Finance

INB Approvals
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Introduction

Workbook goal

The goal of this training module is to provide you with the knowledge and practice to review and approve financial documents, review approval history, and locate documents in approval queues. The workbook is divided into these sections:

Approvals Process Overview
Approvals Notification
Document Approvals
Approvals Messages
Denying a Document
Queries
Reports

Intended audience

Staff members who are responsible for electronic approvals of journal entries, invoices, or fixed asset adjustments, users who enter documents that require approval, and those users who need to find documents in approval queues.

Workbook revision history

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>July 2007</td>
<td>Original Release</td>
</tr>
<tr>
<td>2.0</td>
<td>August 2011</td>
<td>Revised format, updated screen prints, updated instructions, updates current through Banner Finance 8.5</td>
</tr>
</tbody>
</table>

Prerequisites

Banner INB Navigation
Chart of Accounts Structure

Learning Objectives

After completing this training, you will be able to:

1. Review documents requiring approval
2. View scanned images if available
3. Approve/Disapprove documents
4. Locate documents in approval queues
5. Find messages related to approvals/disapprovals
6. Deny documents out of approval queues
7. Use queries and reports to manage approvals
# Terms & Concepts

<table>
<thead>
<tr>
<th>TERM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code</td>
<td>A numeric or alpha/numeric designation for individual asset, liability, fund balance, revenue, expenditure and transfer account classifications.</td>
</tr>
<tr>
<td>Activity Code</td>
<td>Alpha/numeric designation to allow for more detailed reporting/tracking than an account code provides. Typically only used by specific user group(s). Optional code: not required for transaction processing.</td>
</tr>
<tr>
<td>Activity Date</td>
<td>The date a document actually receives its final approval and posts to the ledgers.</td>
</tr>
<tr>
<td>Closed Encumbrance</td>
<td>The balance of the encumbrance is $0 and no adjustments or invoices may be posted against it.</td>
</tr>
<tr>
<td>Commodity</td>
<td>Something that is bought or sold.</td>
</tr>
<tr>
<td>Commodity Level Accounting</td>
<td>Commodity level accounting allows you to assign one or more FOAPALs to each specific commodity (line of the Purchase Order).</td>
</tr>
<tr>
<td>Document</td>
<td>In Banner Finance a Document is a transaction. The system assigns each document a unique document number.</td>
</tr>
<tr>
<td>Drill Down</td>
<td>Process of navigating from one form to another which advances you to the next level of detailed information.</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>A commitment of funds (or claim on funds) to purchase goods or services. Also referred to as “Commitment” in Banner.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The College’s financial reporting year: July 1 to June 30.</td>
</tr>
<tr>
<td>FOAP</td>
<td>Acronym for Fund-Organization-Account-Program.</td>
</tr>
<tr>
<td>Fund</td>
<td>An alpha/numeric designation for a self-balancing set of accounts in which transactions are recorded.</td>
</tr>
<tr>
<td>Incomplete Documents</td>
<td>Documents that have not been completed by the user and therefore have not routed for approval.</td>
</tr>
<tr>
<td>Invoice</td>
<td>An itemized bill from a vendor for goods sold or services performed containing prices, total charges, and payment terms.</td>
</tr>
<tr>
<td>Location Code</td>
<td>Used in Fixed Asset module to track where assets are located. Not used for transaction processing.</td>
</tr>
<tr>
<td>NSF checking</td>
<td>Indicates that the system is checking whether sufficient budget exists to support the transaction. Reference the Banner Finance General Accounting Workbook for full details regarding budget checking.</td>
</tr>
<tr>
<td>Operating Ledger</td>
<td>Posted transactions for revenue and expense account codes.</td>
</tr>
<tr>
<td>Organization Code</td>
<td>A numeric designation for departmental/budgetary subdivisions. This refers to the department or office that controls the budget. Commonly</td>
</tr>
<tr>
<td>TERM</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Posted Transactions</td>
<td>Transactions that are recorded in the permanent financial ledgers of the college. Does not include those that are incomplete or pending approval.</td>
</tr>
<tr>
<td>Program Code</td>
<td>Within Chart of Accounts structure, refers to the functional classification of a transaction i.e. instructional, academic support, etc. Determined by the Organization code.</td>
</tr>
<tr>
<td>Purchase Order (PO)</td>
<td>A commercial document used to request a vendor to supply something (product or service) in return for payment. Vendors, prices, terms and conditions of the order are specified here.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The date assigned to a document. The month of the transaction date identifies the fiscal period the document will post to.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Company or person from which goods or services are purchased.</td>
</tr>
</tbody>
</table>
Approvals Process Overview

Purpose
The purpose of this section is to provide an overview of the approvals functionality in Banner Finance.

Overview
Approvals Process
The approvals process runs daily in sleep/wake mode from 6:00am until 9:00pm. “Sleep/wake” means it initiates itself, sends newly completed documents to approval queues, and moves documents that received an approval out of that queue or to posting if there is no next queue for that document. Then it restarts the process continually throughout the day. Generally speaking each approvals process will take a couple minutes to complete.

Vendor Invoices/Credit Memos
- Invoices are routed to approval queues based on the organization (org) code. If an invoice is coded to one org code it routes to one departmental queue. If it is coded to multiple org codes it routes to each of those departmental queues. One exception is invoices for travel reimbursement to employees. Since the travel voucher was approved off-line by the supervisor, these invoices only route to the Business Office queue and not to the departmental queue.

- The departmental queue approvals are used to verify receipt of goods and/or services, verify pricing to determine if it is as anticipated, & verify the invoice/credit memo reflects the correct vendor.

- Invoices are also routed to the Business Office queue (also called Next Queue). The Business Office approval is the indicator that the invoice is okay to pay and the expenditure adheres to Financial Management Manual policies.

- Only one person in each queue needs to approve the invoice.

- The invoice will route to all queues at the same time, even the Next Queue. Anyone can approve the invoice at any time.

- The invoice will not leave the approval process until someone in each queue has given their approval. So, even if the Business Office approves the invoice before someone in the department, the department must still apply their approval.

- If an individual is in both the department and Business Office queue, they will only need to approve it once.

- For internal control purposes, Report “Complete User Also Approver” displays any invoice/credit memo where the originator is also an approver.
• If anyone disapproves the invoice, it is disapproved for all and removed from the approval queues. The invoice then goes back into incomplete status and must be resolved by the Business Office or originator.

Journal Entries (JE)
• Journal Entries are routed to approval queues based on the journal type (rule code).
• They are routed to either the regional Business Office queue and/or a Central Office Finance queue.
• Only one person in each queue needs to approve the JE.
• The journal entry will route to all queues at the same time, even the Next Queue. Anyone can approve the JE at any time.
• The JE will not leave the approval process until someone in each queue has given their approval. So, even if the Central Office approves the JE before someone in the Business Office, the Business Office must still apply their approval.
• If anyone disapproves the JE, it is disapproved for all and removed from the approval queues. The JE then goes back into incomplete status and must be resolved by the originator.
• For internal control purposes, Report “Complete User Also Approver” displays any JE where the originator is also an approver.

Fixed Asset Adjustments
• All Fixed Asset Adjustments are routed to Central Office Finance queues for approval.
• Only one person in each queue needs to approve the adjustment.
• If anyone disapproves the adjustment it is disapproved for all and removed from the approval queues. The adjustment then goes back into incomplete status and must be resolved by the originator.

Scanned Documentation for Transactions
• Banner utilizes BDMS (Banner Document Management Suite) to provide imaging capabilities for finance documents. This allows users to provide supporting documentation which may be scanned in and associated with a transaction. Scanned images provide additional information for approvers, auditors, and other users.
• All FT1 (rule code) journal entries require scanned supporting documentation. If a region is not scanning their own documents they must be sent to Central Office Finance at findocscan@lists.ivytech.edu to be scanned into Banner.
• Scanned images of vendor invoices are helpful to approvers and are also viewable in SSB Finance.
Approvals Notification

FOIAINP
After initially logging into Banner INB, the Approvals Notification form (FOIAINP) displays automatically after you request any Banner Finance form in the GO TO field.

The form will only display if you are an approver and unapproved documents exist where you are the next approver for those documents. This form is informational only and simply serves as a reminder to approve documents.

Users may also access this form directly at any time, by entering FOIAINP in the GO TO field.

If you wish to approve documents from FOIAINP, select User Approval from the Options menu to transfer to the User Approval form (FOAUAPP). Instructions for FOAUAPP are included later in this workbook.

Exit FOIAINP to display the form that you requested prior to the display of FOIAINP. When exiting FOIAINP, it neither discards nor approves the documents awaiting approval.
# Document Approvals

## FOAUAPP – User Approval

Use this form to list documents to be approved by an approver’s user ID and to approve or disapprove those documents.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOAUAPP in the GO TO field and press enter. The User Approval form displays. The user’s ID automatically defaults in the <strong>USER ID</strong> field and the <strong>Next Approver</strong> field is checked. The documents are not yet displayed.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Document:</strong> If you know a specific document number that you need to approve, you may enter the number here. Only that document will be displayed. &lt;br&gt;To view only invoices, enter I%. To view only journal entries, enter J%. To view only fixed asset adjustments, enter M%. Leave blank to view all document types.</td>
</tr>
</tbody>
</table>
| 3    | **Next Approver:** By leaving this field checked, you will **not** see any documents that haven’t yet received approval in previous queues, but for which you will eventually need to approve.  
By unchecking this field, you will see all documents which are currently in approval queues and for which you will eventually need to approve. This may be helpful if you know you will be out of the office for an extended time and want to go ahead and approve all your documents.  
If you entered a document number in the previous field, it is recommended you leave **Next Approver** unchecked.  
Check or uncheck this field as desired and Next Block [Ctrl>PgDn]. |
All documents currently requiring your approval are displayed.

<table>
<thead>
<tr>
<th>NSF</th>
<th>Document Type</th>
<th>Document Number</th>
<th>Change Sequence</th>
<th>Submission</th>
<th>Originating User</th>
<th>Document Amount</th>
<th>Queue Type</th>
<th>Next Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>INV</td>
<td>12345678</td>
<td>0</td>
<td>CHAYWOOD</td>
<td>12345678</td>
<td>500.00</td>
<td>DOC</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23456789</td>
<td>0</td>
<td>KJEFFRIES</td>
<td>23456789</td>
<td>1000.00</td>
<td>DOC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>34567890</td>
<td>0</td>
<td>KJEFFRIES</td>
<td>34567890</td>
<td>1500.00</td>
<td>DOC</td>
<td></td>
</tr>
</tbody>
</table>

5 NSF: “Y” indicates an insufficient budget condition exists for the specific document.

6 Document Type: Indicates the type of document. INV = invoice; JV = journal voucher; FAA = fixed asset adjustment.

7 Document Number: Number of the document.

8 Change Sequence: Change sequence number associated with change orders and encumbrances. Ivy Tech does not route these through Banner approval queues.

9 Submission: Not relevant for Ivy Tech.

10 Originating User: User who completed the document.

11 Document Amount: Transaction amount of the document.

12 Queue Type: DOC – Document is not in the NSF queue. NSF – Document needs an NSF override and the system routed it to the NSF queue.

13 Next Approver: “Y” indicates the user is the next approver for the document.

14 Queue: By clicking this button, form FOAAINP displays & the user may view what queues the document is currently in. To return to FOAUAPP from FOAAINP perform a Quit function [Ctrl>Q]. Form FOAAINP is discussed later in this workbook.
To view approvals that have already been applied to a document, select Approval History (FOIAPPH) from the Options menu.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Type</th>
<th>Change Sequence Number</th>
<th>Group ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D25604</td>
<td>INV</td>
<td>0</td>
<td>2169</td>
<td>3</td>
<td>Angelina Gonzalez</td>
<td>05-JUL-2011</td>
</tr>
</tbody>
</table>

Perform a Quit function [Ctrl+Q] to return to FOAUAPP from FOIAPPH.

It is very important to review document detail and any scanned supporting documentation before “blindly” approving a document. Users must obtain access to BDMS via the BDMS-Finance access form before they will be able to view scanned finance images.

Click the Detail button to view details of what was entered into Banner. Each document type will have a different view as illustrated below.

Journal Vouchers

From the Options menu select Text Information (FOATEXT) to view additional text that may have been entered.

Perform a Quit function [Ctrl+Q] as needed to return to FOAUAPP.
17b Invoices/Credit Memos

From the Options menu select Query Document (FAIINVE) to view additional details. Perform a Quit function [Ctrl>Q] as needed to return to FOAUAPP.

17c Fixed Asset Adjustments

From the Options menu select Query Document (FFIADJF) to view additional details. Perform a Quit function [Ctrl>Q] as needed to return to FOAUAPP.
18 Scanned supporting documentation may be viewed from any INB Banner form where you see the icon outlined in red:

Click the icon and this message will probably display:

![Image showing No Documents Found message]

Click Ok and this screen should still be visible:

![Image showing query criteria for application 'B-G-ID']

19 Click the icon outlined in red that looks like a filing cabinet.
The following options will display:

Right click the “B-F-DOCS - Banner Finance Purchasing / AP” line.

Select “New Query” from the list and this form displays:
24 Type the document number in the Document ID field and hit Enter. If there is supporting documentation, it will be displayed.

25 To perform another query in BDMS click the New Query icon.

26 Repeat steps 23 through 24 as needed. Once you are prepared to make an informed approval decision, return to INB Banner form FOAUAPP.
If you identify a document you wish to approve but it shows “Y” for the NSF indicator, you may override the NSF and avoid the document going to the NSF queue. **NOTE:** NSF overrides should only be performed by approvers who have NSF override authority. Click the Detail button for the document you wish to apply the override to. The detail will display. The records which need the override will display with “Y” in the NSF field.

For each record you need to override, check the NSF Override field and save the records (F10). The NSF field will change to “N” and the hint line will display the confirmation “This item/sequence has been overridden.”

Perform a Quit function [Ctrl+Q] to return to FOAUAPP.

If you wish to disapprove a document, go to step 34.

If you wish to approve the document, click the “Approve” button. The approval text box appears:

Click “OK” if you wish to approve the document. Click “Cancel” if you decide to not approve the document.
32. Once you click OK, a confirmation is displayed. Click OK to remove the message.

![Confirmation message](image1)

33. Once you approve a document, it is removed from your queue. If that was the last required approval, it will route to posting to be posted in the ledgers.

34. To disapprove a document click the Disapprove button. The Disapproval text box appears with the standard message “Document is Disapproved”.

![Disapproval text box](image2)

35. The approver should type a message that will indicate why the document was disapproved or how it should be corrected. This message will be viewable by the originator of the document.

![Message](image3)

36. Click “OK” if you wish to disapprove the document. Click “Cancel” if you decide to not disapprove the document.

37. Once you click OK, a confirmation is displayed. Click OK to remove the message.

![Confirmation message](image4)

38. Once you disapprove a document, it is removed from the approval queues, returned to incomplete status, and the disapproved message is sent to the originator.

39. Perform a Quit function [Ctrl]+[Q] to return to the main menu.
FOAUAPP – Originating User Search

This form may also be used to search for a document believed to be in an approval queue; however the document number is unknown, but the originating user ID is known.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOUAAPP in the GO TO field and press enter. The User Approval form displays. The user’s ID automatically defaults in the USER ID field and the Next Approver field is checked. The documents are not yet displayed.</td>
</tr>
<tr>
<td>2</td>
<td>Blank out the USER ID and uncheck the Next Approver box. Next Block [Ctrl&gt;PgDn]. All documents for the college are displayed which are currently in approval queues. They are displayed in Document Number order.</td>
</tr>
<tr>
<td>3</td>
<td>You may search using the scroll bar on the right or by querying the Originating User ID; which will be much faster.</td>
</tr>
</tbody>
</table>
Enter a query (F7) and type the **Originating User ID**. You may also narrow your search to specific types of documents. For example, to search for invoices, use I% in the **Document Number** field, or J% to search for journal entries. In this example, we are searching for all invoices entered by user agrimes.

Execute the query (F8) to return the results. All documents matching your criteria are displayed.

Use the Detail button to view document details and identify the document you are searching for.

To view who needs to approve the document, click the **Queue** button. Perform a Quit function [Ctrl>Q] to return to FOAUAPP.

If necessary make note of the document number.

Perform a Quit function [Ctrl>Q] to return to the main menu.
FOAAINP – Document Approval

Use this form to list all the queues and approvers responsible for a specific document. Approval or disapproval may also be applied on this form.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOAAINP in the GO TO field and press enter. The Document Approval form displays.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Document</strong>: Type the document number of the document you wish to view and the <strong>Type</strong>, <strong>Change Sequence</strong>, and <strong>Submission</strong> will default. Next Block [Ctrl&gt;PgDn].</td>
</tr>
<tr>
<td>3</td>
<td>The result is displayed. The Queue ID highlighted on the left correlates to the approvers displayed on the right. Use the arrows keys to display the queues and approvers as necessary.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Queue Level</strong>: Queue level in Banner Finance is always 10 for Ivy Tech.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Approval Level</strong>: Indicates which queues the document will be removed from when the approval is applied by this user.</td>
</tr>
</tbody>
</table>
To view approvals that have already been applied to a document, select Approval History (FOIAPPH) from the Options menu.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Type</th>
<th>Change Seq</th>
<th>Submission Seq</th>
<th>Group ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>025004</td>
<td>INV</td>
<td>1</td>
<td>0</td>
<td>2169</td>
<td>38</td>
<td>905 Angelina Gonzalez</td>
<td>05-JUL-2011</td>
</tr>
</tbody>
</table>

Perform a Quit function [Ctrl+Q] to return to FOAAINP from FOIAPPH.

It is very important to review document detail and any scanned supporting documentation before “blindly” approving a document. Users must obtain access to BDMS via the BDMS-Finance access form before they will be able to view scanned finance images.

Click the **Detail** button to view details of what was entered into Banner. Each document type will have a different view as illustrated below.

**Journal Vouchers**

From the Options menu select Text Information (FOATEXT) to view additional text that may have been entered. Perform a Quit function [Ctrl+Q] as needed to return to FOAAINP.
8b Invoices/Credit Memos

From the Options menu select Query Document (FAIINVE) to view additional details.
Perform a Quit function [Ctrl+Q] as needed to return to FOAINP.

8c Fixed Asset Adjustments

From the Options menu select Query Document (FFIADJF) to view additional details.
Perform a Quit function [Ctrl+Q] as needed to return to FOAINP.
9 Scanned supporting documentation may be viewed from any INB Banner form where you see the icon outlined in red:

10 Click the icon and this message will probably display.

Click Ok and this screen should still be visible:

11 Click the icon outlined in red that looks like a filing cabinet.
12 The following options will display:

Right click the “B-F-DOCS - Banner Finance Purchasing / AP” line.

13 Select “New Query” from the list and this form displays:
15 Type the document number in the **Document ID** field and hit Enter. If there is supporting documentation, it will be displayed.

16 To perform another query in BDMS click the New Query icon.

17 Repeat steps 15 through 16 as needed. Once you are prepared to make an informed approval decision, return to INB Banner form FOAAINP.
If you identify a document you wish to approve but it shows “Y” for the NSF indicator, you may override the NSF and avoid the document going to the NSF queue. **NOTE:** NSF overrides should only be performed by approvers who have NSF override authority. Click the Detail button for the document you wish to apply the override to. The detail will display. The records which need the override will display with “Y” in the NSF field.

For each record you need to override, check the NSF Override field and save the records (F10). The NSF field will change to “N” and the hint line will display the confirmation “This item/sequence has been overridden.”

If you wish to disapprove a document, go to step 24. **Note:** This form does not offer a chance to back out of the approval once you click the Approve button! If you wish to approve the document, click the “Approve” button. A confirmation is displayed. Click OK to remove the message.

The document is removed from the form and a confirmation is displayed at the bottom of the screen.

Once you approve a document, it is removed from your queue. If that was the last required approval, it will route to posting to be posted in the ledgers.
24 To disapprove a document click the Disapprove button. The Disapproval text box appears with the standard message “Document is Disapproved”.

25 The approver should type a message that will indicate why the document was disapproved or how it should be corrected. This message will be viewable by the originator of the document.

26 Click “OK” if you wish to disapprove the document. Click “Cancel” if you decide to not disapprove the document.

27 Once you click OK, a confirmation is displayed. Click OK to remove the message.

28 Once you disapprove a document, it is removed from the approval queues, returned to incomplete status, and the disapproved message is sent to the originator.

29 Perform a Quit function [Ctrl+Q] to return to the main menu.
## Approvals Messages

### GUAMESG – General Message-Viewing

This form is used by Banner users to send and receive messages and to view or delete messages generated within Banner. The originating user of finance documents will use this form to view the Approve and Disapprove messages received regarding their documents.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Users may access GUAMESG a couple different ways. They may type GUAMESG in the Go To field. They may also click the “Check Banner Messages” link on the main screen.</td>
</tr>
</tbody>
</table>

![Image of GUAMESG form](image1.png)

| **2** | If there are pending messages with a date less than or equal to the current date for a user, a green checkmark appears beside the link. The checkmark for these pending messages will appear upon initial log in and whenever a new message arrives. |

![Image of GUAMESG form](image2.png)

| **3** | To view your message, click the link. The GUAMESG form displays. If there are no pending or hold messages for the user, the records will be blank. |

![Image of GUAMESG form](image3.png)

If the message extends beyond the visible field, hover the mouse over the Message field to display the whole message:

![Image of GUAMESG form](image4.png)
4 **Recipient:** User ID and name of the person logged in should default.

**Sender:** User ID of the user who sent you the message.

**Date/Time:** Date and time when the message was received.

**Message:** Message entered by the user who approved or disapproved the document.

**Source:** Form where the message was created.

**Reference ID:** Not typically used with Finance documents.

**Item:** The document that was approved or disapproved.

**System:** The Banner module the message was created in.

5 **Complete:** If you no longer need to view the message immediately upon accessing GUAMESG, select **Complete** and save the record (F10). The message will be removed from the view.

**Pending:** All new messages will default to **Pending**. If you leave the status as Pending, you will be able to view the message immediately upon accessing GUAMESG, and the green check mark will remain beside the “Check Banner Messages link”. Leaving them as pending may make it difficult to know when you actually do receive a new message.

**Hold:** If you wish to keep the message for future reference, select **Hold.** You will be able to view the message immediately upon accessing GUAMESG but the green checkmark won’t reappear beside the “Check Banner Messages link” as a result of past Hold messages.

**Confidential:** If you want only the sender and receiver to view the message, select **Confidential** in addition to a Pending or Hold status.

*Selecting any of the statuses only affects the message and has no impact on the actual document!*

6 If the recipient’s document was disapproved, they should use the message information to correct the document and complete it again. If necessary they should contact the sender for additional information. If the document should not be completed again, the recipient of the message should record/remove the document.

7 Perform a Quit function [Ctrl>Q] to return to the main menu.
GUAMESG – General Message-Retrieval

This form may also be used by any Banner user to view any message sent within Banner that is not marked confidential. This may be helpful to retrieve a disapproval message for a document to determine why it was disapproved.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Users may access GUAMESG a couple different ways. They may type GUAMESG in the Go To field. They may also click the “Check Banner Messages” link on the main screen.</td>
</tr>
</tbody>
</table>
| 2    | Immediately upon accessing the form, the user’s own Pending or Hold messages should be displayed. To retrieve another message, enter a query (F7). The following fields may be queried to aid in your search:  
**Recipient ID** (use first field, not second field which is the recipient’s name)  
**Sender:** ID of the sender, not name  
**Date:** May only be queried with a wildcard i.e. %JUN-2009  
**Message:** Wildcards (% or _) are recommended to be used in these queries to search for key words.  
**Source:** i.e. WEB, FOAUAPP, FAPCARD  
**Item:** Specific document numbers may be queried or wildcards ( % or _) may be used.  
**System:** i.e. F for Finance module  
**Complete/Pending/Hold:** Relates to status of the message, not the document. Any status may be queried or leave blank to view all statuses matching your criteria. |
| 3    | Following is an example of a query for messages for document I0187408. |
4 Once the search criteria have been entered execute the query (F8). The results are displayed.

If the message extends beyond the visible field, hover the mouse over the Message field to display the whole message:

5 The system will allow Senders or Recipients to update the Complete/Pending/Hold or Confidential status of a message when they are either the sender or recipient. As a courtesy, users are requested to only update the status of a message where they are the recipient.

6 Perform a Quit function [Ctrl+Q] to return to the main menu.
Denying a Document (Originating User only)

FOADOCU – Document by User
Use this form to display a list of documents originated by a specific user. This form may also be used to allow an originating user to Deny their own document only if it is still in an approval queue. This may be necessary to make changes to the document or remove it.

Note: Fixed Asset adjustments do not display on this form and may not be denied by the user here.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOADOCU in the Go To field and press Enter. The Document by User form displays.</td>
</tr>
</tbody>
</table>
| 2    | Search criteria: The more specific you make your search criteria, the quicker the results will display.<br>**Originating User ID:** defaults to the user ID of the person logged into Banner<br>**COA:** Chart of Accounts will default from the user’s profile.<br>**Fiscal Year:** Will default based upon the current system date. May be changed if necessary to search documents in another fiscal year.<br>**Document Type:**<ul><li>PO = Purchase Order</li><li>ENC = General Encumbrance</li><li>INV = Invoice (route for approval in Banner)</li><li>JV = Journal Voucher (route for approval in Banner)</li><li>blank = all documents</li></ul><br>**Document:** A specific document number may be entered.<br>**Status:** Select Completed, Approved, Incomplete, or Cancelled. Leave blank for all. Select Completed to display documents which are in approval queues but not yet approved.<br>**Activity Date From:** Earliest search date of origination of document.<br>**Activity Date To:** Most recent search date of origination of document.
3. After entering search criteria, Next Block [Ctrl>PgDn] to display the results. The form may take a while to process.

<table>
<thead>
<tr>
<th>Status</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Change Sequence</th>
<th>Submission</th>
<th>Description</th>
<th>Activity Date</th>
<th>Document Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>INV</td>
<td>30295591</td>
<td>0</td>
<td>0</td>
<td>Asset Management</td>
<td>05-AUG-2011</td>
<td>500,000.00</td>
</tr>
<tr>
<td>C</td>
<td>INV</td>
<td>30295593</td>
<td>0</td>
<td>0</td>
<td>Asset Management</td>
<td>05-AUG-2011</td>
<td>500,000.00</td>
</tr>
<tr>
<td>C</td>
<td>INV</td>
<td>30295594</td>
<td>0</td>
<td>0</td>
<td>Asset Management</td>
<td>05-AUG-2011</td>
<td>500,000.00</td>
</tr>
<tr>
<td>C</td>
<td>JV</td>
<td>30075255</td>
<td>0</td>
<td>0</td>
<td>21 JAA adj budget for rail</td>
<td>24-JUN-2011</td>
<td>2,349,175.50</td>
</tr>
<tr>
<td>C</td>
<td>JV</td>
<td>30076500</td>
<td>0</td>
<td>0</td>
<td>21 JAA Adj budget for FY rail</td>
<td>29-JUN-2011</td>
<td>1,788,505.10</td>
</tr>
<tr>
<td>C</td>
<td>JV</td>
<td>30075592</td>
<td>0</td>
<td>0</td>
<td>21 JAA reduce PRI10001</td>
<td>01-JUL-2011</td>
<td>103,605.67</td>
</tr>
</tbody>
</table>

4. Identify the document you need to Deny and move your cursor so that the appropriate record is highlighted.

5. Users may only Deny their own documents and may not Deny another user’s documents!

Click the Deny Document button to the right of the document record. A confirmation message is displayed at the bottom of the screen.

6. Perform a Quit function [Ctrl>Q] to return to the main menu.

7. Using the form where the document was originally input, the originating user should now correct the document and complete it, or record/remove it if it is not needed.
Queries

FOIAPPH – Document Approval History
Use this form to display approval history for a specific document. This form may be accessed directly or from FOAUAPP or FOAAINP. This form displays the same information as FOIAPHT except it is in a different format. Whether you use FOIAPPH or FOIAPHT is merely user preference.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOIAPPH in the Go To field and press Enter. The Document Approval History form displays. If accessed from FOAUAPP or FOAAINP, the document number and history will default in. If accessed from the Go To field, the form will display in query mode.</td>
</tr>
<tr>
<td>2</td>
<td>With the form in query mode, enter the document number of the document you wish to query in the <strong>Document Code</strong> field. Execute the query (F8).</td>
</tr>
</tbody>
</table>
3 The results are displayed. If no approvals/disapprovals are applied yet, a message indicating no results to be displayed is shown.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Change Type</th>
<th>Change Sequence</th>
<th>Change Submission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0291997</td>
<td>INV</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Queue ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>10</td>
<td>Clifford Clarke</td>
<td>23-JUN-2013</td>
</tr>
<tr>
<td>010</td>
<td>10</td>
<td>Corey Schersdel</td>
<td>23-JUN-2013</td>
</tr>
<tr>
<td>010</td>
<td>10</td>
<td>Corey Schersdel</td>
<td>24-JUN-2011</td>
</tr>
<tr>
<td>DENY</td>
<td>0</td>
<td>Julie Herman</td>
<td>27-JUN-2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Originating User</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHARMAN</td>
<td>Julie Herman</td>
</tr>
</tbody>
</table>

4 The right side of the form displays the approval history in chronological order. Each record displays the **Queue ID**, **Approver's Name**, and **Approved Date**.

5 When a document is disapproved or the originating user denies the document, the **Queue ID** displays “DENY”.

6 The **Originating User ID** and **Name** are displayed at the bottom of the form.

7 In the above example, we can determine the document was denied by the originating user and completed again. No approvals/disapprovals have been applied to the document yet the second time, because none are listed after the DENY of June 27.
8 In the example below we can determine the invoice was posted, cancelled & reestablished, and then completed again and posted again.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Type</th>
<th>Change Submission Number</th>
<th>Queue ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06000013</td>
<td>INN</td>
<td>0</td>
<td>Q009</td>
<td>10</td>
<td>211 Jennifer Peco</td>
<td>02 JUL 2007</td>
</tr>
<tr>
<td>06000013</td>
<td>INN</td>
<td>2</td>
<td>Q004</td>
<td>10</td>
<td>211 Barbara Sigmon</td>
<td>02 JUL 2007</td>
</tr>
</tbody>
</table>

The first record shows a Submission Number of “0” which indicates it was the first time it went through approvals. With the first record highlighted, the approvers shown on the right were the approvers the first time it went through the queues.

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Type</th>
<th>Change Submission Number</th>
<th>Queue ID</th>
<th>Level</th>
<th>Approver's Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06000013</td>
<td>INN</td>
<td>0</td>
<td>Q009</td>
<td>10</td>
<td>211 Jennifer Peco</td>
<td>02 JUL 2007</td>
</tr>
<tr>
<td>06000013</td>
<td>INN</td>
<td>2</td>
<td>Q004</td>
<td>10</td>
<td>211 Barbara Sigmon</td>
<td>02 JUL 2007</td>
</tr>
</tbody>
</table>

The second record shows a Submission Number of “2” indicating it was submitted for approval again after the cancellation. With the second record highlighted, the approvers shown on the right were the approvers the second time it went through the queues.

9 To query another document enter a query (F7), enter the document number, and execute the query (F8).

10 Perform a Quit function [Ctrl+Q] to return to the main menu.
FOIAPHT – Approval History

Use this form to display approval history for a specific document. This form may only be accessed directly from the Go To field. This form displays the same information as FOIAPPH except it is in a different format. Whether you use FOIAPPH or FOIAPHT is merely user preference.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type FOIAPHT in the Go To field and press Enter. The Approval History form displays in query mode.</td>
</tr>
</tbody>
</table>
With the form in query mode, enter the document number of the document you wish to query in the **Document Code** field. Execute the query (F8). If no approvals/disapprovals are applied yet, a message indicating no results to be displayed is shown.

The approval history displays in chronological order. In the example above we can determine the invoice was posted, cancelled & reestablished, and then completed again and posted again.

The first two records show a Submission Number of “0” which indicates it was the first time it went through approvals.

The third, fourth, & fifth records shows a Submission Number of “2” indicating it was submitted for approval again after the cancellation.

To query another document enter a query (F7), enter the document number, and execute the query (F8).

Perform a Quit function [Ctrl>Q] to return to the main menu.
Reports

FZRAINP – Ivy Outstanding Docs
This report lists documents in approval queues in Originating User order.

The report is viewable in the Finance ePrint Repository.

The report is generated nightly Monday through Friday. During the year end close process, the report generates twice a day.

FZRAINQ – Documents Awaiting Approval
This report lists documents in approval queues in Approving User order.

The report is viewable in the Finance ePrint Repository.

The report is generated nightly Monday through Friday. During the year end close process, the report generates twice a day.

Complete User Also Approver Report
This report only lists documents where the user who completed the document is also an approver or where the completing user denied the document.

The report is viewable in Discoverer.