

BANNER APPROVAL PROCESS – End User

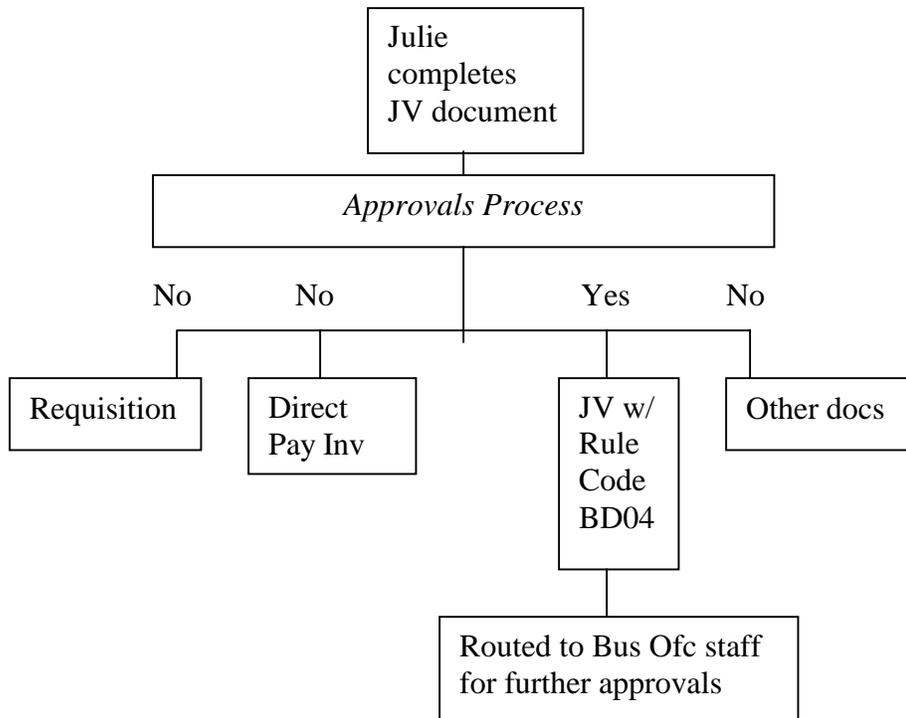
Plymouth State College

Overview

Finance documents are created online using document entry forms (Requisitions, Purchase Orders, Change Orders, Direct Pay/Invoices, Credit Memo/Invoices, Journal Vouchers and Encumbrances). Once completed, a document is distributed to all required approval queues by the Approvals Process. Routing of a document to the initial approval queue can be based on any of the following:

- **Fund/Org/Account/Program** accounting information (ex. 6U0000, PFBS01, 711100, 060)
- **Fund type** (ex. 6U0000 where the “U” denotes Unrestricted Funds)
- **Account type** (ex. “71” denotes Supplies)
- **document type** (ex. REQ)
- **rule code** (ex. BD04)

For example, Julie enters a journal voucher using a rule code of BD04, which indicates that it was created to transfer current budget money. She wants to move \$3,000 from the department’s supplies budget to the equipment budget. The approval process for this document type (journal voucher) and rule code (BD04) routes this journal voucher to a staff member in the PSC Business Office for further approval.

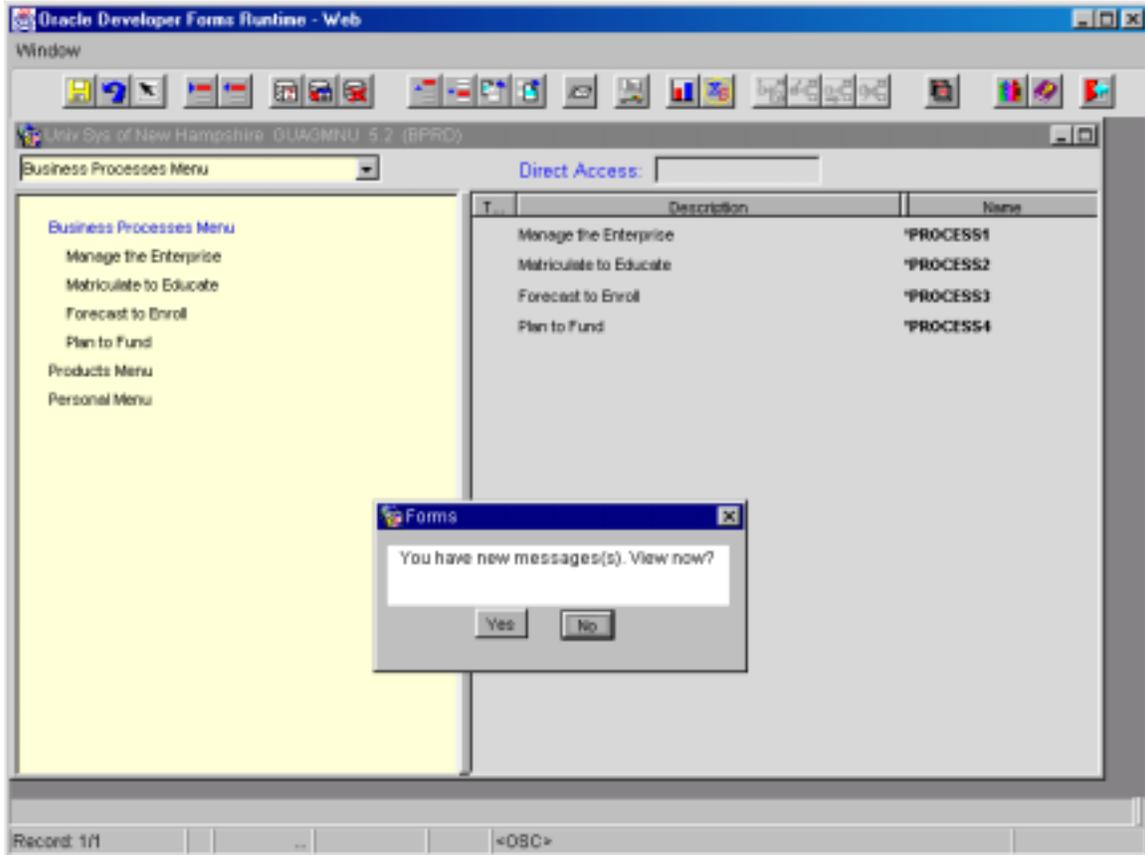


Departmental End Users Approval Process

The initiator of a document implicitly applies approvals to the document, if reference is made to a Fund and Org within his/her security access. In other words once a user has successfully completed a document entry form (Requisition, Direct Pay Invoice, etc.) which uses accounting information that is valid for that user, that document is automatically approved when the “Complete” button is clicked.

Further routing of the document to additional queues will occur, if applicable. While in route through the additional approval queue process, the document can be disapproved by an authorized user. The document’s status would then be changed to “In Process,” and corrections would need to be made.

If a document is disapproved, the originator of the document will receive notification. An alert box will appear, stating that there are new messages to be read.



By clicking on the **YES** button, the General Message Form (**GUAMESG**) appears. Information on the reason for the disapproval will appear in the Message box.

The screenshot shows the Oracle Developer Forms Runtime - Web window. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Options", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The toolbar contains various icons for navigation and actions. The main window title is "General Message Form: GUAMESG 5.0 (BPRD)".

The form displays the following information:

- Recipient: MPRINCE
- Sender: MEGG
- Date: 09-JAN-2002 1448
- Message: DOCUMENT IS DISAPPROVED-please check the mail s00
- Source: FOAUAPP
- Ref ID: [Empty]
- Item: 12PX1497
- System: F Finance
- Status: Complete Pending Hold Confidential

Below this information, there are three identical empty form sections for additional messages, each with fields for Recipient, Sender, Date, Message, Source, Ref ID, Item, and System, and status radio buttons.

At the bottom of the window, there is a text field for "User ID that will receive the message, press LIST for users." and a "Record: 1/1" indicator.

Once the message has been read and understood, click on the **Complete** button if you do not want this message to appear in the future. Pull down **File** on the menu bar and click on **Save**. (Note: If you want the message to remain in the GUAMESG form, leave it in the Pending status). Exit the GUAMESG form by clicking on **Exit**.

Either the user who originally entered the document or the disapprover can make the necessary corrections/changes to the document. Once the changes are made, the document will be routed for approval again.

- **REQUISITIONS:** Only the department's approval level is required. Purchasing will make any changes to the document, when the Requisition is converted to a Purchase Order (PO).
- **DIRECT PAY INVOICES UNDER \$3,000:** Notification of the disapproval will be sent to the departmental user who originally entered the document, and Accounts Payable (A/P) will make any corrections/changes to the document. A/P will then complete and approve the document for payment. (Note: The A/P staff member then becomes the originator of the document and will appear in the Document by User Form, FOADOCU, as the originator).
- **DIRECT PAY INVOICES OVER \$3,000:** Notification of the disapproval will be sent to the departmental user who originally entered the document. That departmental user will make the necessary changes to the document using the FAAINVE form. Upon clicking the Complete button, the user routes the document through the approval process again.

BANNER APPROVAL PROCESS - Approver

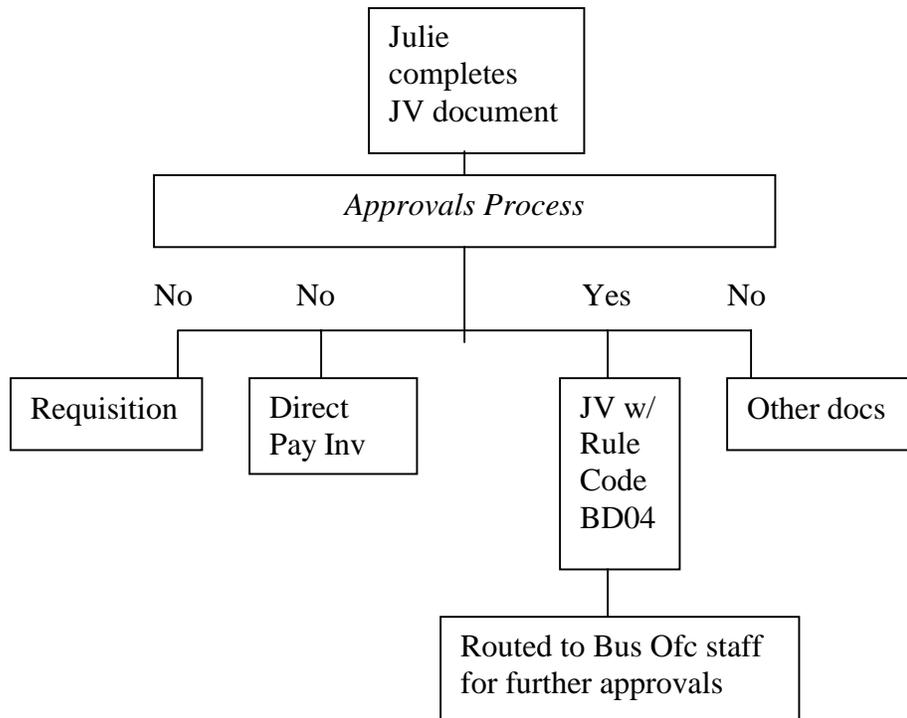
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Overview

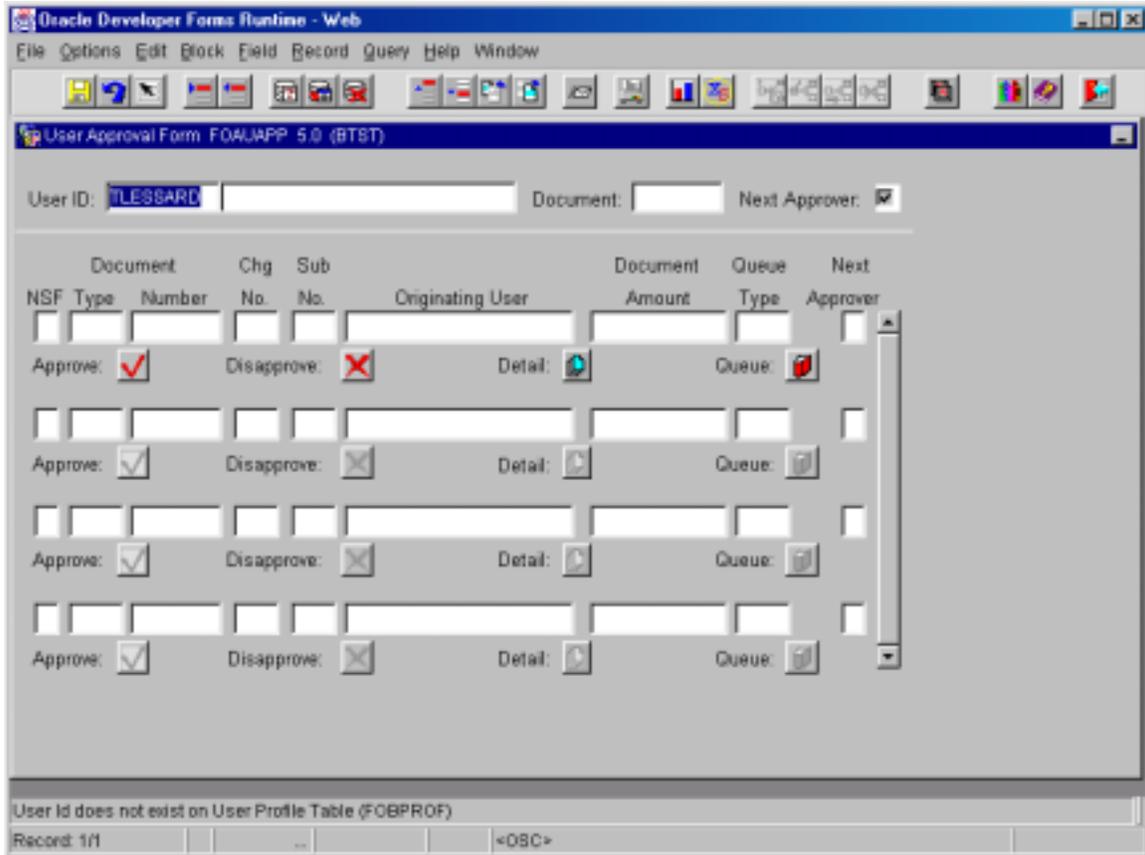
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For example, Julie enters a journal voucher using a rule code of BD04, which indicates that it was created to transfer current budget money. She wants to move \$3,000 from the department’s supplies budget to the equipment budget. The approval process for this document type (journal voucher) and rule code (BD04) routes this journal voucher to a staff member in the PSC Business Office for further approval.



STEP 2: The User Approval Form (FOAUAPP) is used for approving or disapproving a document and can be accessed from the main menu by typing **FOAUAPP** in the Direct Access box and pressing the Enter key.



Document search criteria

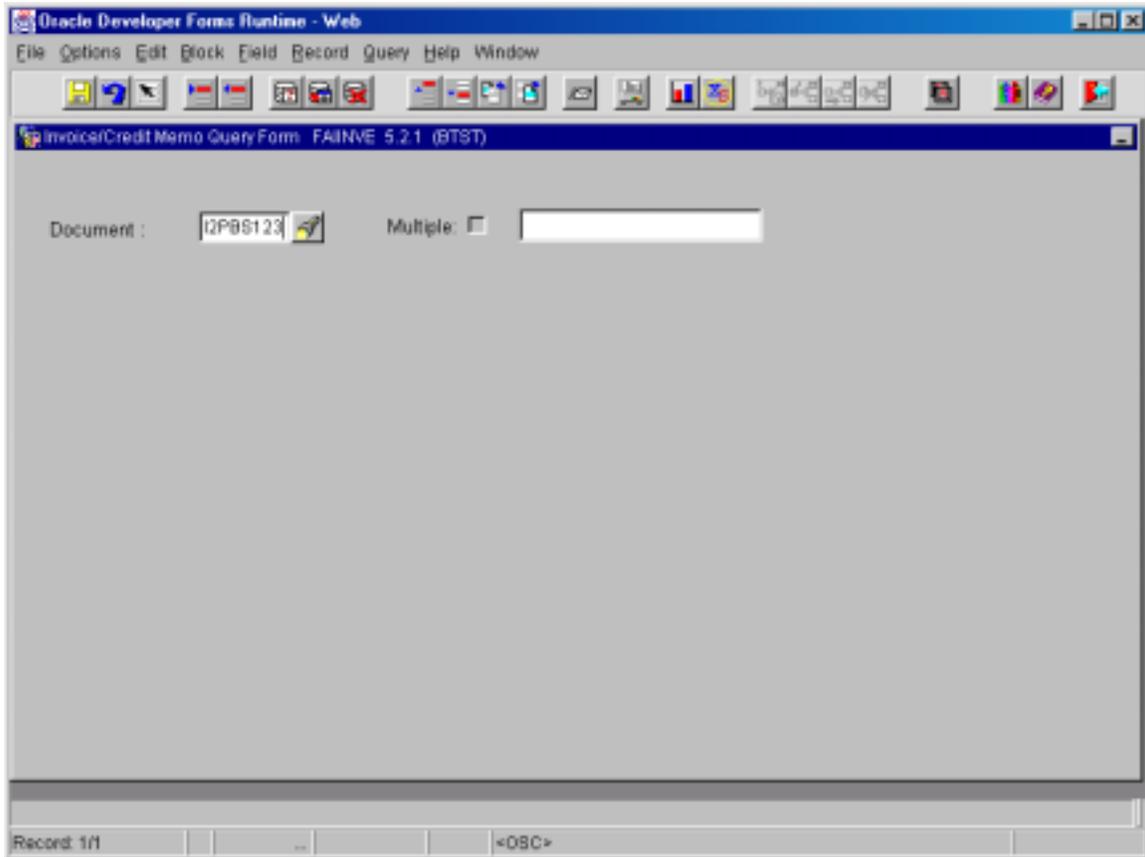
User ID: Defaults to the user who is currently logged into Banner. The User ID can be changed to any valid username or left blank to select all users.

Document: Leave blank or can query on a specific document. Wildcards are accepted.

Next Approver: Uncheck the box.

Perform the NEXT BLOCK function.

STEP 3: Each document that is listed on FOAUAPP for which you are the Next Approver should be reviewed carefully prior to approval. Click on the **Details** box located under the document to be reviewed to access the query form associated with that document type, and the specific document number will be automatically populated into the header information. Navigation through the query form can be done by performing the Next Block function or by choosing a specific page using Options in the menu bar. Upon completion of your review, exit from the query form to return to the FOAUAPP form, and **approve or disapprove** by clicking on the appropriate box.



If you click on Disapprove, the Document Disapproval Text Entry Window appears. A **DOCUMENT IS DISAPPROVED** message displays in the window. You may **change or add to the text of this message**, to convey to others in the approval queue the specific reason for disapproving a document. Any user who previously entered or approved the document would be notified of the disapproval via the General Message Form (GUAMESG). The user who originally entered the document will make the necessary corrections to the document, and the document will go through the approvals process again. In some cases the disapprover can make the necessary corrections to the document and approve the document, if s/he has security access to the FOAPAL accounting line information. A notification of the change will be sent to those who have already approved the document and the originating user.

A QUICK GUIDE TO APPROVING DOCUMENTS

Plymouth State College

Notification Of Approvals Required

Upon logging into the Banner Finance System and entering any valid form name in the Direct Access box, a notification may arrive via the Approvals Notification Form (FOIAINP), if documents have appeared in your approval queue and are awaiting your review. When finished reviewing the information, click on the **Exit** icon to return to the main menu.

Applying Approvals

Access the User Approval Form from the main menu by typing **FOAUAPP** in the **Direct Access** box and pressing the Enter key.

FOAUAPP Approval Form

Once in the FOAUAPP form, you may search for records by using the following fields:

User ID: The data defaults to your User ID. Do not change the data, if you are searching for documents in **your** approval queue. However, it can be changed to any valid username or left blank to select all users, if desired.

Document: Leave blank for a list of all of the documents awaiting your approval or enter a specific document number. Wildcards can be used to search for a list of document numbers.

Next Approver: DO NOT uncheck this box.

Perform the NEXT BLOCK function to display the results of your search.

Step 1: Click on the **Details** box located under the document to view its contents.

Step 2: Upon entering the document, review its details by performing a **NEXT BLOCK** function or by choosing a specific page using **Options** in the menu bar. When finished reviewing the information, click on the Exit icon to return to **FOAUAPP**.

Step 3: Click on the **Approve** or **Disapprove** box, whichever is appropriate for this document. (Note: If you click on Disapprove, the Document Disapproval Text Entry Window appears. A DOCUMENT IS DISAPPROVED message displays in the window. You may change or add to the text of this message. When complete, click on **Send** to distribute the message. It will be sent to back to the originator of the document, as well as all other users in the Approvals Queue.)

Step 4: If other documents are awaiting approval, **return to Step 1**. Otherwise, click on the **Exit** icon to return to the main menu.