

Approve Requisition by Document ID (Banner)

Finance → Purchasing



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

FOAAINP Form

Log into Banner and do the following:

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

The next screen will display the **Document** number.

- Click on the **Next Block** icon to populate document approval information.

| Queue ID | Queue Description | Queue Level | Approval Level | Queue | Level | User |
|----------|-------------------|-------------|----------------|-------|-------|-------------|
| 6OFF | LINE OFFICER | 1 | + | 6OFF | 2 | Tinker Bell |
| 6OFF | LINE OFFICER | 2 | + | | | |

- 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: 450.00
Vendor: 205441 Acme Awning

Accounting Information

| Sequence Number | COA | Fiscal Year | Index | Fund | Organization | Account | Program | Activity | Location |
|-----------------|-----|-------------|-------|--------|--------------|---------|---------|----------|----------|
| 1 | M | 08 | | 100000 | 720010 | 700000 | 65 | | |

Project: NSF: N NSF Override Amount: 450.00

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

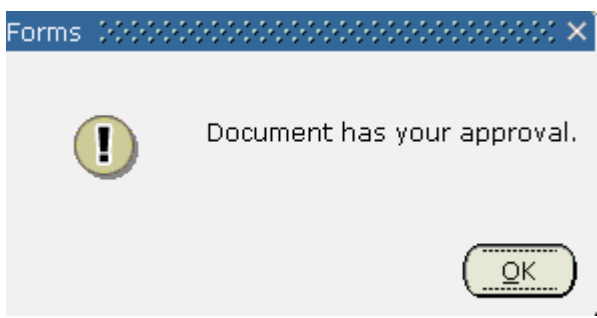
Type: Number: Submission:

Change Sequence:

DOCUMENT IS APPROVED

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

Another popup window will appear.



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

The approved document will disappear for your list of documents to approve.

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

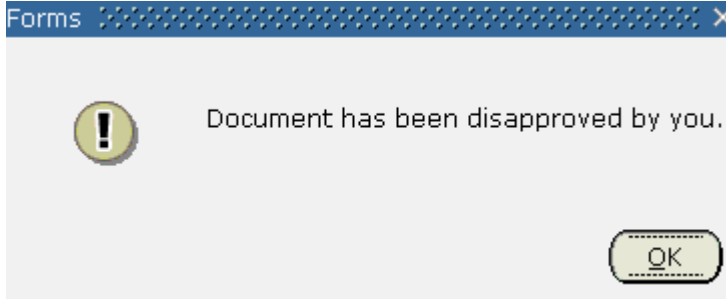
Disapprove: 

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 User Name

