

DOCUMENT APPROVAL FORM

How to Approve a Document on FOAINP

Description:

The Document Approval Form displays all queues and/or levels responsible for the approval of a specified document. Security on this form is restricted to those individuals who have signing authority to their Fund, Organization.

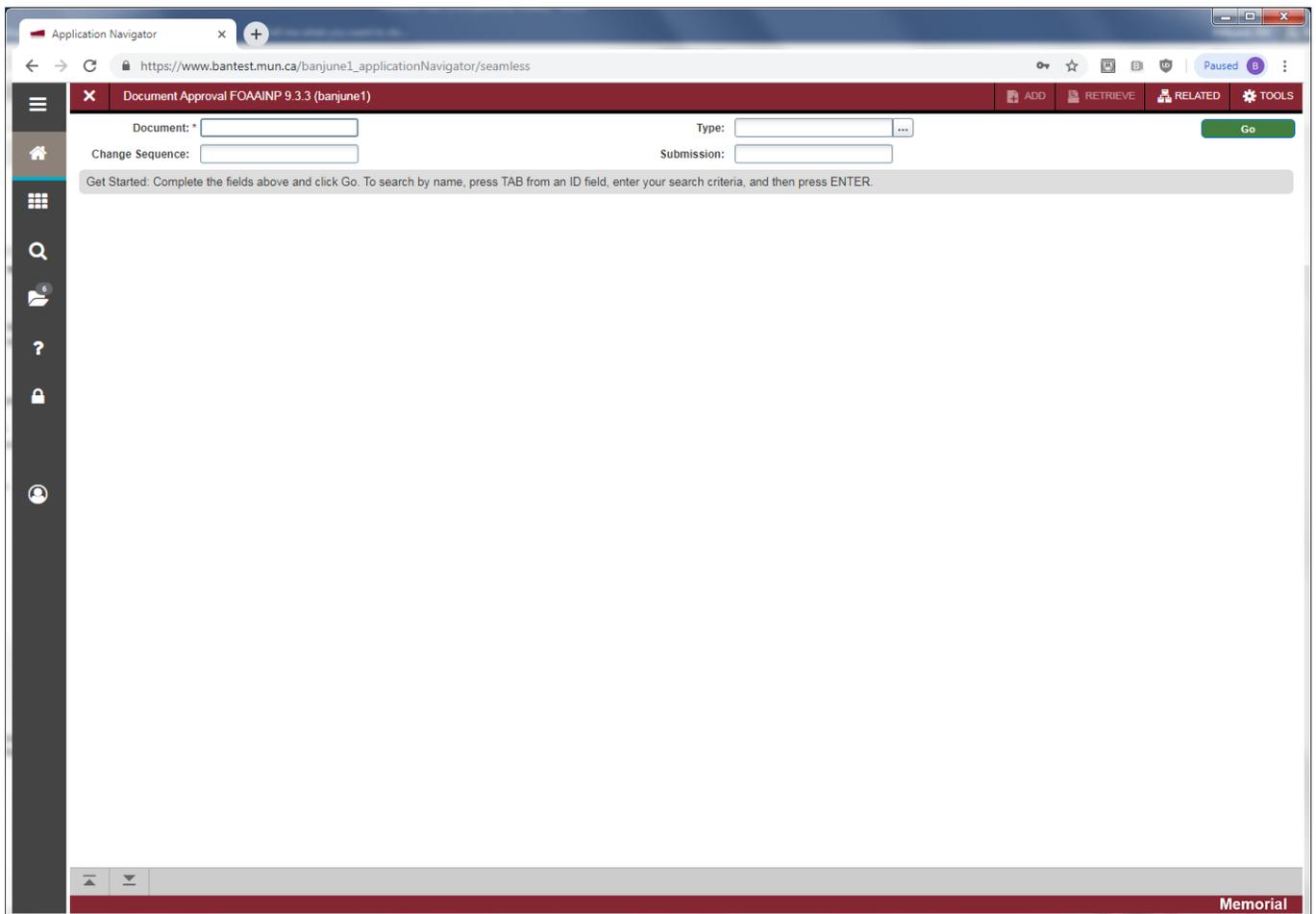
Navigation:

Access to the form can be done in three ways:

1. Type FOAINP in the search field
2. Type Document Approval in the search field
3. Select from the Finance Approval menu under Applications

Step 1:

Follow the navigation process to FOAINP.



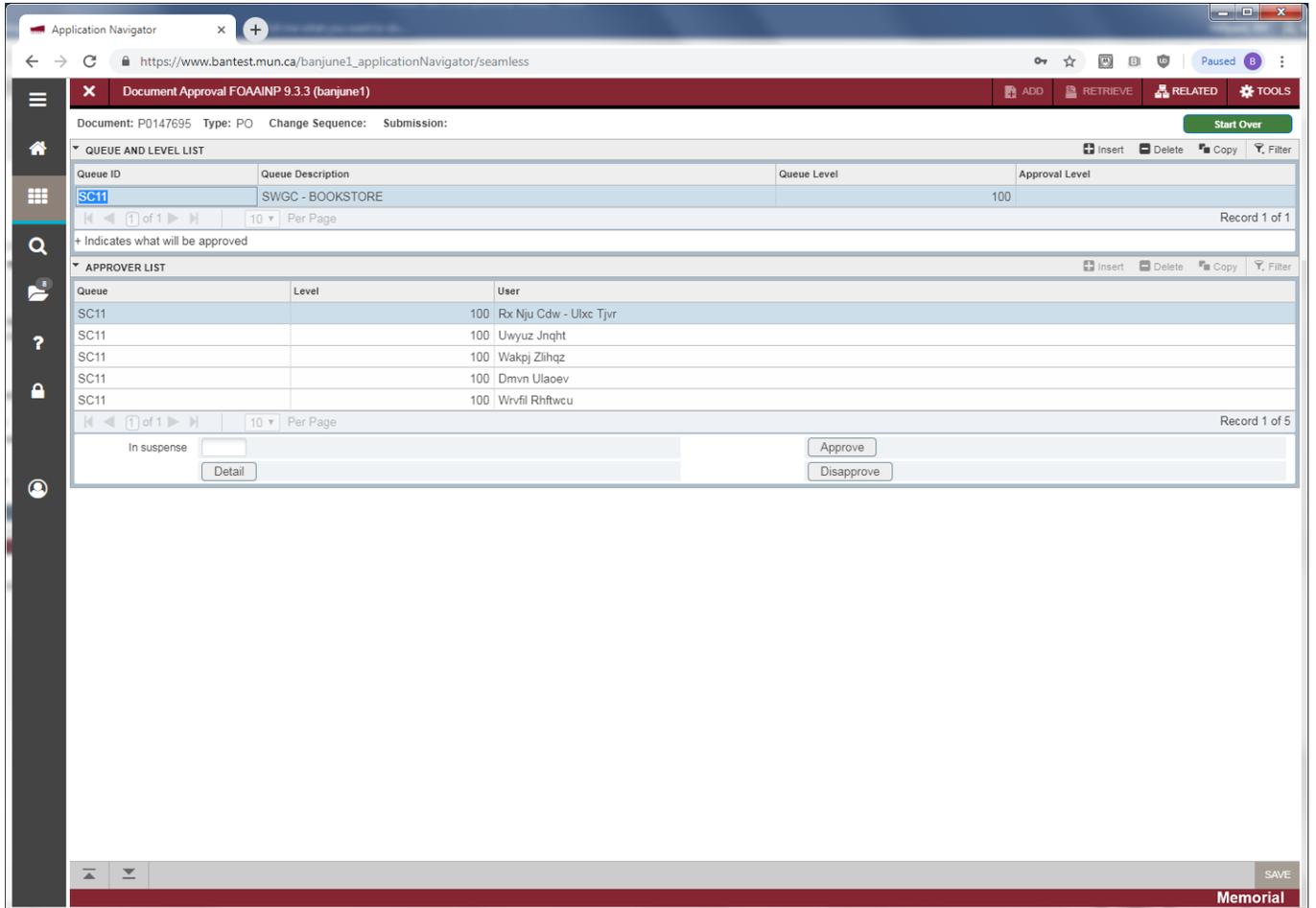
The screenshot shows a web browser window titled "Application Navigator" with the URL "https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless". The page has a dark red header with a navigation menu on the left and a search area at the top. The search area contains four input fields: "Document:", "Type:", "Change Sequence:", and "Submission:". A green "Go" button is located to the right of the "Type:" field. Below the search fields, a grey box contains the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The bottom right corner of the page displays the word "Memorial".

Enter one or more of the following fields to search.

- Document: Number of the document you want to approve and/or to display the documents queues/levels.
- Change Sequence: Sequential number assigned to a change document when querying a change order.

- **Type:** Code used to represent the type of document. Although this field will be populated automatically based upon the Document, you may assign a new document type from the Document Type List.
- **Submission:** Submission number associated with Journal Vouchers.

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”. The results of your query are displayed.



The following information is displayed.

- **Queue Id:** Code representing the queue associated with the document awaiting review.
- **Queue Description:** Description of the queue.
- **Queue Level:** Code representing the level of the approval in the queue.
- **Approval Level:** Indicates whether a document will be approved.
 - + This document will be approved.
 - Blank This document is awaiting review.
- **Queue:** Listing of documents in the queue.
- **Level:** Level of the documents in the queue awaiting approval.
- **User:** The user associated with the document awaiting approval.

Step 2:

Click the *Detail* button to view the document line items and accounting details as seen in an example below.

Application Navigator x

https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless

Purchase Order Approval FOQPACT 9.0 (banjune1)

ADD RETRIEVE RELATED TOOLS

PURCHASE ORDER APPROVAL

Purchase Order: P0147695 Vendor: Lillibridge

Change Sequence

LINE ITEM INFORMATION

Item	Commodity	Transaction Date
	Document Acctg Distribution	01/03/2019
	Document Acctg Distribution	01/03/2019
	Document Acctg Distribution	01/03/2019

Record 1 of 3

ACCOUNTING INFORMATION

Sequence Number	1	Additional Amount	0.00
Extended Amount	974.47	COA	M
Fiscal Year	19	Index	
Fund	310000	Total	1,026.39
Organization	47362	Discount Amount	0.00
Account	71900	Program	7301
Project		Activity	
Tax Amount	51.92	NSF	N
	<input type="checkbox"/> NSF Override	Location	

Record 1 of 1

SAVE

Memorial

Click the exit icon to return you to the Document Approval Form.

From the *Related* menu, you may now select Query Document or View Commodities to see additional details. Query Document takes you to FPIPURR and View Commodities displays the following form:

Application Navigator

https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless

Commodities for Review Query FOICOMM 9.3.5 (banjune1)

Document Type: PO Purchase Order Document Number: P0147695 Change Sequence Number: Vendor: Lilibridge Transaction Date: 01/03/2019

Start Over

COMMODITY LIST

Item	Description	Quantity	Amount
1	textbooks	15	944.37
2	textbooks	6	45.17
3	shipping	1	36.85
Document Total			1,026.39

Record 1 of 3

Memorial

Click the exit icon to return to the Document Approval Form.

Step3:

You may approve and / or disapprove documents on FOAAINP. Click the Approve or the Disapprove buttons to complete the desired action.

- Approve: Click this button to approve the document.

By approving the document, the Approver acknowledges responsibility to ensure that all expenditures are valid, in compliance with the policies of the University and the applicable granting agencies, and that sufficient funds are available to cover the expenditure.

- Disapprove: When you click this button to disapprove the document, the following Document Disapproval Text Entry form is displayed. You have the option of entering a reason for your disapproval before pressing the OK button.

Document Disapproval Text Entry FOAAINP 9.3.3 (banjune1)

DOCUMENT IS DISAPPROVED

OK Cancel