



**ACCOUNTS PAYABLE**

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**DP-EZ Approval Instructions  
FIAP-003**

To Approve a DP-EZ:

1. Go to Banner Form FOAUAPP  
Your User ID and Name will populate.
2. Select your document.
  - If the DPI number is known, tab to the document field and enter the DPI number.
  - If the DPI number is not known, leave the document field blank and perform a Next Block. This will list all documents in your approval queue. Select the document you wish to review from the list.
3. Perform a Next Block.
4. To view the detail of the DPI Select the Detail Icon.
5. Select Options on the toolbar.
  - Select Query Document (FAIINVE) from the dropdown menu.
6. In form FAIINVE, select Options from the toolbar.
  - Select Direct Pay EZ Query (FZIDPEZ) from the dropdown menu.
7. In form FZIDPEZ select the Enter Query icon.
8. Enter EITHER the DZ number in the DP-EZ code field OR mouse click into the DPI# field and enter the DPI number.
9. Select the Execute Query icon.
10. When finished reviewing the detail of the DP-EZ:
  - a. Close form FZIDPEZ by selecting the X on the upper right-hand corner of the window.
  - b. Close form FAIINVE by selecting the X on the upper right-hand corner of the window.
11. This should take you back to form FOAUAPP.
12. In form FOAUAPP select the Approve or Disapprove icon.
13. Banner approval process is complete.

**\*\*\*END\*\*\***