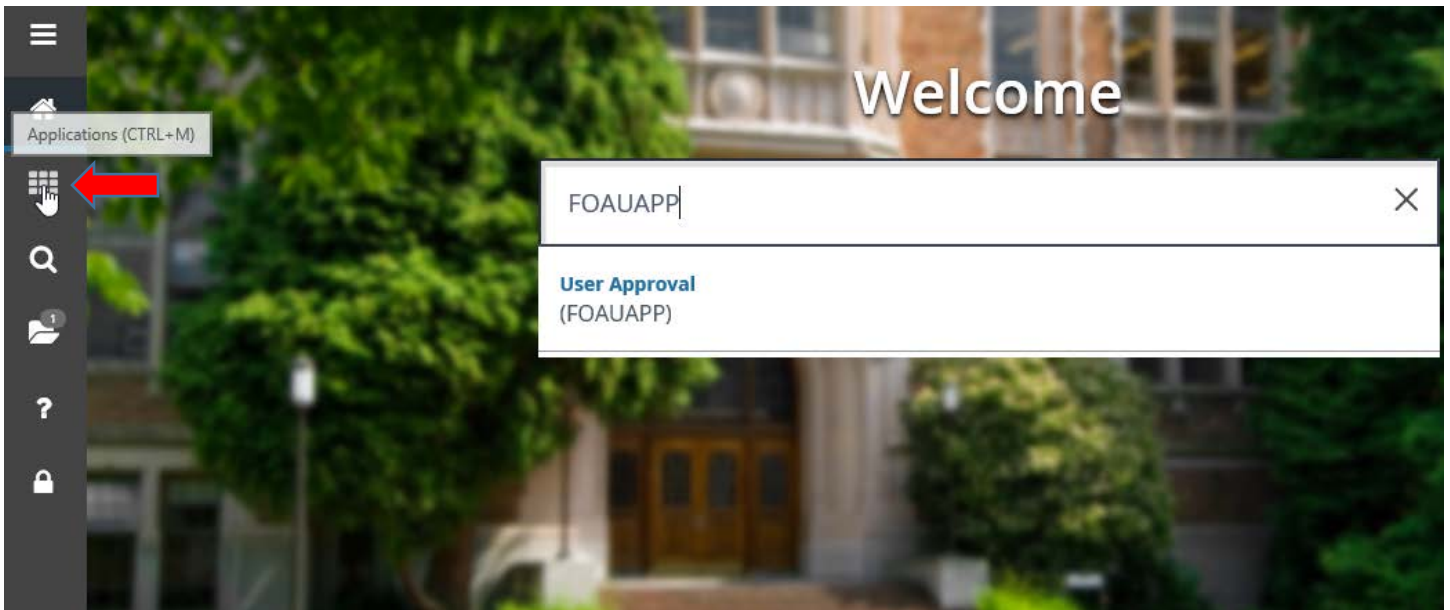


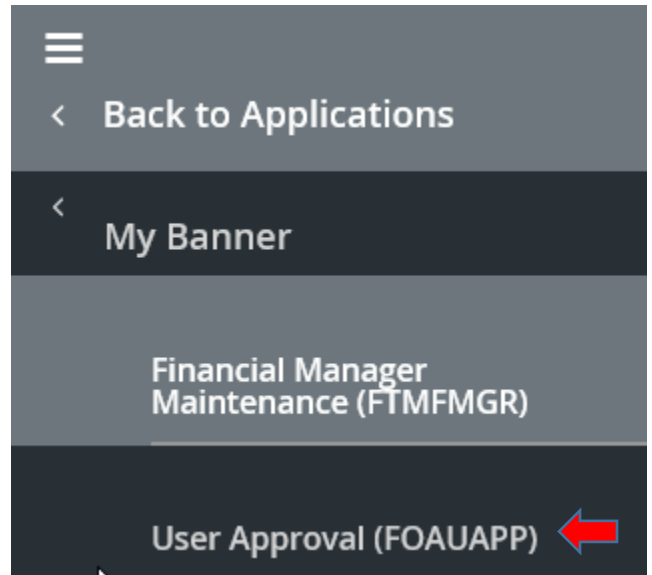
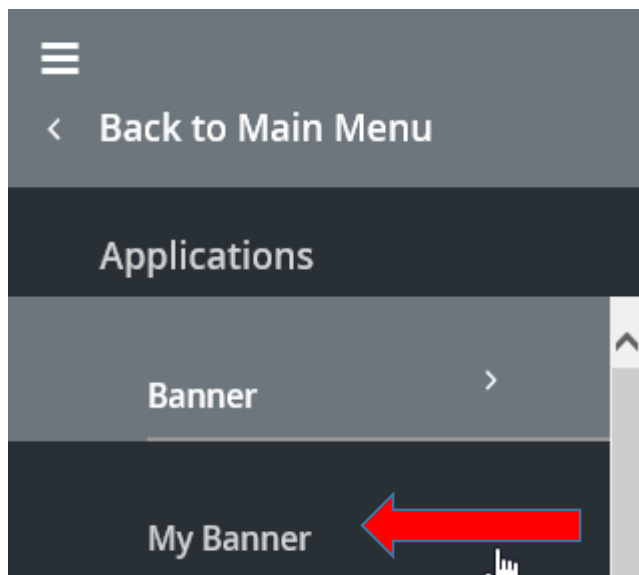
BANNER 9 – APPROVING REQUISITIONS

1. On the Welcome screen, type FOAUAPP or any part of the form name *User Approval* in the smart search bar to access the user approval form.
2. Press Enter

Note: Like in Banner 8, FOAUAPP can also be saved in your My Banner menu for quick, easy access. My Banner is located in Applications. To add FOAUAPP to your My Banner menu, go to the My Banner Maintenance form GUAPMNU.

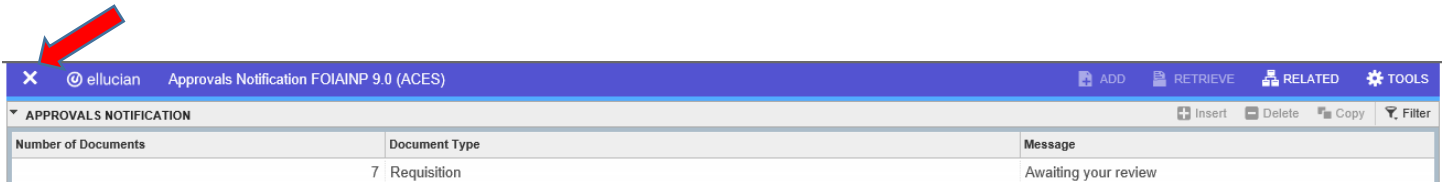


To get to the My Banner menu from Applications:

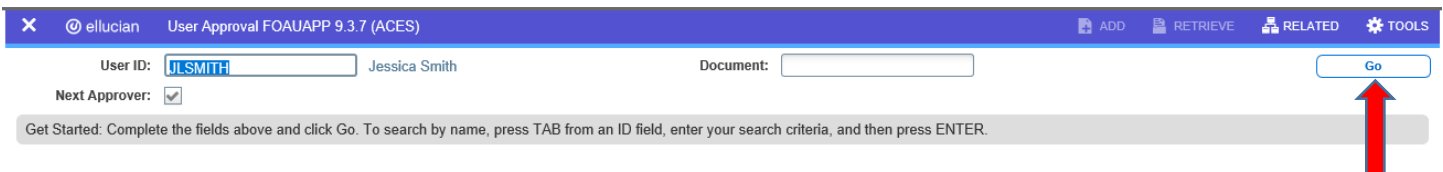


BANNER 9 – APPROVING REQUISITIONS

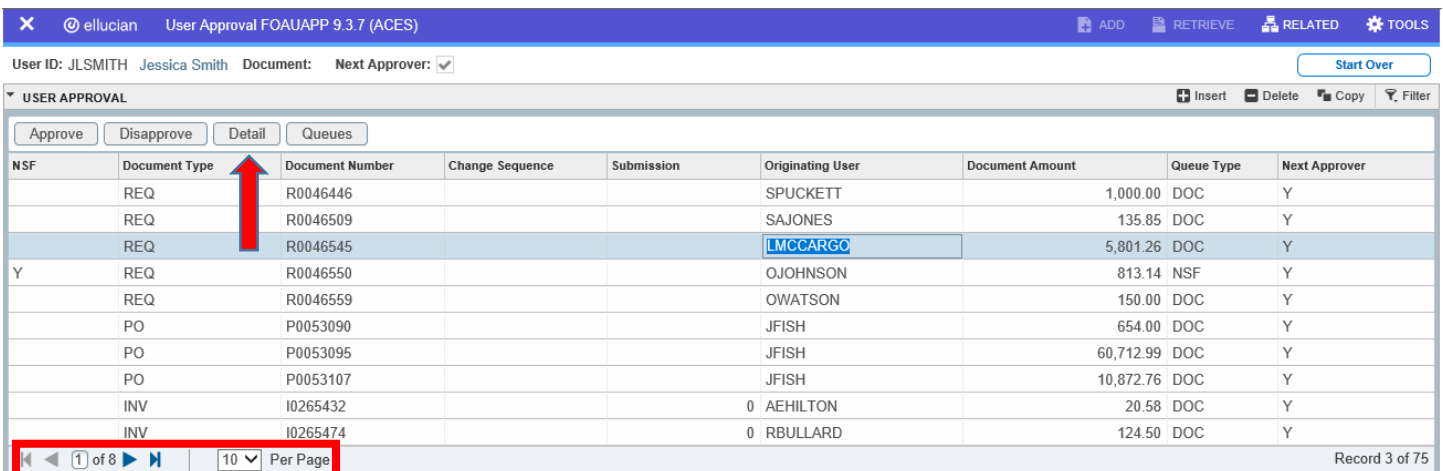
- The Approvals Notification form will display notifying you of the type and quantity of documents pending your approval. To move forward with the approval process, click the X to Close Page.



- The User Approval form will display, defaulting to your User ID as Next Approver. Click Go.



- The list of documents pending your approval will display. Click Detail to view the highlighted document.



Note: You may move among documents by using the up and down arrows on your keyboard or you may click within the Originating User field of a particular document to highlight.

If there are multiple pages of documents, it will be indicated in the bottom left-hand corner. You may click the next page arrow or choose to display more records per page.

BANNER 9 – APPROVING REQUISITIONS

- The Requisition Approval form will display allowing you to review the requestor's name, the number of items, the Line Item Information (total cost and vendor), and the Accounting Information (funding source).

Request: R0046545 Linda McCargo Number of Items: 3

Item: Document Acctg Distribution Net: 5,801.26 Vendor: @0009413 Paradise Ranch, Inc

Sequence Number: 1 Location: Extended Amount: 5,322.25 Discount Amount: 0.00 Tax Amount: 479.01 Additional Amount: 0.00 Total: 5,801.26 Project: NSF: N

COA: Z
Fiscal Year: 19
Index:
Fund: 17435
Organization: 7401
Account: 769999
Program: PS
Activity:

NSF Override:

- Review Commodities. To review the requested commodities, click on "Related" in the top right-hand corner, then select "View Commodities"

Request: R0046545 Linda McCargo Number of Items: 3

Item: Document Acctg Distribution Net: 5,801.26 Vendor: @0009413 Paradise Ranch, Inc

Sequence Number: 1 Location: Extended Amount: 5,322.25 Discount Amount: 0.00 Tax Amount: 479.01 Additional Amount: 0.00 Total: 5,801.26 Project: NSF: N

COA: Z
Fiscal Year: 19
Index:
Fund: 17435
Organization: 7401
Account: 769999
Program: PS
Activity:

NSF Override:

Document Query [FPIREQN]
View Commodities [FOICOMM]

BANNER 9 – APPROVING REQUISITIONS

- The Commodities for Review Query form will display the items to be purchased, as well as the quantity and total cost per item. Review commodities, then click X to Close page and return to the Requisition Approval form.

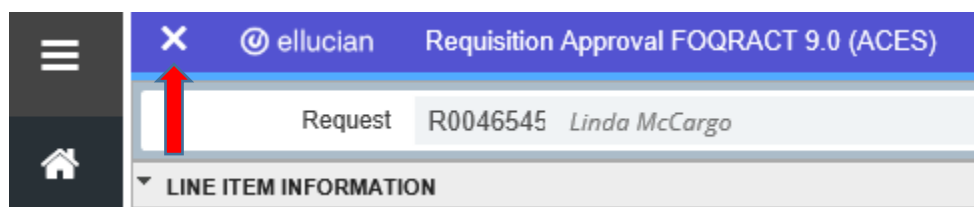
Item	Description	Quantity	Amount
1	Santa Clarita Belt Buckle	12	1,173.28
2	Santa Barbara Belt Buckle	47	4,595.33
3	Shipping	1	32.65
Document Total			5,801.26

- Review Accounting Information. To navigate to the Accounting Information section, you may click on the Next Section button in the bottom left-hand corner of the screen or type Alt+Page Down on your keyboard.

Sequence Number	Location
1	
COA Z	Extended Amount 5,322.25
Fiscal Year 19	Discount Amount 0.00
Index	Tax Amount 479.01
Fund 17435	Additional Amount 0.00
Organization 7401	Total 5,801.26
Account 769999	Project
Program PS	NSF N
Activity	<input type="checkbox"/> NSF Override

Note: If there are multiple funding sources, it will be indicated in the bottom left-hand corner. You may click the next page arrow or choose to display more records per page.

- Upon completion of your review, click the X in the top left-hand corner to Close Page and return to the User Approval form.



BANNER 9 – APPROVING REQUISITIONS

11. Click Approve or Disapprove

Document ID	Document Number	Change Sequence	Submission	Originating User	Document Amount
REQ	R0046446			SPUCKETT	1,000.00
REQ	R0046509			SAJONES	135.85

Depending on your selection, one of the following default messages will appear:

Document Approval FOAUAPP 9.3.7 (ACES)

Type JV
Number B0015529
Submission 0
Change Sequence

DOCUMENT IS APPROVED

OK Cancel

Document Disapproval Text Entry FOAUAPP 9.3.7 (ACES)

Type JV
Number B0015529
Submission 0
Change Sequence

DOCUMENT IS DISAPPROVED

OK Cancel

12. Click OK. You will see two green check marks in the top right-hand corner, indicating that the document has your approval or disapproval and that your transaction has been successfully saved.

ADD RETRIEVE RELATED TOOLS 2

✓ Document has your approval.

✓ Saved successfully (1 rows saved)

Optional - Additional Instructions for Viewing More Requisition Detail

BANNER 9 – APPROVING REQUISITIONS

If you would like to see more details, such as document text, item text, delivery date, etc., while reviewing your requisitions, there is another option to access on the Requisition Approval form (Step 7 above). It is the Document Query FPIREQN option.

Requisition Approval Form (FOQRACT 9.0) showing details for Request R0046564. The sidebar on the right contains a search bar and two buttons: "Document Query [FPIREQN]" and "View Commodities [FOICOMM]". A mouse cursor is pointing at the "Document Query [FPIREQN]" button.

The User Approval form will display, defaulting to your User ID as Next Approver. Click Go.

User Approval Form (FOAUAPP 9.3.7) showing fields for User ID (JLSMITH), Document, and Next Approver. A red arrow points to the "Go" button.

The Requisition Query form FPIREQN will display:

Requisition Query Form (FPIREQN 9.0) showing details for Requisition R0046509. The "Document Text" checkbox is checked. A red arrow points to the "Document Text" checkbox.

If the document has document text, the Document Text indicator will be check marked.

BANNER 9 – APPROVING REQUISITIONS

To access this Document Text, click Related and selected Document Text:

Requisition : R0046509

REQUISITION INQUIRY: DOCUMENT INFORMATION

Requisition: R0046509 In Suspense:

Order Date: 10/18/2018 Delivery Date: 10/25/2018 Commodity Total:

Transaction Date: 10/18/2018 Comments: SENDING DOWN INVOICE Accounting Total:

Cancel Reason:

The Procurement Text Entry form will display. Click Go.

Text Type: REQ Code: R0046509

Change Sequence: Item Number: Vendor: @00004486 Inn at Carnall Hall Commodity: Description: Copy Commodity: Text

Modify Clause: ...

Default Increment: 10

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The Document Text will display:

Text Type: REQ Code: R0046509 Change Sequence: Item Number: Vendor: @00004486 Inn at Carnall Hall Commodity Description: Start Over

Modify Clause: Copy Commodity Text: Default Increment: 10

Text	Clause Number	Print *	Line
Invoice# 1300		<input checked="" type="checkbox"/>	10
For Randy Price Reservation ID 5025		<input checked="" type="checkbox"/>	20
Need to adjust taxes		<input checked="" type="checkbox"/>	30

Record 1 of 3

Click the X in the top left-hand corner to Close Page and return to the Requisition Query form. Click Next Section to move to the Requestor/Delivery Information section.

Requisition : R0046509 Start Over

REQUISITION INQUIRY: DOCUMENT INFORMATION

Requisition: R0046509 In Suspense: Document Text:

Order Date: 10/18/2018 Delivery Date: 10/25/2018 Commodity Total: 135.85

Transaction Date: 10/18/2018 Comments: SENDING DOWN INVOICE Accounting Total: 135.85

REQUISITION INQUIRY: DOCUMENT INFORMATION

Cancel Reason:

Document Type: P PROCUREMENT

Print Date: Cancel Date:

Closed Date: Activity Date: 10/18/2018 User ID: SAJONES

Requisition Copied: From: Origin: BANNER Reference Number:

Complete: Approved: NSF Checking: Deferred Editing:

BANNER 9 – APPROVING REQUISITIONS

ellucian Requisition Query FPIREQN 9.0 (ACES) ADD RETRIEVE RELATED TOOLS

Requisition : R0046509 Start Over

REQUISITION INQUIRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0046509	<input type="checkbox"/> In Suspense	<input checked="" type="checkbox"/> Document Text
Order Date	10/18/2018	Delivery Date	10/25/2018
Transaction Date	10/18/2018	Comments	SENDING DOWN INVOICE
		Commodity Total	135.85
		Accounting Total	135.85

REQUISITION INQUIRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requestor	Sydney Jones	Organization	7200 Bio and Agricultural Engineering
COA	Z COOP	Email	sajones@uaex.edu
Phone	Area Code: 501	Phone Number	671-2159
Fax		Extension	
Ship To	CES-1	State or Province	AR
Street Line 1	Uof Arkansas Coop Extn Service	ZIP or Postal Code	72204-4940
Street Line 2	2301 South University Avenue	Nation	
Street Line 3		Contact	
		Attention To	Lalit Verma

Click Next Section again to move to the Vendor information section.

ellucian Requisition Query FPIREQN 9.0 (ACES) ADD RETRIEVE RELATED TOOLS

Requisition : R0046509 Start Over

REQUISITION INQUIRY: VENDOR Insert Delete Copy Filter

Requisition	R0046509	<input type="checkbox"/> In Suspense	<input checked="" type="checkbox"/> Document Text
Order Date	10/18/2018	Delivery Date	10/25/2018
Transaction Date	10/18/2018	Comments	SENDING DOWN INVOICE
		Commodity Total	135.85
		Accounting Total	135.85

REQUISITION INQUIRY: VENDOR Insert Delete Copy Filter

Vendor	@00004486 Inn at Carnall Hall	City	Fayetteville
Address Code	B1	State or Province	AR
Sequence Number	1	ZIP or Postal Code	72701
Street Line 1	465 N Arkansas Avenue	Nation	
Street Line 2		Discount	
Street Line 3		Tax Group	LROC Little Rock
		Currency	
Phone	Area Code: 479	Phone Number	5820400
Fax	479	Extension	
			5820401

Click Next Section again to move to the Commodity/Accounting information section.

BANNER 9 – APPROVING REQUISITIONS

ellucian Requisition Query FPIREQN 9.0 (ACES) ADD RETRIEVE RELATED TOOLS

Requisition : R0046509 Start Over

REQUISITION INQUIRY: COMMODITY/ACCOUNTING Insert Delete Copy Filter

Requisition: R0046509 Delivery Date: 10/25/2018 Document Accounting
 Order Date: 10/18/2018 In Suspense
 Transaction Date: 10/18/2018 Document Text

COMMODITY Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text
1		Room charge	EA	LROC	1.00	109.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2		meal	EA	LROC	1.00	15.6200	<input type="checkbox"/>	<input type="checkbox"/>

Extended: 109.00 Tax: 9.82 Closed
 Discount: 0.00 Commodity Line: 118.82 Suspense
 Additional: 0.00 Document Total: 135.85

ACCOUNTING Insert Delete Copy Filter

FOAPAL	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Suspense	NSF Override	NSF Suspense
1	Z	19		14000	7200	769999	PS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a commodity has item text, the Item Text indicator will be check marked.

To access this Item Text, click Related and selected Item Text:

ellucian Requisition Query FPIREQN 9.0 (ACES) ADD RETRIEVE RELATED TOOLS

Requisition : R0046509

REQUISITION INQUIRY: COMMODITY/ACCOUNTING Insert Delete Copy Filter

Requisition: R0046509 Delivery Date: 10/25/2018 Document Accounting
 Order Date: 10/18/2018 In Suspense
 Transaction Date: 10/18/2018 Document Text

Review Commodity Information [FOICOMM]
 Item Text [FOAPOXT]

The Procurement Text Entry form will display. Click Go.

ellucian Procurement Text Entry FOAPOXT 9.3.6 (ACES) ADD RETRIEVE RELATED TOOLS

Text Type: REQ Code: R0046509 Go
 Change Sequence: Item Number:
 Vendor: @00004486 Inn at Carnall Hall Commodity:
 Description:
 Modify Clause: Copy Commodity:
 Text:
 Default Increment:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The Item Text will display:

ellucian Procurement Text Entry FOAPOXT 9.3.6 (ACES) ADD RETRIEVE RELATED TOOLS

Text Type: REQ Code: R0046509 Change Sequence: Item Number: 1 Vendor: @00004486 Inn at Carnall Hall Commodity Description: Room charge Start Over
 Modify Clause: Copy Commodity Text: Default Increment: 10

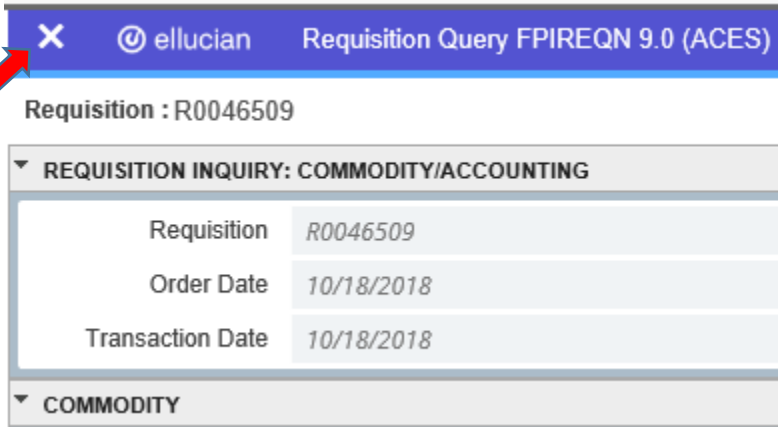
PROCUREMENT TEXT ENTRY Insert Delete Copy Filter

Text	Clause Number	Print *	Line
Room and meal provided by Dr. Verma for		<input checked="" type="checkbox"/>	10
Randy Price, a guest speaker at a		<input checked="" type="checkbox"/>	20
colloquium in Fayetteville		<input checked="" type="checkbox"/>	30

Click the X in the top left-hand corner to Close Page and return to the Requisition Query form.

BANNER 9 – APPROVING REQUISITIONS

This Commodity/Accounting information section is the last section of the Requisition Query form. Click the X in the top left-hand corner to Close Page and return to the Requisition Approval form.

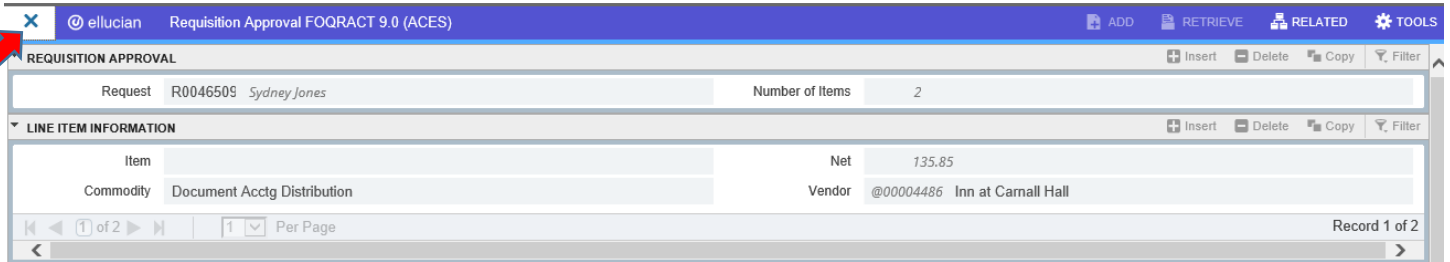


Requisition : R0046509

REQUISITION INQUIRY: COMMODITY/ACCOUNTING

Requisition	R0046509
Order Date	10/18/2018
Transaction Date	10/18/2018

COMMODITY



REQUISITION APPROVAL

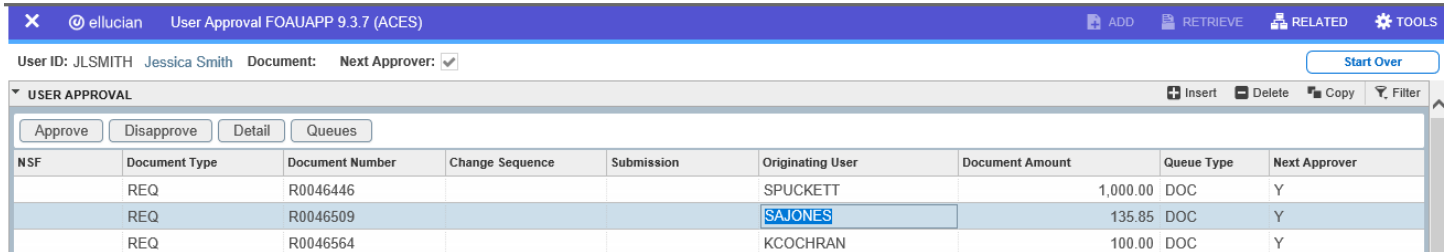
Request R0046509 Sydney Jones Number of Items 2

LINE ITEM INFORMATION

Item	Net	135.85
Commodity Document Acctg Distribution	Vendor	@00004486 Inn at Carnall Hall

Record 1 of 2

Click the X in the top left-hand corner to Close Page and return to the User Approval form.



User ID: JLSMITH Jessica Smith Document: Next Approver: Start Over

USER APPROVAL

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	REQ	R0046446			SPUCKETT	1,000.00	DOC	Y
	REQ	R0046509			SAJONES	135.85	DOC	Y
	REQ	R0046564			KCOCHRAN	100.00	DOC	Y

Approve or Disapprove.