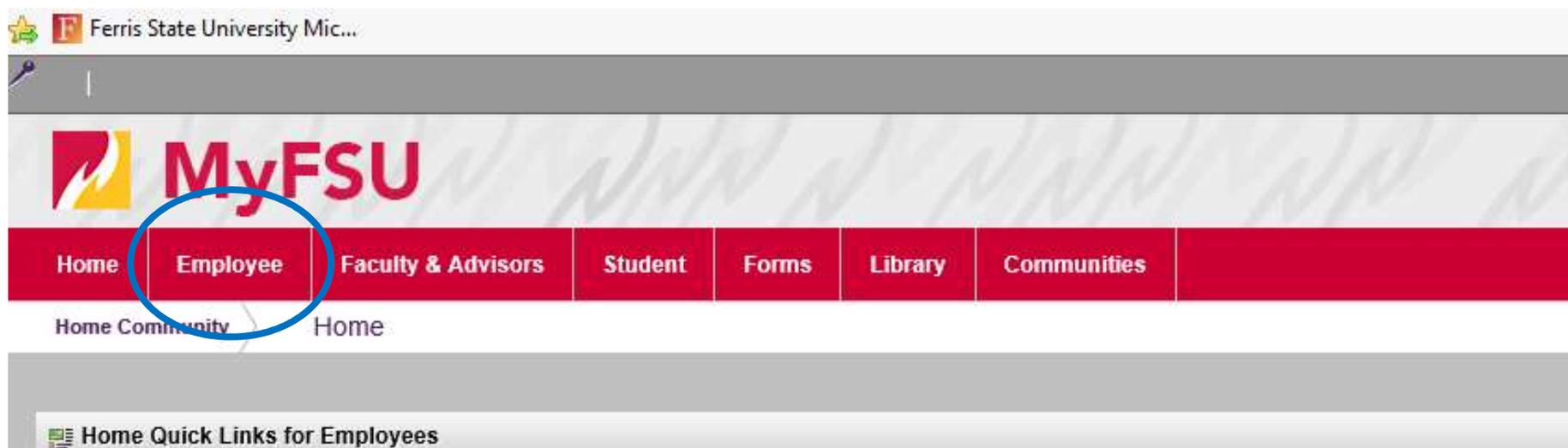


## To view and approve documents in Banner Web

After logging on to MyFSU, select the “Employee” tab:



Once in the Employee tab, select the “MyWorkplace” (briefcase) icon:

The screenshot shows the MyFSU website interface. At the top, there is a navigation bar with the following tabs: Home, Employee, Faculty & Advisors, Student, Forms, Library, and Communities. The Employee tab is currently selected. Below the navigation bar, there is a sub-navigation bar with Home Community and Employee. The main content area is titled "Web Content Display" and contains a row of seven icons with labels below them: MyWorkplace (a briefcase icon, circled in blue), Professional Development (a document with a pie chart), Policies (a document with a checkmark), TimeClock Plus (a clock with a palm tree), TimeClock Plus Manager (a clock with a palm tree), Retirement@Work (a piggy bank with a dollar sign), and Employee Survey Results (a question mark). At the bottom of the page, there is a footer bar with "Employee Information" on the left and "Addition" on the right.

In MyWorkplace, any “waiting” approvals should appear in the “Approval Alerts” module—select the “Next Approver” link below the list of documents:

The screenshot displays the MyFSU MyWorkplace interface. At the top, there is a navigation bar with links for Home, Employee, Faculty & Advisors, Student, Forms, Library, and Communities. Below this, a breadcrumb trail shows Home Community > Employee > MyWorkplace. The main content area is divided into several sections. The 'My Workplace Quick Links' section contains icons for WebFOCUS, TimeClock Plus Manager, Technology Support, AiM, Bulldog Connect, HandShake, BB Collaborate, and Digital Measures. The 'Banner 9 Information' section is split into 'Banner 9 Quick Links' and 'Banner 9 FinanceTraining'. The 'Approval Alerts' section on the right shows a summary table with the following data:

Requisition:	3
Purchase Order:	1
<b>Total:</b>	<b>4</b>

Below the table, there is a link labeled 'Next Approver All Documents', which is circled in red. At the bottom of the page, there is a section for 'Personnel Action Notices'.

A new window will open, showing your Banner User ID, and will default to “**documents for which you are next approver**” --leave the selection as it defaults, but the “all documents” radio button can also be selected if you want to see documents that will move to your approval queue after other approvers before you have approved.

Click on the “Submit Query” button:

---

Search

## Approve Documents

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**Enter Approval Parameters**

User ID

Document Number:

Documents for which you are the next approver

All documents which you may approve

---

[\[ Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [V](#)

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Documents which are waiting for your approval will now be viewable. The document “type” (in this case, a requisition) is shown, as well as the user ID of the document creator, and the document number, history and approval or disapproval links:

To view the document, select the document number:

## Approve Documents

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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 Disapprove link, if enabled, to disapprove the document.

### Queried Parameters

User ID	HAYESF1	Hayes, Fredericka D.
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
Y	REQ	Y			WILLH18	750.00	DOC	R0037078	History	Approve	Disapprove

Another Query

---

The document will open for your review. After reviewing, use the “back arrow” on your browser to get back to the approval queue.

You may select “Approve” at this point to push the document to the next approval queue and ultimately PO creation, or “Disapprove” if the purchase is not approved, or if there are details that you want the requisition creator to edit.