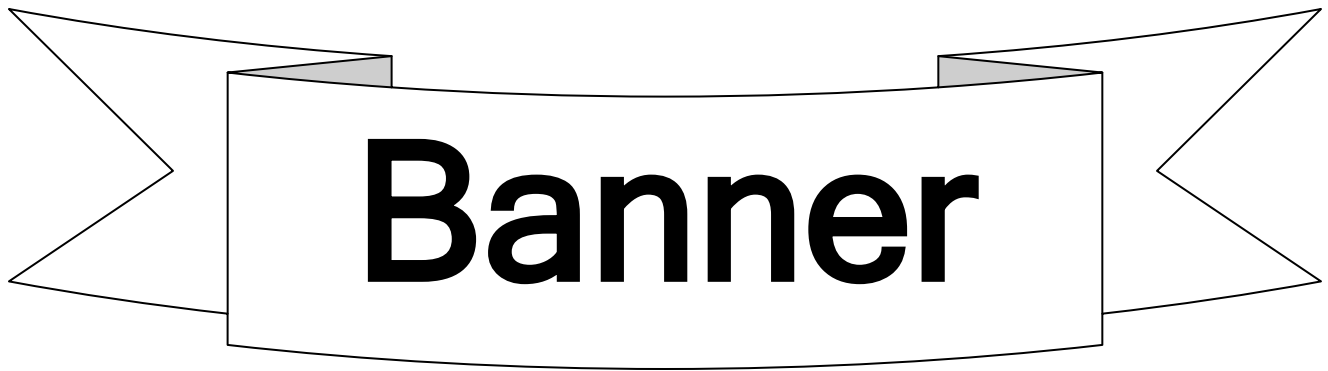


STEPHEN F. AUSTIN STATE UNIVERSITY



Finance

APPROVALS

Revised December 14, 2011

Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

Prepared By: Stephen F. Austin State University
Procurement and Property Services

Revised: December 14, 2011

APPROVALS

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The APPROVALS process in Banner is very simple. This manual is provided as a guide to assist you with understanding the approval process and document viewing options.

Your training request was identified as needed for APPROVALS ONLY. Therefore, no training session will be scheduled. We believe you will be able to process APPROVALS by referring to this manual.

However, if you have any difficulty, feel free to call your department purchaser for assistance. Or if you prefer to schedule a one-on-one training session, please contact Alicia Chrismer (achrimer@sfasu.edu, ext. 4157) or Sylvia Barr (barrsa@sfasu.edu, ext. 4050).

Overview	Section C
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Session Overview

Introduction **Welcome to Procurement Requisitions, Approvals and Receiving Training for the Banner System**

Prerequisites The following are prerequisites for completing this session:
➤ None

Expected Outcomes At the end of this session, participants will be able to;
➤ Approve or Disapprove a Requisition
➤ View Purchase Orders and Other Documents

Learning Guide Icons

In this Banner learning guides, watch for these icons to highlight important information.



Indicates an important trap to avoid.



Indicates a shortcut or tip.



Indicates an important **warning** regarding the form or data entry.



Indicates hands-on exercise or activity.

Training Information

Training Resources

Definitions	Section D
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Procurement Related Definitions

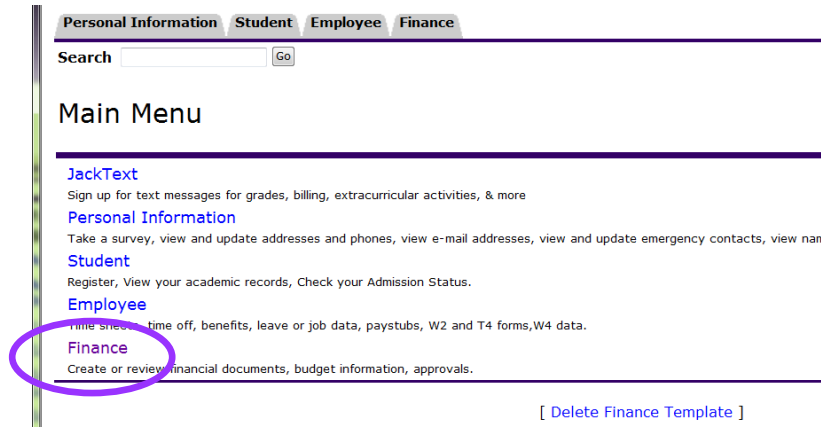
Index	6-digit numeric code that will default to Banner FOAP
Cancel	leaves document in Banner but produces an audit trail showing when and why a document was cancelled
Complete Requisition	a Requisition that has been Completed and is submitted to the Approval process
Delete	completely removes document from Banner as if it never existed
Encumbrance	Funds are encumbered or set aside for payment of a purchase after the Purchase Order is completed and approved.
Error/Action Messages	Appears at the bottom left of each form providing valuable information about the success or failure of the action attempted
FOAP	F=Fund (will default from Index) O=Organization (will default from Index) A=Account (will default from Commodity Code) P=Program (will default from Index)
INB	Internet Native Banner; Banner forms are accessed through form name; i.e., FPAREQN, FOADOCU, etc.
Incomplete Requisition	a Requisition that has been started on FPAREQN, but was never Completed by clicking "Complete" on the Balancing/Completion tab. Requisitions will not be put into the Approval process, funds are not reserved, and the requisition cannot be converted to a PO until Completed.
Reservation	Funds are reserved or set aside to cover the possible payment of a purchase. Reservations are made after the requisition is completed and approved.
Online Services	Online Services; User friendly front-end for Viewing and Approving Requisitions and Viewing Purchase Orders

<h1>Accessing Online Services</h1>	<h1>Section E</h1>
------------------------------------	------------------------

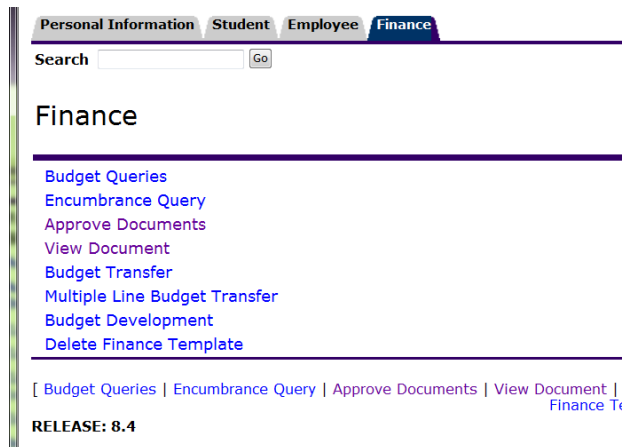
To access Online Services

- Log into MySFA
- CLICK ON THE My Services Tab
- CLICK on the Online Services Link

- CLICK Finance



- CLICK the option that reflects what you want to do. The options covered in this manual are:
 - ✓ Approve Documents
 - ✓ View Document



Approving Requisitions	Section F
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Approval Notes

Special approval categories are set up for the below listed types of commodities or funding sources.

After requisitions have had all approvals posted, the accounting records will be checked to insure the availability of funds. If sufficient funds are not available, the requisition will be routed to an Insufficient Funds Approval Queue (NSF) for review and approval/disapproval by the Budget Office.

Any End User with authority to approve requisitions should be aware that it is very important to post approvals or denials in a timely manner to ensure that the process is completed efficiently.

Computer Replacement Funds	All requisitions using these funds will require approval by the Procurement Office
Insurance	All requisitions for insurance will require approval of the Safety and Risk Management Office
Memberships	All requisitions for memberships will require approval by the division Vice President
Printing, Advertising, Web Design	All of these commodities, unless otherwise exempted, will require approval by the Public Affairs Office
Requisitions \$100,000 or greater	All requisitions of this value will require approval by the Procurement Office
Research Enhancement or Research Development Funds	All requisitions using these funds will require approval by the Office of Research and Sponsored Programs
Travel Requisitions	All travel requisitions will require approve by the Dean, if applicable, and the division Vice President

Identifying Requisitions Ready for Approval

The User ID of the person logged in will appear, and “Documents for which you are the next approver” will be the default selection

- CLICK Submit Query
 - ✓ ONLY those Requisitions for which you are the **NEXT Approver** will be displayed
 - ✓ Even though you may be in line to approve a document, if you are NOT the NEXT Approver, those documents will NOT be displayed

BACK-UP APPROVERS ONLY

To see all documents that you are in line to approve, but which may need other Approvals before yours

- CLICK the “All documents which you may approve” Radio Button
- CLICK Submit Query



ALL Requisitions that you are in line to approve will be displayed.

BE CAREFUL WHEN USING THIS PROCESS as your approval on a document will override any lower approvals not yet posted.

Personal Information **Finance**
MENU SITE MAP HELP EXIT

Search

Approve Documents

Enter Approval Parameters

User ID:

Document Number:

Documents for which you are the next approver
 All documents which you may approve

- A list of documents will be returned as shown below.

Personal Information **Finance**

Search

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to disapprove the document.

Queried Parameters
 User ID: BOUBELDIANA Diana Boubel
 Document Number:
 Documents Shown: Next Approver

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					BOUBELDIANA	712.00		DOC	R0000464	History	Approve	Disapprove

VIEW A DOCUMENT

When the list of documents is displayed, you will have 4 clickable options.

- CLICK the **Document Number Link**
 - ✓ This will allow you to view the entire document, including the items being requested, and the accounting associated with each item.
- After reviewing the document, CLICK the Internet Explorer Back Button to return to the original form listing documents to be approved.

Personal Information **Finance**
MFNI SITE MAP HFP FXT

Search

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0000464	May 12, 2009	May 12, 2009	May 12, 2009		712.00

Origin: BANNER

Complete: Y Approved: N Type: Procurement

Cancel Reason: Date:

Requestor: Diana Boubel 30401 Procurement Services
 936468-4037 dboubel@stasu.edu

Accounting: Commodity Level

Ship to: Procurement and Property Svcs
 2124 Wilson Dr N
 SFA Box 13030
 Procurement
 Nacogdoches, TX 75962

Attention: Alicia Chrismier

Contact: Alicia Chrismier 936-468-415/

Vendor:

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount
		Disc	Addl	Tax	Cost
1	TFST FA	.8		89	712.00
		.00	.00	.00	712.00

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N	N	N	712.00

Total of displayed sequences: 712.00

No Related Documents Available

Review Pending Approvals and Approval History

When the list of documents is displayed, you will have 4 clickable options.

- CLICK the **History Link**
 - ✓ This will allow you to view the approval history associated with the form and see what approvals have been posted and what approvals are still pending.
- **This is an important step if you are a Back-Up Approver.**
- Approval Levels increase in order from 10, with 10 being the lowest.
- **A higher level approval will override ALL lower level approvals.**
- If your name is duplicated in two sequential levels, you are the primary approver, and the other name(s) is your back-up.
- If your name is duplicated in two levels, only one approval posting is necessary. When approved, the higher level approval is invoked and overrides all lower level approvals.
- After reviewing the approval history, CLICK the Internet Explorer Back Button to return to the original form listing documents to be approved.



Personal Information Finance

Search

MENU SITE MAP HELP EXIT

View Document

Document Identification

Document Number	R0000464	Type	Requisition
Originator:	DOUBELDIANA Diana Boubel		

Approvals required

Queue	Description	Level	Approvers
FA50	PROCUREMENT 10		Diana Boubel
FA50	PROCUREMENT 15		Diana Boubel Dora Fuseller

No approvals have been recorded for this document

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#)]


RELEASE: 7.2

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Approve A Document

When the list of documents is displayed, you will have 4 clickable options.

- CLICK the **Approve Link**
- Add Comments in the Comments field if desired (not required)
- CLICK the Approve Document Button
- CLICK Continue
- You will be returned to the original form listing documents to be approved, and may take action on another Requisition.

 **STEPHEN F. AUSTIN STATE UNIVERSITY**

Search

Approve Document

Document Information

Document Number:	R0000856	Type:	REQ
Change Seq#		Sub#	
Amount:	22.50		

Comment:

RELEASE: 7.3

Disapprove A Document

When the list of documents is displayed, you will have 4 clickable options.

- CLICK the **Disapprove Link**
- Type a specific reason for disapproval in the Comments Field
- CLICK on the Disapprove Document button
- CLICK Continue
- You will be returned to the original form listing documents to be approved, and may take action on another Requisition.

Stephen F. Austin State University

Search

Disapprove Document

Document Information

Document Number: R0000856	Type: REQ
Change Seq#	Sub#
Amount: 22.50	

Comment:

RELEASE: 7.3

Viewing Documents

Section

G

Selecting a Document to View

If you know the Document number you want to view

- **Choose Type:** Select the type of document from the pull-down menu
- Type the Document Number in the Document Number field
- CLICK View Document
 - ✓ Or you may want to click Approval History to see completed and pending approvals for Requisitions

Personal Information Finance

Search

View Document

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval History. To display the Code Lookup feature enter parameters then select Approval History. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#: **Change Seq#**

Display Accounting Information

Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

Selecting a Document to View


If you do not know the Document number you want to view

- **Choose Type:** Select the type of document from the pull-down menu
- **CLICK Document Number**

Personal Information Finance

Search

View Document

 To display the details of a document enter parameters then select View document. To display approval history for a document enter pa Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to c

Choose type: Purchase Order

Submission#: **Change Seq#**

Display Accounting Information

Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

Selecting a Document to View

- A Document Lookup form will be displayed
- Make selections from the pull-down choices to narrow the search
 - ✓ For Purchase Orders, only USER ID's of Purchasers in the Procurement Office or Travel Office will provide results.
 - ✓ For Requisitions, only the USER ID of the individuals in your department that are authorized to create requisitions will provide results.
 - **NOTE:** A list of all documents created by the USER ID listed will be displayed, including purchase orders which you cannot view because of security
 - ✓ If the USER ID field is left blank, the return will include all documents meeting the criteria, including documents which you cannot view because of security
- CLICK Execute Query

Personal Information Finance

Search

Document Lookup

* - at least one of these fields required.

Purchase Order Code Lookup

Document Number*

User ID* BOUBELDIANA

Activity Date* All All

Transaction Date* All All

Vendor ID*

Buyer Code

Approved All

Completed All

Reference Number*

Selecting a Document to View

- Select a Document by clicking the Document Number

Personal Information **Finance**

Search

Document Lookup

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

10 documents selected.

Purchase Order Lookup Results

Document Number	User ID	Activity Date	Trans Date	Buyer Code	Vendor ID	Vendor	Change Seq#	Approved	Completed	Reference Number
P0900806	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20000402	123 Security Products		Yes	Yes	
P0900807	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20000402	123 Security Products		Yes	Yes	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di	0	Yes	Yes	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di	1	No	No	
P0900808	BOUBELDIANA	May 12, 2009	May 12, 2009	DJB	20001009	3di		Yes	Yes	
P0900809	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20000402	123 Security Products		No	No	
P0900810	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20001888	4imprint Inc		No	No	
P0900811	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20000417	5 Star Rental, *		Yes	Yes	
P0900812	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB	20001000	12th Man Foundation		No	No	
P0900813	BOUBELDIANA	May 13, 2009	May 13, 2009	DJB		NAME NOT FOUND FOR PIDM:		No	No	

10 documents selected.

- You will be returned to the View Document form
- The selected Document number will be displayed in the Document Number field
- CLICK View Document
 - Or you may want to click Approval History to see completed and pending approvals for Requisitions

Personal Information **Finance**

Search

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameter Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose fr

Choose type:

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text **Display Commodity Text**

All Printable None All Printable None

Selecting a Document to View

Once you've entered or selected a Document Number and clicked View Document:

- An image of the Document will be displayed listing all line items and associated accounting information.
- Related documents will also be displayed and may be clickable for viewing:
 - ✓ Requisitions (will be clickable)
 - ✓ Receiving Information (will not be clickable)
 - ✓ Invoices (will be clickable)
 - ✓ Check Information (will not be clickable)
- After viewing the document, CLICK the Internet Explorer Back Button to return to the original View Document form.

Search

View Document

Purchase Order Header

Purchase Order Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0900812	May 13, 2009	May 13, 2009	May 13, 2009		6,936.00

Origin: BANNER

Complete: N Approved: N Type: Regular

Cancel Reason: Date:

Requestor: Diana Boubel 30401 Procurement Services
936-468-4037 dboubel@sfasu.edu

Accounting: Commodity Level

Ship to: Procurement and Property Svcs
2124 Wilson Dr N
SFA Box 13030
Procurement
Nacogdoches, TX 75962

Attention: Alicia Chrismer
Contact: Alicia Chrismer 936-468-4157

Vendor: 20001000 12th Man Foundation
Po Drawer M-12
Texas A&M University
College Station, TX 77844

Phone: 979-845-2311 Fax: 979-260-7940

Currency:

Purchase Order Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	testing distribute with percentage EA		2	834	1,668.00	.00	.00	.00	1,668.00

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	S	09		107550	30401	773000	35				N		N	2,080.80
2	S	09		150001	30402	773000	35				N		N	2,080.80
3	S	09		130471	30401	773000	35				N		N	2,774.40
Total of displayed sequences:														6,936.00

Related Documents

Transaction	Date	Document	Type	Document Code	Status	Indicator
May 13, 2009		Requisition		R0000478	Approved	

Done

Contact Information	Section H
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Procurement Contacts

If you have any questions at all about this manual, feel free to contact any of the individuals below:

**Requisition
Approvals**

Diana Boubel, ext. 4037
Chuck Ethridge, ext. 4472
Peggy Byers, ext. 4225
Crystal Bell, ext. 6495

**Online
Services**

Diana Boubel, ext. 4037
Chuck Ethridge, ext. 4472
Peggy Byers, ext. 4225
Crystal Bell, ext. 6495