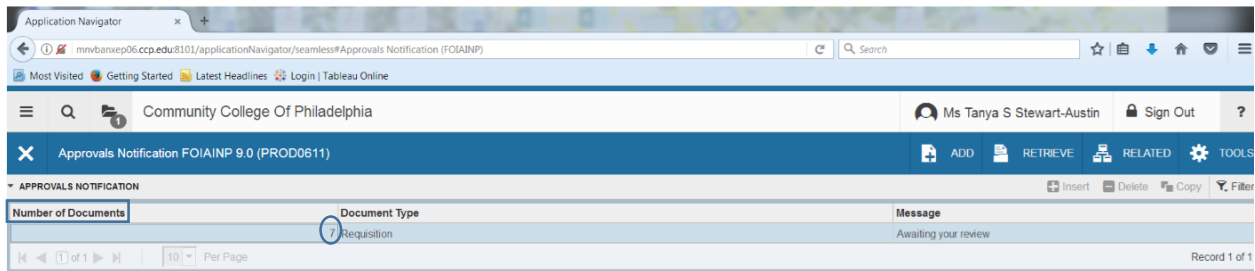



Banner 9

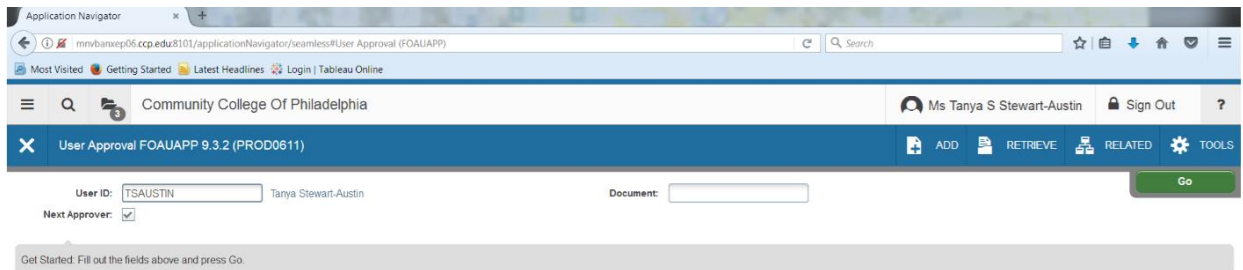
Approvals - (FOAUAPP)

The Approval page displays the outstanding documents waiting for approval by a specific end users.

On the initial log into BANNER (if there are documents awaiting approval), prior to any other forms being accessible, the Approval Notification page (FOIAINP) will appear indicating the number of documents requiring your approval.



Click on  (Close) and Banner will take you to the Approval Page (FOAUAPP). Click **Go** to display requisitions.



Take note of the indicators on this screen:

Next Approver

If a check appears here, this indicates your approval of this document is required before the document will move to posting and completion. If this checkbox is null, another individual has to approve prior to your approval.

NSF (Non – Sufficient Funds)

If this field is populated with a 'Y', the budget being charged does not have enough money. In order to complete this document, the NSF indicator must be overridden. If you approve this document, it will move to the NSF queue for approval/override

The screenshot shows the 'User Approval' interface for 'User ID: TSAUSTIN Tanya Stewart-Austin'. The 'Document' field is set to 'Next Approver:'. Below this is a table with the following columns: NSF, Document Type, Document Number, Change Sequence, Submission, Originating User, Document Amount, Queue Type, and Next Approver. The table contains 7 rows of data.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
Y	REQ	R0017637			JNOONAN	1,050.00	NSF	Y
Y	REQ	R0017648			JNOONAN	225.00	NSF	Y
Y	REQ	R0017649			JNOONAN	1,269.95	NSF	Y
Y	REQ	R0017650			JNOONAN	1,419.73	NSF	Y
Y	REQ	R0017652			JNOONAN	747.00	NSF	Y
Y	REQ	R0017654			JNOONAN	1,049.98	NSF	Y
Y	REQ	R0017655			JNOONAN	3,091.50	NSF	Y

The screenshot shows the bottom navigation bar of the application, featuring three buttons: 'CANCEL', 'SELECT', and 'SAVE'.

At this point you have the option to Approve, Disapproved, view Detail or Queues.

Select the document you want to approve and click on Approved (It is highly recommended that you view the document before approving).

This screenshot is identical to the first one, but the 'Approve' button in the top navigation bar is highlighted with a blue border.

If you select to approve a document. A dialog box will appear containing the document number of the document being approved and click OK

The screenshot shows a 'Document Approval' dialog box with the following fields: Type (REQ), Number (R0017637), Submission, and Change Sequence. A text box at the bottom contains the message 'DOCUMENT IS APPROVED'. At the bottom right are 'OK' and 'Cancel' buttons.

If you select to disapprove a document. A dialog box will appear containing the document number of the document being disapproved. You may add free-form text for the reason of why the documents is being disapproved. Once text has been entered, you will receive a message indicating the document has not been approved. Click on Ok. The document is removed from your approval form.

A disapproved document is returned to the individual who created the document. The disapproved document must be corrected and re-initiated through the approval process.

The initiator of the original document is notified of pending approval modifications/edit through the Message Form (GUAMESG). The Message Form displays internal BANNER mail generated from BANNER specific processes.

Clicking on Detail will allow the user to view the accounting information/distribution associated with the document.

The screenshot displays the 'USER APPROVAL' application interface. At the top, there are buttons for 'Approve', 'Disapprove', 'Detail', and 'Queues'. The 'Detail' button is circled in red. Below this, the browser address bar shows the URL: `mvbansep06.ccp.edu:8101/applicationNavigator/seamless#User Approval (FOAUAPP)`. The application header includes 'Community College Of Philadelphia' and the user 'Ms Tanya S Stewart-Austin'. The main content area is titled 'Requisition Approval FOQRACT 9.0 (PROD0611)' and shows a request for 'R0017637 Johanna Noonan' with 1 item. The 'ACCOUNTING INFORMATION' section is expanded, showing a table with the following data:

Sequence Number	1	Location	
COA	1	Extended Amount	1,050.00
Fiscal Year	18	Discount Amount	0.00
Index		Tax Amount	0.00
Fund	231244	Additional Amount	0.00
Organization	G30000	Total	1,050.00
Account	7370	Project	
Program	10	NSF	Y
Activity		NSF Override	<input type="checkbox"/>

At the bottom of the application, there is a status bar with 'EDIT', 'Record: 1/1', 'FPRREQA_BLOCK.DISPLAY_NSF_OVERRIDE_IND [1]', and the user 'ellucian'.

Click on **RELATED** and you have two choices: Selecting Document Query (FPIREQN) will allow you to view the requisition and selecting View Commodities (FOICOMM) will allow you to view the various items on the requisition.

RETRIEVE RELATED TOOLS

Search

Document Query [FPIREQN]

View Commodities [FOICOMM]

Selecting QUEUES will show the queue(s) for the document.

USER APPROVAL

Approve Disapprove Detail Queues

You will be brought to Document Approval (FOAINP) and click Go.

Document Approval (FOAINP)

mmvbanwp06.ccp.edu:8101/applicationNavigator/seamless#Document Approval (FOAINP)

Community College Of Philadelphia

Ms Tanya S Stewart-Austin Sign Out

Document Approval FOAINP 9.3.3 (PROD0811)

ADD RETRIEVE RELATED TOOLS

Document: R0017637 Type: REQ

Change Sequence: Submission:

Go

Get Started: Fill out the fields above and press Go.

The page will display the approval queue(s) for a document. You may approve/disapprove from this screen or view detail. If you click on Approve.

Application Navigator

mmvbanwp06.ccp.edu:8101/applicationNavigator/seamless#Document Approval (FOAINP)

Community College Of Philadelphia

Ms Tanya S Stewart-Austin Sign Out

Document Approval FOAINP 9.3.3 (PROD0811)

ADD RETRIEVE RELATED TOOLS

Document: R0017637 Type: REQ Change Sequence: Submission: Start Over

QUEUE AND LEVEL LIST

Queue ID	Queue Description	Queue Level	Approval Level
NSF	NSF		1 +

+ Indicates what will be approved

APPROVER LIST

Queue	Level	User
NSF	1	
NSF	1	Derrick Sawyer
NSF	1	Jim Spiewak
NSF	1	Tanya Stewart-Austin
NSF	1	

In suspense

Detail Approve Disapprove

EDIT Record: 1/1 FOAINP:FOAINP_QUEUE_ID [1] ellucian


The following messages will appear.

The screenshot shows a web application interface for 'Community College Of Philadelphia'. The user is 'Ms Tanya S Stewart-Austin' and is logged in. The page title is 'Document Approval FOAINP 9.3.3 (PROD0611)'. The interface includes a search bar, a navigation menu, and a toolbar with options: ADD, RETRIEVE, RELATED, and TOOLS. The main content area contains a form with the following fields:

- Document: *
- Type:
- Change Sequence:
- Submission:

Below the form, there is a message: 'Get Started: Fill out the fields above and press Go.' Two success messages are displayed in green boxes:

- Document has your approval.
- Saved successfully (1 rows saved)

Click on  (Close) to be brought back to User Approval (FOAUAPP) page.