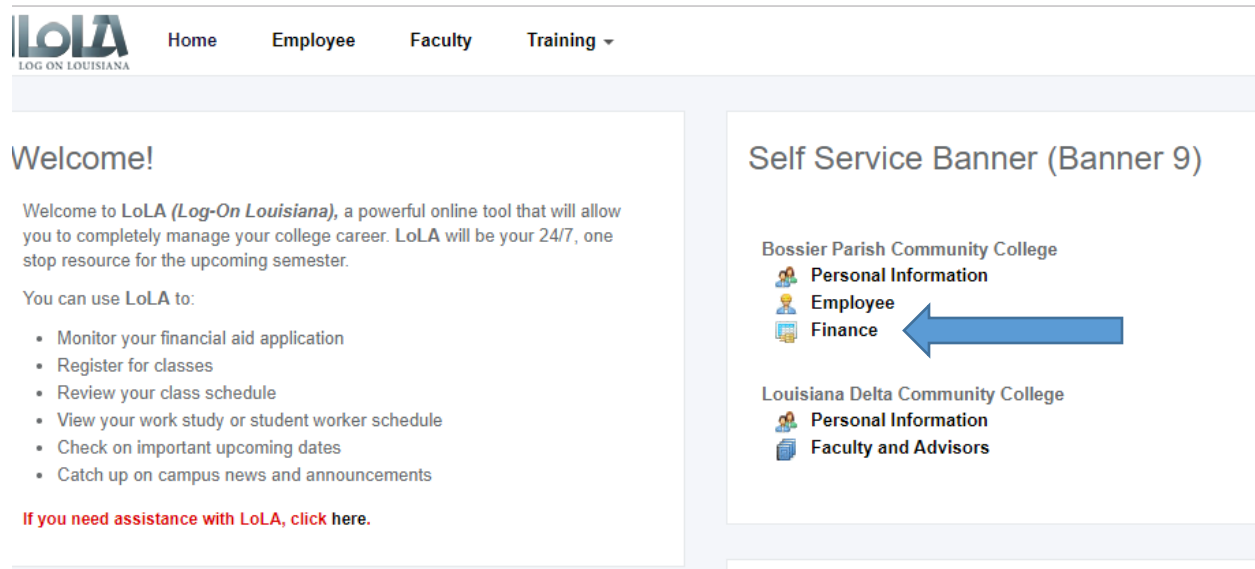
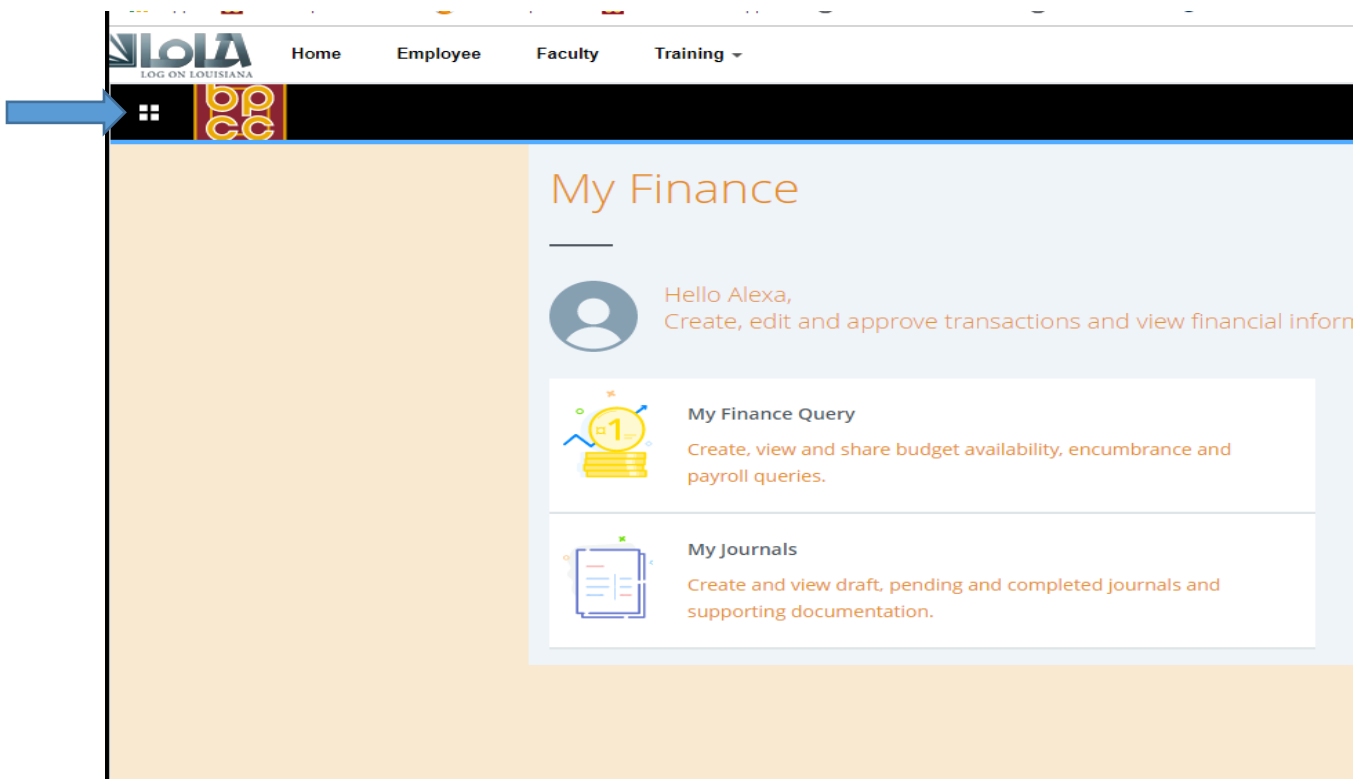


Approval of documents may be accomplished in either Finance Self-Service or Banner's Application Navigator.

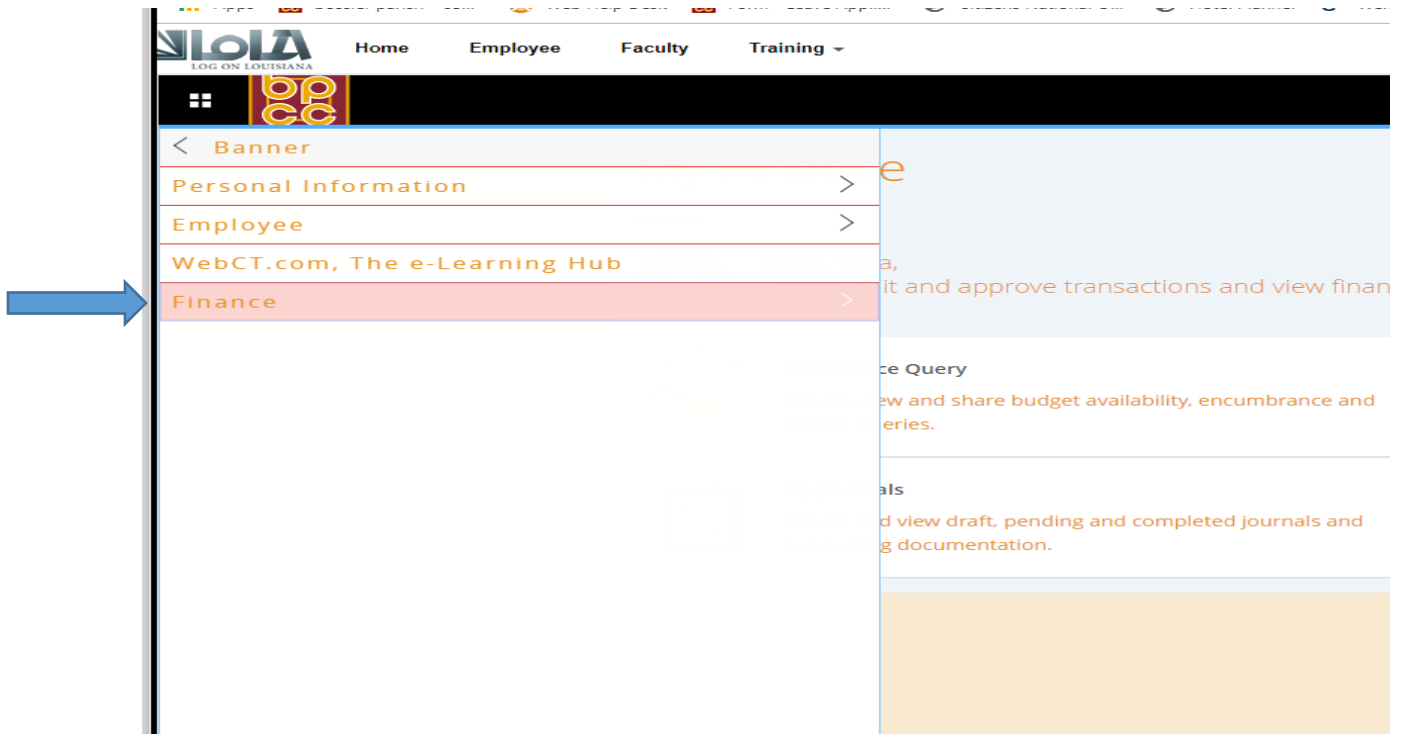
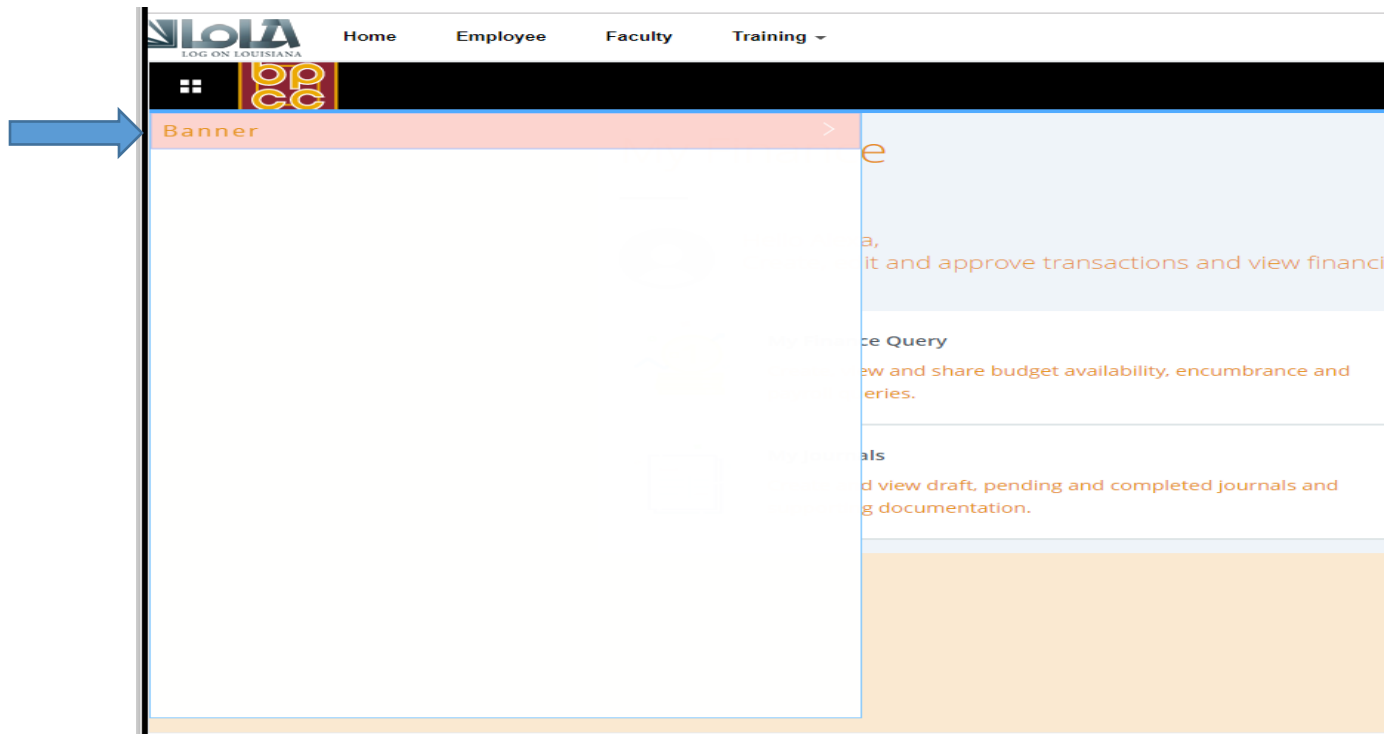
To approve in Self-Service log into LoLA and click on the Finance link under the 'Self-Service' heading.

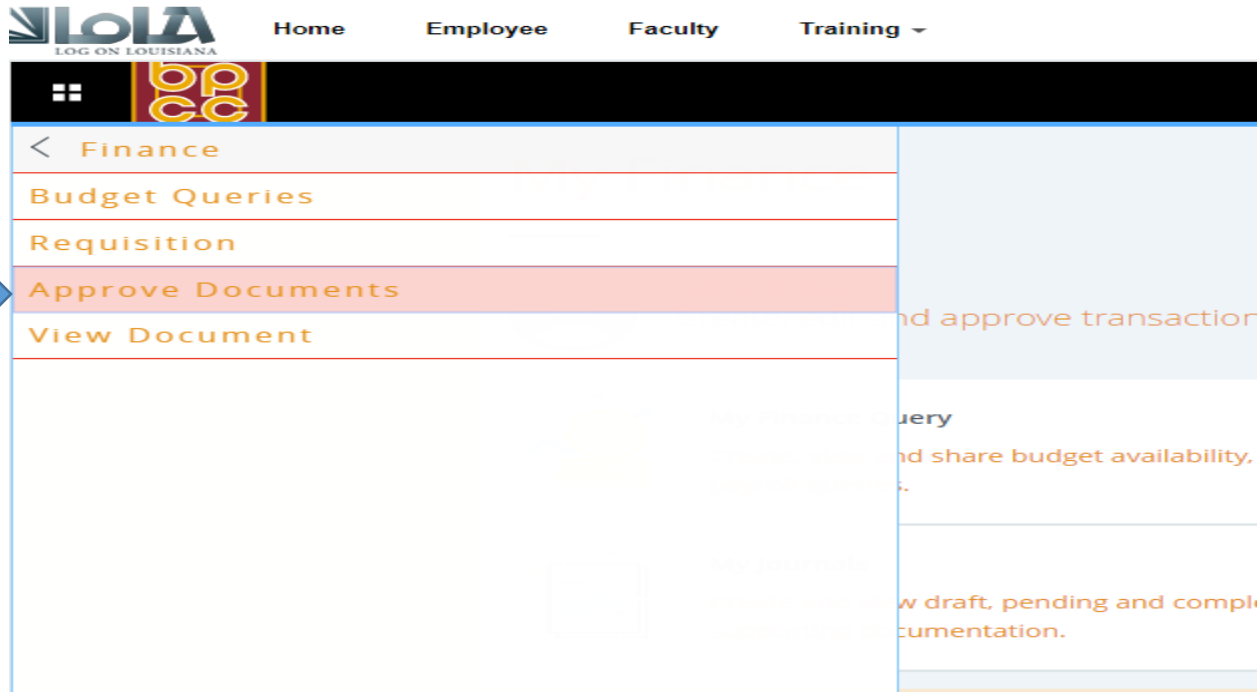


On the next screen, click on the Banner icon that looks like four squares




On the next screen, click 'Banner', then 'Finance', then 'Approve Documents'





On the screen below leave the default to see only documents for which you are the next approver, or click next to the 'all documents' statement to see all documents for which you are in line to approve. Then click the 'Submit' button.

On the screen below, anything in BLUE when clicked will cause an action. Clicking on the **Document** number will drill down to the information on the document. Coding should be reviewed for accuracy. If there is nothing in the 'NSF' column, budget should be available. If there is a 'Y' in the 'NSF' column, there is insufficient budget, and a budget revision may need to be entered before approval of the document should take place. You may go to Budget Queries in Self-Service or to FGIBAVL in Application Navigator to review budget status for the particular FOAP (Fund/Org/Account/Program) combination. Clicking on **History** will give you approval queue routing and history. Clicking on **Approve** will lead to another screen where you click another button to confirm approval. Clicking on **Disapprove** leads to another screen where you will click another disapprove button to confirm disapproval. You must click the second button to complete the 'approval' or 'disapproval'. This process works the same when operating from your cell phone.


[Home](#)
[Employee](#)
[Faculty](#)
[Training](#)

[Personal Information](#)
[Employee](#)
[Finance](#)

Search

### Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link to approve the document, or the Disapprove link to disapprove the document.

**Queried Parameters**

User ID	ALEXALAMBERT	Alexa Lambert
Document Number:		
Documents Shown:	Next Approver	

**Approve Documents List**

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove	BDM Doc
Y	DCR				RHONDACANNON	8.80	DOC	<a href="#">K0004501</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>	
Y	DCR				RHONDACANNON	20.00	DOC	<a href="#">K0004502</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>	
Y	DCR				NITADROZD	7,797.93	DOC	<a href="#">K0004503</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>	
Y	DCR				RHONDACANNON	1,000,000.00	DOC	<a href="#">K0004504</a>	<a href="#">History</a>	<a href="#">Approve</a>	<a href="#">Disapprove</a>	

[\[ Budget Queries | Requisition | Approve Documents | View Document \]](#)

**RELEASE: 8.7.0.2**

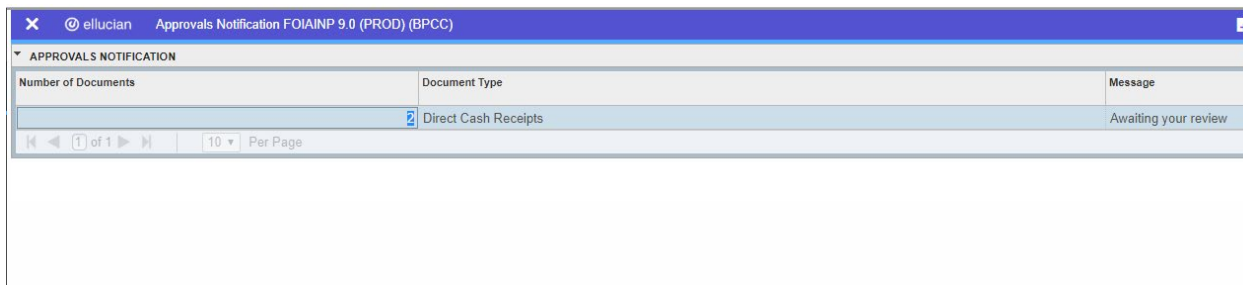
To approve in Application Navigator, after logging into LoLA, find the 'Application Navigator' link under 'Banner Administrative Pages'.

The screenshot displays the LoLA dashboard interface. On the left, there are two main sections: 'Self Service Banner (Banner 9)' and 'Canvas'. The 'Self Service Banner' section lists links for 'Bossier Parish Community College' (Personal Information, Employee, Finance) and 'Louisiana Delta Community College' (Personal Information, Faculty and Advisors). The 'Canvas' section features the Canvas logo and text explaining its use for course material and assignments, with links for 'Online classes' and 'Hybrid classes'. On the right, there are three sections: 'LoLA Announcements' (showing no announcements), 'Password Expiration' (with a 'CHANGE MY PASSWORD' button), and 'Banner Administrative Pages'. The 'Banner Administrative Pages' section contains a list of links: 'Application Navigator' (highlighted with a blue arrow) and 'SSO Manager Credential Management Utility'.

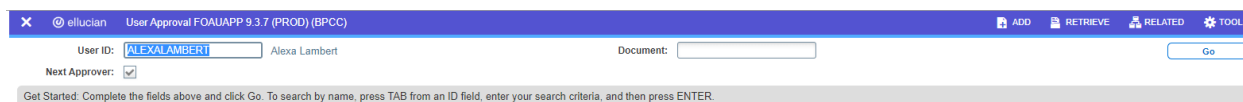
Type 'user approval' in the Welcome Search bar. If you have been granted access, the link will appear below the Welcome bar as pictured below. Hit 'Enter' on your keyboard, or use your mouse to click on the link.

The screenshot shows the 'Welcome' section of the dashboard. A search bar is visible with the text 'user approval' entered. Below the search bar, a dropdown menu displays the search results: 'USER APPROVAL (FOAUAPP)'. A blue arrow points to this result, indicating it is the correct link to click.

You may receive an approval notification message like the one below. Just click the 'X' at the top left to remove it and proceed to the approval screen.

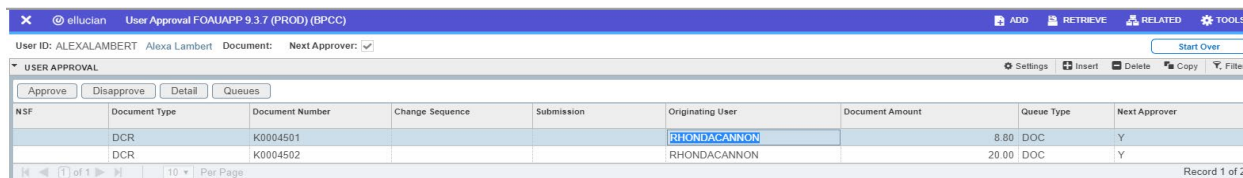
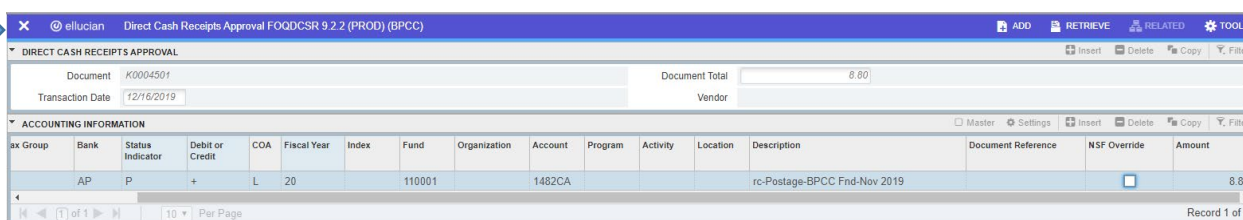


On the header page of the approval screen, click the 'GO' button to proceed. If you wish to view those documents for which you are not the next approver, but are in a higher queue in the approval process, uncheck the box next to 'Next Approver'.



If you have documents to approve, on the next screen there will be a list. Unlike Self-Service there is nothing in BLUE, but instead there are several buttons to choose the action to take next.

The first row will automatically be chosen (highlighted). Clicking on the **Detail** button will drill down to the information on the document highlighted. Coding should be reviewed for accuracy. If there is nothing in the 'NSF' column, budget should be available. If there is a 'Y' in the 'NSF' column at far left, there is insufficient budget, and a budget revision may need to be entered before approval of the document should take place. You may go to Budget Queries in Self-Service or to FGIBAVL in Application Navigator to review budget status for the particular FOAP (Fund/Org/Account/Program) combination.

To exit the screen after review of coding, use your mouse to click on the 'X' at top left of screen.

Clicking on **Queues** will give you approval queue routing and history.

You may 'X' out of this screen and back to the User Approval screen, where you can use the Approve or Disapprove buttons to act on the document. You may also approve or disapprove from this screen.

Clicking on **Approve** will bring up a pop-up where you click the 'OK' button to confirm approval. Clicking on **Disapprove** brings up a pop-up where you will click the 'OK' button to confirm disapproval. You must click the 'OK' to complete the 'approval' or 'disapproval' process.

The document will disappear from your queue, leaving only those that need your approval.