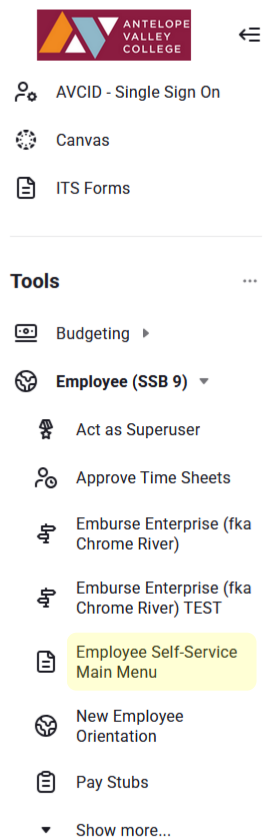
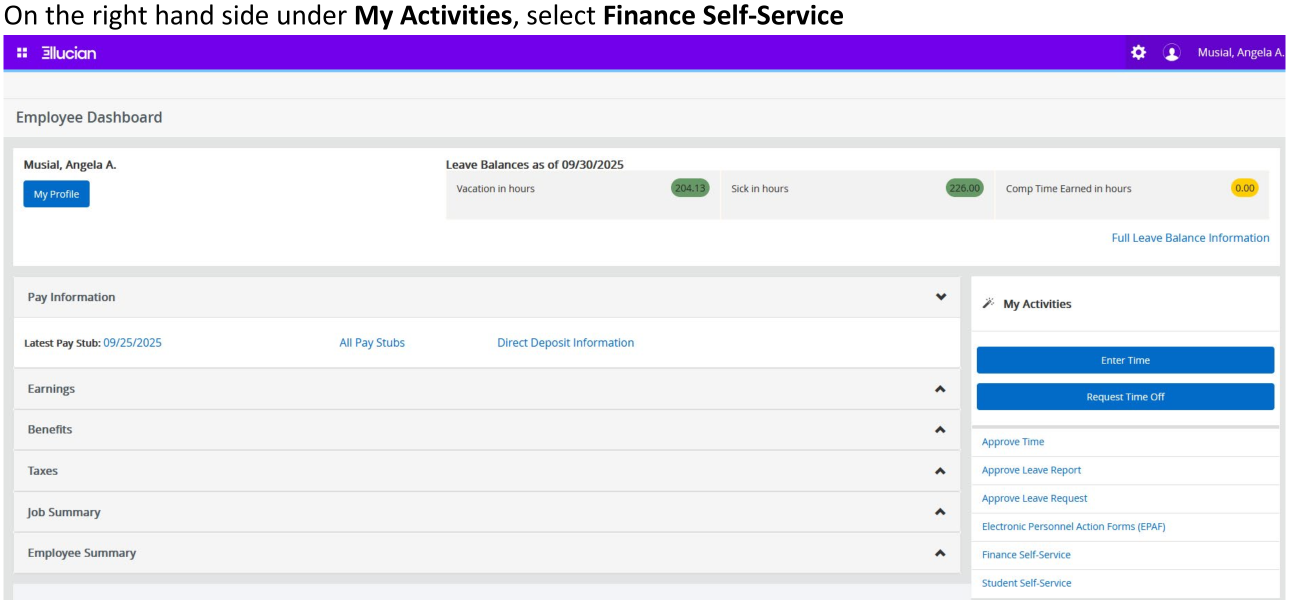
APPROVING DOCUMENTS IN BANNERWEB (SSB)

1. Log into myavc.edu.
2. From the left navigation pane on myavc.edu, select **Employee (SSB9)**, then **Employee Self-Service Main Menu**

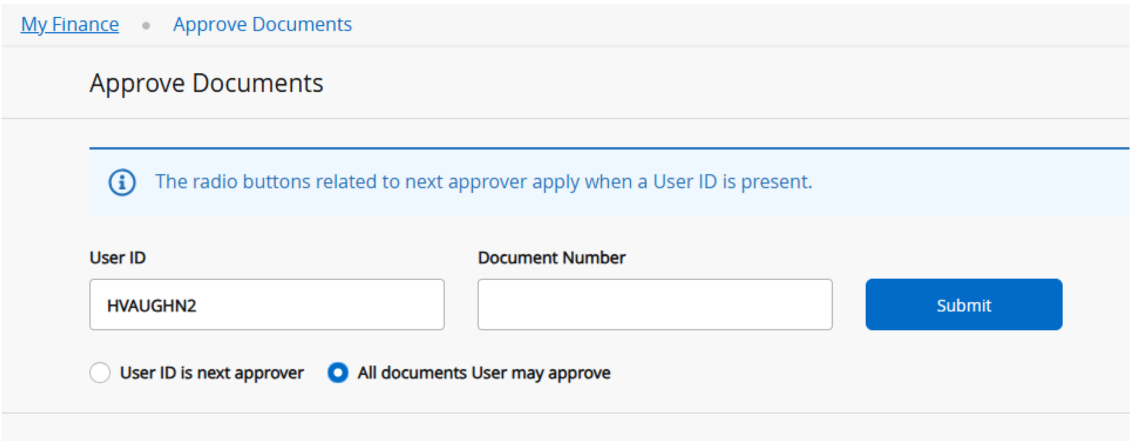


3. On the right hand side under **My Activities**, select **Finance Self-Service**



4. Select "**Approve Documents**"

5. The User ID will default to you….Select “**All documents User may approve**” to see all submitted documents pending your approval, and then **submit**



6. All documents awaiting your approval will be displayed. You will see the following columns:
    a. **Document:** This is the number of the document; clicking on the number will allow you to view the document. All supporting documents may be viewed through the OnBase system.
    b. **Document Type**: The type of document
        i. REQ → Requisition
        ii. PO → Change order.
        iii. JV → Journal Voucher (Budget Transfer)
    c. **Change Sequence:** Change sequence number associated with change orders and encumbrances.
    d. **Submission:** Submission number associated with journal vouchers and invoices.
    e. **Originating User:** Username of individual who completed the document.
    f. **Amount:** Transaction amount of the document.
    g. **Next Approver:** A “Y” indicates that you are the next approver
    h. **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.
    i. **Queue Type:** Code that indicates the status of a document.
    j. **History**: Allows you to see approval history
    k. **Disapprove:** Select to disapprove the documents and provide comments.
    l. **Approve**: Select to approve the documents.
7. After reviewing the request and supporting documents in Onbase, you may approve or disapprove the document. If you disapprove, please provide an explanation in the appropriate box for clarity.