



# **Banner Finance Journal Voucher Electronic Approvals**

Banner approvals provide a paperless process for documents to move through the approval process in Banner.

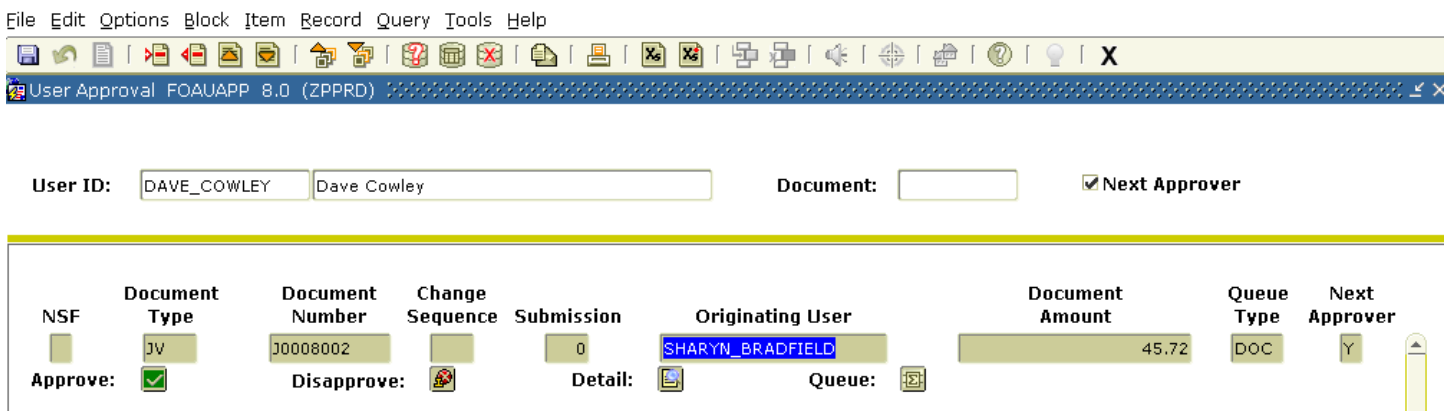
The document's "Document Total" will determine how many approvals are necessary.

<u>Level</u>	<u>Document Total</u>	<u>Approver</u>
510	0.00 - 9,999,999.99	Financial Manager/PI/Delegated Approver

The Controller's Office will review all Journal Entries and will be the final approver.

The User Approval Form FOAUAPP enables you to approve or disapprove a document, view a document's detail, and view all the queues/levels responsible for approving the document.

1. Go to form FOAUAPP
2. Your User ID will default into the **User ID** field.
3. Perform a **Next Block**
4. View the Journal Voucher's line descriptions by clicking on the **Detail** icon
5. View the explanation for the Journal Voucher by choosing **Options** in the menu and select **Text information**
6. Exit out of the Document Text by clicking on the black **X**
7. Exit out of the Detail form
8. You can now **Approve** or **Disapprove** the document by clicking on either of the icons.



To view all the levels that will need to approve this document, click on the **Queue** icon, then perform a Next Block. This takes you to form FOAAINP. Perform a **Next Block**.

To view the status of a document, use form FOAAINP. To use this form you must know your Document Number.

1. Enter your **Document** Number
2. Enter **JV** in **Type**
3. Next Block

Queue ID	Queue Description	Queue Level	Approval Level
R615	DEPT JV Q (UCN023) 12 18 19 27	509	
R615	DEPT JV Q (UCN023) 12 18 19 27	510	
2023	CNTR JV Q FTYP 12 18 19 27 DPCONT	550	

Queue	Level	User
R615	509	Dave Cowley

+ Indicates what will be approved

In suspense:       Detail:      Approve:       Disapprove:

Record: 1/3 | ... | <OSC>

<u>Level</u>	<u>Document Total</u>	<u>Approver</u>
509*	0.00	Financial Manager/PI
510	0.00 - 9,999,999.99	Financial Manager/PI/Delegated Approver
550**	0.00 – 9,999,999.99	Controllers Office

\*Level 509 are used for notification purposes. They are the primary person that will approve the document

\*\*The Controller's Office will review all Journal Entries and will be the final approver.