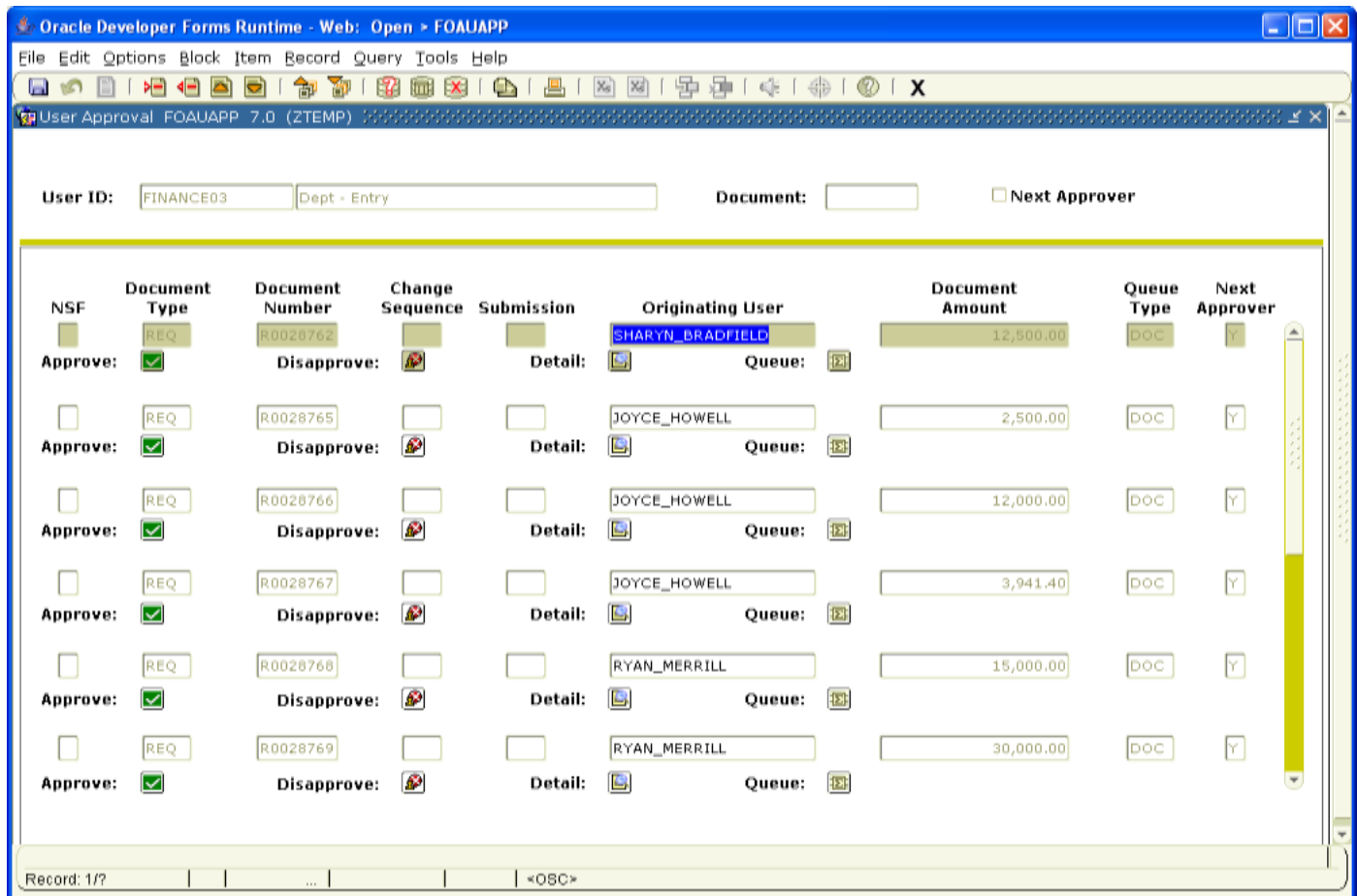


## Approving a Document

The User Approval Form (FOAUAPP) enables a user to approve or disapprove a document, *view document details*, and view all the queues and levels responsible for approving the document.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Approve: <input checked="" type="checkbox"/>	Disapprove: <input type="checkbox"/>	Detail: <input type="checkbox"/>	Queue: <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

1. Access User Approval Form (FOAUAPP) Note: Your ID will default into the user ID field. With no ID in the User ID, FOAUAPP will display all unapproved documents. The User can then do all functions in this form *but* Approve or Disapprove the document.
2. Perform a Next Block function. Note: Documents will only be displayed if your approval is required.
3. Use the vertical scroll bar to scroll through the list of documents that need to be approved.



### Approving a document.

1. If you are an approver, click on the Details icon. Accounting information will be displayed. Make sure the information is correct.
2. If approving, click on the Approval icon and a pop-up window will appear with the message stating Document is approved.
3. Click the OK button.

### Disapproving a document.

1. If disapproving, click on the Disapproval icon and the pop-up window will appear with the message stating Document is disapproved.
2. Type an explanatory message as to why the document was disapproved. This message will be forwarded to the originator of the document, as well as to any previous approvers of the document. Click the OK button.

**General Information/Notes:**

The originator displayed in FOAUAPP will be the person who originated or completed the document.

A higher-level approval setting can “pre-empt” a lower level of approval. If the person with the higher-level setting approves the requisition, the lower level approvals are not needed. However, users in the queue cannot preempt one another in this way.

If you approve the document’s total dollar amount after your approval, SCT Banner removes it from *your* approval queue and moves it to the next user in the queue who can then review and approve the document.

If you cannot approve the document’s total amount, SCT Banner moves the document to the next user in the queue who can review and approve it.