

In Banner, go to Form FOAUAPP.

User ID defaults.

- If the DPI number is known, tab to the Document field and enter the DPI number.
- If the DPI number is not known, leave the Document field blank and perform a Next Block. This will list all documents in your approval queue. Select the document you wish to review from the list.

Perform a Next Block.

Click on the Detail icon.

Select Options on the toolbar.

- Select Query Document (FAINVE) from the dropdown menu.

In Form FAINVE, select Options from the toolbar.

- Select Direct Pay EZ Query (FZIDPEZ) from the dropdown menu.

On Form FZIDPEZ, select the Enter Query icon.

Enter EITHER the DZ Number in the DP-EZ Code field OR  
Mouse click into the DPI # field and enter the DPI number.

Click on the Execute Query icon.

When finished reviewing the detail, close form FZIDPEZ and form FAINVE by clicking on the X in the upper right-hand corner of the window.

This takes you back to form FOAUAPP where you click on the Approve or Disapprove icon.

Banner approval process is complete.