

USER APPROVAL FORM

How to Approve a Document by User on FOAUAPP

Description:

The User Approval Form allows you to approve or disapprove a document, view a document's detail, and view all the queues/levels responsible for approving the document. Security on this form is restricted to those individuals who have signing authority to their Fund, Organization.

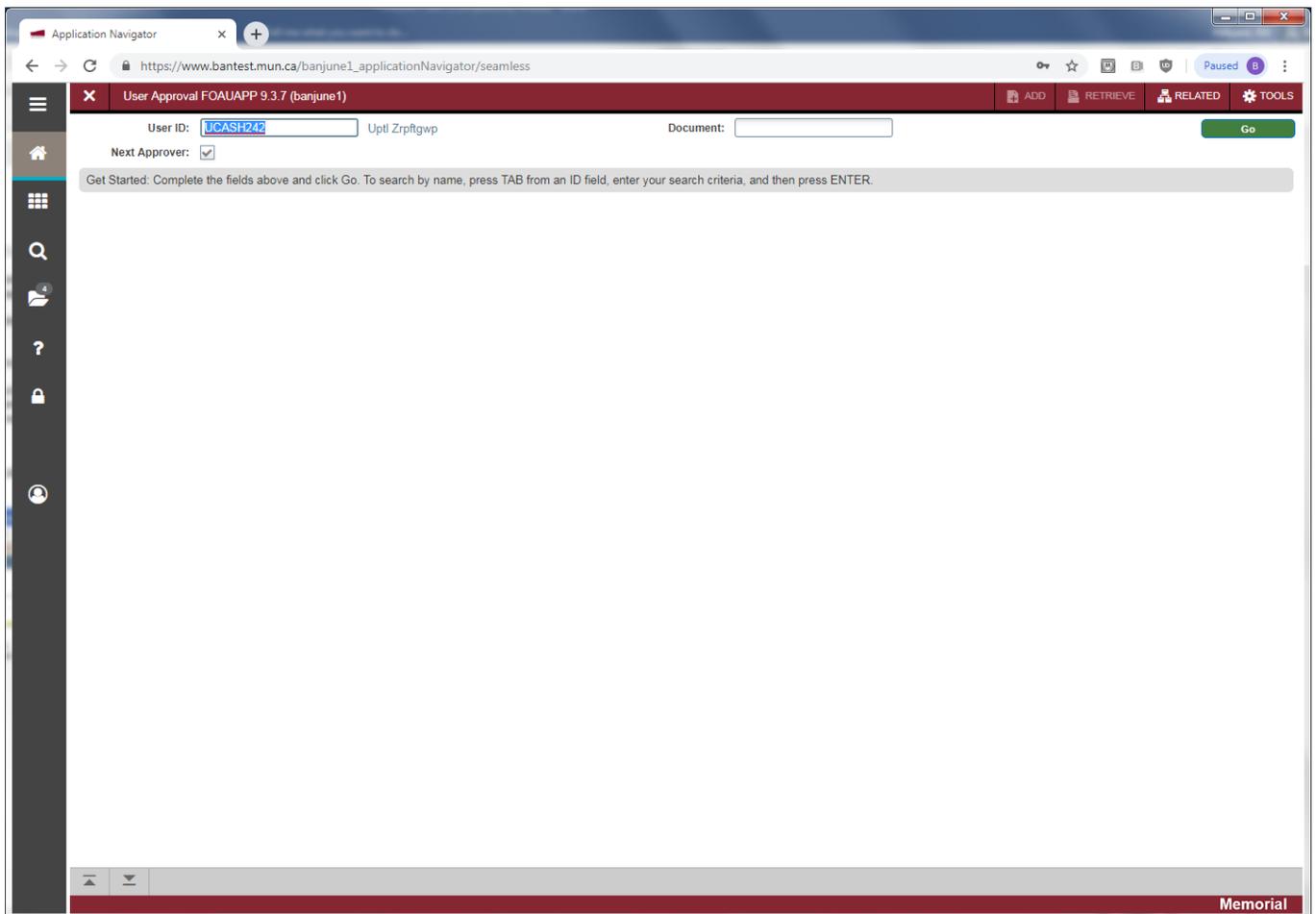
Navigation:

Access to the form can be done in three ways:

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

Step 1:

Follow the navigation process to FOAUAPP.



The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The application title is "User Approval FOAUAPP 9.3.7 (banjune1)". The interface includes a search bar with "User ID: UCASH242" and "Uptl Zrptfgwp" entered, and a "Document:" field. A "Next Approver:" checkbox is checked. A "Go" button is visible. A sidebar on the left contains navigation icons. The bottom right corner of the application area displays "Memorial".

Enter one or more of the following fields:

- User Id: Your User Id and name are displayed from your Banner session.
- Document: The number representing the document you want to query. Leave blank to view all documents assigned to this user.
- Next Approver: Check this field if you are the next person to approve the document.

Click the Go button or *Next Section* (Alt + Page Down) to see all documents for which you are the next approver.

The screenshot shows a web application interface for 'User Approval'. At the top, there's a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below that, a header displays 'User ID: UCASH242 Uptl Zrpfjgwp Document: Next Approver:'. A 'Start Over' button is also present. The main area contains a table with the following data:

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P0140516			USWGC275	1,221.73	DOC	Y
	PO	P0145750			USWGC275	835.82	DOC	Y
	PO	P0147696			USWGC275	67.88	DOC	Y
	PO	P0147698			USWGC275	3,850.37	DOC	Y

At the bottom of the table, there is a pagination control showing '1 of 1' and '10 Per Page'. The footer of the application displays 'Memorial'.

The following information is displayed:

- NSF: Indicates whether a non-sufficient funds condition exists for a specified transaction or document.
 - Selected: A non-sufficient funds condition exists
 - Cleared: A non-sufficient fund condition does not exist.
- Document Type: Code representing the type of document.
- Document Number: Unique number of the document.
- Change Sequence: Change sequence number associated with change orders.
- Submission: Submission number associated with Journal Voucher and Invoices.
- Originating User: The User Id of the user who completed the document.
- Document Amount: The transaction amount of the document.
- Queue Type: Code indicates the type of approval for this document
 - DOC: The document is in a user-defined document approval queue awaiting approval.
 - NSF: The document is awaiting NSF override processing and the system has routed it to the NSF queue. If the document is awaiting NSF override processing, click Detail to override NSF.
- Next Approver Indicates whether the user is the next approver for a document in the approval queue.
 - Y: The user is the next approver.
 - N: the user is not the next approver.

Step 2:

You may approve and / or disapprove documents on FOAUAPP. 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.

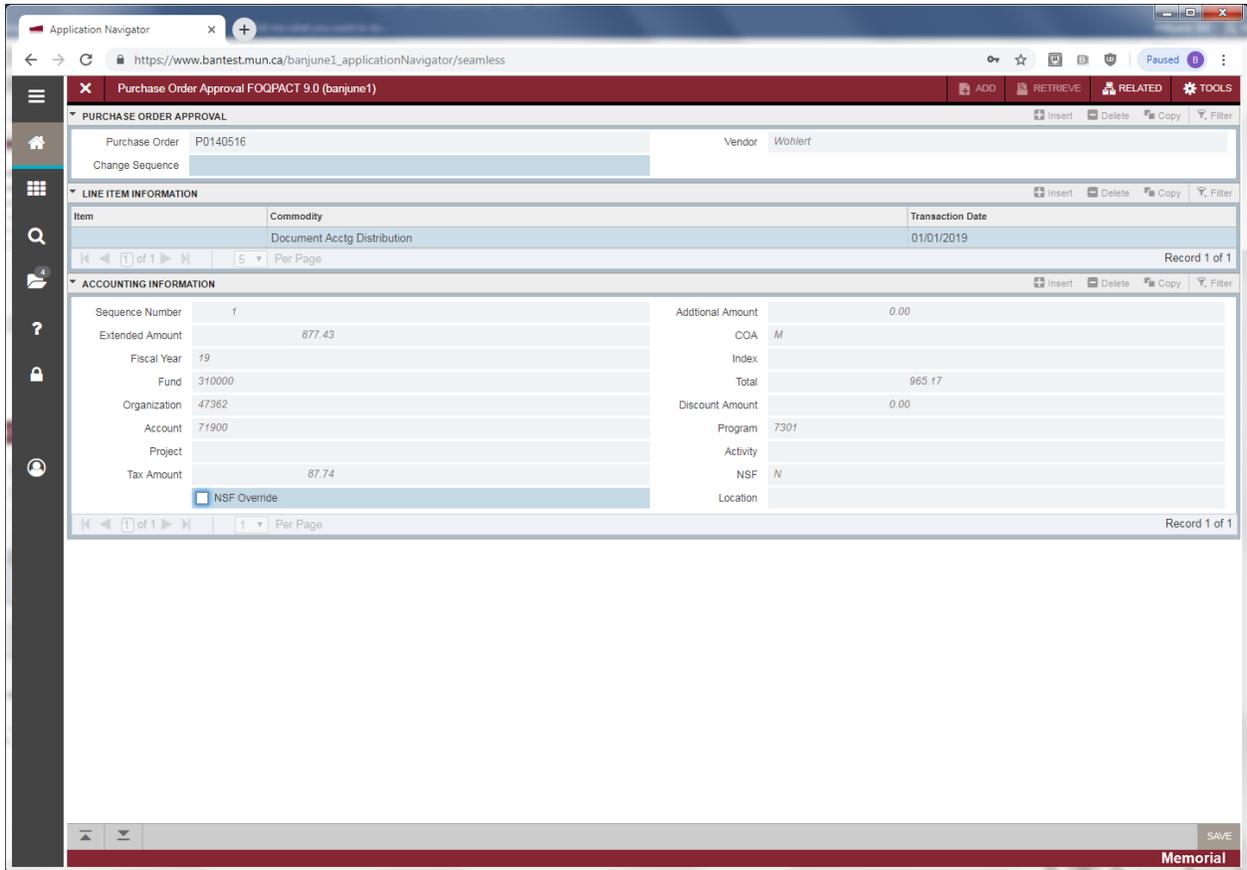
Document Disapproval Text Entry FOAUAPP 9.3.7 (banjune1)

Type	PO
Number	P0140516
Submission	
Change Sequence	

DOCUMENT IS DISAPPROVED

OK Cancel

- Detail: Click this button to view the document's accounting details as seen in an example below.



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 x +
 https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless
 Commodities for Review Query FOICOMM 9.3.5 (banjune1) ADD RETRIEVE RELATED TOOLS
 Document Type: PO Purchase Order Document Number: P0140516 Change Sequence Number: Vendor: Wohlerl Transaction Date: 01/01/2019 CURR: USD Start Over
 COMMODITY LIST Insert Delete Copy Filter

Item	Description	Quantity	Amount
1	textbooks	13	965.17
Document Total			965.17

 Record 1 of 1
 Memorial

- Queue: Click this button to move to the Document Approval Form (FOAAINP), which displays all the queue/levels responsible for the approval for a specified document.

If you can approve the document's total dollar amount, after you approve it, Banner removes it from the approval queue and moves it to its next processing stage. If you cannot approve the document's total amount, Banner moves the document to the next user in the queue who can review and approve it.