**BANNER 9**

**User Approval Form - FOAUAPP**

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| **FIELD** | **INSTRUCTIONS** |
| **ACCESS** | Enter FOAUAPP (not case sensitive) in the field under Welcome, press [Enter].  **OR**  Select Application > Banner > Finance System > General Ledger Menu > User Approval Form - FOAUAPP |
| **User ID** | Defaults to your name |
| **Document** | Leave Blank |
| **Next Approver** | Should be checked |
| On top right corner, click green “Go” button. | |
|  | |
| **To view the detail of a document and approve/disapprove:** select the document and click “Detail” button. Review transaction. For more details (such as address)**,** click “RELATED” on top right corner, and then select “Query document”.  The document number will automatically be filled in. Click Go to see the next page. To view more details, click next section button “”. To exit, click “X” on top left corner (twice).  If transaction is correct then click Approve, if not, click Disapprove. | |

Side Notes:

To review the approval queue(s) related to the document, click on the Queues button. This will access form FOAAINP. Use “GO” button to get into the body of the form. Click “X” to return to the FOAUAPP form.