Banner Finance
Journal Voucher
Electronic Approvals
Banner approvals provide a paperless process for documents to move through the approval process in Banner.

The document’s “Document Total” will determine how many approvals are necessary.

<table>
<thead>
<tr>
<th>Level</th>
<th>Document Total</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>0.00 - 9,999,999.99</td>
<td>Financial Manager/PI/Delegated Approver</td>
</tr>
</tbody>
</table>

The Controller’s Office will review all Journal Entries and will be the final approver.
Approvals

Approving a Document

The User Approval Form FOAUAPP enables you to approve or disapprove a document, view a document’s detail, and view all the queues/levels responsible for approving the document.

1. Go to form FOAUAPP
2. Your User ID will default into the **User ID** field.
3. Perform a **Next Block**
4. View the Journal Voucher’s line descriptions by clicking on the **Detail** icon
5. View the explanation for the Journal Voucher by choosing **Options** in the menu and select **Text information**
6. Exit out of the Document Text by clicking on the black **X**
7. Exit out of the Detail form
8. You can now **Approve** or **Disapprove** the document by clicking on either of the icons.

To view all the levels that will need to approve this document, click on the **Queue** icon, then perform a Next Block. This takes you to form FOAAINP. Perform a **Next Block**.
To view the status of a document, use form FOAAINP. To use this form you must know your Document Number.

1. Enter your **Document** Number
2. Enter **JV** in **Type**
3. Next Block

*Level 509 are used for notification purposes. They are the primary person that will approve the document*

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