

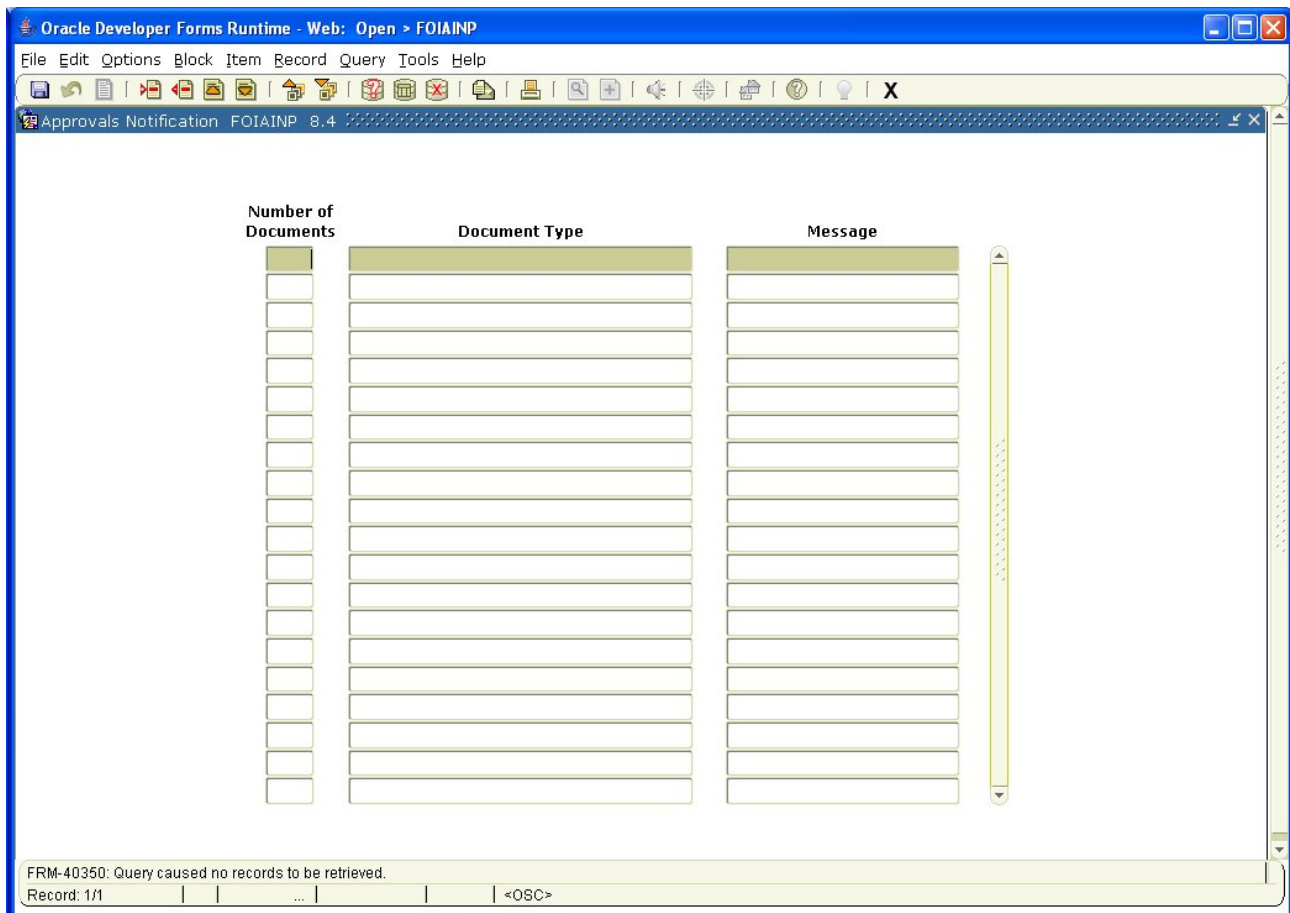
## How to Determine If Documents Are Awaiting Your Approval

**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).

### Navigation:

Enter Selection → Products Menu  
Finance System Menu  
Finance Operations Menu  
Finance Approval Menu  
Approvals Notification Form

Direct Access → FOIAINP



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open - FOIAINP". The browser address bar shows "Approvals Notification FOIAINP 8.4". The main content area contains a table with three columns: "Number of Documents", "Document Type", and "Message". The table is currently empty, with only the headers visible. A status bar at the bottom of the window displays the message "FRM-40350: Query caused no records to be retrieved." and "Record: 1/1".

Number of Documents	Document Type	Message
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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.