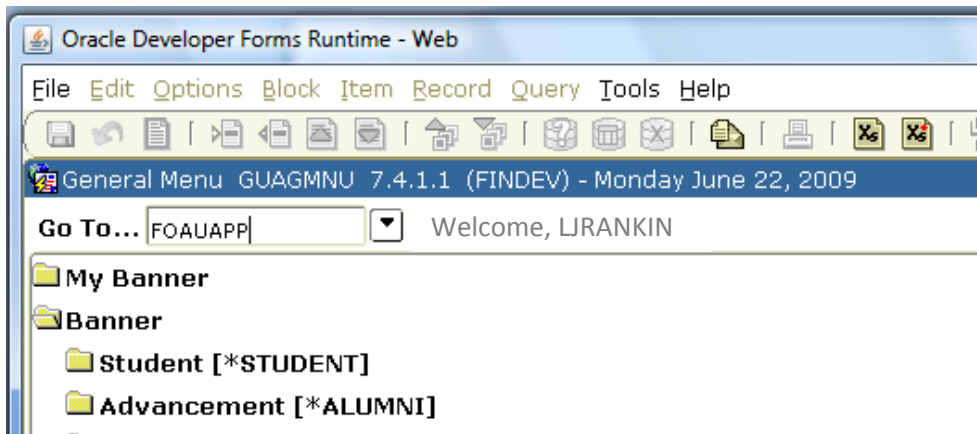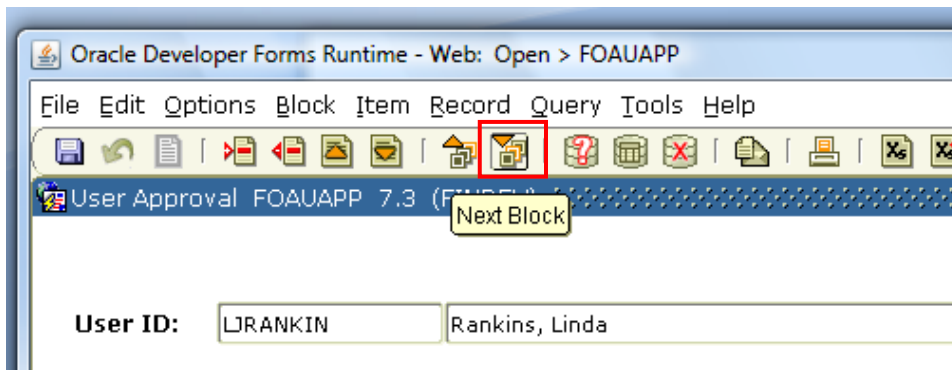- Navigate to User Approval (FOAUAPP) form

- 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)

Request:	R0550824	Noe, Andrea					Number of Items:	1

Line Item Information

Item:	1	Commodity:	Aluminum Mac Laptop 13" MacBook	Net:	1,100.00
Vendor:	L20002472	Apple Computer, Inc.			

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	L
1	O	09		111101	H1040	791012	60		3

Project:		NSF: N	☐ NSF Override	Amount:	1,100.00

- View the Original Document:
   o Go to Options, Document Query

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQRACT

File Edit Options Block Item Record Query Tools Help

Document Query [FPIREQN]
View Commodities [FOICOMM]   NDEV)

Request: R0550824 Noe, Andrea

   o Select Next Block to navigate through the form

   o Close (Ctrl Q) to return to the previous screen

- View Commodity/Amount
   o Go to Options, View Commodities

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQRACT

File Edit Options Block Item Record Query Tools Help

Document Query [FPIREQN]
View Commodities [FOICOMM]   NDEV)

Request: R0550824 Noe, Andrea

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQRACT - FOICOMM

File Edit Options Block Item Record Query Tools Help

Commodities for Review Query FOICOMM 7.2 (FINDEV)

Document Type:	REQ ▼ Requisition	Document Number:	R0550824 ▼	Change Sequence Num
Vendor:	Apple Computer, Inc.	Transaction Date:	22-JUN-2009	

Commodity List

| Item	Quantity	Amount
1 Aluminum Mac Laptop 13" MacBook	1	1,100.00

o   Close (Ctrl Q) to return to the previous screen

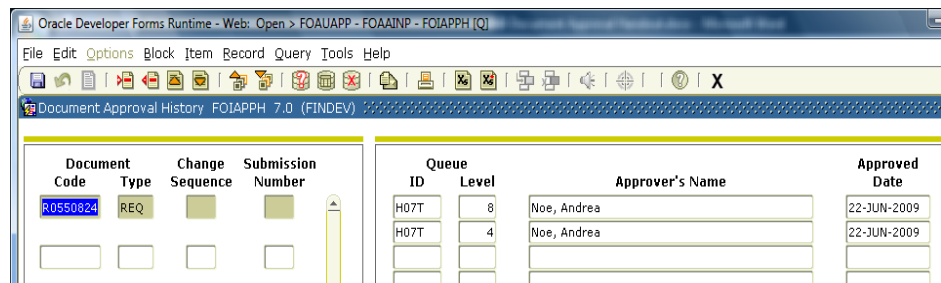- Select the Queue Icon to review previous/pending approvals
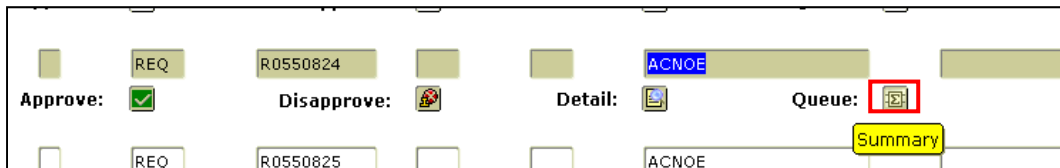
o   Select Next Block (Ctrl Page Down) to view the form

   ▪   View Pending Approvals

   - Pending Queues listed in left block

   - Approvers for highlighted queue in right block
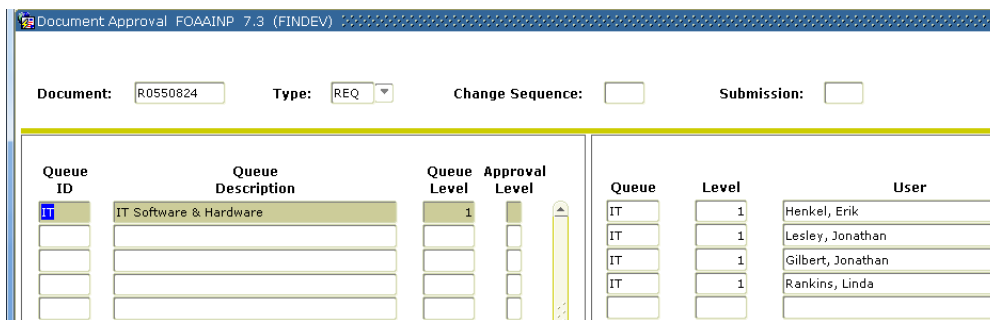
   ▪   View Previous Approvals
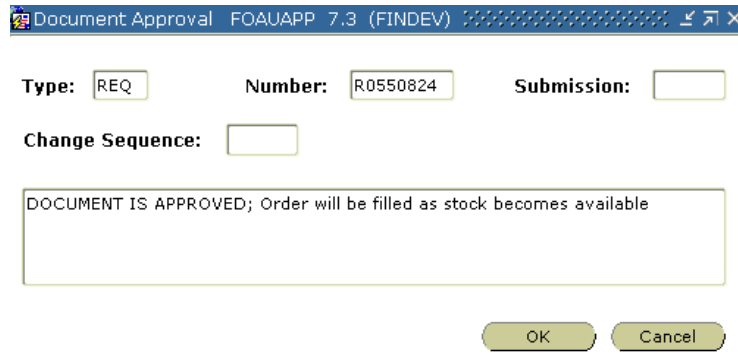   - Go to Options, Approval History
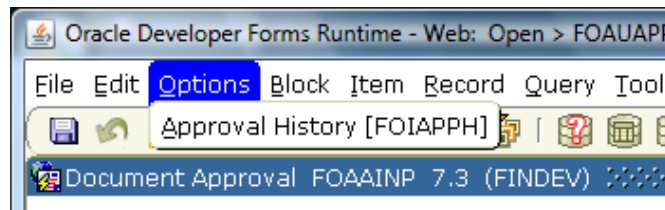
   - Previous approvals listed in right block

   - 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.
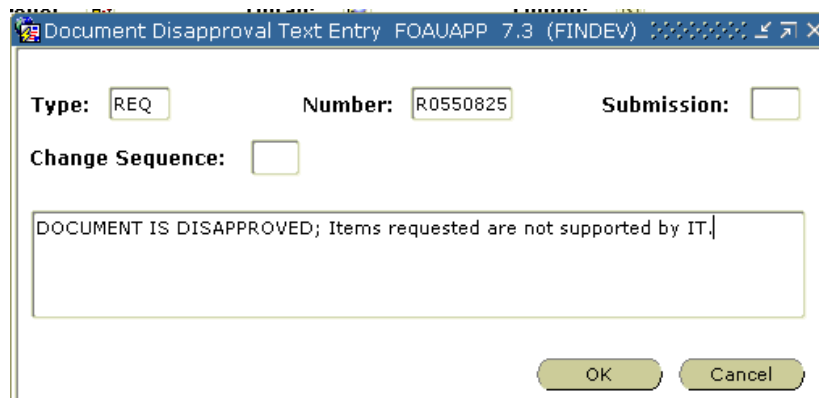
Document Approval FOAUAPP 7.3 (FINDEV)

Type: REQ   Number: R0550824   Submission:

Change Sequence:

DOCUMENT IS APPROVED; Order will be filled as stock becomes available

OK   Cancel

- 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.

Document Disapproval Text Entry FOAUAPP 7.3 (FINDEV)

Type: REQ   Number: R0550825   Submission:

Change Sequence:

DOCUMENT IS DISAPPROVED; Items requested are not supported by IT.

OK   Cancel