

Approve Requisition by User Name (Banner)

Finance → Purchasing



This form is used to approve completed purchase requisitions that encumber funds against your FOAPALS.

FOAUAPP Form

Log into Banner and do the following:

- Type *FOAUAPP* in the **Go To** field, and press <Enter>.



The next screen will display your **User ID**.



- Next Block to populate documents ready for approval.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	REQ	R0000005			JOHNSONKL	450.00	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000006			SISK	1,099.00	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	REQ	R0000008			DDUCK	100,100.00	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

- Click on the **Detail** icon to view the details of the document.

Detail:

The next screen will show you the vendor name and FOAPALS.

Line Item Information

Item: Commodity: Document Acctg Distribution Net:

Vendor: Apple Computer Inc

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	M	08		125000	735115	700606	63		
Project:		NSF: N	<input type="checkbox"/> NSF Override	Amount:	1,099.00				

- Click on the **Options** menu and choose **View Commodities**.




Commodities for Review Query FOICOMM 7.2 (EUTR)

Document Type: Requisition Document Number: Change Sequence:

Vendor: Transaction Date:

Commodity List

Item	Quantity	Amount
1 Standard 20" iMac per quote 123456789	1	1,099.00

- Exit** to return to the previous screen. 
- Exit** again to return to the approvals screen. 
- Click the **Approve** icon to approve. 

Document Approval FOAUAPP 7.3 (EUTR)

Type: Number: Submission:


Change Sequence:

DOCUMENT IS APPROVED

- Click the **OK** button in popup window.

Another popup window will appear:

Forms X



Document has your approval.

- Click the **OK** button to complete.

Approved document will disappear from your list of documents to approve.

- In the event you do not want to approve the document, click the **Disapprove** icon.

Disapprove: 

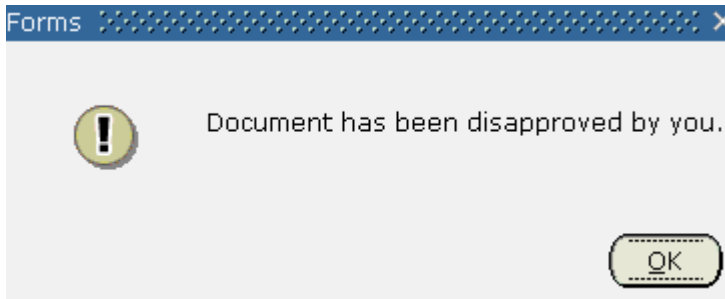
Document Disapproval Text Entry FOAUAPP 7.3 (EUTR)

Type: **Number:** **Submission:**

Change Sequence:

DOCUMENT IS DISAPPROVED

- Click the **OK** button in popup window.



- Click the **OK** button to complete.

The disapproved document will disappear from your list of documents to approve.

Refer to:

- Log into Banner
- Approve Requisition by Document ID

