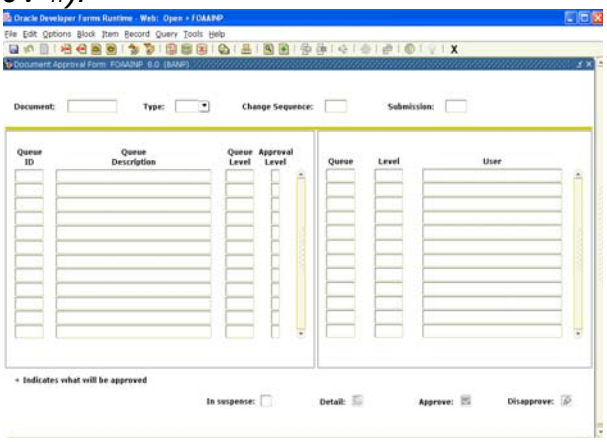
THE UNIVERSITY of NEW MEXICO

Financial Services Support Center
Date: 09/20/2010

Navigating FOAAINP
FSJA-008

1. Go to Banner Finance Form: ***FOAAINP***.

2. In the **Document** field, enter the document number. (*Banner Requisition #, DP-EZ # or JV #).*



3. Perform a ***Next Block.***

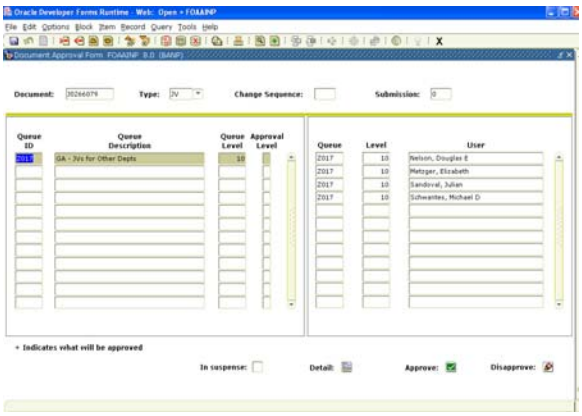
4. This form lists all of the queues that the document still needs to route to for approval. Queues are not necessarily listed in approval order.

5. If the document is awaiting approval, the following information will be listed:

   A. On the left
      - Queue ID
      - Queue Description
      - Queue Level

   B. Based on what Queue ID is highlighted on the left, the right will list:
      - Queue ID
      - Level
      - Approvers (listed as 'Users')

6. Highlight the queue ID on the left to view the approvers in that queue.



7. By selecting the Detail icon you can view details of the document.

8. If you are an approver, you may also Approve or Disapprove the document by selecting the appropriate icon on the bottom of the page.

Detail: Approve: Disapprove:

*****End*****