Electronic Approvals - HOW TO use the Banner Approval Forms

How to Approve or Disapprove Completed Documents in Minerva and Banner

The Approve Documents Menu option in Minerva and the Banner form FOAUAPP are used to

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Note: When viewing 'J' documents, verify that a 0 (zero) appears in the Submission field. If missing, type it in.

4. Click on the Next Block icon or use Ctrl- Page Down if you prefer using the keyboard.
5. The Queue ID, Description, Queue Level and the names of the Approvers will be displayed.

For approved documents (all approvals have been recorded):

1. Login to Banner.
2. Enter FOIAPPH in the Go To field and hit Enter.
3. Enter the document number in the Document code field. (Example: R0123456, J0456789).
4. Click on the Execute icon or press F8 if you prefer using the keyboard to execute the query.
5. The Document type, Queue Level and ID, the Approver's Name and Approval Date will be displayed.

6. Click on the Exit (black X) icon to exit the form.