How to Determine If Documents Are Awaiting Your Approval

**Description:** If documents are awaiting your approval, the Approvals Notification Form (FOIAINP) automatically appears after you request any of the Banner Finance forms. This form lists the number of documents per Document type that you need to review and approve, if the system shows your user Id to be the next approver. You may also access this form directly, as often as you wish, during any Banner session. From the Options tab on the Tool Bar, you can then select the User Approval Form (FOAUAPP).

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For the FOIAINP to display, both of the following conditions must exist:

- Approvals must be turned on for the particular Document type.
- Unapproved documents exist and you as an approver are the next approver for these documents.