

Approve/Disapprove Documents– via banweb or Banner

Banner documents including Transfer Journals can be approved by authorized approvers using banweb.mtu.edu (Banner 8 Finance Self Service) or Banner using Banner page FOAUAPP.

Banweb Approvals

Log into banweb.mtu.edu using your ISO username and password.

Select the Finance button and then select Approve Documents

Welcome, _____, to BANWEB!

Home > Finance

Personal Information Students Employees Research **Finance** Guest Access Pay

Finance Queries View one fiscal year or compare two fiscal years; view budget, year to date activity, and encumbrance; drill down to detail	Requisition Create new Purchase Requisitions	<u>Approve Documents</u> Approve/Dis-Approve documents
Finance Reports Reports similar to the reports emailed each month to financial managers and department coordinators.	Delete Finance Template Delete saved query templates	

On the Approve Documents screen, select Submit Query.

This should bring up one or more documents where you are the next approver.

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	JV			0		902,506.96	DOC	<u>J0208365</u>	<u>History</u>	<u>Approve</u>	<u>Disapprove</u>

Selecting the document number in the document column will show the detail in the document. Selecting History will show if there were any approvals already done. Selecting Approve will bring up the Approve Document page which shows that it will put your approval on the document with the comment: This document has been approved. Selecting Disapprove will bring up the Disapprove Document page with the “Approval has been denied.” comment. Please update the comment to indicate the reason the document is disapproved or what changes should be made.

Banner Approvals – FOAUAPP

Log into Banner. In the Search area, type in FOAUAPP. The User Approval (FOAUAPP) should come up. Select it. The initial page that comes up is the Approval Notification (FOIAINP). This will come up the initial time you go to any Banner Finance page if you are in an Approval queue(s). X out of this page in the upper left corner to bring up the User Approval FOAUAPP page. Your User ID should appear in the User ID field. Select Go (or page down using Alt + Page Down). You will see a list of documents waiting for your approval. You can select Detail to see the detail information on the document. If multiple lines, you can use the Blue Arrows to view the different line items or change the number of items per page to bring up multiple line items and use the scroll bar on the right to review.



When your review is completed, you can X out in the upper left corner to bring you back to the approval page.

To Approve the document, choose Approve. A pop-up will come up where you can select OK to approve or Cancel, if needed. Choose Disapprove to disapprove the document which sets the document to incomplete allowing the user to adjust the entry or delete the document. Please update the "DOCUMENT IS DISAPPROVED" dialog box to let the user know the reason for disapproval or the change(s) needed in order to allow approval.