

Banner Finance

Approvals

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Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations

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Course Goals

The goal of this course is to provide you with the knowledge and practice to perform online approvals at your institution

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Agenda

- Overview
- Set up
- Day-to-Day
- Question and Answer

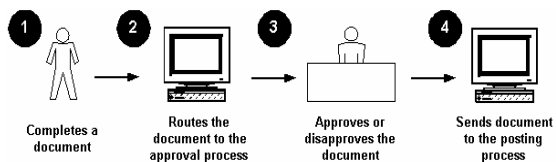


Overview

- Enables you to create finance documents online in document entry forms
- Understanding to set up your approvals process
- Knowledge of the several forms and fields you need in order to define for minimum approvals processing



Introduction Process



Set up Objectives

At the end of this section, you will be able to

- identify and describe the maintenance forms that will be needed for the approvals process
- initiate the approvals process
- establish document approval queues
- create queue routing criteria



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Set up - Rule and Validation forms

- Rule Forms

FOASYSC Finance System Control	FTMAPPQ Approval Queue Maintenance	FOMQRC Approval Queue Routing Codes
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Set up Review

- What form lists the documents for which you can establish an approval process?
- What are the three types of approvals?
- What is the purpose of the Next Queue field on FTMAPPQ?
- In FTMAPPQ, how can one determine if a change was made to the approval queues?



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Day-to-Day Objectives

At the end of this course, participants will be able to

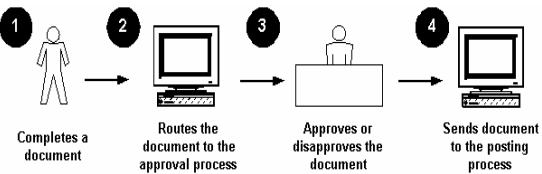
- create requisitions for approval and run the approvals process
- route documents to specific users based upon the approval queues
- determine if documents are awaiting your approval and approve them
- work with NSF checking and approvals
- display approval history for a document



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Day-to-Day Process



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Day-to-Day

▪ Creating Requisitions for Approval

- Requisition Form (FPAREQN)
 - Used to create and maintain the header, commodity, and accounting information for requisitions



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Day-to-Day

▪ Running the Approvals Process

- Approvals Process (FORAPPL)
 - Reviews completed documents and 'maps' their approval requirements, i.e., assigns them to the queues you created in the preceding Lessons



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Day-to-Day

▪ Determining if Documents are Awaiting your Approval

- User Approval Form (FOAUAPP)
 - Used for the actual approval of documents
 - It is the most versatile and useful form for querying the status of unapproved documents



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Day-to-Day

▪ Approving a Document

- 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



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Day-to-Day

▪ Working with NSF Checking and Approvals

- Chart of Accounts Maintenance Form (FTMCOAS)
 - Designates whether NSF conditions are to be treated with a simple warning alone (W), or will generate an error that requires manual override (E)



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Day-to-Day

▪ Viewing and Overriding NSF Documents

- User Approval Form (FOAUAPP)
 - Used to review these documents and override their NSF conditions



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Day-to-Day

▪ Displaying the Approval History for a Specific Document

- Document Approval History Form (FOIAPPH)
 - Displays the approval history for a specified document



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Day-to-Day Review

- List the different ways that you can route documents.
- Both of our queues specify a fund of 1110. What will happen to a document with a different fund?
- Is it possible to require approvals for some requisitions, but not all requisitions?
- When will documents display in FOAUAPP under your user ID?




Course Summary/Review


As a result of this course we have provided you with the knowledge and practice to perform online approvals at your institution





Questions and Answers






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Thank you for your participation





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