# PURCHASING DEPARTMENT

**Requisition <span style="color:red">Approver</span> Training Guide**

Hampton, Virginia 23668

Revised 8/20/2013

## Introduction

This training guide was developed to assist Banner Approvers in understanding and becoming proficient with the different forms and functions relating to requisition approval.

Banner Finance Approval queues allow automatic routing of requisition transactions from the originator to one or more individuals for approval. Use of Banner Finance Approvals ensures that appropriate review of the requisition transaction is conducted before the transaction is posted to specific funds and accounts (FOAPAL) in the General Ledger. Only after the requisition is approved at all appropriate levels is it routed to the Banner posting process.

Approval queues have been established at the budget level and requisitions are routed to approval queues based on the college/school/department organizational chart for requisition approval. Once a requisition enters an approval queue, the system routes the document to all appropriate levels/queues necessary for final approval based on account and dollar amount.

Approvers will be able to either approve or disapprove requisitions. When an approver disapproves a requisition, Banner returns the requisition to 'In-Process' and sends a message to the originator. In addition to the 'generic' disapproval message, the approver can add an additional message outlining the reasons for the disapproval. The originator can either revise the returned requisition and complete it, which re-initiates the approval process or delete the requisition.
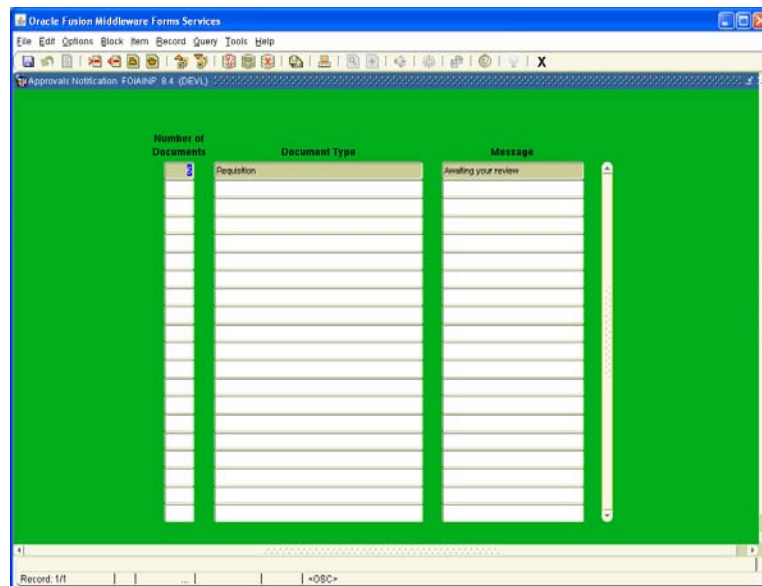
## Approve / Disapprove Requisitions

To ensure that requisitions are not held up in the Approvals Process, it is important that all approvers understand the necessity of reviewing requisitions awaiting their approval in a regular and timely manner. (Suggest using Microsoft Outlook)

There are two major forms provided for the review of requisitions awaiting approval, the Approvals Notification Form (FOIAINP) and the User Approval Form (FOAUAPP)
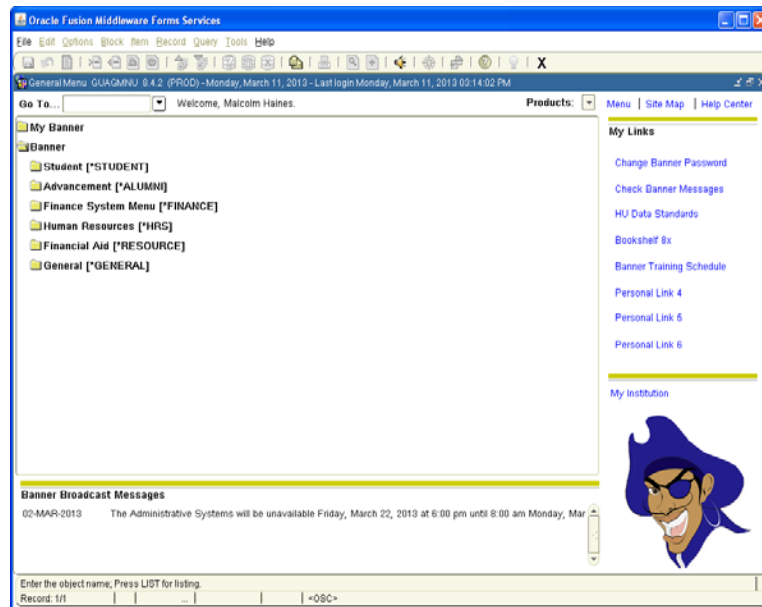
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|  | To access the Banner System, login using your Username and Password. This will take you to the General Menu screen.<br><br>In the **Go To** field, type **FOAUAPP** and press **ENTER** on your keyboard. |
|  | If there are requisition(s) pending your approval, the **Approval Notification (FOIAINP)** screen will display and let the Approver know the number of requisitions awaiting their review.<br><br>Click **Exit X** on the Menu Bar<br>or<br>Click **Options** on the Menu Bar, and select **User Approval (FOAUAPP).**<br><br>**Note:** If no requisitions are awaiting your approval, you will not receive this screen **(FOIAINP)** prompt. |

The **User Approval (FOAUAPP)** screen will display with your **"User ID."**

Click **Next Block** on the Menu Bar.

Note: The **User Approval (FOAUAPP)** is the form used for the actual approval/disapproval of requisitions and it also the most versatile and useful form for querying the status of unapproved requisitions



Only the requisitions requiring your approval will display. The key information that is displayed is *Requisition Number*, *Originator*, and *Requisition Amount*.

The Approver has four choices:
1. **Approve** the Requisition.
2. **Disapprove** the Requisition.
3. **View** the **"Details"** of the Requisition.
4. **View** all the queues/levels responsible for approving the Requisition.
   **Document Approval (FOAAINP)**

**CAUTION**: If the **NSF** field contains a **"Y"**, **DISAPPROVE** the Requisition and instruct the Originator to process a Budget Transfer or Budget Waiver before re-submitting the Requisition.

To approve the Requisition without viewing the Details, click the **Approve** icon. (This step is not recommended)

The **"Document Approval Dialog Box"** opens. A comment can be added but not necessary.

Click **OK** in the **"Document Approval Dialog Box".**

The Requisition is approved and the Banner system will forward it to the next Approver.



To disapprove the Requisition, click the **Disapprove** icon.

The **"Document Is Disapproved Dialog Box"** opens. Click after the words "DOCUMENT IS DISAPPROVED" and type a short comment – the field is limited and only allows a small amount of characters.  You should **always** let the Originator know why the Requisition is being disapproved. This message will be forwarded to the Originator using the Banner mail function, and to any previous approvers of the Requisition.

Click **OK** in the **"Document Is Disapproved Dialog Box".**

The Requisition is now disapproved and will be returned to the Originator.

To view Details of the Requisition, click the **Detail** icon.



The key information that is displayed on the **Requisition Approval (FOQRACT)** is:
   a. Requisition Number and Originator
   b. Vendor and the total dollar amount of the Requisition
   c. Accounting information (FOAPAL).

If the Approver wants to review additional details, they have two options, **View Commodities** or **Document Query**.

If not, click the **Exit X** on the Menu Bar to return to **User Approval (FOAUAPP)** screen to either approve or disapprove the Requisition.

To view the commodities listed on the Requisition, click **Options** on the Menu Bar and select **View Commodities (FOICOMM)**.

The display will list each Item *Description, Quantity*, **Amount**, and **Document Total**. If there is more than 16 items on the Requisition, scroll using the Scroll Bar to the right of the screen to view each line item.

Click **Exit X** on the Menu Bar when review is complete to return to the **Requisition Approval (FOQRACT)** screen.



To view complete or all the information on the Requisition, click **Options** on the Menu Bar and select **Document Query (FPIREQN)**.

The **Requisition Query** screen displays with the requisition number already populated.

Note: This is a query only screen; therefore, changes cannot be made to the requisition.

Click **Next Block** on the Menu Bar to start the review of the 4 screens that make up the Requisition.

The 1<sup>st</sup> screen is the **Document Information** that displays key information such as the **Requisition** Number, **Order Date** (date requisition was prepared), **Commodity Total**, and **User ID** (Originator).

Click **Next Block** to move to the next screen.



The 2<sup>nd</sup> screen is the **Requestor/Delivery** screen that displays key information such as the **User ID** (Originator), **Ship To** address and the **Attention To**.

The **Attention To** is the name and department for the order that is used by Trucking Services for delivery of goods and materials and Accounts Payable for questions regarding the invoice.

Click **Next Block** to move to the next screen.

|  | The 3<sup>rd</sup> screen is the **Vendor Information.**

Click **Next Block** to move to the next screen. |
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|  | The 4<sup>th</sup> screen is the **Commodity/Accounting** information.

The Commodity line item displays the item **Description**, **U/M** (unit of measure), **Quantity**, **Unit Price**, and **Extended** amount.

If there are more than four line items, view by using the **UP/DOWN ARROW** keys on your keyboard.

Click **Exit X** on the Menu Bar when review is complete to return to the **Requisition Approval (FOQRACT)** screen.

If the originator entered additional text for the **Description**, the **Item Text** block (located to the right of the Description) will be checked. To view this additional information, click **Options** on the Menu Bar and select **Item Text (FOAPOXT).** |

Click **Next Block** to view **Item Text**.



After viewing, click **Exit X** on the Menu Bar to return to the **Commodity/Accounting** screen.

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|  | Click **Exit X** on the Menu Bar when review is complete to return to the **Requisition Approval (FOQRACT)** screen. |
|  | To view all the queues/levels responsible for approving the Requisition, click the **Queue** icon. |

On the **Document Approval (FOAAINP)** screen, click **Next Block.**



The **Document Approval** screen will display the remaining approvers for the Requisition. The key information that is displayed is the **Queue ID,** remaining **Approvers,** and their **Queue Level**.

Note: Remaining Approvers are in alpha order. The next Approver is determined by the **Queue Level**.

Approvers can also approve/disapprove the Requisition from this form.

If the Approver wants to view every Approver that has previously approved the requisition, click **Options** on the Menu Bar and select **Approval History (FOIAPPH)**

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| The **User Approval Screen** (FOAUAPP) will list the requisitions awaiting your approval. The relevant information displayed for each requisition is *NSF* (Non-Sufficient Funds); *Document Number* (requisition number generated by Banner); *Originating User*; and *Document Amount*. | There are 4 icon buttons:<br>   a.  **Approve**<br>   b.  **Disapprove**<br>   c.  **Detail**<br>   d.  **Queue** |
| **1.NSF Block** | If there is a Y in the NSF block, you should <span style="color:red">**Disapprove**</span> the requisition. NSF means there is insufficient funds in the account when the requisition was completed. |
| **2. Approve Icon** | To approve the requisition and send it to the next Approver, click this icon. You should only click this icon after you have reviewed the details of the requisition. |
| **3. Disapprove Icon** | To disapprove the requisition and send it back to the Originator, click this icon. You should always type a message in the 'Document is Disapproved' block to let the Originator know why the requisition was disapproved. Most common reasons are NSF; Incorrect account number; No support documentation; etc. |
| **4. Detail Icon** | To review the details of the requisition, click this icon. This will take you to screen FOQRACT which displays the Vendor and FOAPAL. On the menu bar, click Options and select View Commodities. If the Commodities, Vendor, and FOAPAL are in congruence, exit back to FOAUAPP and approve the requisition. If not in congruence, disapprove the requisition. |
| **5. Queue Icon** | To determine who still need to approve the requisition or who had approved the requisition, click this icon. This will take you to FOAAINP and click Next Block. This will list who still needs to approve the requisition. On the menu bar, click Options and select Approval History. This will list who had approved the requisition and when. |