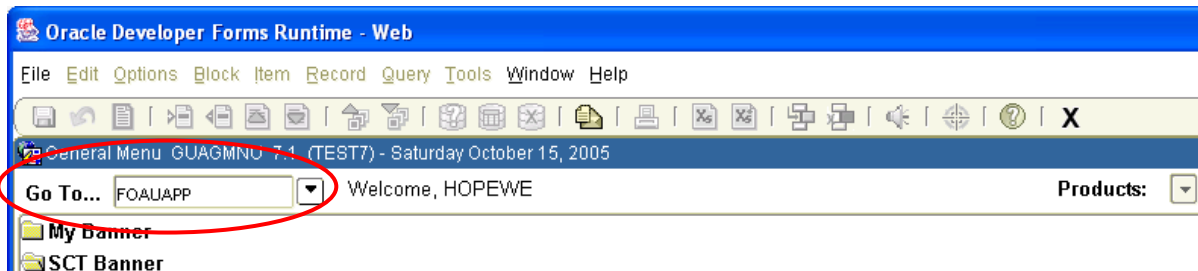


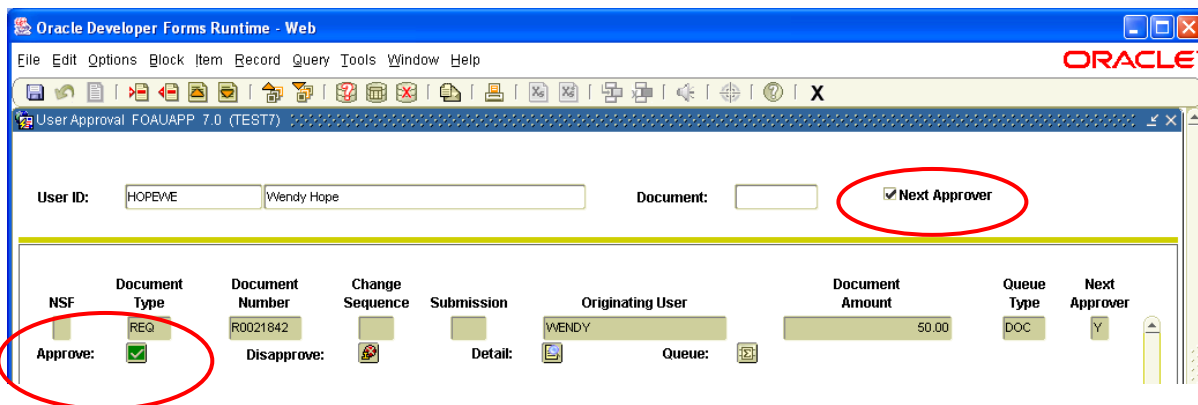
How to approve Requisitions using UV Banner (INB)

Step 1 – Log in to UV Banner (INB) by following the link in the Employee section of UV Link or by going to <http://uvaps2.uvsc.edu:7770/forms90/f90servlet?config=prod>.

Step 2 – Go to FOAUAPP from the Go To section of the Banner General Menu

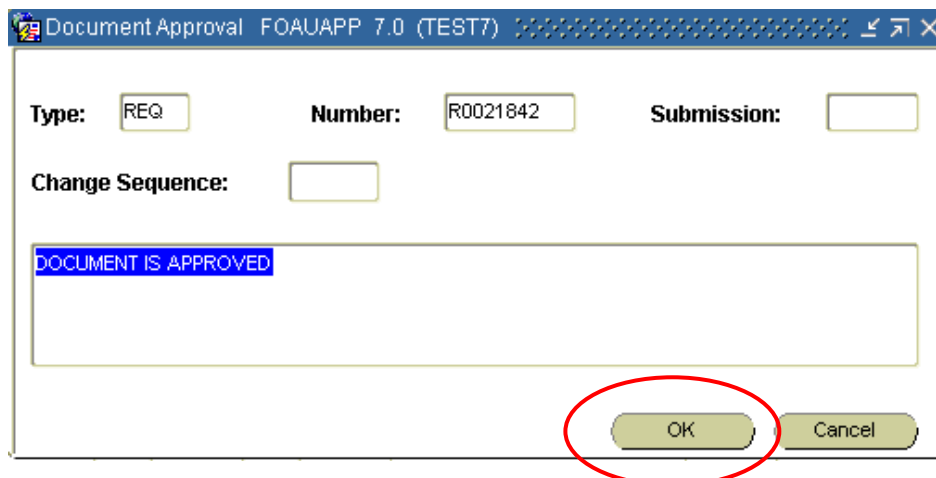


Step 3 – Next Block (Ctrl-Page Down) from FOAUAPP (first uncheck the Next Approver box if you want to see documents for which you are not the next approver, i.e. for documents that you are a back up approver for)



Step 4 – To approve a document, click on the Approve icon

Step 5 – This will bring up a message box with the default message **DOCUMENT IS APPROVED**. You can edit this message which will go to whoever submitted the requisition. Click on **OK** to finalize the approval.



NOTE: Remember that approving is a two-step process: Click on the **Approve** icon, then **OK** to finalize.

How to Disapprove Requisitions

Step 1 – To disapprove, click on the **Disapprove** icon:

Step 2 – This will bring up a message box with the default message **DOCUMENT IS DISAPPROVED**. You can edit this message which will go to whoever submitted the requisition. Click on **OK** to finalize the approval.

