

FOAINP—REQ Document Approval

Once a Requisition has been completed, it can be tracked through the approval process by checking the “Document Approval Form”.

- Enter the Requisition number in the *Document* field
- Select “REQ” in the *Type* field (if it does not default)
- **Alt + Page Down**

The screenshot shows a web application interface for document approval. The title bar reads "Document Approval FOAINP 9.3.3 (PROD)". On the right side of the title bar are icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main form area contains four input fields: "Document:" with the value "R1901111", "Type:" with the value "REQ", "Change Sequence:" which is empty, and "Submission:" which is empty. A green "Go" button is located to the right of the "Type:" field. Below the form is a grey bar with the text "Get Started: Fill out the fields above and press Go". At the bottom of the page, there is a grey bar with two small icons, a left-pointing triangle and a downward-pointing triangle.

- Use the up or down arrow to scroll through the Queue IDs to determine which Banner Users must approve the Requisition
- Do not select Approve/Disapprove

Document Approval FOAINP 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

Document: R1901111 Type: REQ Change Sequence: Submission: Start Over

QUEUE AND LEVEL LIST			
Queue ID	Queue Description	Queue Level	Approval Level
A146	CHAN OFC CHANCELLOR FUND 1/4 REQ		1

Record 1 of 1

+ Indicates what will be approved

APPROVER LIST		
Queue	Level	User
A146	1	Kathryn Blackwood
A146	1	Bernata Slater
A146	1	Nettie Wailan Wong

Record 1 of 3

In suspense Approve
 Disapprove