

Human Resources/Finance Information Systems



Approval Process



The University of South Dakota



Procedure Manual



South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Table of Contents

Campus Identifier values	3
High Level Overview	4
Initiating the Approvals Process.....	5
Establishing Document Approval Queues.....	6
<i>Critical fields Key block</i>	6
<i>IT Direct Invoice approvals through the IT Dept</i>	6
<i>Example 2:</i>	7
<i>Example 3:</i>	8
<i>NSF queue</i>	8
<i>Creating a Catchall Queue</i>	10
Creating Queue Routing Criteria	11
<i>Fields & Description</i>	11
<i>Set routing criteria.</i>	11
Creating Requisitions for Approval.....	13
Running the Approvals Process.....	14
<i>Submit the FORAPPL process</i>	14
Determining if Documents are Awaiting Your Approval.....	15
Approving a Document	16
Working with NSF Checking and Approvals	18
<i>Set your NSF checking in FTMCOAS to 'E'rror.</i>	18
Viewing and Overriding NSF Documents.....	19
Displaying the Approval History for a Specific Document.....	20
Displaying Documents by User.....	21
Viewing Document Approval History.....	22
Glossary.....	23
Forms.....	23

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Finance documents are created using document entry forms (Requisitions, Purchase Orders, Direct Pay Invoices, Credit Memos, Journal Vouchers and Encumbrances). Once completed, a document is distributed to the required approval queues by the **Approval Process**. Routing of a document to the initial approval queue can be based on fund, organization, account, program, **Fund type, Account type, document type or Rule code**.

Once a document is initially routed, further routing to additional approval queues (if applicable) is based on total dollar amount. There may be one or many approval queues (departmental approver, Accounts Payable, Purchasing, Deans or Directors) for a document. State funds will also go through an approval queue which includes the State Auditor's Office. Most documents will appear in several approval queues.

To ensure that documents are not held up on the **Approvals Process**, it is important that all approvers understand the necessity of reviewing documents awaiting approval in a regular and timely manner.

System Control (**FOASYSC**) is set to use Approvals for the South Dakota Board of Regents System. This setting is either a all or none setting, thus all areas of the SDBOR system are using Approvals.

In the Approval System the **Approval Queues are smart coded** with the first letter of the queue code being the campus code. Banner document types and rule codes are not smart coded by campus code.

Campus Identifier values

Letter – Institution - Number

R- BOR - 1

U - USD - 2

S - SDSU - 3

M - SDMT - 4

N - NSU - 5

B - BHS – 6

H – RIS - 7 <--- RIS ids

D - DSU - 8

V - School for the Visually Impaired (SDSBVI) - 9

O - School for the Deaf (SDSD) - 0

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

High Level Overview

Responsibility: University Finance Module Leads

Timeframe: Initial set-up

1. Users need to be set up in Banner
2. Fund/Org security should be defined for approvals
 - a. Approvers need appropriate funds/org for the documents they are approving
3. Identify which documents are to be run through the approval process
 - a. Approvals are set to Implicit for the SDBOR system
 - b. Set up FOASYSC
 - c. Determine if Error indicator for NSF checking is to be on to force those documents without sufficient budget to the NSF queue
 - i. If Error is turned on for budget checking, it will apply to all documents not just the ones that are going through approvals. Those not going through approvals where transactions do not have sufficient budget will stop the user from completing the form.
 - ii. The default can be set to Error (or Warning) on FTMCOAS. FTMFTYP may be used to override FTMCOAS setting for specific fund types. The user can override FTMFTYP on FTMFUND for specific funds.
 - iii. Some users can be set to override NSF checking. Limited users per campus – finance/budget offices for example.
4. Determine routing(s) for the documents
 - a. This could be done in a spreadsheet and then loaded through SQL Loader.
 - b. Establish the queues on FTMAPPQ
 - i. Set up backwards if setting up directly in via FTMAPPQ (last queue first)
 - c. Establish routing criteria on FOMAQRC
 - i. Multiple criteria can be entered by creating multiple records for the same queue in FOMAQRC.
 - d. When using the spreadsheet, the tables need to be loaded.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Initiating the Approvals Process

Responsibility: University Finance Module Leads

Timeframe: Initial Set-up

The Finance System Control Form (FOASYSC) is used to “turn on” the approvals feature.

Warning: FOASYSC is a system-wide form. Consequently, only one person can make changes to this form at one time.

This procedure demonstrates how to establish an approval process. First you must identify the Finance documents that need to go through an approval process.

1. Access the System Control Maintenance Form (FOASYSC).
Warning: FOASYSC is a maintenance form. You can only make changes to it effective as of the current date. Before making any changes, you must insert a new record (F6) and duplicate the existing record (F4). Then you must change the **Effective Date** field to the current date.
2. Perform an **Insert Record** function.
3. Perform a **Duplicate Record** function.
4. Change the effective date to today’s date.
5. Click Approval Processing Info from the **Options** menu to initiate approvals processing.
Result: This will display the Approval Override Information window.
Note: In the Approval Override Information window SCT Banner displays a list of documents for which you can establish an approval process.
6. Select Explicit or Implicit Approvals for the **document** fields.
7. Verify that **Bypass Approvals** are selected for the remaining fields.
 - a. Implicit
 - i. System will not make the doc entering user approve the document
 - b. Explicit
 - i. System will make the doc entering user approve the document
 - c. Bypass Approvals
 - i. Bypasses all approvals
8. Click the **Save** icon.
9. Click the **Exit** icon.
10. Log off the SCT Banner system and then log on again.
Note: One must be signed off for the changes to become effective.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Establishing Document Approval Queues

Responsibility: Universities, Special Schools, SD Board of Regents

Timeframe: Initial Set-up and as needed

Document approval queues must be established by using the Approval Queue Maintenance Form (FTMAPPQ). In this form you specify whose approval is required for this queue, and what amounts they are authorized to approve. You can specify what types of documents and which components of the FOAPAL are to be routed to a particular queue using the Approval Queue Routing Codes Form (FOMAQRC).

Critical fields Key block

The critical Key block fields are

- The **Queue ID** can be up to four characters long. It can be alphabetic or numeric or a combination. These IDs are smart coded with the campus codes.
- The **Queue Description** is the name of this queue.
- The **Queue Limit** is the maximum amount that the highest-level approver on this queue is authorized to approve.
- The **Next Queue** specifies a subsequent queue to which you wish to route a document after this queue

Note: A document will proceed to the **Next Queue** listed only so long as the document exceeds the **Queue Limit of the initial queue and the initial queue has completed the approval process. Queue Limits** of zero are permitted; a Queue with a Queue Limit of zero can never finalize a document to forward it to posting and therefore would need to go to Next Queue.

The queue itself contains the User IDs of the personnel whose approval is required for this document, and the level of that approval. The approvers need to be set up in User Profile Maintenance form (FOMPROF). The **Level** setting assigned in FTMAPPQ ranks the users in that queue. A higher-level setting can “pre-empt” a lower level. If a document is approved by the level 5 user, it does not need the approval of the level 1 user (and it will only need the approval of the level 10 user if it exceeds the level 5 user’s dollar limit). Users in separate queues (for example, users in REQ1 and users in REQ2) cannot preempt one another in this way.

Note: It is recommended that, for every level of approval responsibility, you assign at least two persons. This is to avoid situations in which documents are held up because an approver is unavailable.

Example 1:

IT Direct Invoice approvals through the IT Dept

Minimum of two queues, the department and IT for IT purchases. Queue 2 is the next queue for Queue 1 and Queue 1 has \$0 limit at the top of FTMAPPQ.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Queue 1 – Department
Queue 2 – IT

Routing criteria for Queue 1:

Include organization, fund, and high level IT account (rollup will work).

<u>Queue</u>	<u>Level</u>	<u>Person</u>	<u>\$ Limit</u>	<u>Next Queue</u>
1	10	Lowest level clerk	350.00	n/a
	20	Manager	9,999,999,999.99	2
2	10	IT Approver	9.999.999.999.99	finished

All other departmental expenditures would go to a queue where the criteria includes only fund & organization codes.

Example 2:

This procedure will demonstrate how to establish document approval queues and the levels within the queue. Follow these steps to complete the process. Remember, each must have a unique ID and differing funds and organization codes.

1. Access the Approval Queue Maintenance Form (FTMAPPQ).
2. Create a four-character code to identify the approval queue.
 - a. Enter in the **Queue ID** field which is smart coded with the campus codes
3. Enter the **Description**
4. Enter the **Queue Limit**
5. **Next Queue** field
 - a. A queue within a queue
 - i. Naming convention:
 - b. Enter the ‘subordinate’ queue first with a dollar limit, save, and then rollback and create the queue with the dollar limit for the first queue set as zero
 - i. Zero dollar limit approver doesn’t really approve the requisition. The queue within a queue keeps to zero dollar limit approval person aware of budget expenses.
6. Enter your starting date in the **Effective Date** field.
7. Leave the **Termination Date** field blank.
8. Enter a *1* in the **Level** field.
 - a. Usually a dollar amount level; set different users up at different levels
 - i. Level goes up as dollar amount goes up
 - b. Set up backups with the same levels and same dollar amounts
 - i. Both get approval notices and both can approve
9. Enter a valid User ID in the **User ID** field, or double-click to select one.
10. Enter the dollar limit for this user’s approval in the **Limit** field.

Note: The **Limit** listed here can be less than the **Queue Limit** specified in the Key Block, but never more. This **Limit** applies to the listed user ID. You can list

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

- several users with graduated **Limits** up to the amount specified in the overall **Queue Limit**.
11. Repeat steps 6-10 to add an additional user approval levels making sure to modify **Levels** and **Limits** for REQ 1 as listed in the table above.
 12. Click the **Save** icon.
 13. Perform a **Rollback** function.

Example 3:

1. Access the Approval Queue Maintenance Form (FTMAPPQ).
2. Create a four-character code to identify the approval queue. Enter xxx2 in the **Queue ID** field, smart coded with the campus code
3. Enter the **Description**
4. Enter the **Queue Limit**
5. Use **Next Queue** to build a queue within a queue
6. Enter your starting date in the **Effective Date** field.
Note: The **Effective Date** is the date the approval level takes effect.
7. Leave the **Termination Date** field blank.
8. Tab to the **Level** field and enter a 1.
9. Tab to the **User ID** field and enter a valid User ID or double click in the field and select one.
10. Tab to the **Limit** field and enter 15000.00 for the dollar limit of this user's approval.
Note: The **Limit** listed here can be less than the **Queue Limit** specified in the Key Block, but never more. This **Limit** field applies to the listed user ID. You can list several users with graduated **Limits** up to the amount specified in the overall **Queue Limit**.
11. Enter your starting date in the **Effective Date** field to add an additional user approval level.
12. Leave the **Termination Date** field blank.
13. Tab to the **Level** field and enter a 5.
14. Tab to the **User ID** field and enter a valid User ID or double click in the field and select one.
Note: Make sure the User ID is different than the one selected in step 10.
15. Tab to the **Limit** field and enter the dollar limit of this user's approval.
16. Click the **Save** icon.
17. Click the **Exit** icon.

NSF queue

This procedure will set up an NSF queue with a back up approver. Only one NSF queue can be set-up for each chart. This queue will catch all transactions that have unsatisfied NSF conditions. Follow these steps to complete the process.

Note: The NSF queue will never need routing criteria since the system is built to route unsatisfied NSF conditions to this queue after the document has been approved through other approval queues.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

1. Access the Approval Queue Maintenance Form (FTMAPPQ).
2. Perform an **Enter Query** function.
3. Enter the **Queue ID (must be 'NSF', not smart coded)**
4. Perform an **Execute Query** function.
5. If no record is retrieved, **Cancel** your query.
6. Enter the **Queue ID**
7. Enter the **Description**
8. Enter the **Queue Limit**
9. Enter the **Next Queue** to develop a queue within a queue
10. Enter your starting date in the **Effective Date** field.
Note: The **Effective Date** is the date the approval level takes effect.
11. Leave the **Termination Date** field blank.
12. Tab to the **Level** field and enter a 1.
13. Tab to the **User ID** field and enter a valid User ID or double click in the field and select one.
Note: The USER ID assigned must have NSF override check in their FOMPROF.
14. Tab to the **Limit** field and enter the dollar limit of this user's approval.
15. Repeat steps 10 - 14 to add an additional user approval level.
16. Perform a **Next Record** function to add an additional user approval level
17. Enter your starting date in the **Eff Date** field.
18. Leave the **Term Date** field blank.
19. Tab to the **Level** field and enter a 2.
20. Tab to the **User ID** field and enter in the same user used on step 14.
Note: this person is the main approver
21. Tab to the **Limit** field and enter the dollar limit of this user's approval
Note: By doing steps 11-21 we have forced approval process to send the next approver message to this user defined one levels 1 and 2. The Back-up person (steps 21-27) will not get this message - a benefit if they are filling in once and awhile.
22. Perform a **Next Record** function to add an additional user approval level
23. Enter your starting date in the **Eff Date** field.
24. Leave the **Term Date** field blank.
25. Tab to the **Level** field and enter a 2.
26. Tab to the **User ID** field and enter a valid User ID or double click in the field and select one.
Note: The USER ID assigned must have NSF override check in their FOMPROF.
This is the back-up to the user on level 1
27. Tab to the **Limit** field and enter the dollar limit of this user's approval
 - a. The last approver should have the dollar limit the same as the document.
28. Click the **Save** icon.
29. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Creating a Catchall Queue

This queue will catch all transactions that fall ‘through the cracks’ and do not go through any other queue. May have one of these per campus (smart coded) but will also have one ‘CAT’ queue for the chart.

1. Access the Approval Queue Maintenance Form (FTMAPPQ).
2. Perform an **Enter Query** function.
3. Enter the **Queue ID**
4. Perform an **Execute Query** function.
5. If no record is retrieved, cancel your query.
6. Enter the **Queue ID**
7. Enter the **Description**
8. Enter the **Queue Limit**
 - a. Make it a high limit to catch all documents
9. Enter your starting Chart date in the **Effective Date** field.
Note: The **Effective Date** is the date the approval level takes effect.
10. Leave the **Termination Date** field blank.
11. Tab to the **Level** field and enter a *1*.
12. Tab to the **User ID** field and enter a valid User ID or double click in the field and select one.
 - a. Enter a USER ID that would approval all approvals
13. Click the **Save** icon.
14. Click the **Exit** icon.
15. Access FOMAQRC and set up routing criteria

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Creating Queue Routing Criteria

Responsibility: Universities, Special Schools and SD Board of Regents

Timeframe: Initial Set-up and as needed

Use the Approval Queue Routing Codes Form (FOMAQRC) to route documents to a particular queue. You can route documents by Document type, rule group, and FOAPAL.

Notes:

- Not every queue must have routing criteria. Documents will be routed to a queue that is listed as a **Next Queue**, even if that next queue has no routing criteria of its own.
- No two queues may have identical routing criteria.
- Since all documents of a given type will be routed for approval, it is important to build a “catch all queue.” The queue would have a document type, rule group and chart of accounts as its criteria.

Fields & Description

- **Fund Type** Identifies the document’s fund type that you want routed for the queue.
- **Organization** Identifies the document’s organization code that you want routed to the queue.
- **Account** Identifies the document’s account code that you want routed for the queue.
- **Account Type** Identifies the document’s organization code that you want routed for the queue.
- **Program** Identifies the document’s program code that you want routed for the queue.

Set routing criteria. Follow these steps to establish a document routing for new queues.

1. Access the Approval Queue Routing Codes Form (FOMAQRC).
2. Enter the **Queue ID**, smart coded with the 1st digit being the campus code
3. Perform a **Next Block** function.
4. Enter the **Document Type** or double-click in the field to select from the list.
5. Enter the **Rule Group** or double-click in the field to select from the list.
Note: This will identify the rule groups that SCT Banner will route to the queue. For example: REQG is the rule group for requisitions.
6. Enter the **Chart of Accounts**, **S** for the SD Board of Regents System
7. Enter the **Fund**.
 - a. This will identify the document’s Fund code that you want routed for the queue.Note: The **Document Type**, **Rule Group**, and **Chart Of Account** fields are mandatory. Also, you cannot enter both **Fund type** and **Fund**, or both **Account type** and **Account**. For the catchall queue, only enter the mandatory fields.
8. Click the **Save** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

9. Click the **Rollback** icon.
10. Enter the **Queue ID**, smart coded with the 1st digit being the campus code
11. Enter the **Document Type**
Result: Requisition will display next field.
12. Enter *REQG* in the **Rule Group** field or double click in the field to select REQG from a list.
13. Enter the **Chart of Accounts** field or double click in the field to select **S** from a list.
14. Enter the **Fund**
Result: This will identify the document's fund code that you want routed for the queue.
15. Enter the **Organization**
Result: This will identify the document's organization code that you want routed for the queue. The name of the organization will display next to the field.
16. Click the **Save** icon.
17. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Creating Requisitions for Approval

Responsibility:

Timeframe:

This set-up is not required as Requisitions are initiated and approved in Higher Markets.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Running the Approvals Process

Responsibility: Regents Information System

Timeframe: Sleep / Wake mode, every few minutes

The Approvals Process (FORAPPL) is the process that reviews completed documents and ‘maps’ their approval requirements, i.e., assigns them to the queues you created in the preceding Lessons. This process collects all documents in the FOBAPPD table and searches for queues appropriate to them. The output for this process lists all documents it has encountered, and will list errors encountered, e.g., documents for which no appropriate approval queue could be discovered.

The FORAPPL process is set up to run in “sleep/wake” mode in your production environment. That is, it will run in background, checking at regular intervals for any recently completed documents, and assigning their approvals without any manual intervention. However, you need to be aware of this process and how it runs. In this procedure you will run the Approval Process manually, and review the results of it.

Note: It is important to regularly review the output of the FORAPPL process, even when it is set up to run in “sleep/wake” mode. This output will alert you to documents that are not finding appropriate approval queues (for example, document exceeds queue limit, FOAPAL not on any queue).

Submit the FORAPPL process through the Job Submission Control Form (GJAPCTL) and review the output.

1. Access the Approvals Process (FORAPPL).
2. Enter *DATABASE* in the **Printer** field (or select a valid printer from the List of Values associated with this field).
3. Perform a **Next Block** function.
4. Note that there are no **Parameters** for this process.
5. Perform a **Next Block** function.
6. Click the **Save** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Determining if Documents are Awaiting Your Approval

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools, SD Board of Regents and the SD State Auditor's Office.

Timeframe: as needed

To ensure that documents are not held up in the Approvals Process, it is important that all approvers understand the necessity of reviewing documents awaiting approval in a regular and timely manner. There are two major forms provided for the review of documents awaiting approval. One of these, the Approvals Notification Form (FOIAINP) is a prompting form. When you first log onto Banner it will display automatically when you access any other Banner Finance form if you are an approver and if there are unapproved documents awaiting your approval. FOIAINP will list the types and number of documents awaiting your approval. You may use this form, User Approval Form (FOAUAPP), to access the documents awaiting your approval.

Complete the approval process.

1. Access the Approvals Notification Form (FOIAINP).
2. Click User Approval from the **Options** menu to access the User Approval Form (**FOAUAPP**). You may also go directly to the **User Approval Form** by typing **FOAUAPP** in the **Go To** box on the menu.
Note: The **User ID** field defaults with the ID that you used to log into the system.
3. Perform a **Next Block** function.
4. If your User ID is not listed on one of the Approval Queues created, then no documents will be displayed. If there are documents waiting your approval, they will be listed.
5. Click the **Rollback** icon.
6. Delete your ID from the **User ID** field.
7. Perform a **Next Block** function.
Note: You will now see ALL of the documents that are currently awaiting approval.
8. Choose a document and click on the **Queue** button to determine whose approval a particular document is awaiting,
Note: You will access the Document Approval Form (FOAAINP).
9. Perform a **Next Block** function.
Result: The required approvals for this document will be displayed.
10. Click the **Exit** icon.
Note: You'll be returned to the User Approval Form (FOAUAPP).
11. Perform an **Enter Query** function.
12. In the **Originating User** field, enter your user ID.
13. Perform an **Execute Query** function.
14. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Approving a Document

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools, SD Board of Regents and SD State Auditor's Office

Timeframe: as needed

The User Approval Form (FOAUAPP) enables you to approve or disapprove a document, view a document's detail, and view all the queues/levels responsible for approving the document.

Note: The **Originator** displayed in FOAUAPP will be the user who last completed the document.

This procedure will display the explicit approval process that takes place when a document is approved.

Note: If you can approve the document's total dollar amount, after you approve it, SCT Banner removes it from the approval queue and moves it to its next processing stage. If you cannot approve the document's total amount, SCT Banner moves the document to the next user in the queue who can review and approve it.

1. Access the User Approval Form (FOAUAPP).
Note: Notice that your ID will default into the **User ID** field. With no ID in the User ID field, this form displays all unapproved documents. Even if you are not an approver, you can perform any of the functions provided by this form except for **Approval** or **Disapproval**.
2. Perform a **Next Block** function.
Note: Documents will display only if your approval is required. If not, then nothing will display.
3. Use the vertical scroll bar to scroll through the list of documents that need to be approved.
4. If you are an approver, click the **Details** icon.
Result: Accounting information regarding this document is presented.
5. Approve it by clicking the **Approval** icon.
Result: A pop up window will appear with the message stating that the document is approved.
6. Click the **OK** button.
Result: The document has been approved and the FORAPPL process needs to be run before the document will go to the next approver or go to posting process if the dollar amount of the document was under this approvers limit.
7. If you are an approver, and wish to disapprove a document, click the **Disapprove** icon for the document.
Result: A pop up window will appear with the message stating that the document is disapproved.
8. Type an explanatory message in addition to the original message as to why the document was disapproved.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Note: This message will be forwarded to the originator of the document, and to any previous approvers of the document.

9. Click the **OK** button.

Result: Note the document has been disapproved and the FORAPPL process needs to be run before the document will go back to the originator.

10. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Working with NSF Checking and Approvals

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools, SD Board of Regents

Timeframe: as needed

The NSF checking feature of SCT Banner performs differently when you implement the Approvals process. Remember that there are three key places where you control how you want SCT Banner to perform its NSF review of your documents.

- In the System Control Form (FOASYSC) you can specify, by document type, that you want the system to review budget balances for each document processed.
- In the Chart of Accounts Maintenance Form (FTMCOAS), you designate whether NSF conditions are to be treated with a simple warning alone (*W*), or will generate an error that requires manual override (*E*).
- In the User Profile Form (FOMPROF) you give each user authority (or not) to override NSF conditions.

If your NSF setting is for warning alone, then a document that exceeds budget will generate a warning message, but, whether you are running the approvals process or not, there are no further processing consequences (for example, the document can be completed and posted and will take its budget line into the red).

On the other hand, if your NSF setting is for an error there is a difference between what will happen with Approvals off versus with Approvals on. In our case, the system has Approvals turned on and the user can complete an NSF document, since it will be forwarded to the Approvals process. The NSF condition must be overridden, however, by any one of its approvers (someone who has NSF override authority in FOMPROF). If it is not, the document will be forwarded after all other approvals have been obtained, to the “NSF” queue.

Note: You must assign personnel to the “NSF” queue. Use the FTMAPPQ form and the **Queue ID** “NSF.” No routing is necessary for this queue. Documents will only end up in this queue if no one overrides the NSF condition during the normal approvals process.

Set your NSF checking in FTMCOAS to ‘E’rror.

1. Access the Chart of Accounts Maintenance Form (FTMCOAS).
2. Perform an **Enter Query** function.
3. Enter the **Chart of Accounts Code, S**
4. Perform an **Execute Query** function.
5. Perform an **Insert Record** function.
6. Perform a **Duplicate Record** function.
7. Enter the current date in the **Effective** field.
8. Tab to the **Control Severity** field.
9. If the setting is currently *W*, enter *E* (if it is already *E*, leave it as is).
10. Click the **Save** icon.
11. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Viewing and Overriding NSF Documents

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools and SD Board of Regents

Timeframe: as needed

Use the User Approval Form (FOAUAPP) to review documents and override their NSF conditions. In FOAUAPP, NSF documents are approved in two steps.

- First you must override the NSF condition, using the **Detail** button.
- Secondly, you must approve the document, using the **Approval** button.

As mentioned previously, if the NSF condition is not overridden, the document will be forwarded to the “NSF” queue. When a document has been forwarded to the “NSF” queue it must be approved by someone listed as an approver for that queue, in FTMAPPQ. The document will be approved in the manner described above, with an override of the NSF condition and then with approval.

Note: The **Next Approver** switch at the top of the FOAUAPP form permits an approver to limit the displayed documents to those for which he/she is the next needed approver.

If you approve a document but do not override the NSF error, the document will be forwarded to the NSF queue.

1. The Approvals Process (FORAPPL) is running in Sleep/Wake mode and should process every few minutes.
2. Access the User Approval Form (FOAUAPP).
3. If you are an approver, enter your user ID in the **User ID** field.
 - a. (Otherwise, leave this field blank).

Note: A *Y* (Yes) displays in the **NSF** field if this document is over budget. A *Y* (Yes) displays in the **Next Approver** field if you are the next person to approve the document.

4. Perform a **Next Block** function.
5. Find a document that has been entered previously.
 - a. Is the **NSF** field showing a *Y*?
6. Click the **Detail** button.
7. Click the **NSF Override** checkbox so that a check mark appears.
8. Click the **Save** icon.

Result: The **NSF** box should change from *Y* to *N*.

Warning: You will not be allowed to make this change unless you have NSF override authority on your User Profile in FOMPROF.

9. Click the **Exit** icon.

Result: You will return to FOAUAPP.
10. Click the **Approval** button.
11. Make sure that any other user who is required to approve this document also approves it (only one user needs to perform the NSF override).

Result: You have overridden the NSF condition and approved this document.
12. Click the **Exit** icon to exit the FOAUAPP form.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Displaying the Approval History for a Specific Document

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools, SD Board of Regents and State Auditor's Office

Timeframe: as needed

The Document Approval History Form (FOIAPPH) displays the approval history for a specified document. This form best illustrates implicit approval tracking for a document.

View the approval history of a document.

1. Access the Document Approval History Form (FOIAPPH).
2. Go to the left of the form.
Note: The area to the left displays documents in sequential order within Document type.
3. Select the second document.
Result: When you highlight/select a document in the area to the left, SCT Banner displays the queues and approval levels and approvers' names that approved each document in the area on the right.
4. Click the **Exit** icon.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Displaying Documents by User

Responsibility: SD Board of Regents Accounts Payable Center, Universities, Special Schools, SD Board of Regents

Timeframe: as needed

Use the Document by User Form to display a list of documents originated by a specific user. If a document is pending approval, the originating user can deny the document and change the status to Incomplete in order to make corrections or delete. You can access this form from the Finance Approval Menu (*FINAPPR).

1. Access the Document by User (FOADOCU) form
2. Enter the **Original User ID**
3. Enter the **COA, S**
4. Enter other identifying information to limit the display
 - a. **Fiscal Year**
 - b. **Document Type**
 - c. **Document**
 - d. **Status**
 - e. **Activity Date From**
 - f. **Activity Date To**
5. The specific documents for this selection criteria is displayed

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Viewing Document Approval History

Responsibility: SD Board of Regents Accounts Payable Center, Universities, SD Board of Regents, Special Schools and SD State Auditor's Office

Timeframe: as needed

1. Access the Approval History (FOIAPHT) form
2. Perform an **Enter Query** function.
3. Enter the **Queue ID**
4. Perform an **Execute Query** function.
5. The approval history is displayed for your query.

South Dakota SCT/Banner System Procedures

Banner Document Approval Process

Glossary

Bypass Approvals	The approval process will be bypassed for this document type.
Explicit Approvals	If the originator of the document is also an approver, he/she will have to approve the document in a separate step.
Implicit Approvals	If the originator of the document is also an approver, his/her approval will be assumed when the document is completed. No additional approval by this user will be required.

Forms

FOIAINP	Approvals Notification Form
FOAUAPP	User Approval Form
FOIAPPN	Document Approval History