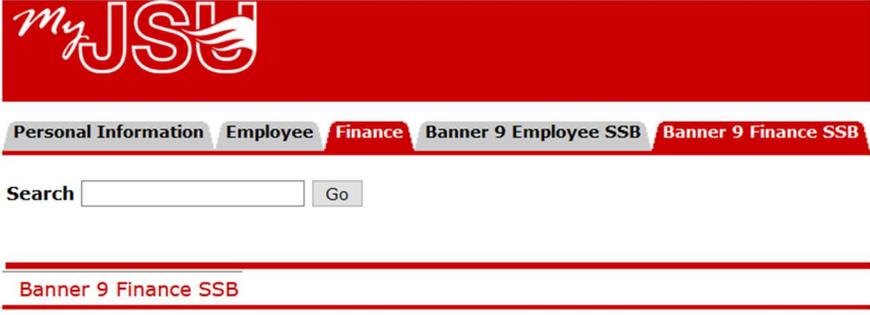
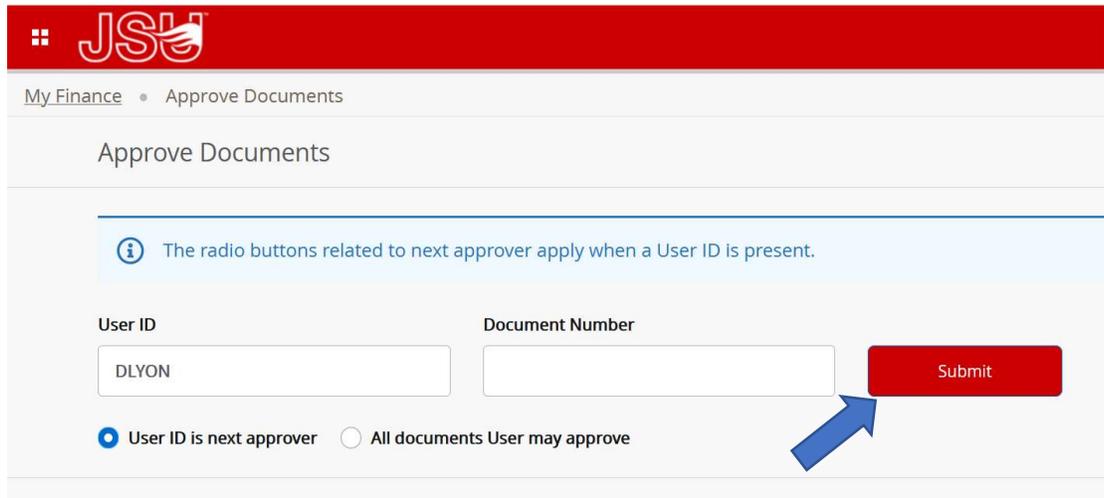


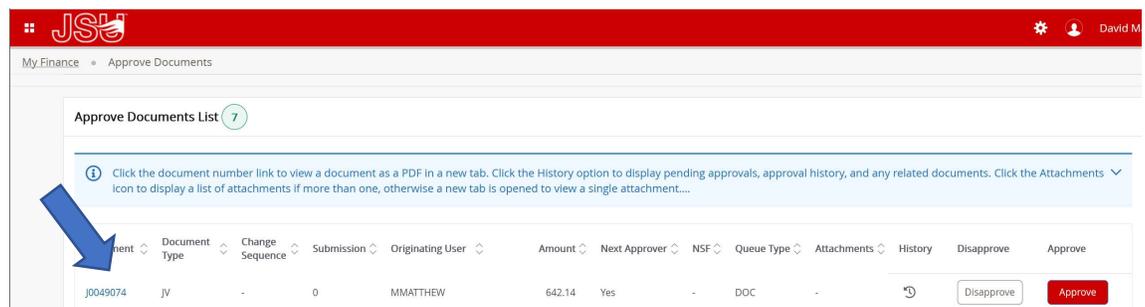
<b>SOP Name</b>	<b>Financial Transaction Approvals</b>
<b>Department</b>	<b>Controller's Office</b>
<b>Owner</b>	<b>Anastasia Rodriguez</b>
<b>SOP Description</b>	<b>Completed financial transactions are routed to the appropriate approving official in Self-Service Banner v.9</b>
<b>Procedure</b>	In Self-Service Banner, within Approve Documents module, approving officials review backup documentation, verify accuracy of the information, and approve or disapprove submitted financial transactions.
<b>Documentation</b>	<p>1) In Self-Service click on the <b>Banner 9 Finance SSB</b> tab.</p>  <p>2) Click on the <b>Banner 9 Finance SSB</b> link</p>  <p>3) Click on <b>Approve Documents</b></p> 

Once the Approval Documents has been selected, the screen will open to the following:



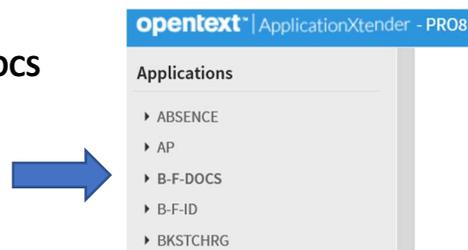
Leave “User ID is next approver” checked. Note: Do not select “All documents User may approve”, to avoid the possibility of approving documents where the User is not the next approver. This selection will show all documents regardless of where the document is in the approval queue.

- 4) Click **Submit**. All documents for this approver appear.
- 5) Click on **Document number** to open the document screen. Eventually the backup documentation will be available on this screen also. Until then, review backup documentation in WebXtender



Document Number	Document Type	Change Sequence	Submission	Originating User	Amount	Next Approver	NSF	Queue Type	Attachments	History	Disapprove	Approve
J0049074	JV	-	0	MMATTHEW	642.14	Yes	-	DOC	-		Disapprove	Approve

- 6) Open **WebXtender** and select **B-F-DOCS**



7) Select **New Query**



8) Enter the **Document ID** and select **RUN**

**Search Criteria**

Enter a search term in the index fields to filter your results.

DOCUMENT ID

9) Using the backup documentation, check the document for accuracy. Depending on the document type (Journal Voucher, Requisition, Purchase Order, Invoice) special attention should be paid to the Transaction Date, the Accounting Distributions, Debit/Credit, Vendor Information (if applicable).

JOURNAL VOUCHER

Journal Voucher#	J0049262	Doc Total	1,720.00	Status	Pending
Sub#	0	User ID	JCREDMOND		
Transaction Date	04/15/2021	Activity Date	04/19/2021		
Public Comments	Suite & stadium club rental for the Daugeette Forney awards brunch on 5/6/21				

Accounting

SEQ#	Description	FY Pd	Bud Pd	Rucl	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	D/C	Curr	Bank	NSF Ovr	Status	Doc Ref	Accr	Deposit
1	Daugeette Forney Awd Brunch	21-07	07	JE16	J--10000-42001-75051-40---	860.00	D	USD	CK	No	P		No	
2	Daugeette Forney Awd Brunch	21-07	07	JE16	J--10000-80015-75051-50---	860.00	C	USD	CK	No	P		No	
<b>Grand Total</b>						1,720.00								

10) Click **Approve or Disapprove**

Note: There is no automatic notification to Approvers that documents are awaiting approval. Approving Officials should check Approve Documents at least once a day.