In order to approve Banner Finance documents, you must have Banner Finance access **AND** be in the Banner Finance Approval Queue.

**As an approver, it is your responsibility to view the document before approving any document.**

Documents can be approved using Banner forms: **FOAUAPP** or **FOAII NP**

You can also approve documents using: **LoboWeb Self Service**

**To Approve a DP-EZ in Banner:**

Access Banner Form **FOAUAPP**.
Your user ID and Name will populate.
- If you know the document number to approve enter it in the ‘Document’ field.
- To view all documents awaiting your approval perform a Next Block.

**Review the details from FOAUAPP:**

- Select the ‘Detail’ Icon  
- Select Options on the toolbar.
- Select Query Document (**FAII NVE**) from the dropdown menu.

The DP-EZ number will populate, to view the details next block through the entire document.

Once you are ready to approve or deny close the form and return to FOAUAPP.

Select:
- To approve the document.
- Or
- To disapprove the document.

**To Approve a DP-EZ in LoboWeb Self Service:**

You will see in the MyUNM portal on the Approval Alerts tab that you have documents to approve:

```
<table>
<thead>
<tr>
<th>Approver Alerts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice:</td>
<td>5</td>
</tr>
<tr>
<td>Requisition:</td>
<td>1</td>
</tr>
<tr>
<td>Journal Document:</td>
<td>1</td>
</tr>
<tr>
<td>Total:</td>
<td>7</td>
</tr>
</tbody>
</table>
```

Select ‘All Documents’ to view what is awaiting your approval:

```
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
Y  | INV |   |   | 5.10 |
|   |   |   |   |   |
|   |   |   |   |   |
```

Select the document number hyperlink to view the document.
Once you’ve reviewed the DP-EZ select the back button on your browser.
Select the approve or disapprove hyperlink.

**You can also review the DP-EZ in the Banner form FZI DPEZ:**

Access Banner form **FZI DPEZ:**

- Select the Query Icon or F7 key.
- Enter the DPI number.
- Execute your query or F8.
- Next Block or use the Options menu to navigate through the DPI.
- Close the form.

**NOTE:** You cannot approve from this form.

***END***