

How to Check the Approval Queues in Banner

1. Log into Self Service Banner.
2. Click on the Finance tab > View Document.
3. Select the type of Document from the drop-down menu and enter your document number.

The screenshot shows a form with the following elements:

- Choose type:** A dropdown menu with 'Requisition' selected. The menu is open, showing options: Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance, and Direct Cash Receipt.
- Document Number:** A text input field.
- Change Seq#:** A text input field.
- Display Account:** A section with a radio button labeled 'Yes' selected.

4. Click on Approval History.
5. If an approver has already approved the document, you will see it listed under *Approvals Recorded*.

If the document is awaiting approval, you will see the queues listed under *Approvals Required*.

<i>Approvals required</i>			
Queue	Description	Level	Approvers
DPAP	DIRECT PAY ACCOUNTS PAYABLE	1	
			Bonnie Brittingham
			Olivia Esposito
			Stacey Harnett
			Mary Hughes
			Gina Marinelli
			Jennifer Merlock
DPAS	DP AC DEAN OF STUDENTS	2	
			Haley Baum
			Bonnie Brittingham
			Olivia Esposito
			Stacey Harnett
			Mary Hughes
			Gina Marinelli
			Jennifer Merlock
<i>Approvals recorded</i>			
Queue	Level	Date	User
DPAS	1	Jun 05, 2024	Christopher Catching