



# Banner Finance Approval Processes

..... Approving Budget Entries, Journal Vouchers  
and Cash Receipts " 7

# 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.

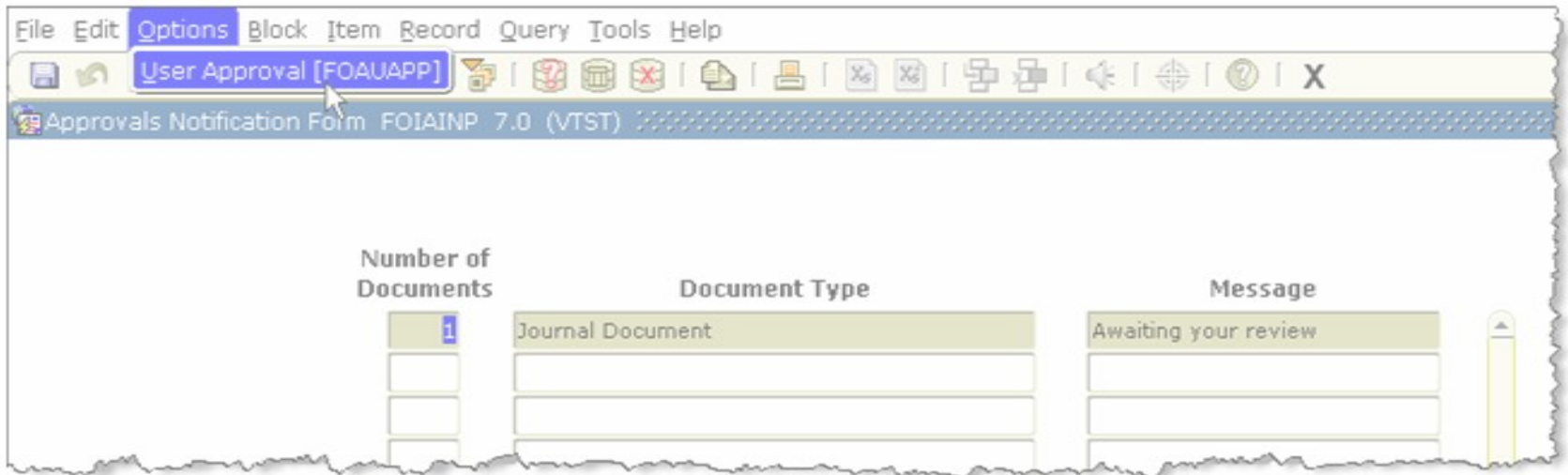
# Banner Approval Forms


- **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.


# 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.

User Approval Form FOAUAPP 7.0 (VTST)

User ID:   Document:

Next Approver



- § **Next Block**,  or Ctrl/PgDn, to move to the Document information block on the form and view any waiting documents.

# Banner Approval Procedures

The screenshot shows the Banner User Approval Form (FOUAAPP 7.0) interface. At the top, there are input fields for 'User ID' (containing 'JVALENT' and 'Joyce A. Valent') and 'Document' (empty), along with a checked 'Next Approver' checkbox. Below this is a table with columns: NSF, Document Type, Document Number, Change Sequence, Submission, Originating User, Document Amount, Queue Type, and Next Approver. The first row is highlighted in yellow and contains: NSF (checkbox), Document Type 'JV', Document Number 'JAV22', Change Sequence (checkbox), Submission '0', Originating User 'JVALENT', Document Amount '250,000.00', Queue Type 'DOC', and Next Approver 'Y'. Below the table, there are action buttons for 'Approve' (with a green checkmark icon), 'Disapprove' (with a red X icon), 'Detail' (with a magnifying glass icon), and 'Queue' (with a queue icon). A red oval highlights the 'Approve' button and the 'Detail' icon in the first row.

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

§ 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 FOUAAPP



## 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

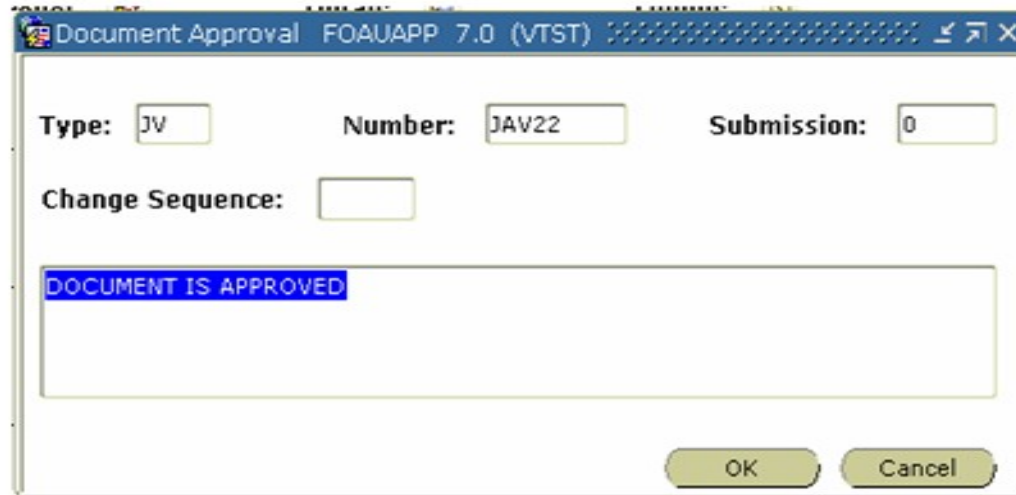
§ A pop up window will display the message stating that the document was disapproved. Text can be entered why the document was disapproved

- Click **OK**, and **OK** again in the confirmation window.

§ The document can be edited on the Journal Voucher Mass Entry Form **FGAJVCM** 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.

# FOAAINP Document Approval

Document: JAV22    Type: JV    Change Sequence:    Submission: 0

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:

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

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

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

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

# FOIAPPH Approval History

Document Code	Type	Change Sequence	Submission Number	Queue ID	Level	Approver's Name	Approved Date
0000324	JV		0	DENY	0	Patricia Perkins	09-JUL-2006
				0301	1	Patricia Perkins	09-JUL-2006
0000325	JV		0	J118	1	James A Satterwhite	09-JUL-2006

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.