Banner Finance Approval Processes

Approving Budget Entries, Journal Vouchers and Cash Receipts

VCU Controller’s Office
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 (total of all transactions) will determine how many approvals, and what administrative levels, are necessary for Banner documents (budget entries and journal entries):

- **Dean/Director** - $100,001 - $500,000
- **Fiscal Administrators** - $100,000 or less
- **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 or more.

Cash receipt entries 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. All Banner Finance documents must be approved or rejected within 5 business days.
- When you access any 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.

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

Next Block, or Ctrl/PgDn, to move to the Document information block on the form and view any waiting documents.
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 FOQJVCD
- Click (Exit) to close FOQJVCD and return to FOUAUPP
If you disapprove a document...

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** by the originator 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.
FOAAPINP Document Approval

Used to display the document approval history and status of documents.

You may approve or disapprove documents on this form as well.

Enter **FOAAPINP** in the **Go To** Box.

§ Next Block, or Ctrl/PgDn, to display the documents

VCU Controller’s Office
FOIAPPH Approval History

Used 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 no values to see 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.