

APPROVAL QUEUE

ACCOUNTS PAYABLE DEPARTMENT

3/17/2025



Non-PO Queue Approval Process

Documents pending approval will be available in the FOAUAPP Banner form to approve.

REMINDER

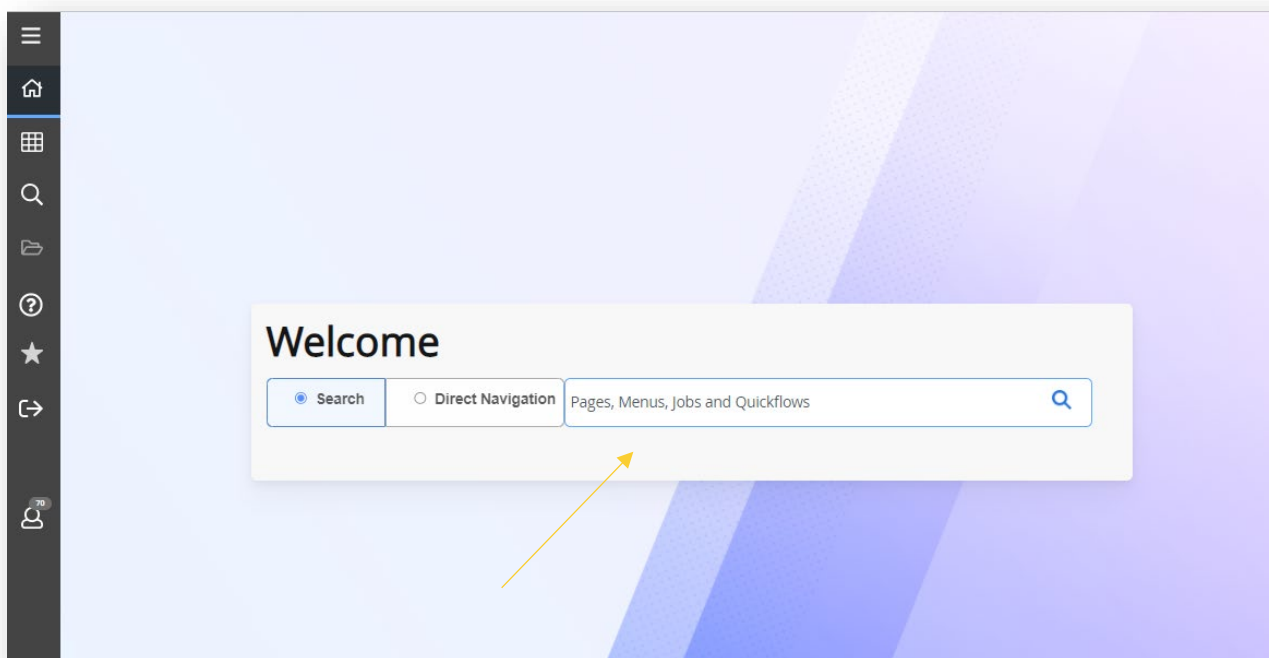
FOAUAPP can be saved in your My Banner menu for quick, easy access. My Banner is located in Applications. To add FOAUAPP to your My Banner menu, go to the My Banner Maintenance form GUAPMNU.

STEPS - Log in to Banner Administrative Pages at <https://irt.rowan.edu/service-catalog/software/banner/>.

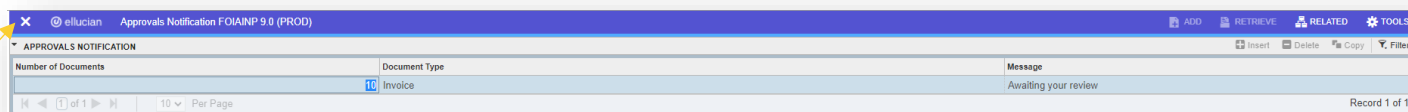
Scroll down to the yellow bars and select either On-Campus or Off-Campus log in.

FOAUAPP FORM – USER APPROVAL

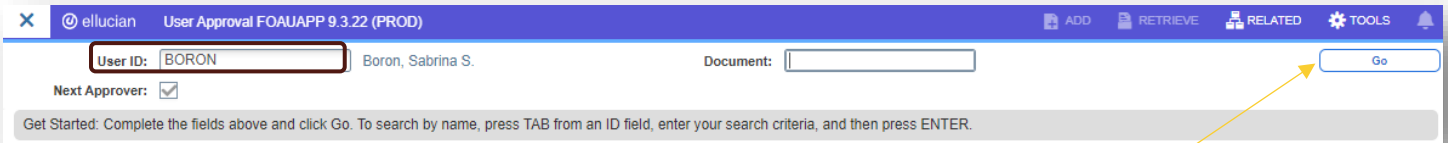
1. Type FOAUAPP in the search field



2. 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, select the X to close the page

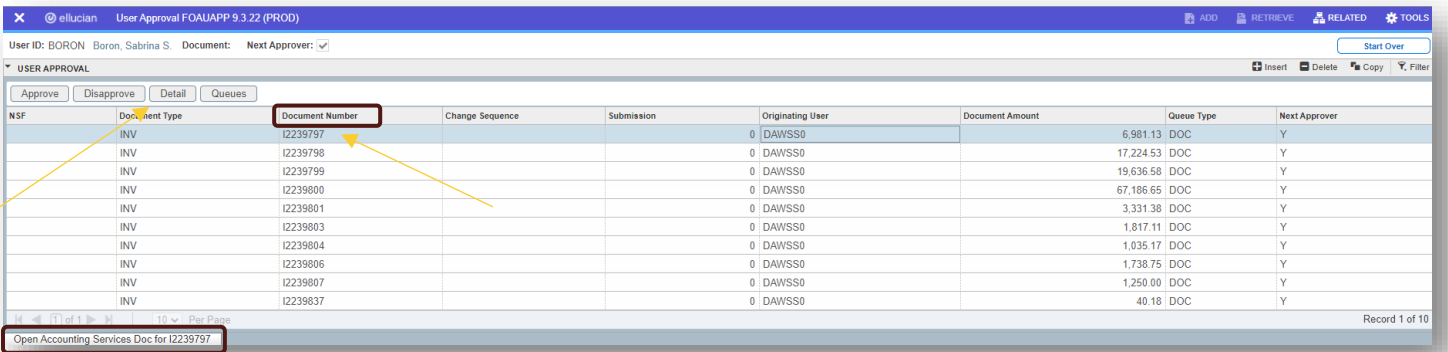


3. Your name will appear (top left)
 - Verify your User ID is populated in the field
4. Select Go



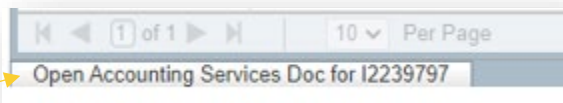
NOTE: If a direct pay has two foapals listed that are from different departments/have different approvers, they may not appear in your queue until you uncheck the “Next Approver” box.

5. View the list of documents pending approval
6. Select the Document Number of the document to review
7. Select Detail



NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	INV	I2239797			0 DAWSS0	6,981.13	DOC	Y
	INV	I2239798			0 DAWSS0	17,224.53	DOC	Y
	INV	I2239799			0 DAWSS0	19,636.58	DOC	Y
	INV	I2239800			0 DAWSS0	67,186.65	DOC	Y
	INV	I2239801			0 DAWSS0	3,331.38	DOC	Y
	INV	I2239803			0 DAWSS0	1,817.11	DOC	Y
	INV	I2239804			0 DAWSS0	1,035.17	DOC	Y
	INV	I2239806			0 DAWSS0	1,738.75	DOC	Y
	INV	I2239807			0 DAWSS0	1,250.00	DOC	Y
	INV	I2239837			0 DAWSS0	40.18	DOC	Y

8. View the backup documentation from OnBase
 - Use the magic button, or



- Open OnBase Hyland Unity Client
 - Select Retrieve
 - Select AP-Invoice from the dropdown
 - Enter the Document Number (‘ I ’ number) in the Banner Invoice #

9. Select Related

Invoice/Credit Memo Approval FOQINVA 9.3.15 (PROD)

Document Number: 2239797 Vendor: Horizon Healthcare Services Inc

LINE ITEM INFORMATION

Item	Commodity	Transaction Date
1	250 04/01/2022 sd	03/31/2022

ACCOUNTING INFORMATION

Sequence Number	1	Bank Description	Rowan General Disbursement
COA	R	Income Type	
Fiscal Year	22	Previously Paid	
Index		To Be Paid	
Fund	10080	Invoiced	
Organization		Approved	6,981.13
Account	2142	Discount	0.00
Program		Tax	0.00
Activity		Additional	0.00
Location		Net	6,981.13
Project		NSF	N
Bank	30	NSF Override	<input type="checkbox"/>

10. Select Query Document (FAINVE)

Invoice/Credit Memo Approval FOQINVA 9.3.15 (PROD)

Document Number: 2239797 Vendor: Horizon Healthcare Services Inc

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Activity		Additional	0.00
Location		Net	6,981.13
Project		NSF	N
Bank	30	NSF Override	<input type="checkbox"/>

Search

- Query Document [FAINVE]
- View Commodities [FOICOMM]

11. Verify the 'I' number

12. Select Go

Invoice/Credit Memo Query FAINVE 9.3.22 (PROD)

Document: 2239797 Multiple:

Go

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.

13. Audit the information that was entered in Banner to check for accuracy and completeness. Check each field on the Invoice/Credit Memo Header screen and compare the information to the invoice document you retrieved from OnBase.

- On this screen review the following:
 - Invoice Date
 - Address
 - Bank
 - Vendor Invoice - open the abbreviation sheet to verify the proper invoice number was entered, if needed

- Direct Deposit Override – **Bank 24 requires Direct Deposit Override**
- Supplemental Date Engine (SDE field)
 - Select More Information
 - Review Period of Coverage – Start Date
 - Review Period of Coverage – End Date

Note: If the transaction does not cover a period of time, enter the same date in both fields

Document: 12239797 Multiple: Direct Pay Vendor: 916380721 Horizon Healthcare Services Inc Vendor Hold:

INVOICE/CREDIT MEMO HEADER

Invoice Date: 03/31/2022

Transaction: 03/31/2022

Address Code: PO

Sequence Number: 1

Street Line 1: DBA Horizon Blue Cross Blue Shield of New Jersey

Street Line 2: Three Penn Plaza East

Street Line 3:

Discount Code:

Payment Due: 03/31/2022

Bank: 30 Rowan General Disbursement

Vendor Invoice: ROWAN 040122

1099 Tax ID:

Income Type:

Collects Tax: Collects no taxes

City: Newark

State or Province: NJ

ZIP or Postal Code: 07105-2200

Nation: US United States

Direct Deposit Status: Yes

ACH Transaction Type: IAT

Credit Memo

1099 Vendor

Direct Deposit Override

Text Exists

Supplemental Data FAIINVE 9.3.23 (PROD)

SUPPLEMENTAL DATA

* = Required	Comment
Period of Coverage - Start Date	07/04/2022
Period of Coverage - End Date	08/03/2022
Start Date for Coverage Period	

1 of 1 | 10 Per Page | Record 1 of 2

14. Select Next Section to go to the Commodity Information – Direct Pay/General Encumbrance section
15. Review the Commodity Description and Approved amount

Document: 12239797 Multiple: Direct Pay Vendor: 916380721 Horizon Healthcare Services Inc Vendor Hold:

COMMODITY INFORMATION - DIRECT PAY/GENERAL ENCUMBRANCE

Item	Commodity	Commodity Description	Tax Group	Tax Group Description	Fixed Asset Status	Fixed Asset Status Description
1		250 04/01/2022 sd			N	Non fixed asset

Amounts

Approved	6,981.13	Tax	0.00
Discount	0.00	Net	6,981.13
Additional	0.00		

Indicators

Suspense: N

Open/Paid: O

Hold

16. Review the FOAPAL and the Approved amount
17. Select Next Section to go to the Accounting Amounts section

Document: I2239797 Multiple: Direct Pay Vendor: 916380721 Horizon Healthcare Services Inc Vendor Hold:

Accounting Amounts

Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
1	R	22		10080		2142				

	Commodity	Accounting
Approved	6,981.13	6,981.13
Discount	0.00	0.00
Tax	0.00	0.00
Additional	0.00	0.00
Net		6,981.13

Indicators: Partial/Total, Liquidation, NSF Override, Suspense, NSF Suspense

18. Next Section to the Balancing/Completion section to review the total amount to be approved

Document: I2239797 Multiple: Direct Pay Vendor: 916380721 Horizon Healthcare Services Inc Vendor Hold:

BALANCING/COMPLETION

Amount	Input	Exchange Rate	Converted
	6,981.13		0.00

	Header	Commodity	Accounting	Status
Approved	6,981.13	6,981.13	6,981.13	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax	0.00	0.00	0.00	BALANCED
Additional	0.00	0.00	0.00	BALANCED

Complete Approved

19. Select X two times to exit the form

Document: I2239797 Multiple: Direct Pay Vendor: 916380721 Horizon Healthcare Services Inc Vendor Hold:

BALANCING/COMPLETION

Amount	Input	Exchange Rate	Converted
	6,981.13		0.00

	Header	Commodity	Accounting	Status
Approved	6,981.13	6,981.13	6,981.13	BALANCED
Discount	0.00	0.00	0.00	BALANCED
Tax	0.00	0.00	0.00	BALANCED
Additional	0.00	0.00	0.00	BALANCED

Complete Approved

20. Select Approve if there were no errors with the document

User ID: BORON, Boron, Sabrina S Document: Next Approver:

USER APPROVAL

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	INV	I2239797			0 DAWSS0	6,981.13	DOC	Y
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	INV	I2239806			0 DAWSS0	1,738.75	DOC	Y
	INV	I2239807			0 DAWSS0	1,250.00	DOC	Y
	INV	I2239837			0 DAWSS0	40.18	DOC	Y

21. Select Disapprove if the invoice needs to be returned for adjustment

Common adjustments

- Address issue
- Bank code
- Incorrect invoice number
- SDE field dates
- Incorrect invoice amount

User ID: BORON Boron, Sabrina S. Document: Next Approver: ✓

USER APPROVAL

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	INV	I2239797		0	DAWSS0	6,981.13	DOC	Y
	INV	I2239798		0	DAWSS0	17,224.53	DOC	Y
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	INV	I2239806		0	DAWSS0	1,738.75	DOC	Y
	INV	I2239807		0	DAWSS0	1,250.00	DOC	Y
	INV	I2239837		0	DAWSS0	40.18	DOC	Y

22. If you selected Approve, select OK in the box that pops up

Document Approval FOAUAPP 9.3.22 (PROD)

Type: INV
Number: I2237718
Submission: 0
Change Sequence:

DOCUMENT IS APPROVED

OK Cancel

23. If you selected Disapprove, specify the reason under DOCUMENT IS DISAPPROVED

24. Select OK

Document Disapproval Text Entry FOAUAPP 9.3.22 (PROD)

Type: INV
Number: I2237718
Submission: 0
Change Sequence:

DOCUMENT IS DISAPPROVED
Incorrect Address

OK Cancel