How to view unapproved documents

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The FOAUAPP form

Use the **FOAUAPP** form to view a list of transactions that are awaiting your approval.

Field definitions

	Item	Description
1	**UserID** **(Required)**	Banner ID and name of the user.
2	**Document**	Number representing the document you wish to query. Leave blank to view all.
3	**Next Approver**	Select this field to view all documents in which you are the next approver.
4	**NSF**	Checkbox indicates whether a non-sufficient funds condition exists for a specific transaction or document. **Checked** - Non-sufficient funds condition exists. **Unchecked** - Non-sufficient funds condition does not exist.
5	**Document Type**	Code representing the type of document.
6	**Document Number**	Number of the document.
7	**Chg No.**	Change sequence number associated with change orders and encumbrances.
8	**Sub No.**	Submission number associated with journal vouchers and invoices.
9	**Originating User**	Banner ID number of the user who completed the document.
10	**Document Amount**	Transaction amount of the document.
11	**Queue Type**	Code indicating the status of the document. **DOC** - Document is in a user defined document approval queue awaiting approval. **NSF** - Document is awaiting NSF override processing and the system has routed it to the NSF queue. If the document is awaiting NSF override processing, click **Detail** to override NSF.
12	**Queue ID**	Queue ID code for individual that needs to approve the document.
13	**Queue Lvl**	Level of approval.

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	Item	Description
14	**Next**	Indicates whether the user is the next approver for a document in the approval **Y** - User is the next approver. **Blank** - User is not the next approver.
15	**Approve**	If you have approval authority, click **Approve** to override an NSF condition or approve and complete the document.
16	**Disapprove**	Click **Disapprove** to disapprove the document.
17	**Details**	Click **Detail** to view the accounting details and to check the NSF Override for the individual document types. The form that is accessed depends on the document you are querying.
18	**Queue**	Accesses the Document Approval Form (**FOAAINP**).

How to view a list of unapproved documents.

Before you start.	Use the **FOAUAPP** form to see a list, by document number, of unapproved documents by document type.
	This form allows you to obtain a list, by document number, of unapproved documents by document type. It allows direct approval of a document, or navigation to summary information of a document for review and subsequent approval.
	How to view documents that for approval:
View and approve documents	1 Select the form **FOAUAPP** from the **Finance Fast Track Menu** on the Main Menu or type in **FOAUAPP** in the **Go** field and hit Enter.
	2 If you are on an approval path your UserID will be populated automatically, otherwise, enter your UserID in the User ID field.
	3 Enter the document number you wish to approve, or leave the Document field blank to view all documents.
	4 Click the **Next Block** icon or use Ctl + Page Down if you prefer using your keyboard.
	5 Click on the **Details** icon to view accounting details.
Approving documents	6 Click the Approved icon to approve and complete the document.
	7 Click **OK** on the Document Approval window.
Disapproving documents	8 Click the disapprove icon to disapprove the document.
	9 In the **Document Disapproval Text Entry** window, click after the default message and type the reason of your disapproval.
	10 Click **OK** on the document approval window.