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: FMSUSR
   Document Number: 
   ☑ Documents for which you are the next approver
   ☑ All documents which you may approve
   
   Submit Query

3. Click the Submit Query button.
4. Select the document you would like to approve by clicking the **Approve** link.

<table>
<thead>
<tr>
<th>Next Approver</th>
<th>Type</th>
<th>NSF</th>
<th>Charge Seq#</th>
<th>Sub#</th>
<th>Originating User</th>
<th>Amount</th>
<th>Queue Type</th>
<th>Document History</th>
<th>Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>REQ</td>
<td>LMONTE</td>
<td>600.00</td>
<td>DOC</td>
<td>80000134</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>PD</td>
<td>LMONTE</td>
<td>500.00</td>
<td>DOC</td>
<td>80000123</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>PD</td>
<td>BODRULIE</td>
<td>15.95</td>
<td>DOC</td>
<td>80000137</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>PD</td>
<td>BODRULIE</td>
<td>65.00</td>
<td>DOC</td>
<td>80000138</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>IM</td>
<td>0</td>
<td>2,000.00</td>
<td>DOC</td>
<td>80000125</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>IM</td>
<td>0</td>
<td>200.00</td>
<td>DOC</td>
<td>80000161</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>IM</td>
<td>0</td>
<td>575.50</td>
<td>DOC</td>
<td>80000120</td>
<td>History Approve</td>
<td>Disapprove</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Click the **Approve Document** button.

6. Click the **Finance** tab at the top of the page to return to the main menu.