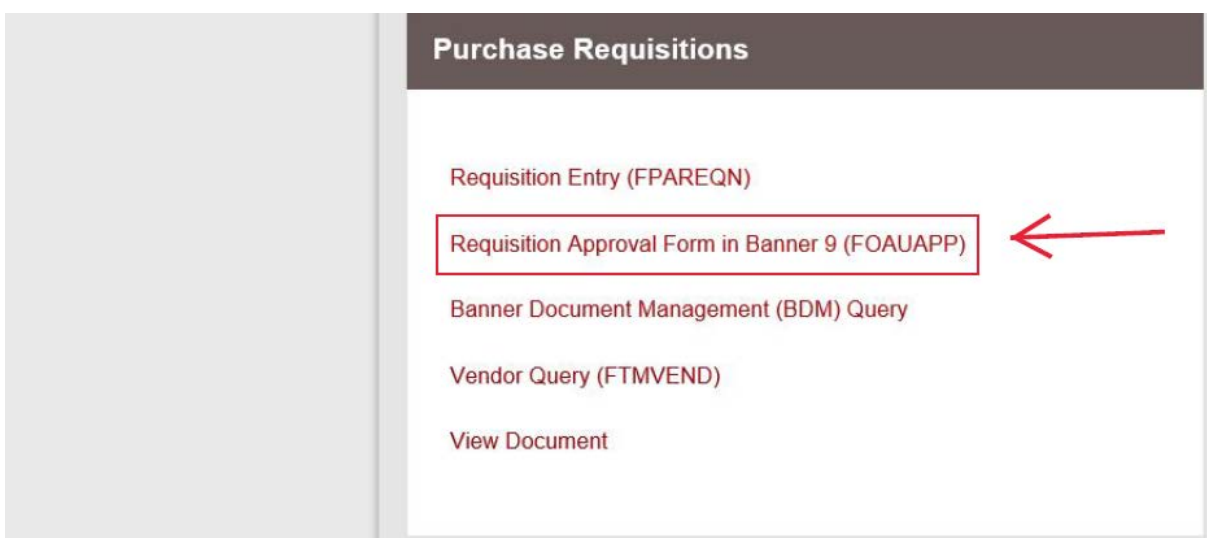
Step 1. Access Banner



Step 2. Access the User Approval Form by typing "User Approval" in the search field



Or directly access from the ULink dashboard by selecting "Requisition Approval Form in Banner 9"



Step 3. Hit Enter

Step by Step Approvals Processing in Banner

Step 4. Make Sure your ULID appears as next approver. Click the green "Go".

User Approval FOAUAPP 9.0 (AWS_TEST)

User ID: Consultant

Next Approver:

Document:

et Started: Fill out the fields above and press Go.

Step 5. Select the document you want to approve / disapprove and match you approval with respective button.

USER APPROVAL

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
Y	REQ	R1			C00001000	3,333.00	DOC	
Y	REQ	R1600032			C00001034	500.00	NSF	
	REQ	R1600033			C00001034	1,200.00	DOC	

Step 6. If you want to view the attached back-up documents:

- a) Click on Detail Button then
- b) Click on Retrieve Button

USER APPROVAL

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount
Y	REQ	R1			C00001000	3,333.00
Y	REQ	R1600032			C00001034	500.00

After clicking on the detail button, a different screen will appear. Click on your document number, then click retrieve as shown below

Requisition Approval FOQRACT 9.0 (AWS_TEST)

REQUISITION APPROVAL

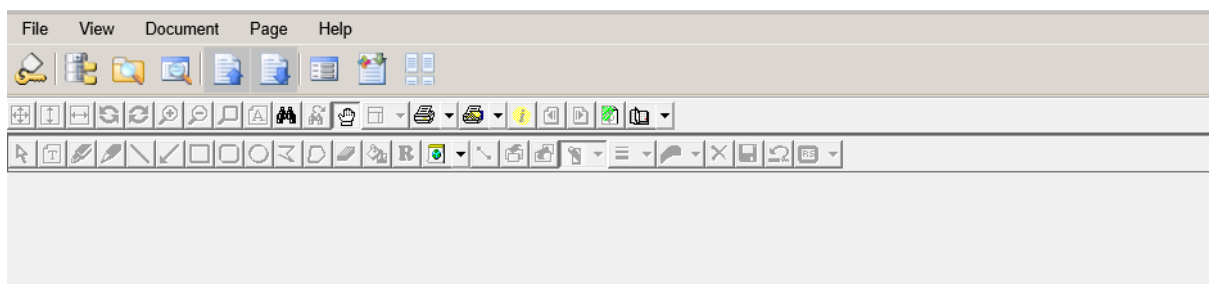
Request: Number of Items: 1

LINE ITEM INFORMATION

Item	Net	25.00
Commodity: Document Acctg Distribution	Vendor	

1 of 1 Per Page

Your attachment will show on a new web browser



Step by Step Approvals Processing in Banner

Step 7. Use the web browser exit to exit from after review.

Step 8. After review click either Approve or Disapprove.

USER APPROVAL Insert Delete Copy Filter

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
Y	REQ	R1			C00001000	3,333.00	DOC	
Y	REQ	R1600032			C00001034	500.00	NSF	
	REQ	R1600033			C00001034	1,200.00	DOC	

If you select Disapprove, you MUST enter a reason

Document Disapproval Text Entry FOAUAPP 9.0 (TEST)

Type: REQ

Number: R1600077

Submission:

Change Sequence:

DOCUMENT IS DISAPPROVED ← Must enter reason.

OK Cancel