University of South Alabama

Purchasing Department

Banner Financial Information Systems Reference Manual

Requisition Approval (Ban 7)

Revised March 21, 2006

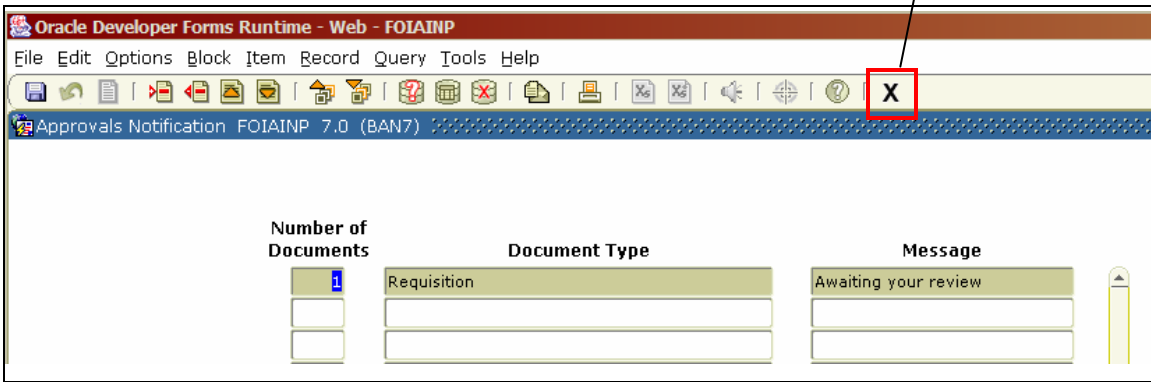## Requisition Approval Using FOAUAPP

To view a list of requisitions awaiting your approval, follow these steps:
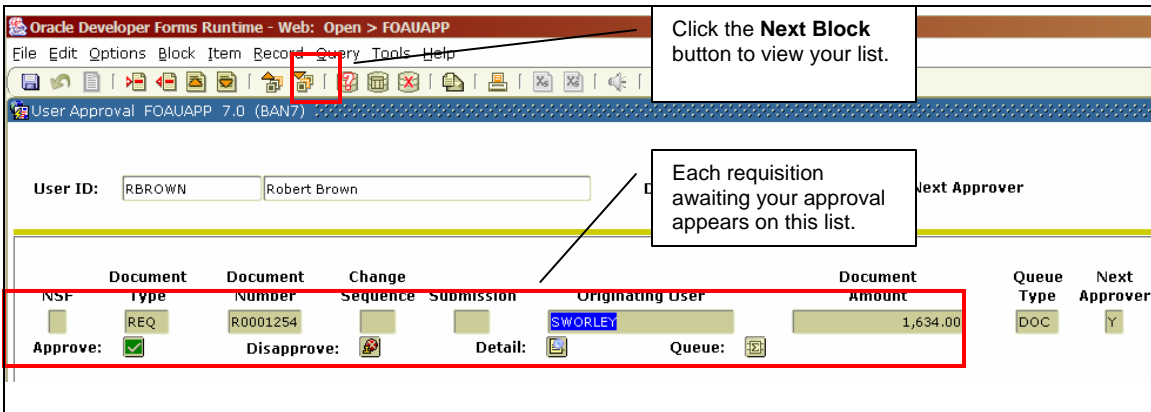
1. Go to the FOAUAPP form.

    Any time you have requisitions waiting for approval, the Approvals Notification Form (FOIAINP) will appear the first time you access any Banner form. This form shows how many requisitions are on your approval list.

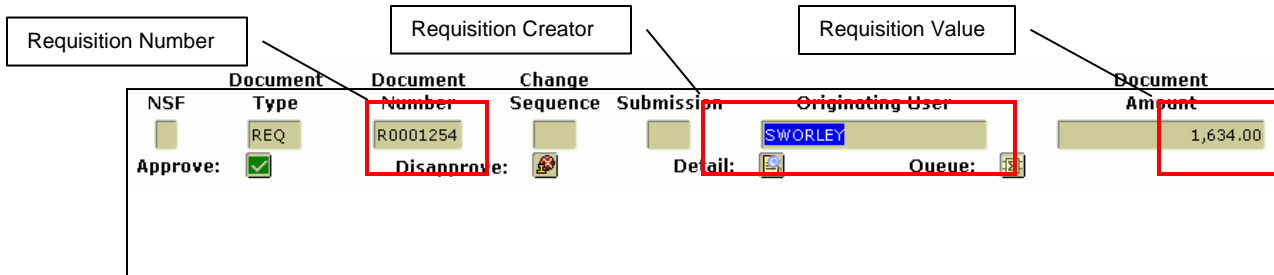2. Click on the Exit button to close the FOIAINP form.

3. When the FOAUAPP form opens, you must click on the **Next Block** button to see the requisitions waiting for your approval.
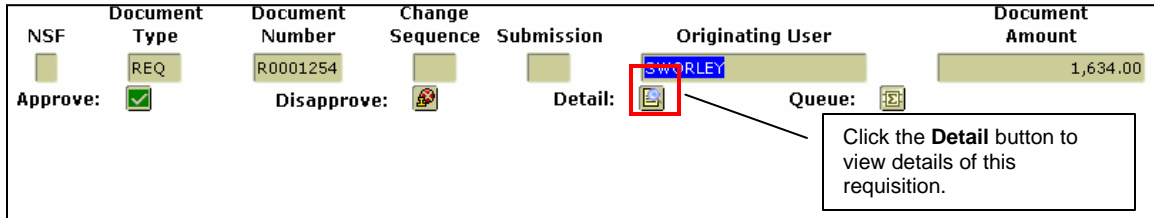
Review a Requisition

1. To review a requisition for approval, click the **Detail** button in the document listing. This opens the Requisition Approval form (FOQRACT).

The FOQRACT form shows the vendor information, FOAPAL information and dollar amount.

2. To view more detailed information, select Requisition Query from the Options menu. This opens the Requisition Inquiry (FPIREQN) form.

3. The FPIREQN form will display the requisition number that you chose to review. Click the **Next Block** button to view the requisition.
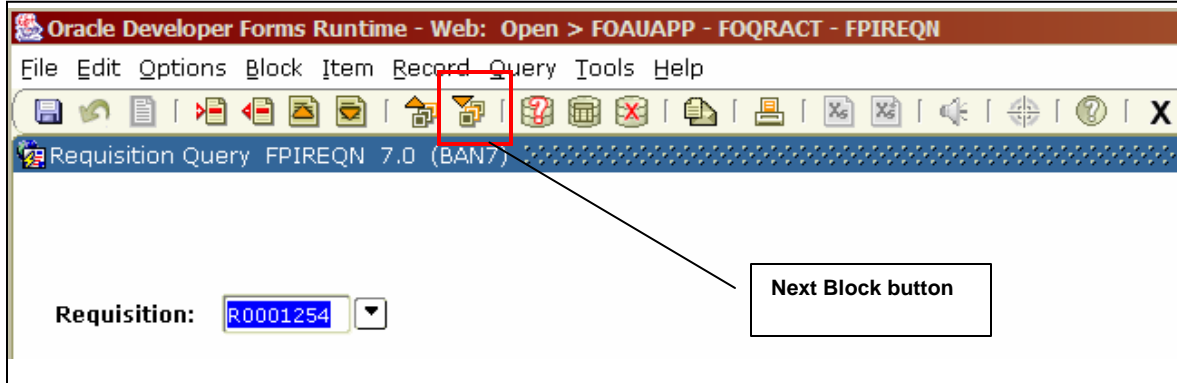
This above step will reveal a "read only" copy of the requisition. If there are any corrections that need to be made, you must **Disapprove** the requisition so it can be fixed by the person who created it.

4. Navigate through the information blocks using the **Next Block** and **Previous Block** buttons as required to review the entire requisition.

Reviewing a Requisition (continued)
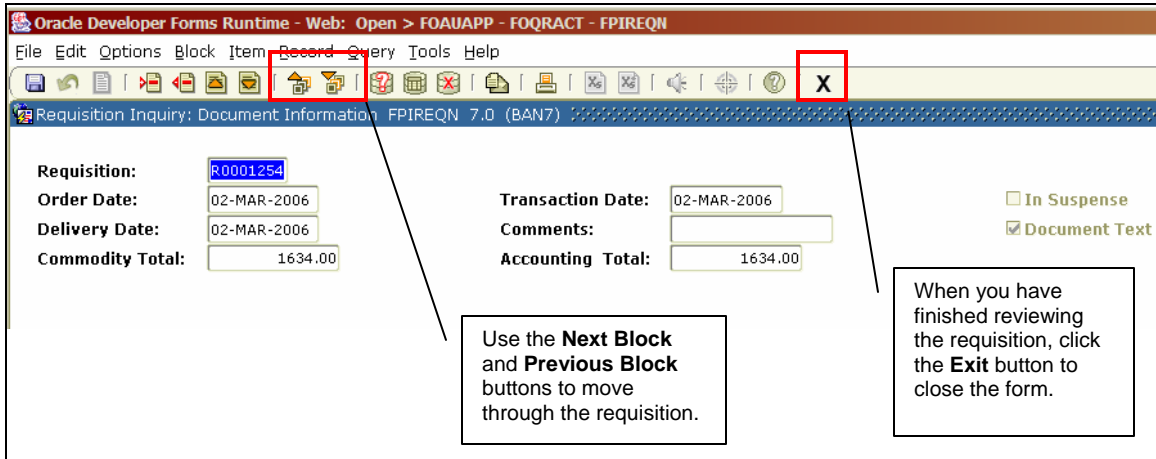
5. When you have finished reviewing the requisition, you can click the **Exit** button to close the form. This will return you to the FOQRACT form.

6. Click the **Exit** button again. This will return you to the FOAUAPP form.
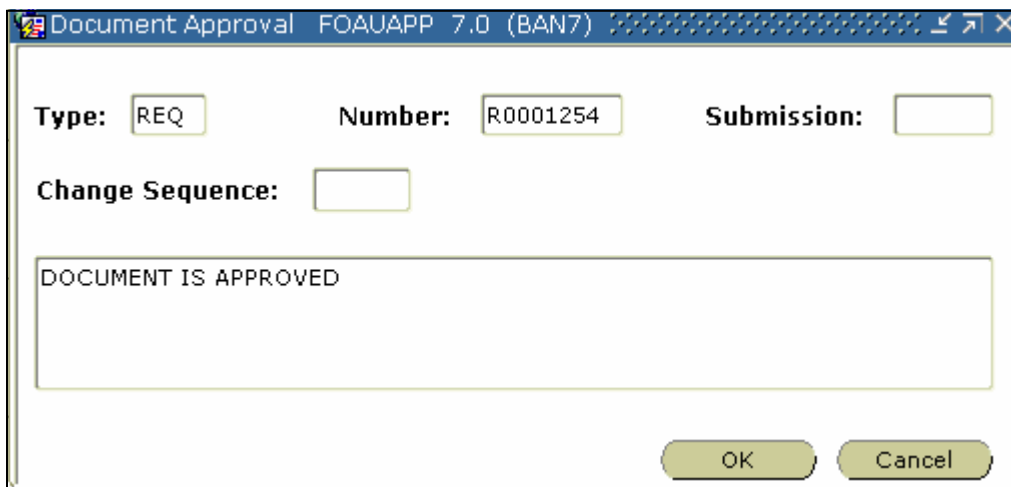
Approving a Requisition

Once you have reviewed the requisition you can approve it on the FOAUAPP form.

1. To approve a requisition, click the Approve button in the requisition listing.

Select the **Approve** button to approve the requisition.
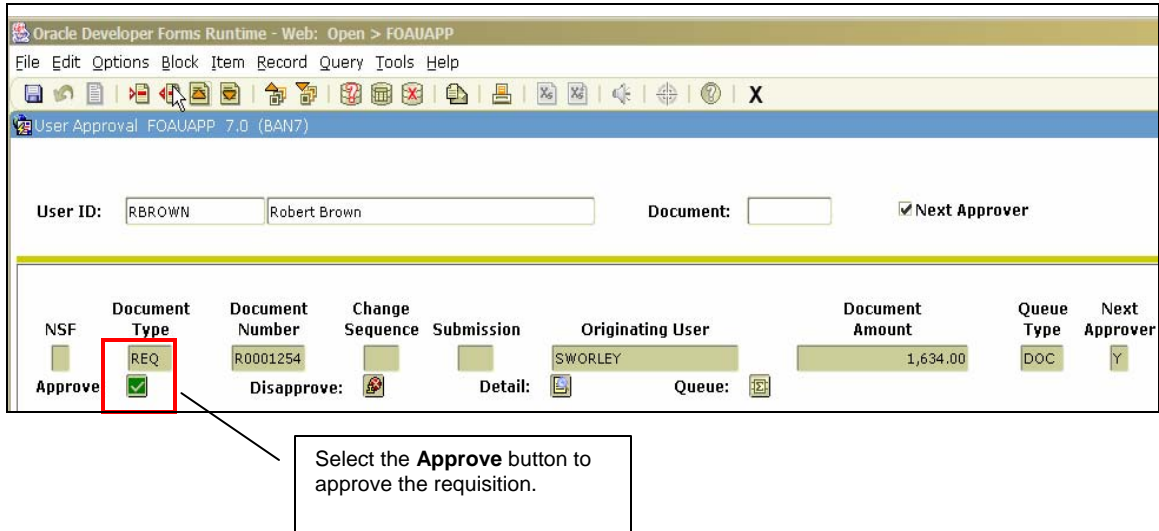
2. A Requisition Approval message box will appear. Click the OK button to approve the requisition.
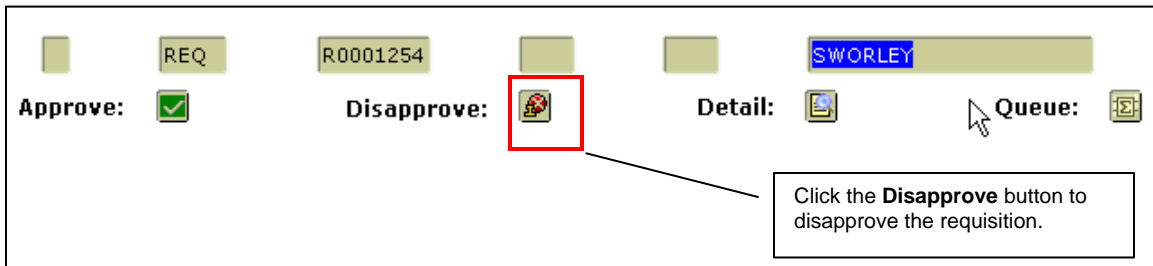

3. Another small window will appear, click the OK button to finalize the approval.
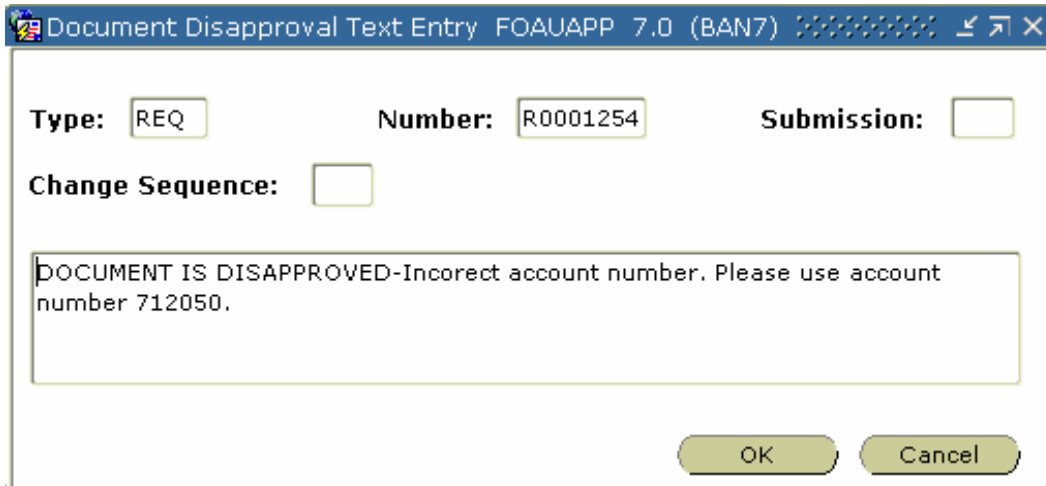
Disapproving a Requisition

To disapprove a requisition, follow these steps:

1. Click the Disapprove button in the requisition listing

Click the **Disapprove** button to disapprove the requisition.

2. A Requisition Disapproval message box will appear.

3. You must add text that explains why the requisition was not approved. This text will explain to the requestor what needs to be corrected in order for this requisition to be approved.

4. Click the OK button to disapprove the requisition.

5. Another small window will appear. Click the OK button to finalize the disapproval.

6. Logout of Banner after you have completed the approval process for the requisitions on your list.