Approver Instructions for Purchase Requisitions

Approvers can use either Banner Self Service or Banner Webforms to approve or disapprove purchase requisitions. The main difference between the two are the appearance of the user interface and ease of use.

Banner Self Service (SSB)


2. Click on Banner Self Service (SSB).
3. Log in with your Banner username and password.

4. Click on Financial Information.
5. Click on Approve Documents.

6. User ID should be in the block. Click Submit Query.
7. After clicking **Submit Query**, you should see all documents that need approval.

8. Click on the **Document Number** (begins with an R) to review the requisition. Choose either **Approve** or **Disapprove** for each document.

   If **approved** the requisition will either go to the next approver, or if all approvers have approved, then it will enter into Purchasing Buyers Queue.

   If **disapproved** the requisition will return to the requestor to correct and resubmit or remove from Banner.

   This completes the review/approval process. Now, you can exit Banner.
Banner Webforms (INB)


2. Click on **Banner Webforms (INB)**.
3. Log in with your Banner username and password. Leave Database blank.

4. Double click on User Approval Form (FOAUAPP).
5. You will see the review screen below. Click the **black X** to move to the approval screen.

6. Your user ID should be in the **User ID** block.
7. Using the keyboard, click Control (Ctrl) + Page Down (¶). You should see all documents (requisitions) that need action. Click Approve or Disapprove on each item. If you need to view the requisition,

- Click on the Detail icon.
- Click Options at the top of the screen. On the dropdown menu, click Document Query.
- On the keyboard, use Control (Ctrl) + Page Down (¶) to see each page of the requisition.
- Click on the black X (2 times) to return to the page to approve the other requisitions.

If approved the requisition will either go to the next approver, or if all approvers have approved, then it will enter into Purchasing Buyers Queue

If disapproved the requisition will return to the requestor to correct and resubmit or remove from Banner.
8. When finished, your screen will look like below. Click the black X.

![Image of a computer screen showing a form in Oracle]

9. You will return to the General Menu screen.

![Image of a General Menu screen]

This completes the review/approval process. Now, you can exit Banner.

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