APPROVING REQUISITIONS AND CHANGE ORDERS

IN BANNERWEB (SSB)

1. Access SSB via your Single Sign on and then myavc.edu

Single S	ign-On Portal			Logged in as: dmcintosh1 Log Out
Single Sign-On			A STA	Size: Large ▼ Change
mijAVC MyAYC	Canvas	Gmail	Google Drive	Google Docs
Ebsco Research Database	EDUNAV EduNav Staging	Cogin for Office for Students with Disabilities		

- 2. From myavc.edu, select the Finance tab to access the SSB menu
- 3. Go to the Quick Links and select "Approve Documents"
- 4. The User ID will default to you....Select "All documents which you may approve" and then submit

Personal Informatio	n Student	Employee	Finance	Financial Aid
Search		Go		
Approve Doc	uments			
Enter Approval Pa	rameters			
User ID	DMCINTOSH	1		
Document Number:				
0	ocuments f	for which yo	u are the	next approver
۲	All documen	ts which yo	u may ap	prove
Submit Query				

[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer]

- 5. All documents awaiting your approval will be displayed. You will see the following columns:
 - a. **Type**: Either REQ for requisition or PO for change order.
 - b. **NSF**: If a "Y" is present in the NSF column, this means the FOAP does not have sufficient funds. The REQ must be denied or order for a Budget Transfer to be processed. Please contact your Fund Manager for assistance.
 - c. **Document** : Allows you to view the document, supporting documents, items ordered and comments regarding changes. All supporting documents may be viewed through the OnBase system.
 - d. History: Allows you to see who has approved thus far.
 - e. Approve: Allows you to approve the documents.
 - f. **Disapprove:** Allows you to disapprove the documents.
- 6. After review, you may approve or disapprove the requisition or change order. If you disapprove, please put and explanation in the appropriate box for clarity.
- 7. That's it! You've approved the documents in your queue. Great Job!