Banner Finance Approvals

Approver Guide

Contents

Introduction

This document provides instruction for *approvers* of online journal vouchers.
An approver is the person who reviews and then approves/disapproves JVs which have been submitted by an *originator* (keyer).

For each JV, an approver will perform these activities:
- **Review the JV details in Web4U**   *(see pages 9 or 19)*
- **For Accounting JVs, review supporting documents using Nolij Web**   *(see page16)*
- **Approve or disapprove the JV**   *(see page 9)*

JVs may pass through more than one queue, and therefore require more than one approval.
Each approver can view the details and/or approval history for that JV, using the "Approve Document" or "View Document" selections on the Web4U Finance menu.

Email notifications are sent to each approver in turn, as their queue becomes "next" on the approval chain. Once the final approval has been performed, the document goes to posting.

If a JV is disapproved, approval processing for that document terminates immediately. Any previous approvals are negated. The document will be returned to an incomplete status, so that (if appropriate) if can be corrected and resubmitted.

When a document is final-approved, the originator will receive a message in Banner. If the document is disapproved, the originator and any previous approvers will receive a message in Banner.

Approvals: Web4U Finance

The Web4U Finance menu provides two selections for approvals processing:

Approve Document – from here, you can:
- Open a separate window to review Nolij Web attachments (Accounting JVs)
- Review the list of documents waiting for your approval
- View details for each document
- View the approval history for each document
- Approve documents
- Disapprove documents

View Document – from here, you can:
- Open a separate window to review Nolij Web attachments (Accounting JVs)
- View details for a document
- View the approval history for a document

Attachments: Nolij Web

Accounting JVs require supporting documentation (Budget JVs do not). Supporting documents can be "attached" to an accounting JV using Nolij Web.

Nolij Web access will be granted to both originators and approvers:
- Originators need access to attach supporting documents to the JVs they've created
- Approvers need access to review attachments when deciding whether to approve the JV

Here are some of the features of Nolij Web:
- Login is via your universal login and password.
- A separate folder is automatically created in Nolij Web for each accounting JV – the folder name is the JV document number.
- Users can browse their desktop, My Documents, C: drive, or network drive for attachments, then drag-and-drop copies of those documents into the folder.
- Any number of attachments can be copied into a folder.
- Attachments can include PDF files, Banner reports, Excel spreadsheets, Word documents, or images in JPG, TIF, or GIF format.
- Annotations such as boxes, highlighting, or "sticky note" comments can be added to these attachments. They are added only to the Nolij Web copy, not to the original document.

Rule Classes

Rule classes determine how transactions post to the operating and general ledgers in Banner. Each rule class has its own requirements for balancing within the document.

Below is a list of rule classes used for accounting and budget JVs, with a description to indicate how each rule class is used:

Rule Class	Description
Accounting JVs use these rule classes:	
CD20	For one-sided JVs to record cash activity. Self-balancing.
J079	For JVs within one fund, one chart. Must be balanced by fund.
J089	Can be used for JVs that cross charts. Must be balanced in total.
J096	For JVs with multiple funds, same chart. Must be balanced by chart.
TRAV	For Travel desk only (clone of J089)
Budget JVs use these rule classes:	
BPRM	Used to process a permanent budget JV. Can be one-sided if self-sustaining or offset by change to position budget.
BTMP	Used to process a temporary budget JV. Can be one-sided if self-sustaining or offset by change to position budget.

Approval Notifications

Notification by email

Email notifications are sent to approvers' internal WWU email address. These notices provide the following information:

- The document number of the JV
- The login ID and name of the originator (the person who keyed/submitted the JV)
- Instructions and a link to the Web4U approvals page

Here's the text from a sample email:

```
From: Banner Finance
Sent: Tuesday, November 29, 2011 3:45 PM
To: Diane Fuller
Subject: Document J0000259 waiting for approval

This journal Voucher is waiting for your approval:

Document Number: J0000259
Originator UserID:  COLMANS
Originator Name:  Sharon Colman

Instructions
1) Go to Web4U, "Finance", "Approve Document": https://admin.wwu.edu/pls/wwis/bwfkuapp.P_UserApproval
2) Click on "Submit Query"
3) From here, you can:
   -   view document details
   -   view approval history
   -   approve/disapprove this document
```

You can use the link on this email to log into Web4U. From Web4U, you can review the document details and the approval history, and then approve/disapprove the JV.

Notification at start of Banner session

Approvers that use Banner may see an approvals notification screen when they first log in. This screen shows the number of documents waiting for their approval:

Click to exit
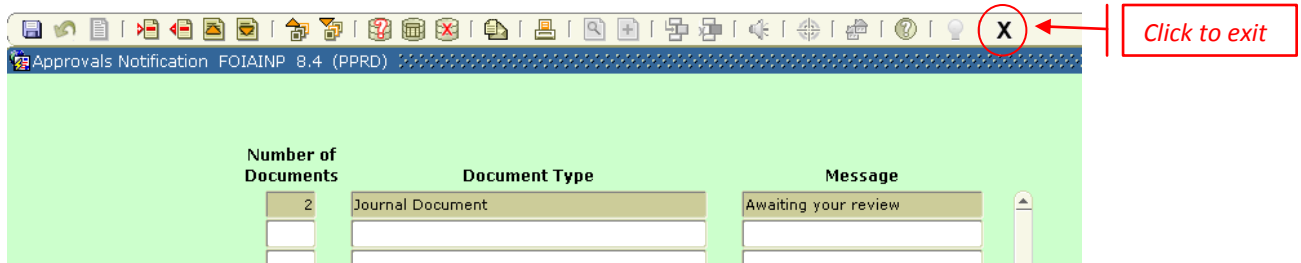
Note that this screen appears *only when first logging into Banner*. It will not reappear until a fresh Banner session is started, even if additional documents have been submitted to that approver. For this reason, it cannot be relied on as a timely notification method. Emails will provide real-time notification to approvers.

To exit from this screen, click on the "X" icon.

Reviewing/Approving via "Approve Document"

The Web4U "Approve Document" page is a gateway, providing links to all of the review and approval functions that you'll need to perform.

To get into Web4U:
- Log into myWestern, click on the icon for Web4U, select "Finance", "Approve Document"
- Or just click on the link provided in your email notification

The Approve Documents parameters page will open:

Approve Documents

Enter Approval Parameters

User ID	COLMANS
Document Number:	

- ⦿ **Documents for which you are the next approver**
- ○ **All documents which you may approve**

[Submit Query]

This defaults to your userID and "Documents for which you are the next approver". Generally, you can leave these default values, particularly if you've received an email notification to signify your approval is required (receipt of an email means you <u>are</u> the next approver).

However, if you're not the next approver, but know that your approval will be required further along on the approval chain, you can change this to "All documents for which you may approve". This allows you to view and/or approve documents that will eventually come to you for approval.

(There is no requirement in Banner that approvals be done in any particular order, so you can approve "out of order" if you wish.)

Click on the "Submit query" button, and the Approve Documents page will appear:

Approve Documents

⚐ **To review attachments for ACCOUNTING JVs:**
- Open Nolij Web in a separate window by right-clicking here, then selecting "Open in New Window".
- Return to this screen and follow the instructions below.
You will end up with two windows open, allowing you to compare document details to attachments.

To Approve/Disapprove a Document:
1) Click on the **document number** to review the document details.
2) *(optional)* Click on **History** to review the document's approval history.
3) Either click on **Approve** to approve the document, or **Disapprove** to disapprove the document.

Queried Parameters

User ID	COLMANS	Sharon Colman
Document Number:		
Documents Shown:	All	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	JV			0	COLMANS	500.00	DOC	J0000217	History	Approve	Disapprove
	JV			0	AUDIT3	400.00	DOC	J0000219	History	Approve	Disapprove

[Another Query]

From this page, you can launch five different activities:
- Click on the **document number** link to **review JV details…***see page 11*
- Click on the **History** link to **review the JV approval history…***see page 12*
- Click on the **Approve** link to **approve the JV…***see page 14*
- Click on the **Disapprove** link to **disapprove the JV…***see page 15*
- Right-click on the **Nolij** link to **review Accounting JV attachments…***see page 16*

Reviewing the JV Details

To view document details from the Approve Documents page, click on the JV document number. The JV header and accounting detail will be displayed:

Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0000214	0	Pending	Jun 02, 2011	Jun 16, 2011	COLMANS	700.00
Document Text:	Enter text which describes the reason for creating this journal voucher					

Journal Voucher Accounting

Seq#	Description										BudPd	Curr	Doc Ref	Accr	Bank	Deposit		
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSF	Ovr	Status	
1	35GB San Storage												30					
		1	11	12	J096	FOLIS	10200	4910	E216	051	LIS		350.00	D	N			
2	35GB San Storage												30					
		1	11	12	J096	FIACSR	30071	2130	H152	850	LOS		350.00	C	N			
Total of displayed sequences:													700.00					

Sequence #1, wrapped to two rows

Sequence #2, wrapped to two rows

JV Header: This shows the JV document number, Status, Trans Date (determines the fiscal period), Activity Date (the date it was sent to approvals), the userID of the Originator (keyer), document total, and any document text.

- **Doc Total**: Equals the sum of the *unsigned* amount of all sequences. For example, a JV with a 100.00 debit and 100.00 credit will have a document total of 200.00.
- **Status**: Shows "Pending" while the JV is going through approvals. Once it has been final-approved and posted, this will change to "Posted".
- **Document Text**: For Accounting JVs, an explanation as to why this document was created should appear here. (Accounting Services requires this for Accounting JVs – it is optional for Budget JVs.)

JV Accounting: Each sequence (accounting detail record) entered for the JV wraps to two rows:

- Row 1 shows the Sequence#, Description, budget period (Budget JVs only), document reference number (if entered), and Bank code for that sequence
- Row 2 shows the Chart, fiscal year, fiscal period, rule class, Fast Index, Fund, Organization, Account, Program, Activity, Location, amount, and debit/credit indicator for that sequence

Reviewing the JV Approval History

To view the document's approval history from the Approve Documents page, click on the "History" link. The document's approval history will be displayed.

All of the approvals that still have to occur for this document will be listed under "Approvals required". This shows each queue that the document must pass through, and the names of the potential approvers in each queue.

If no approvals have yet occurred, "No approvals have been recorded for this document" will display at the bottom of the page. For example, the JV shown below requires five approvals – the message indicates that none of them have occurred yet:

Document Identification

Document Number	J0000219	Type	Journal Document
Originator:	AUDIT3	Finance Tester Three	

Approvals required

Queue	Description	Level	Approvers
J002	TEST QUEUE #2	1	
			Finance Tester Two
J003	TEST QUEUE #3	1	
			Finance Tester One
J004	TEST QUEUE #4	1	
			Finance Virtual User
J008	TEST QUEUE #8	1	
			Sharon Colman
JB02	APPRVL - NOT ACAD AFFRS	1	
			Lynda Baker
			Sharon Colman
			Diane Gail Fuller
			Sheryl Sparling

✔ No approvals have been recorded for this document

Note: For each queue, only *one* of the potential approvers has to approve the document in order for it to move along to the next queue. In the example shown above, queue "JB02" shows four potential approvers. Only one of these people has to approve the document. Once they have approved it on behalf of that queue, the document moves on to the next queue, and the queue name will be dropped from "Approvals required".

If some approvals have already occurred, the display will list those that have already occurred under "Approvals recorded". In this example, two approvals have already occurred, and three more are still required:

Document Identification

Document Number	J0000219	Type		Journal Document
Originator:	AUDIT3	Finance Tester Three		

Approvals required

Queue	Description	Level	Approvers	
J003	TEST QUEUE #3	1		← **Three approvals remain**
			Finance Tester One	
J008	TEST QUEUE #8	1		
			Sharon Colman	
JB02	APPRVL - NOT ACAD AFFRS	1		
			Lynda Baker	
			Sharon Colman	
			Diane Gail Fuller	
			Sheryl Sparling	

Approvals recorded

Queue	Level	Date	User	
J002	1	Jun 22, 2011	Finance Tester Two	← **Two approvals completed**
J004	1	Jun 22, 2011	Finance Virtual User	

When approvals have been completed, the message "There are no approvals required at this time" will be displayed. All approvals will be listed under the "Approvals recorded" listing.

Note that if the last approval action was actually to *disapprove* the JV, that approval will show with the queue name "DENY".

Approving a JV

To approve a document from the Approve Documents page, click on the "Approve" link. This page will be displayed:

Approve Document

Document Information

Document Number:	J0000219	Type:	JV
Change Seq#		Sub#	0
Amount:	400.00		

Comment: This document has been approved.

[Approve Document] [Cancel]

The Comment field shows the message that will be sent to the originator when you approve the document. By default, the generic message "This document has been approved" is presented. If this message is satisfactory, simply leave it. Otherwise, add any additional comments you wish to make in the Comment field.

To approve the JV:
- (optional) Add any additional comments
- **Click on the Approve Document button**

When you click on the Approve Document button, this confirming message will be displayed:

Document Pending Approval

✔ Document J0000219 has your approval.

[Continue]

Click on the Continue button. You'll be returned to the Approve Documents page.

Note: If yours is the final approval, the JV will now go to the posting queue. Otherwise, an email notification will be sent to the next approver. The Approval History page will show you if more approvals are required for that JV.

Disapproving a JV

To disapprove a document from the Approve Documents page, click on the "Disapprove" link. This page will be displayed:

Disapprove Document

Document Information

Document Number: J0000217	Type: JV
Change Seq#	Sub# 0
Amount: 500.00	

Comment: Approval has been denied.

[Disapprove Document] [Cancel]

The Comment field shows the message that will be sent to the originator and any previous approvers when you disapprove the document. By default, the generic message "Approval has been denied" is presented. **This message should be replaced or amended with something more descriptive, so that the originator knows what action to take.**

Your disapproval message should indicate whether:
a) the JV is being rejected and should not be resubmitted, or
b) it simply needs correction

If it needs correction, describe what correction is required, so that the originator can re-open the document in one of the data-entry forms, and correct it according to your instructions.

If the originator makes corrections to the document, and completes it, it will once again be submitted to the approvals stream, and go through the entire approvals cycle.

To disapprove the JV:
- **Modify the Comment** (as described above)
- **Click on the Disapprove Document button**

When you click on the Disapprove Document button, this confirming message will be displayed:

Document Pending Approval

✔ Document J0000217 has been disapproved by you.

[Continue]

Click on the Continue button. You'll be returned to the Approve Documents page.

Reviewing Attachments with Nolij Web (Accounting JVs)

Open a separate Nolij Web Window

To open a Nolij Web window from the Approve Documents page:
- Right-click on the link provided, then select "Open a New Window" in the popup menu
- You'll be presented with the Nolij login screen – enter your universal login and password
- Select the role "Journal Vouchers – Accounting" from the top right-hand corner

The Nolij application for Accounting JV Files will open:

This screen includes the following sections -- refer to the numbers shown above:
1. Enter the JV document number here
2. The pre-built folder for the JV entered in (1) appears here
3. Lists available drives, plus My Documents and Desktop
4. Lists the documents in the folder selected in (3)
5. Contains the JV attachments which were drag-and-dropped from (4)
6. Shows a picture of the document selected in (5)
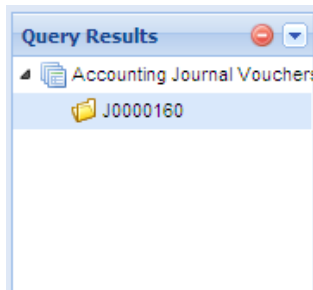7. Click this button to logout from Nolij

Querying for the JV folder

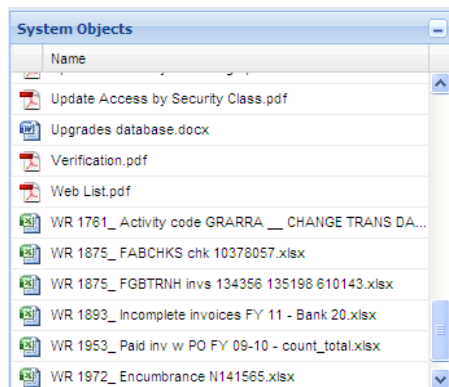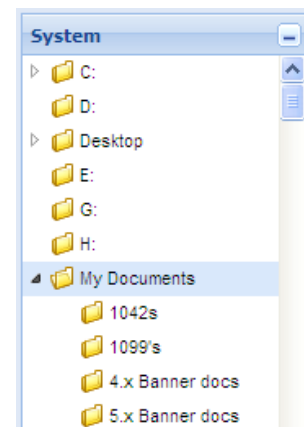Enter the document number for the JV…   **1**   Journal Voucher DOC_NUM J0000160

Query Results

Accounting Journal Vouchers
  J0000160

2   …then hit <Enter> and the pre-built folder for that JV will appear.

Browsing available files

System

C:
D:
Desktop
E:
G:
H:
My Documents
  1042s
  1099's
  4.x Banner docs
  5.x Banner docs

The originator may have attached files. If you also wish to add attachments, browse to locate the directory with the files you want to attach…   **3**
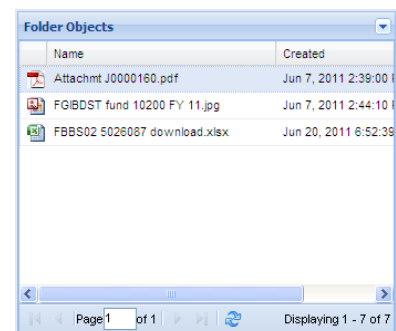
System Objects

Name

Update Access by Security Class.pdf
Upgrades database.docx
Verification.pdf
Web List.pdf
WR 1761_ Activity code GRARRA __ CHANGE TRANS DA...
WR 1875_ FABCHKS chk 10378057.xlsx
WR 1875_ FGBTRNH invs 134356 135198 610143.xlsx
WR 1893_ Incomplete invoices FY 11 - Bank 20.xlsx
WR 1953_ Paid inv w PO FY 09-10 - count_total.xlsx
WR 1972_ Encumbrance N141565.xlsx

4   …the available files will appear here.

You can attach a copy of any of these files to the JV, by dragging-and-dropping it here…   **5**

Folder Objects

| Name	Created
Attachmt J0000160.pdf	Jun 7, 2011 2:39:00
FGIBDST fund 10200 FY 11.jpg	Jun 7, 2011 2:44:10
FBBS02 5026087 download.xlsx	Jun 20, 2011 6:52:39

Page 1 of 1   Displaying 1 - 7 of 7

Copying attachments to the JV folder

- Enter the JV number in [1] .

- Click on the JV folder in [2] to select it.

- Now click on the file in [4] that you want to attach to the JV.

- Hold your mouse button down to drag a copy of that file into [5] .

- You'll briefly see a message "Processing uploaded files".

- Your file will now appear in [5] .

Viewing/marking attachments

When a file has been copied into the JV folder, [6]
clicking on that file will cause a picture to appear
here…

This section has a toolbar which allows you to rotate,
resize, or magnify the image. You can also use the
annotation tool to add comments or highlighting to
the attachment:
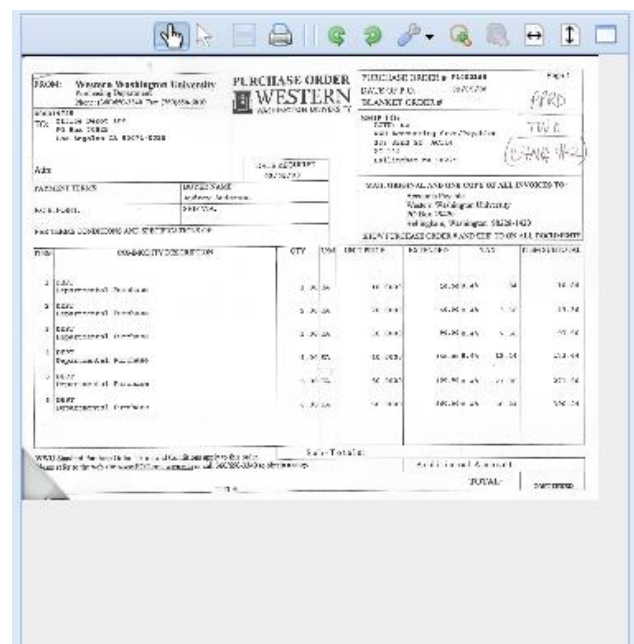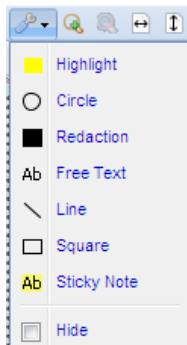
Logging out from Nolij Web

When you're ready to exit Nolij Web, you can't just close the window… you must log out.

Click on the "Logout" button [7]

Viewing JV Details/History via "View Documents"

From the "View Document" page, you can:
- view or print the JV header, text, and accounting sequences
- view or print the JV approval history

From the Web4U menu, click on the menu selections "Finance", "View Document".   The View
Document page will open:

View Document

🚩 **To review attachments for ACCOUNTING JV APPROVALS:**
- Open Nolij Web in a separate window by right-clicking here, then selecting "Open in New Window".
- Return to this screen and follow the instructions below to enter document details.
You will have two windows open, allowing you to compare document details to attachments.

ℹ️ **To View a Document:**
1) Choose the **document type**.
2) Enter the **document number**. *If you don't know it, click on the "Document Number" button to do a lookup.*
3) Click on the "**View document**" or "**Approval history**" button.

Click on "Help" for more information.

| Choose type: | Journal Voucher ▾ | Document Number | J0000214 |
| Submission#: | ☐ | Change Seq# | ☐ | Reference Number | |

Display Accounting Information

◉ **Yes**   ○ **No**

| **Display Document/Line Item Text** | | | **Display Commodity Text** | | |
| ○ All | ◉ Printable | ○ None | ○ All | ◉ Printable | ○ None |

[View document] [Approval history]

Viewing JV details

1) Select document type "Journal Voucher".
2) Enter the document number.
3) Make sure "Display Accounting Information" says "Yes".
4) Make sure "Display Document/Line Item Text" says "Printable", or "All".
5) Click on the "View document" button.

Document details will be displayed – see page 11 for more information.

Viewing JV approval history

1) In the Web4U "View Document" window, select the document type.
2) Enter the document number.
3) Click on the "Approval history" button.

Document approval history will be displayed – see page 12 for more information.

Disapproval Messages on GUAMESG

If someone else disapproves a JV which you previously approved, you'll be sent a disapproval message on a Banner form called GUAMESG.

Viewing GUAMESG messages

On the right-hand side of the Banner main menu, there is a link called "Check Banner Messages". If a tickmark appears next to this link, that means at least one message is waiting for your attention:
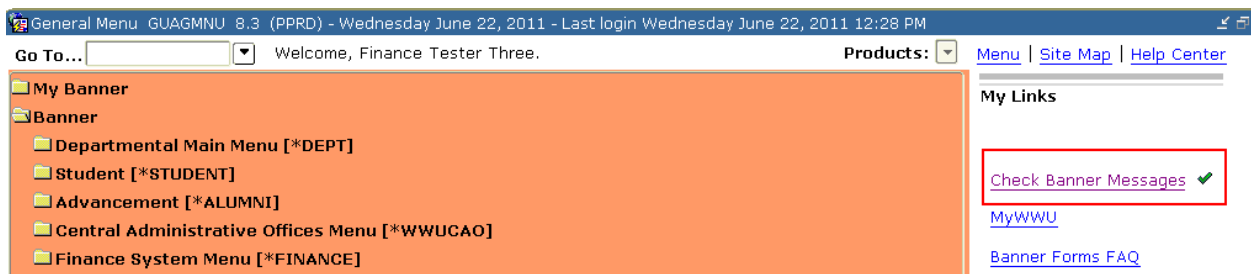

Click on the link, and the GUAMESG form will open. The messages listed can be for both approved and disapproved documents:
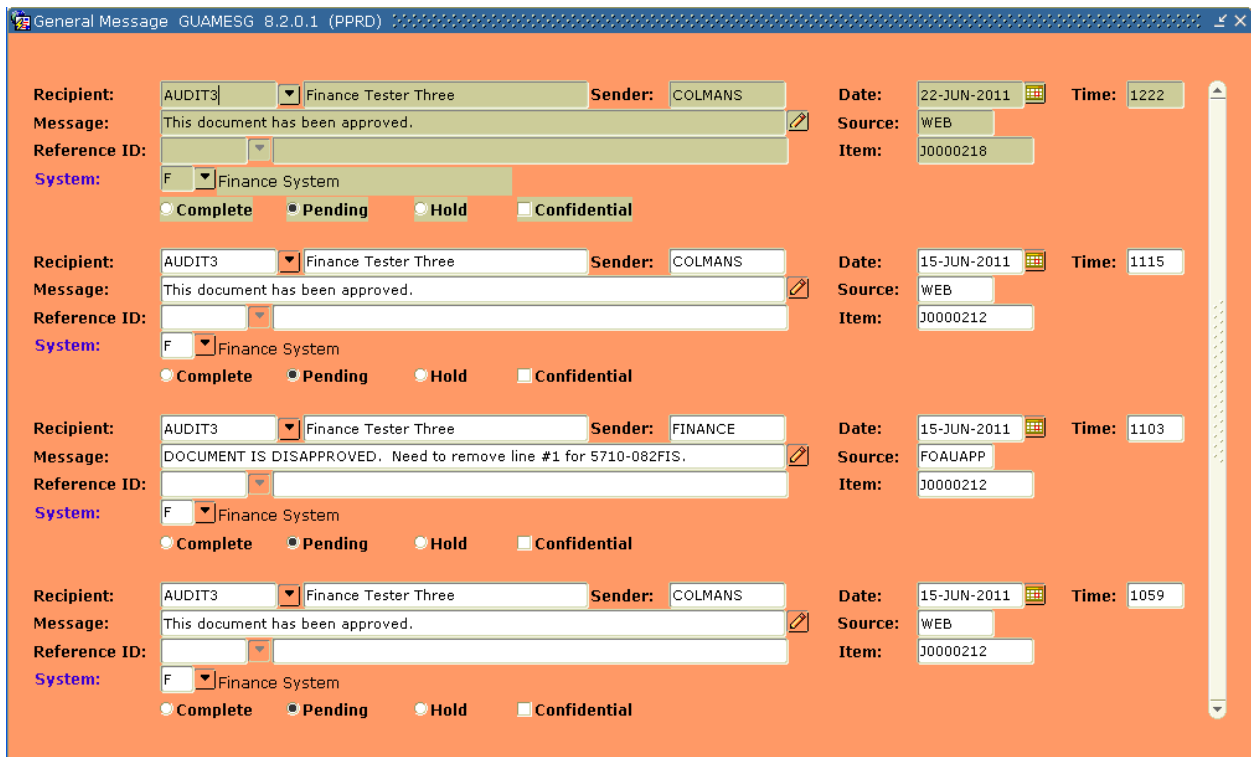
Note that each message has a radio button, indicating the message status. Messages start out with a status of "Pending". Messages will stay on GUAMESG until they are marked "Complete":

If a message is long and scrolls off to the right, use the arrow key to move the cursor to that message, then click on the icon at the end of the Message field that looks like a pencil. This will open up a separate window where you can view the entire message:
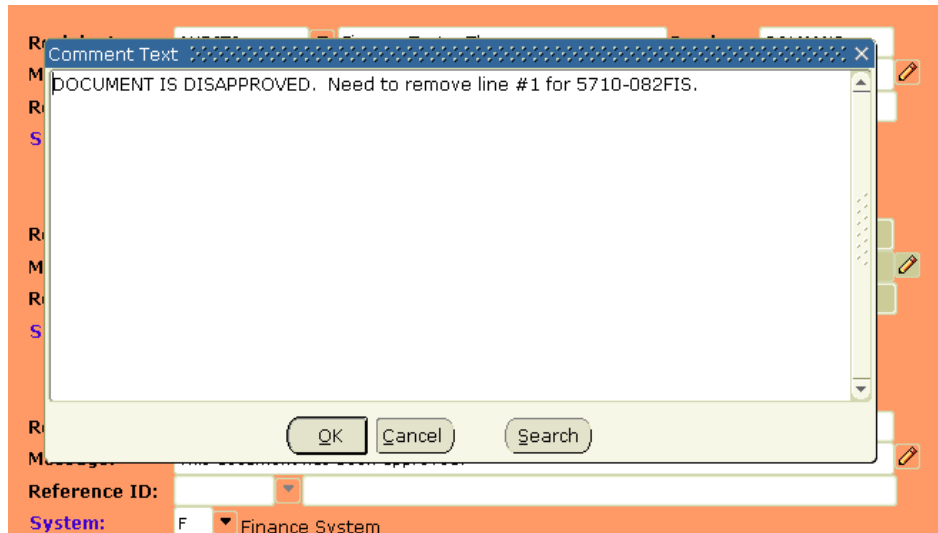
Click "OK" to close that window.

Completing GUAMESG messages

Once you've read a message, you probably don't need to see it any more. Old messages should be removed, so that new messages will be more visible. Marking a message as "Complete" causes it to drop off your GUAMESG list.

To complete a message:
- **Click on the "Complete" radio button**
- **Save the change.**