INB Document Approval

- Navigate to User Approval (FOAUAPP) form

- Select Next Block (Ctrl Page Down) to see list of documents awaiting your review

- Navigate to the document you need to review using the Up and Down arrows on your keyboard

- Select the Detail icon to view the document
- View Multiple Line Items:
  Select Previous Block (Ctrl, Page Up) and Next Record (Down Arrow)

<table>
<thead>
<tr>
<th>Request:</th>
<th>Number of Items: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item: 1</td>
<td>Commodity: Aluminum Mac Laptop 13&quot; MacBook</td>
</tr>
<tr>
<td>Vendor: 20806472</td>
<td>Apple Computer, Inc.</td>
</tr>
</tbody>
</table>

### Line Item Information

- Account Number: 71101
- Fiscal Year: 09
- Index: 0
- Amount: 1,109.09
- Project: 
- NSF: 0
- NSF Override: 
- Account: 71101
- Program: 10
- Activity: 1

### Accounting Information

- View the Original Document:
  - Go to Options, Document Query
  - Select Next Block to navigate through the form
  - Close (Ctrl Q) to return to the previous screen

- View Commodity/Amount
  - Go to Options, View Commodities
- Close (Ctrl Q) to return to the previous screen
- Select the Queue Icon to review previous/pending approvals
  - Select Next Block (Ctrl Page Down) to view the form
    - View Pending Approvals
      - Pending Queues listed in left block
      - Approvers for highlighted queue in right block
    - View Previous Approvals
      - Go to Options, Approval History
      - Previous approvals listed in right block
- Select Close (Ctrl Q) to return to previous screen
- Select the Approve icon to approve the document
  - Any comments will be sent to the originator via Banner message; they will not display on the document or be emailed to the user.

- Select the Disapprove icon to deny the document
  - Any comments will be sent to the originator via email and Banner message; they will not display on the document.