

Approving Documents

Introduction

The Finance Self-Service Approve Documents Form allows a user to approve or disapprove a document (requisition, purchase order, invoice, journal voucher, or encumbrance) on the Web, just as they might online using the FOAUAPP form.

You can submit a document query by

- user ID
- document number
- documents for which you are the next approver
- all documents which you may approve.

Steps

Follow these steps to complete the process.

1. From the **Finance** Menu, click on **Approve Documents** to navigate to the Document Page.
2. Enter appropriate parameters.

Enter Approval Parameters

User ID

Document Number:

Documents for which you are the next approver

All documents which you may approve

3. Click the **Submit Query** button.

- Select the document you would like to approve by clicking the **Approve** link.

Queried Parameters

User ID	FIMSUSR,Purchasing clerk
Document Number:	
Documents Shown:	All

Approve Documents List

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue	Type	Document	History	Approve	Disapprove
Y	REQ					LMONTI	600.00		DOC	R0000134	History	Approve	Disapprove
Y	PO					LMONTI	500.00		DOC	P0000123	History	Approve	Disapprove
Y	PO					BGOURLIE	15.95		DOC	P0000137	History	Approve	Disapprove
Y	PO					BGOURLIE	67.00		DOC	P0000138	History	Approve	Disapprove
Y	INV				0	DMCGARRY	2,000.00		DOC	DMI726	History	Approve	Disapprove
Y	INV				0	LMONTI	200.00		DOC	I0000161	History	Approve	Disapprove
Y	INV				0	MSWANSON	575.50		DOC	I0000320	History	Approve	Disapprove

- Click the **Approve Document** button.
- Click the **Finance** tab at the top of the page to return to the main menu.