

APPROVALS NOTIFICATION FORM

How to Determine If Documents Are Awaiting Your Approval Using FOIAINP

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 *Related* menu on the Tool Bar, you can then select the User Approval Form (FOAUAPP).

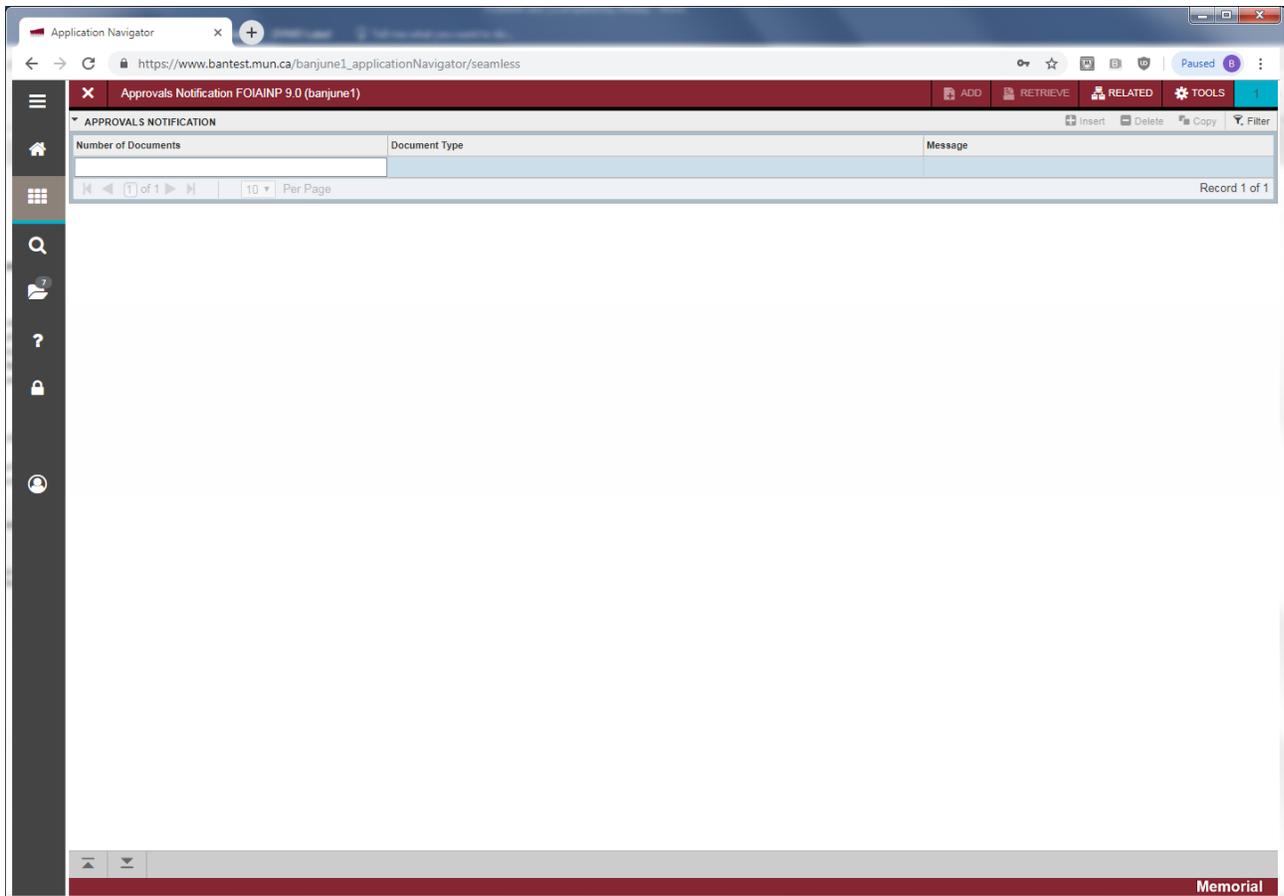
Navigation:

Access to the form can be done in three ways:

1. Type FOIAINP in the search field
2. Type Approvals Notification in the search field
3. Select from the Finance Approval menu under Applications

Step 1:

Follow the navigation process to FOIAINP.



For the FOIAINP to display records, 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.