







Approving a Requisition








FIPU-004

If requisitions are awaiting approval in your queue, the first time you attempt to open any form, the Approvals Notification Form (**FOIAINP**) will display informing you of how many documents are awaiting approval. (You may **Exit**  if you do not want to approve any requisitions at this time.)

1. To review documents awaiting approval:
From Notification Form (**FOIAINP**), select from menu bar, **Options, User Approval OR**
From Banner Main Menu, type **FOAUAPP** in the Direct Access field.
2. If you have a specific requisition number to approve, enter it in the Document field. If you leave this field blank you will see all the requisitions for you to approve.
3. Click on **Next Block**  (or press Ctrl + PgDn).
4. Review the detail of the order.
Click **Detail:**  - review the FOAPAL detail

1. Double-click on **Requisition #** to view all details, including Item Text.
2. Click on **Next Block**  (or press Ctrl + PgDn) to page through all information **OR** select **Options, Commodity/Accounting Info.**
3. To review Item Text, if included, **click on one commodity code** and then select **Options, Item Text.**



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4. **Exit**  when done reviewing text
5. Click on the next commodity code and review its Item Text by selecting **Options, Item Text.**
6. **Exit**  when done reviewing text.
5. Document Text may also be included. If Document Text box is checked, review it by selecting **Options, Document Text.** When done, **Exit** . If this was a restricted commodity, you should see approvals documented within Document Text.
6. When finished reviewing the requisition, **Exit**  until you return to the **FOAUAPP** approval form.
7. To review the budget status for a specific index prior to approving or disapproving a document :
 - Click on **File** in menu bar.
 - Select **Direct Access**
 - Type: **FGIBDST** and enter
 - Enter the index code
 - Click on **Next Block**  (or press Ctrl + PgDn).
 - Check Budget Balance
 - **Exit**  to return to item detail.
8. Either:
 1. **Disapprove:**  - This changes the status of the requisition to "in-process" and the originator receives a message, along with the text that you type, as to why it was disapproved. Changes can then be made to the req.
*In the text box after Document is Disapproved, type the reason for disapproving the requisition.
* Click **OK.**

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2. **Approve:**  - This allows the requisition to be approved and sent to Purchasing, if approver has appropriate approval authority. Do not enter anything in the text box. It will not be saved.
9. **Exit**  when finished approving until you return to the Main Menu.

