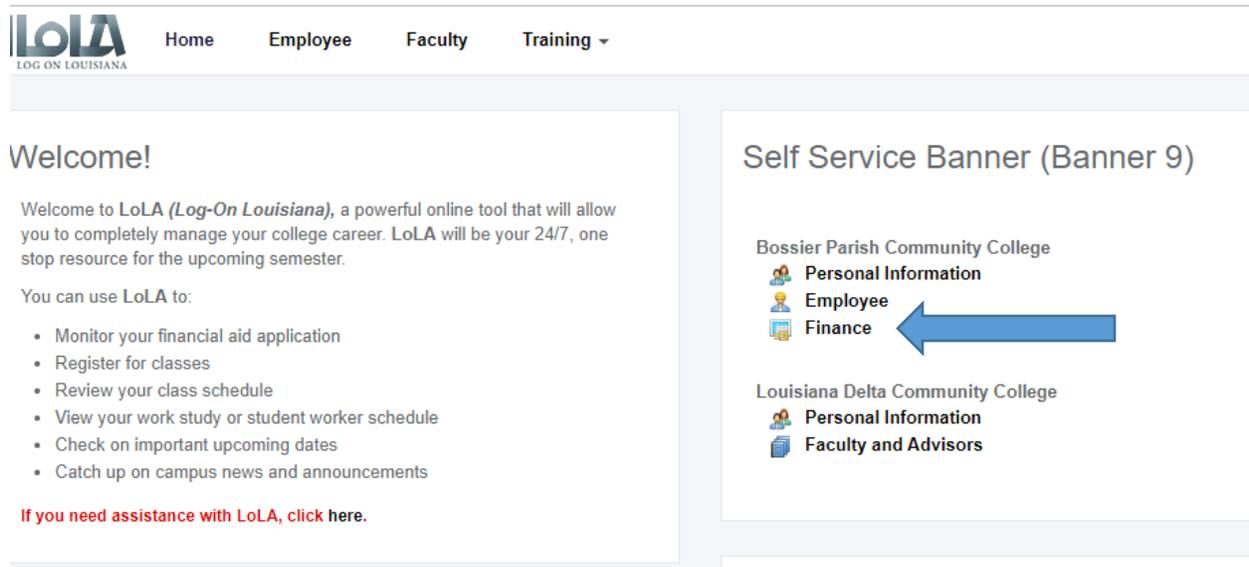
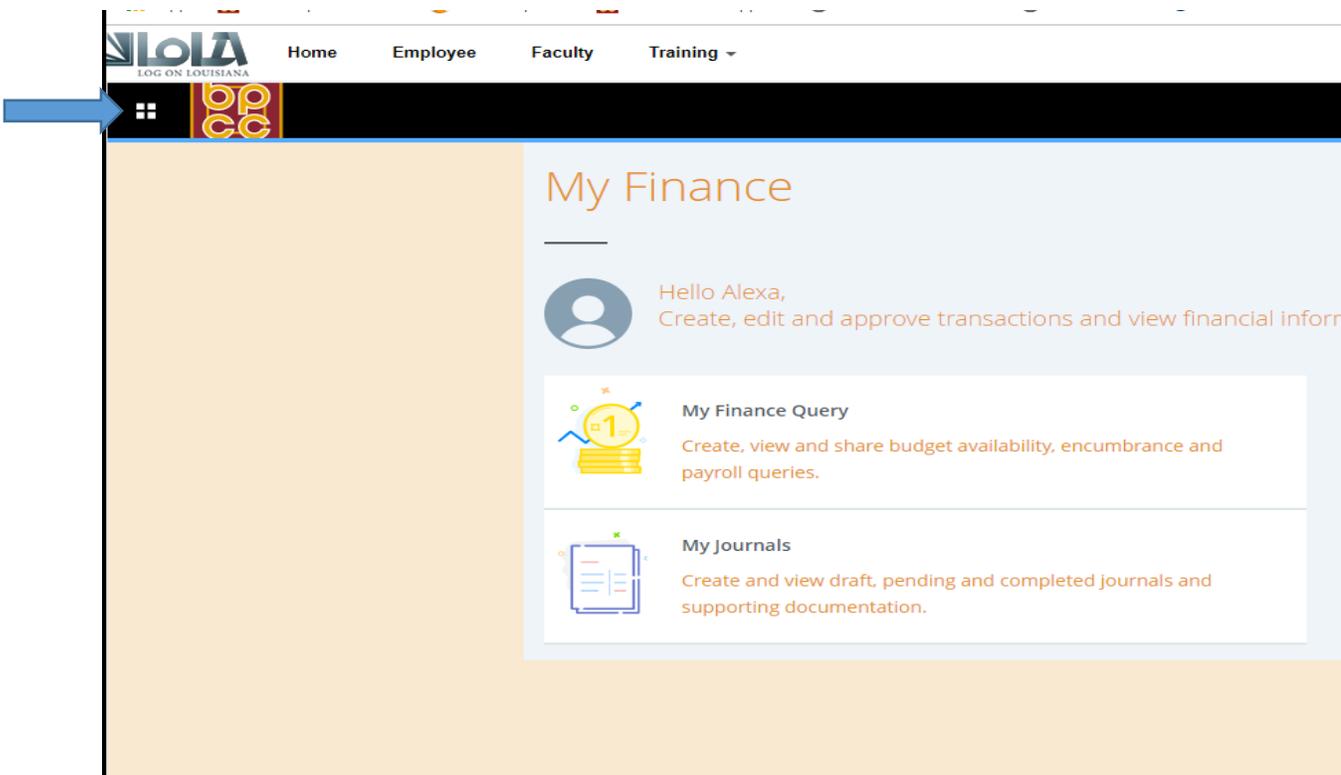


Approval of documents may be accomplished in either Finance Self-Service or Banner's Application Navigator.

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'

LOLA LOG ON LOUISIANA Home Employee Faculty Training

LOP CC

Banner

Finance Query

View and share budget availability, encumbrance and series.

Journals

View draft, pending and completed journals and documentation.

LOLA LOG ON LOUISIANA Home Employee Faculty Training

LOP CC

< Banner

Personal Information

Employee

WebCT.com, The e-Learning Hub

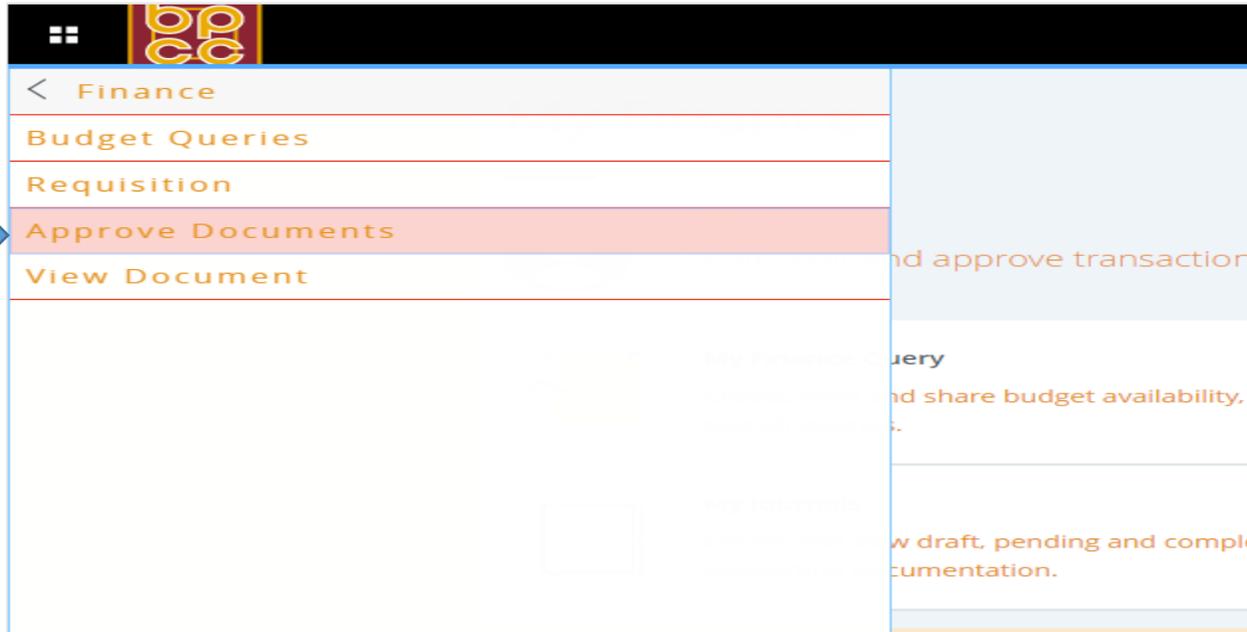
Finance

Finance Query

View and share budget availability, encumbrance and series.

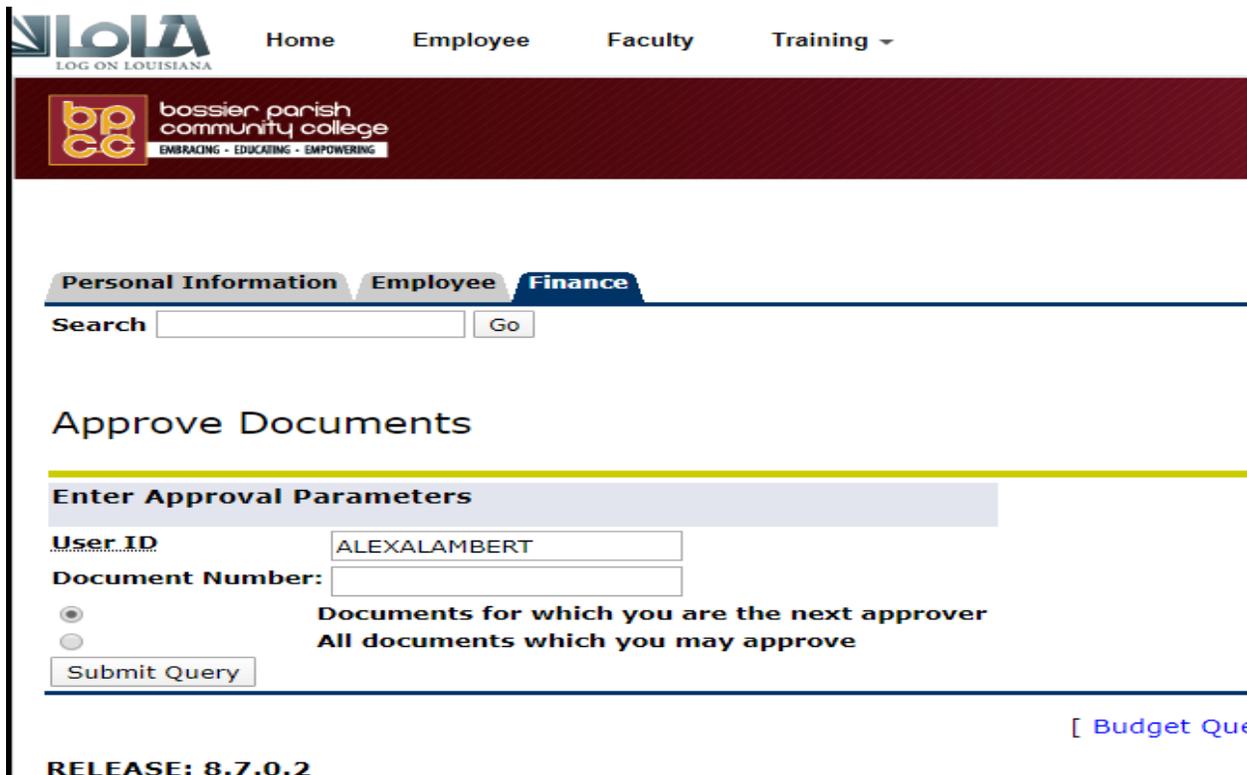
Journals

View draft, pending and completed journals and documentation.



A screenshot of a web application's navigation menu. The menu is displayed in a light blue sidebar on the left side of the page. It contains several items: a back arrow, 'Finance', 'Budget Queries', 'Requisition', 'Approve Documents' (highlighted in orange and pointed to by a blue arrow), and 'View Document'. To the right of the menu, there is a main content area with a light blue background. It contains a heading 'Approve Documents' and a description: 'View draft, pending and complete documents and approve transactions.' Below this, there are sections for 'My Finance Query' and 'My Journals'.

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.



A screenshot of the 'Approve Documents' form in the web application. The page header includes the LOLA logo and navigation links for Home, Employee, Faculty, and Training. Below the header is a dark red banner with the Bossier Parish Community College logo and tagline 'EMBRACING • EDUCATING • EMPOWERING'. The main content area has three tabs: 'Personal Information', 'Employee', and 'Finance' (which is selected). Below the tabs is a search bar with a 'Go' button. The title 'Approve Documents' is displayed in a large font. Below the title is a section titled 'Enter Approval Parameters' with a light blue background. It contains a 'User ID' field with the value 'ALEXALAMBERT', a 'Document Number' field, and two radio button options: 'Documents for which you are the next approver' (selected) and 'All documents which you may approve'. A 'Submit Query' button is located at the bottom left of the form. In the bottom right corner, there is a link '[ Budget Que' and the text 'RELEASE: 8.7.0.2'.

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/Disapprove link to display the approval/disapproval history of the document. Select the Approve/Disapprove link to display the approval/disapproval history of 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> |         |

Another Query

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

**RELEASE: 8.7.0.2**

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

**Self Service Banner (Banner 9)**

Bossier Parish Community College

- Personal Information
- Employee
- Finance

Louisiana Delta Community College

- Personal Information
- Faculty and Advisors

**Canvas**

Click here for access to Canvas – the electronic classroom – for course material, resources, assignments, and instruction.

Online classes will use Canvas for all course material, instruction, and assignments.

Hybrid classes will use Canvas to access course materials and possibly to submit assignments, but they will also meet face-to-face at a designated day, time and site on campus.

**LoLA Announcements**

Announcements

You currently have no announcements.

Show Hidden

**Password Expiration**

**Your password will expire in 83 days!**

**CHANGE MY PASSWORD**

**Banner Administrative Pages**

Use the Application Navigator link below to access Banner 9 Admin Pages.

- Application Navigator**

Use the following password reset tool only if you are having trouble logging into Cognos, ePrint, or Oracle:

- SSO Manager Credential Management Utility**

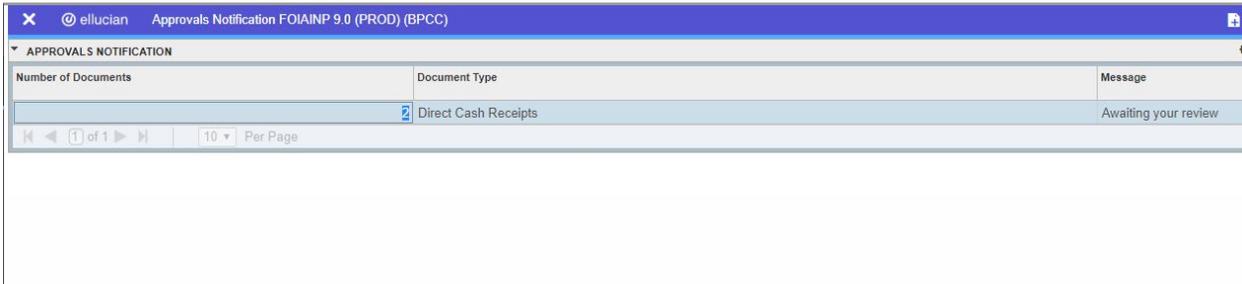
Type 'user approval' in the Welcome Search bar. If you have been granted access, the link will appear below the Welcome bar as pictured below. Hit 'Enter' on your keyboard, or use your mouse to click on the link.

**Welcome**

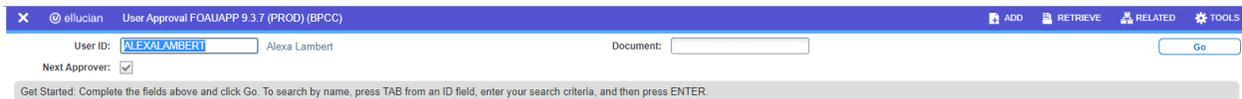
user approval

**USER APPROVAL (FOAUAPP)**

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.

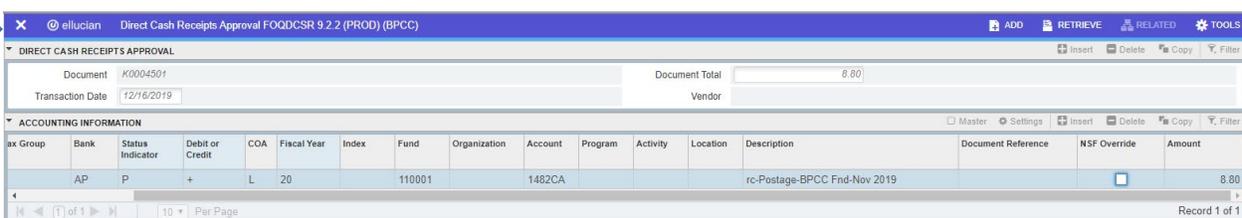


On the header page of the approval screen, click the 'GO' button to proceed. If you wish to view those documents for which you are not the next approver, but are in a higher queue in the approval process, uncheck the box next to 'Next Approver'.



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.

Document: K0004501 Type: DCR Change Sequence: Submission: Start Over

| Queue ID | Queue Description          | Queue Level | Approval Level |
|----------|----------------------------|-------------|----------------|
| DCSR     | DIRECT CASH RECEIPTS QUEUE | 10          | +              |

+ Indicates what will be approved

| Queue | Level | User          |
|-------|-------|---------------|
| DCSR  | 10    | Alexa Lambert |
| DCSR  | 10    | Rene Tate     |

In suspense:  Approve Disapprove

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.

User ID: ALEXALAMBERT Alexa Lambert Document: Next Approver:

Approve Disapprove Detail Queues

| NSF | Document Type | Document Number | Change Sequence | Submission | Originating User | Document Amount | Queue |
|-----|---------------|-----------------|-----------------|------------|------------------|-----------------|-------|
|     | DCR           | K0004501        |                 |            | RHONDACANNON     | 8.80            | DOC   |
|     | DCR           | K0004502        |                 |            | RHONDACANNON     | 20.00           | DOC   |

Document Approval FOAUAPP 9.3.7 (PROD) (BPCC)

Type: DCR  
Number: K0004501  
Submission:  
Change Sequence: DOCUMENT IS APPROVED

OK Cancel

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