Electronic Approvals - HOW TO use the Banner Approval Forms

How to Approve or Disapprove Completed Documents in Minerva and Banner

The Approve Documents Menu option in Minerva and the Banner form FOAUAPP are used to approve or disapprove documents that are set for approval. Both options fulfill the same function. Approvers for financial transactions are automatically granted access to the Finance > Approve Documents menu option in Minerva. In order to access the Banner form, you must have access to the Finance module.

The most common documents which a Fund Financial Manager (FFM) / Principal Investigator (PI) or their delegate may approve are Purchase Requisitions (PR), submitted through the McGill MarketPlace (MMP).

- It is important to perform approvals of MMP Requisitions at a minimum twice daily (before 11 a.m. and before 3 p.m.) to ensure catalog orders are placed with Suppliers in the same working day.
- Read the article about the approvals process of MMP Requisitions for more information.

Step by step instructions for how to use Banner Approve Documents Menu:

For Research Grants, please note the following: Grant holder/delegate authorization of purchase requisitions/orders for international acquisitions (purchases/shipments) includes authorization of the costs incurred for customs and brokerage charges for the acquisitions.

1. Login to Banner.
2. Enter FOAUAPP in the Go To field and hit Enter or select User Approval Form [FOAUAPP] from the Finance FastTrack Menu.
3. In the User ID field, your Short Username will be displayed by default. Leave as is.
4. You may choose to enter the document number you wish to approve in the Document field or leave it blank. If left blank, it will bring all documents awaiting your approval.

   Note: If you choose to enter the document number, make sure you enter "R0" (zero), not "RO" (the letter "O").

5. TAB to the Next Approver field. By default, the Next Approver box will be checked. You may leave it as is. Only Documents where you are the next approver will be displayed. OR
   Uncheck to see all documents that you may approve, but, for which you are not the next approver.
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6. Click on the Next Block icon or use Ctrl-Page Down if you prefer using the keyboard.
7. All pending documents awaiting your approval will be displayed. Document Type, Document Number, Original User, Document Amount, Queue information and Next Approver fields will be presented.
8. Click on the Detail icon under the document to view accounting information.
9. Click on the Approve icon under the document you wish to approve to approve.
10. Click on the Disapprove icon to disapprove the document and enter a reason for the disapproval.

If you have the document number on hand:

11. Login to Banner.
12. Enter FOAA inp in the Go To field and hit Enter or select Document Approval Form [FOAA inp] from the Finance FastTrack Menu.
13. Enter the document number in the Document field. (Example: R0000001, J00000013). The Type field will display automatically based on the Document number you have entered. Note: When viewing 'J' documents, verify that a 0 (zero) appears in the Submission field. If missing, type it in.
14. Click on the Next Block icon or use Ctrl-Page Down if you prefer using the keyboard.
15. The Queue ID, Description, Queue Level and the names of the Approvers will be displayed.
16. Click on the Detail icon to view the document details.
17. Click on the Approve icon to approve the document.
18. Click on the Disapprove icon to disapprove the document and enter a reason for the disapproval.

You may choose to enter the document

How to view Documents awaiting your approval in Banner

1. Login to Banner.
2. Enter FOIA inp in the Go To field and hit Enter.
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3. FOIAINP will display a list of documents awaiting your approval. No further action to be taken on this screen.
4. Click on the Exit (black X) icon to exit the form.

    Note: If there are documents pending your approval, when you log in to Banner and go to any Finance form, this form will automatically appear. If the form does not appear, this means that there are no documents, at this time, which require your approval.

How to view all of the Approvers or Approval History for a specific document in Banner

Before You Begin:

- You must have the document number you wish to query on hand.

Approval history exists for the following documents only:

- Purchase Requisitions (MMP orders)
- Change Orders
- IDC
- JE15/JE16
- US currency deposit documents

For documents which are still pending approval (not all approvals have been recorded):

1. Login to Banner.
2. Enter FOAAINP in the Go To field and hit Enter or select Document Approval Form [FOAAINP] from the Finance FastTrack Menu.
3. Enter the document number in the Document field. (Example: R0000001, J00000013). The Type field will display automatically based on the Document number you have entered.
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Note: When viewing 'J' documents, verify that a 0 (zero) appears in the Submission field. If missing, type it in.

4. Click on the Next Block icon or use Ctrl- Page Down if you prefer using the keyboard.
5. The Queue ID, Description, Queue Level and the names of the Approvers will be displayed.

For approved documents (all approvals have been recorded):

1. Login to Banner.
2. Enter FOIAPPH in the Go To field and hit Enter.
3. Enter the document number in the Document code field. (Example: R0123456, J0456789).
4. Click on the Execute icon or press F8 if you prefer using the keyboard to execute the query.
5. The Document type, Queue Level and ID, the Approver's Name and Approval Date will be displayed.

6. Click on the Exit (black X) icon to exit the form.