



Banner Finance Approval Processes

Approving Budget Entries,
Journal Vouchers
and Cash Receipts

Banner Approvals

- **What are they?**
 - Electronic Approvals provide a paperless process for documents to move through the approval process in Banner.

- **Which documents?**
 - All Banner journal entries, budget reallocations and cash receipts **must** be approved in Banner before they will be posted.

Banner Approval Rules and Policies

- The document “running” total will determine how many approvals are necessary for journal voucher entries:
 - *Fiscal Administrators* - \$100,000 or less
 - *Dean/Director* - \$100,001 - \$500,000
 - *Vice President* - \$500,001- \$999,999
 - *President* - \$1,000,000 and over
 - The Controller’s Office will approve journal entry transactions of \$1,000,000.00 or more

- Cash receipts will only require a Fiscal Administrator approval

Banner Approval Responsibilities

- **“Explicit” approvals implemented**
 - The person who keys the entry cannot approve their own document
- **Please review documents waiting for approval in a timely manner**
 - When you access a finance form, you will receive a message in Banner notifying you that documents are waiting for your approval

Banner Approval Forms

- **Forms used for approvals**
 - **FOIAINP** – Approval Notification
 - Lists the types and number of documents awaiting your approval
 - **FOAUAPP** – User Approval
 - This form enables you to approve or disapprove a document, view the document's detail and view all of the queues/levels responsible for approving the document.
 - **FOAAINP** – Document Approval
 - This form can be used when you know the specific document and document number you need to approve
 - **FOIAPPH** – Document Approval History
 - This form displays the document approval history and status of a specific document.
 - The queue ID displays “DENY” if a document has been disapproved

Banner Approval Procedures

To access the Approval Notification form:

- In **FOIAINP**, click **Options > FOAUAPP** to proceed to the User Approval form.

Number of Documents	Document Type	Message
1	Journal Document	Awaiting your review

- Or, click **X** (Exit) to close the FOIAINP form and enter **FOAUAPP** directly in the **Go To** box.

Banner FOAUAPP Approval Procedures


- Your user ID will default into the FOAUAPP form.
- To see **ONLY your** approval queue, leave the box checked.
- If you approve at Dean/Director authority or higher, and the Fiscal Administrator level has **not** approved the document, **remove** the check mark from the **Next Approver** box on the right of the screen to view other approval levels.



The screenshot shows a web browser window titled "User Approval Form FOAUAPP 7.0 (VTST)". The form contains the following fields:

- User ID:** A dropdown menu with "JVALENT" selected, and a text box containing "Joyce A. Valent".
- Document:** An empty text box.
- Next Approver:** A checkbox that is checked, with a mouse cursor hovering over it.




A yellow horizontal bar is visible below the form fields.



- **Next Block**, ( or Ctrl/PgDn), to move to the Document information block in the screen and view any waiting documents.

Banner Approval Procedures

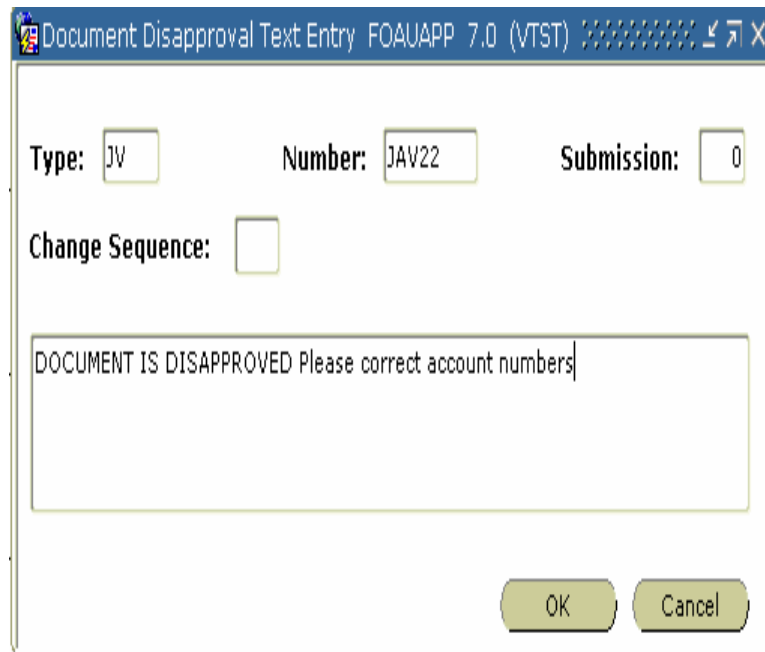
User Approval Form FOAUAPP 7.0 (VTST)

User ID: Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	JV	JAV22	<input type="checkbox"/>	0	JVALENT	250,000.00	DOC	Y
Approve: <input checked="" type="checkbox"/>	Disapprove: 	Detail: 	Queue: 					
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the **Approve**, **Disapprove** or other icons beneath each document row, to approve, disapprove, view detail or view queue information.
 - To review the detail of the entry, click **Detail:**  to open FOQJVC
 - Click  (Exit) to close FOQJVC and return to FOAUAPP

If you disapprove a document...



Document Disapproval Text Entry FOAUAPP 7.0 (VTST)

Type: Number: Submission:

Change Sequence:

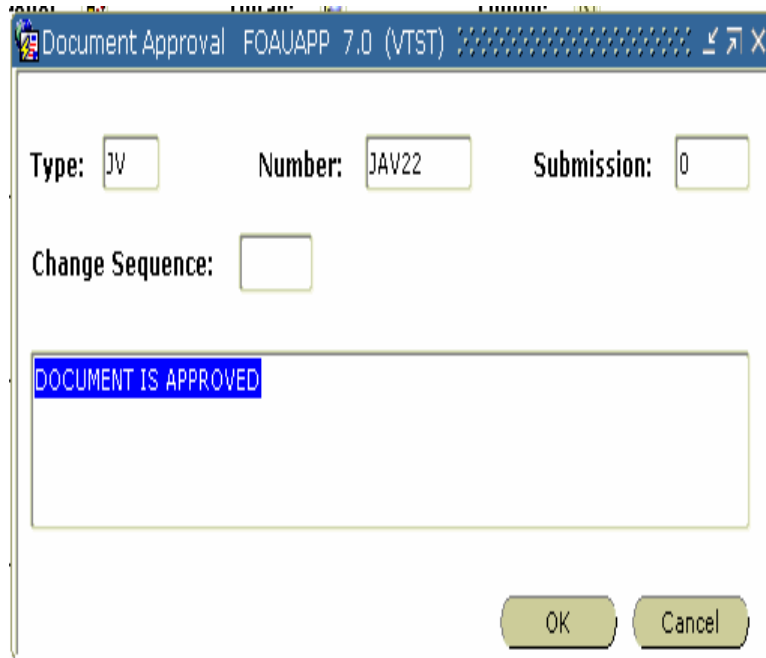
DOCUMENT IS DISAPPROVED Please correct account numbers

OK Cancel

- A pop up window will display the message stating that the document was disapproved. Text can be entered why the document was disapproved.
 - Click **OK**, and **OK** again in the confirmation window.

- The document can be edited on the Journal Voucher Mass Entry Form **FGAJVCM** and it will be rerouted for approval again.
 - The document will post once all necessary approvals have been completed.

If you approve a document...



- A pop up window will appear with the message stating that the document is approved.
- Click **OK** and **OK** again in the confirmation window.

FOAAINP Document Approval



Document Approval FOAAINP 7.0 (VTST)

Document: Type: Change Sequence: Submission:

Queue ID	Queue Description	Queue Level	Approval Level
J21	HUMAN RESOURCES JE	1	+
J21	HUMAN RESOURCES JE	2	

Queue	Level	User
J21	2	Daynon Smith
J21	2	Karen Fields

+ Indicates what will be approved

In suspense: Detail:  Approve: Disapprove: 

To display the document approval history and status of documents.

You may approve or disapprove documents on this form

Enter **FOAAINP** in the [Go To Box](#)

- **Next Block**, ( or Ctrl/PgDn) to display the documents

FOIAPPH Approval History

Document Approval History Form FOIAPPH 7.0 (VTST)

Document Code	Type	Change Sequence	Submission Number
00000324	JV		0
00000325	JV		0

Queue ID	Level	Approver's Name	Approved Date
DENY	0	Patricia Perkins	09-JUL-2006
J301	1	Patricia Perkins	09-JUL-2006
J118	1	James A Satterwhite	09-JUL-2006

To display the document approval history and status of documents.

Enter **FOIAPPH** in the **Go To Box**

- For a list of documents:

Query Enter or press **F7**.

Enter nothing for all results, or enter specific search criteria in the desired left side field.

Query Execute or press **F8**.

- The Queue ID states **DENY** if any document was disapproved