

How A User Approves a Document

Description: The User Approval Form enables 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 should be restricted to those individuals who have signing authority to their Fund, Organization.

Navigation: Access the User Approval Form from either the menu or from Approval Notification Form

Enter Selection → Products Menu
 Finance System Menu
 Finance Operations Menu
 Finance Approval Menu
 User Approval Form

Direct Access → FOAUAPP

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User Approval FOAUAPP 8.4

User ID: Tina Wall Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve: <input checked="" type="checkbox"/>		Disapprove: <input type="checkbox"/>		Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			

Enter user id. Leave blank for all users.
 Record: 1/1 <OSC>

To Approve a Document :

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. You may also query one or more documents by entering a document number or by entering the % (wildcard).
Next Approver:	Check this field if you are the next person to approve the document.

When you perform a Next Block (use ctrl page down, the tool bar or on the main menu select Block then Next) the following information is displayed.

NSF Checkbox 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.

Type Code representing the type of document.

Number Number of the document.

Chg No Change sequence number associated with change orders.

Sub No Submission number associated with invoices(not applicable at MUN)

Originating User The Banner Id number of the user who completed the document.

Document Amount The transaction amount of the document.

Queue Type Code indicates the status of a 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.

Approve: Click this button to approve the document.

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 8.4 (muntrain)

Type: Number: Submission:

Change Sequence:

DOCUMENT IS DISAPPROVED

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

Oracle Developer Forms Runtime - Web: Open > FOAUAPP

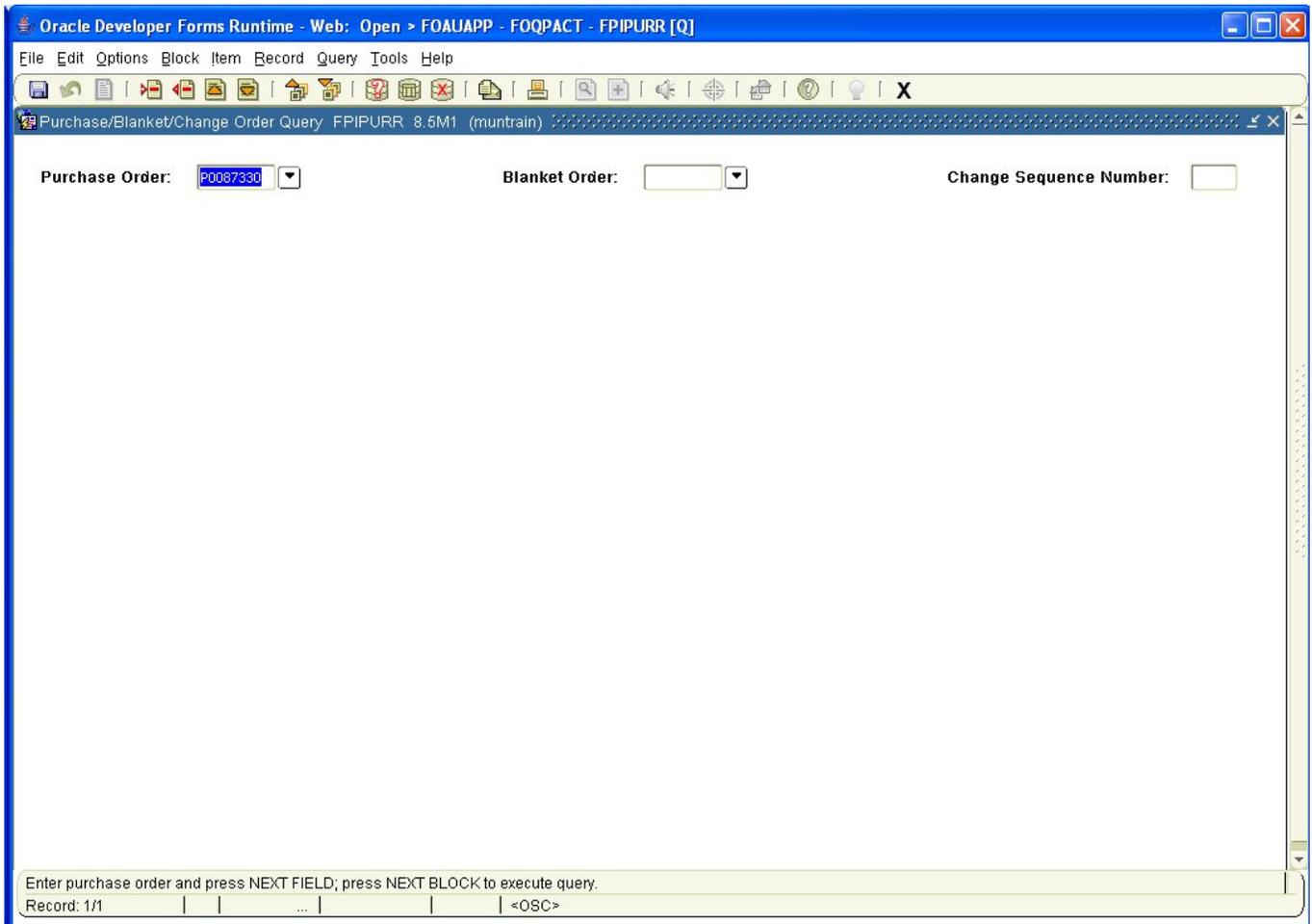
File Edit Options Block Item Record Query Tools Help

User Approval FOAUAPP 8.4 (muntrain)

User ID: Tina Wall Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0087330	<input type="checkbox"/>	<input type="checkbox"/>	UCASH283	174.00	DOC	Y
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve:	<input checked="" type="checkbox"/>	Disapprove:	<input type="checkbox"/>	Detail:	Queue:			

Record: 1/1 <OSC>



From this form, you may perform various Next Block functions to query the details of your document. Click the exit icon to return you to the Document Approval Form.

Queue:

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

Use the vertical scroll bar to scroll through the list of documents that need to be approved.

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.