



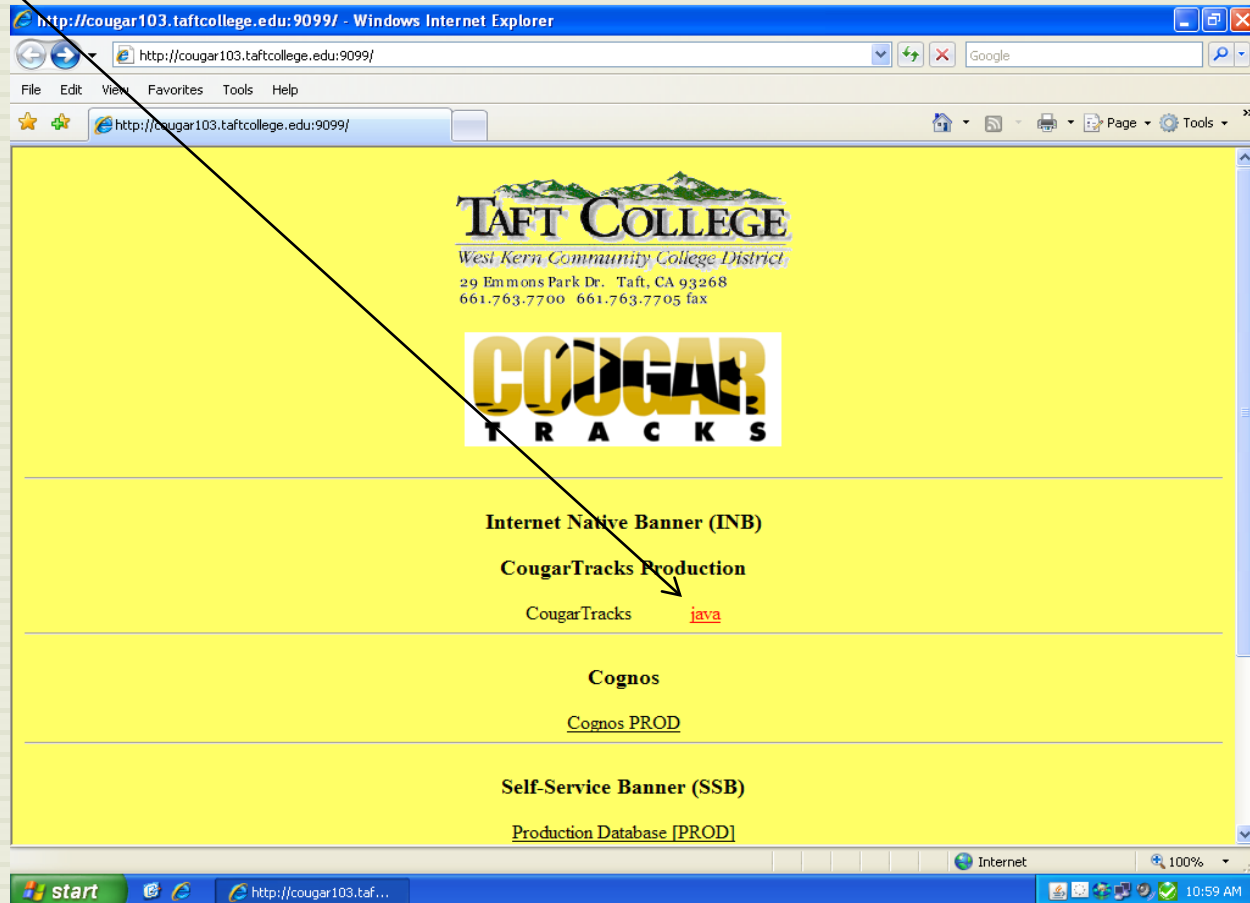
**BANNER
APPROVAL OF PURCHASE ORDERS**

To enter Banner, use the Banner link on your desktop or go to:

<http://cougar103.taftcollege.edu:9099/>

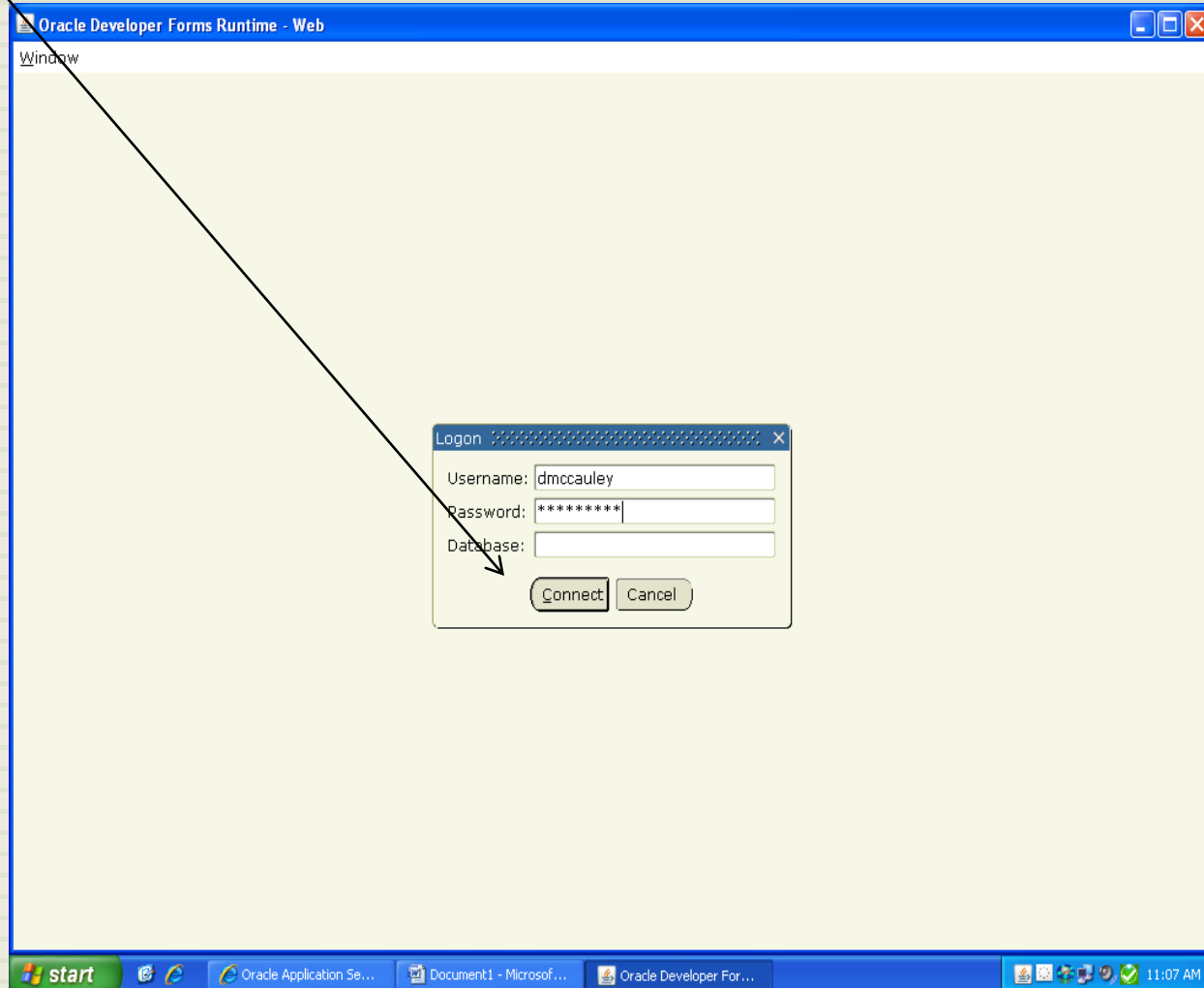
The link will bring you to the screen below.

Click on **Java** to bring you to the next screen



Enter your **user name** (first initial & last name) and password.
Click on **Connect** to log in.

2



Enter **FOAUAPP** in the **Go To...** box.
Click Enter.

3

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The browser window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The address bar shows "General Menu GUAGMNU 8.2 (HRFI) - Thursday August 12, 2010 - Last login Tuesday August 03, 2010 01:30 PM". The "Go To..." field contains "FOAUAPP" and the page title is "Welcome, DMCCAULEY.". The "Products:" dropdown is set to "Banner". The main content area displays a tree view under "My Banner" with the following items:

- My Banner
 - Banner
 - Student [*STUDENT]
 - Financial [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Banner XtenderSolutions System Menu [*BXS]
 - Banner Security [*SECURITY]

On the right side, there are navigation links: "Menu", "Site Map", and "Help Center". Below these are "My Links" with six personal links and "My Institution" with a logo for "SUNGARD SCT HIGHER EDUCATION" and a photo of a student.

At the bottom, there is a status bar with the text "Enter the object name; Press LIST for listing.", "Record: 1/1", and "<OSC>".

Ensure that your name is in the **user ID**.
Click on **Next Block**.

4

Next Block

Oracle Developer Forms Runtime - Web: Open > FOAUAPP

File Edit Options Block Item Record Query Tools Help

User Approval: FOAUAPP: P.O. (HRFI)

User ID: DMCCAULEY Denice McCauley Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

Enter user id. Leave blank for all users.

Record: 1/1 ... <OSC>

Your queue of purchase orders will be listed.

5

Oracle Developer Forms Runtime - Web: Open > FOAUAPP

File Edit Options Block Item Record Query Tools Help

User Approval FOAUAPP 8.0 (HRFI)

User ID: Document: Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0015633	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	77.85	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015635	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	85.03	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015636	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	64.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015637	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	14.98	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015639	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	246.59	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input checked="" type="checkbox"/>	PO	P0015641	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NBAYLEY	72.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

Record: 16/31 ... <OSC>

To look at the details of any purchase order click on the **Detail** button.

6

The screenshot shows the Oracle Developer Forms Runtime interface for a web application named 'FOAUAPP'. The window title is 'Oracle Developer Forms Runtime - Web: Open > FOAUAPP'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and actions. The main content area is titled 'User Approval FOAUAPP 8.0 (HRFI)'. At the top, there are input fields for 'User ID' (containing 'DMCCAULEY' and 'Denice McCauley') and 'Document' (empty), along with a checked 'Next Approver' checkbox. Below this is a table of purchase orders. The table has columns for 'NSF', 'Document Type', 'Document Number', 'Change Sequence', 'Submission', 'Originating User', 'Document Amount', 'Queue Type', and 'Next Approver'. Each row represents a purchase order with its respective values and action buttons. The last row, with document number 'P0015642' and amount '137.16', is highlighted in green, and an arrow points to its 'Detail' button. The status bar at the bottom shows 'Record: 16/?' and '<OSC>'.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0015635	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	85.03	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015636	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	64.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015637	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	14.98	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015639	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	246.59	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015641	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	72.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input checked="" type="checkbox"/>	PO	P0015642	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NBAYLEY	137.16	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

Detail

You will see an overview of the purchase order with budget code and description.
For additional details, click **Options** in the tool bar and select **Query Document**.

7

Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQPACT

File Edit Options Block Item Record Query Tools Help

Purchase Order Approval FOQPACT 8.0 (HRFI)

Purchase Order: P0015642 Change Sequence: Vendor: Office Depot

Line Item Information

Item	Commodity	Transaction Date
1	#527850773-001, Office Depot, H. Yong	28-JUL-2010

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	T	11		11000	201000	4311	60100		
Extended Amount:			126.70	Discount Amount:		0.00	Tax Amount:		10.46
Additional Amount:			0.00	Total:		137.16	Project:	NSF: N	<input type="checkbox"/> NSF Override

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
Extended Amount:				Discount Amount:			Tax Amount:		
Additional Amount:				Total:			Project:	NSF: <input type="checkbox"/>	<input type="checkbox"/> NSF Override

Check to override a Non-Sufficient Funds condition.

Record: 1/1 ... <OSC>

Click **Next Block** to see a more detailed description of the purchase order.

8

The screenshot displays the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > FOAUAPP - FOQPACT - FPIPURR". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main window title is "Purchase/Blanket/Change Order: Query FPIPURR 8.0 (HRFI)".

The form contains three input fields:

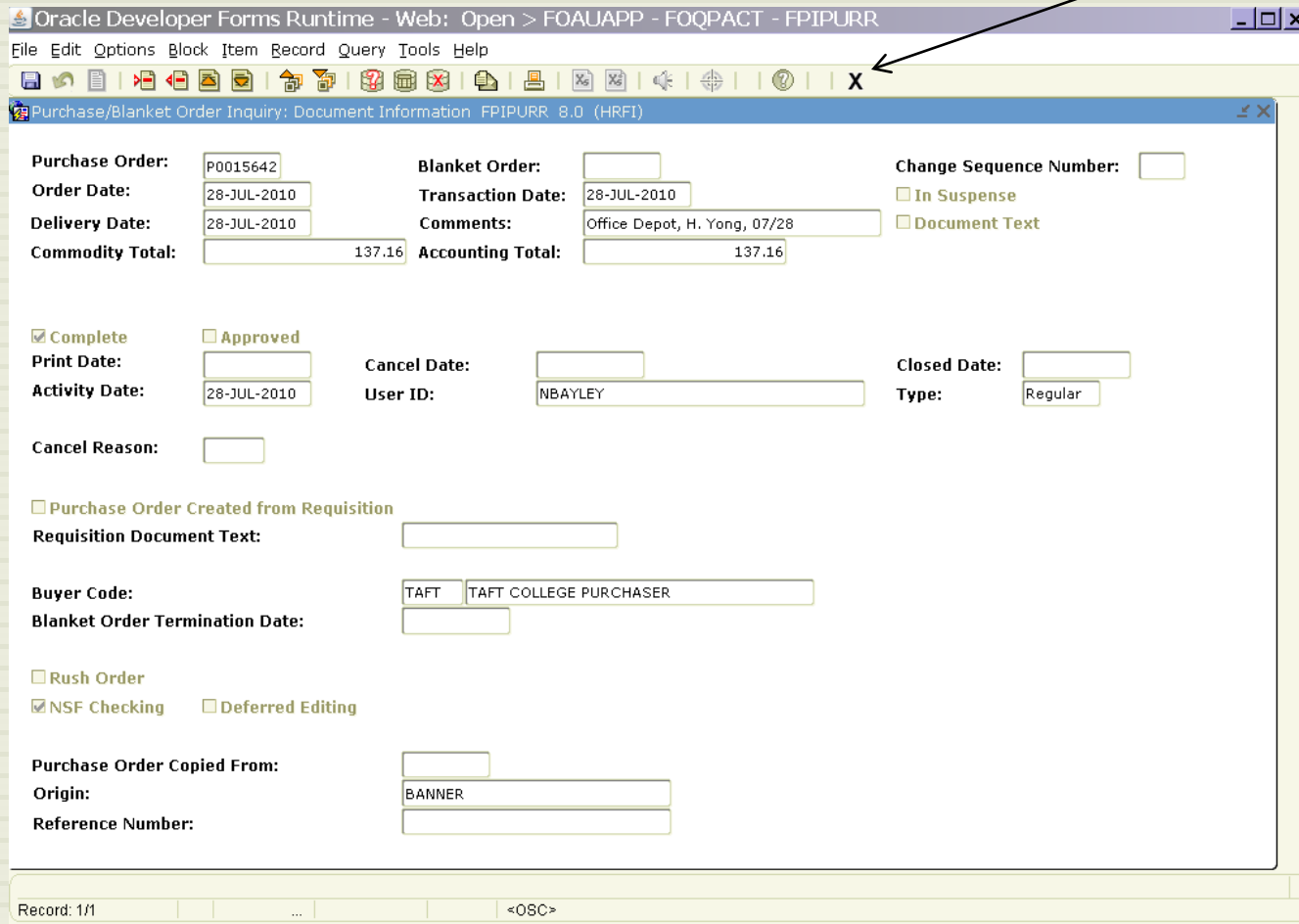
- Purchase Order:** A dropdown menu with the value "P0015642".
- Blanket Order:** An empty dropdown menu.
- Change Sequence Number:** An empty text input field.

At the bottom of the form, there is a status bar with the text: "Enter purchase order and press NEXT FIELD; press NEXT BLOCK to execute query." Below this, it shows "Record: 1/1" and "<OSC>".

Next Block

Click **Next Block** repeatedly for more pages of information.
Once you are finished reviewing the information, click on the **X**.

9



The screenshot displays the Oracle Developer Forms Runtime interface for a Purchase Order form. The window title is "Oracle Developer Forms Runtime - Web: Open > FOAUJAPP - FOQPACT - FPIPURR". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons, including a close button (X) which is highlighted by an arrow from the text above. The form content is as follows:

Purchase Order:	<input type="text" value="P0015642"/>	Blanket Order:	<input type="text"/>	Change Sequence Number:	<input type="text"/>
Order Date:	<input type="text" value="28-JUL-2010"/>	Transaction Date:	<input type="text" value="28-JUL-2010"/>	<input type="checkbox"/> In Suspense	
Delivery Date:	<input type="text" value="28-JUL-2010"/>	Comments:	<input type="text" value="Office Depot, H. Yong, 07/28"/>	<input type="checkbox"/> Document Text	
Commodity Total:	<input type="text" value="137.16"/>	Accounting Total:	<input type="text" value="137.16"/>		

Complete **Approved**

Print Date:	<input type="text"/>	Cancel Date:	<input type="text"/>	Closed Date:	<input type="text"/>
Activity Date:	<input type="text" value="28-JUL-2010"/>	User ID:	<input type="text" value="NBAYLEY"/>	Type:	<input type="text" value="Regular"/>

Cancel Reason:

Purchase Order Created from Requisition

Requisition Document Text:

Buyer Code:	<input type="text" value="TAFT"/> <input type="text" value="TAFT COLLEGE PURCHASER"/>
Blanket Order Termination Date:	<input type="text"/>

Rush Order

NSF Checking **Deferred Editing**

Purchase Order Copied From:	<input type="text"/>
Origin:	<input type="text" value="BANNER"/>
Reference Number:	<input type="text"/>

Record: 1/1 ... <OSC>

Click on **X** once more to return to the approval queue.

10

Oracle Developer Forms Runtime - Web: Open > FOADAPP - FOQPACT

File Edit Options Block Item Record Query Tools Help

Purchase Order Approval FOQPACT 8.0 (HRFI)

Purchase Order: P0015642 Change Sequence: Vendor: Office Depot

Line Item Information

Item	Commodity	Transaction Date
1	#527850773-001, Office Depot, H. Yong	28-JUL-2010

Accounting Information

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	T	11		11000	201000	4311	60100		
Extended Amount:		126.70		Discount Amount:		0.00		Tax Amount: 10.46	
Additional Amount:		0.00		Total:		137.16		Project: NSF: <input type="checkbox"/> NSF Override	
Extended Amount:				Discount Amount:				Tax Amount:	
Additional Amount:				Total:				Project: NSF: <input type="checkbox"/> NSF Override	

Check to override a Non-Sufficient Funds condition.

Record: 1/1 ... <OSC>

To approve the purchase order, click on **Approve**.

User ID: DMCCAULEY Denice McCauley Document: [] Next Approver

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0015635	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	85.03	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015636	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	64.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015637	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	14.98	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015639	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	246.59	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input type="checkbox"/>	PO	P0015641	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	72.95	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			
<input checked="" type="checkbox"/>	PO	P0015642	<input type="checkbox"/>	<input type="checkbox"/>	NBAYLEY	137.16	DOC	Y
Approve: <input checked="" type="checkbox"/>		Disapprove:		Detail:	Queue:			

Record: 16/? ... <OSC>

Click **OK** on both boxes. Then you can move to the next purchase order in the queue or click **X** to exit.

12

The screenshot shows the Oracle Developer Forms Runtime interface for 'User Approval: FOAUAPP: 8.0 (HRFI)'. The 'User ID' is 'DMCCAILEY' and 'Denise McCauley'. The 'Document' field is empty, and the 'Next Approver' checkbox is checked. A table lists purchase orders with columns for NSF, Document Type, Document Number, Change Sequence, Submission, Originating User, Document Amount, Queue Type, and Next Approver. A 'Document Approval' dialog box is open, displaying the document details: Type: PO, Number: P0015633, Submission: [empty], Change Sequence: [empty], and the message 'DOCUMENT IS APPROVED'. The dialog has 'OK' and 'Cancel' buttons. An arrow points from the text above to the 'OK' button.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	PO	P0015633			NBAYLEY	77.85	DOC	Y
	PO	P0015635				85.03	DOC	Y
	PO	P0015636				64.95	DOC	Y
	PO	P0015637				14.98	DOC	Y
	PO	P0015639			NBAYLEY	246.59	DOC	Y
	PO	P0015641			NBAYLEY	72.95	DOC	Y

The screenshot shows the same Oracle Developer Forms Runtime interface. A 'Events' dialog box is open, displaying a yellow background with a warning icon and the message 'Document has your approval.' The dialog has an 'OK' button. An arrow points from the text above to the 'OK' button. The status bar at the bottom of the window reads 'Document has your approval. Record: 11/7'.

To disapprove a purchase order click **Disapprove**.
Enter a reason for the disapproval and click **OK**.

13

The screenshot shows the Oracle Developer Forms Runtime interface for the 'User Approval' form. The main window displays a table of purchase orders with columns for NSF, Document Type, Document Number, Change Sequence, Submission, Originating User, Document Amount, Queue Type, and Next Approver. A dialog box titled 'Document Disapproval Text Entry' is open over the table, allowing the user to enter a reason for disapproval. The dialog includes fields for Type, Number, and Submission, and a text area for the reason. The reason entered is 'DOCUMENT IS DISAPPROVED. I did not place this order. This is the wrong budget code.' The dialog has 'OK' and 'Cancel' buttons.

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
<input type="checkbox"/>	PO	P0015635			NBAYLEY	85.03	DOC	Y
<input checked="" type="checkbox"/>	PO	P0015636				64.95	DOC	Y
<input checked="" type="checkbox"/>	PO	P0015637				14.98	DOC	Y
<input checked="" type="checkbox"/>	PO	P0015639				246.59	DOC	Y
<input checked="" type="checkbox"/>	PO	P0015641			NBAYLEY	72.95	DOC	Y
<input checked="" type="checkbox"/>	PO	P0015642			NBAYLEY	137.16	DOC	Y

Enter text for the document disapproval reason.
Record: 1/1 ... <OSC>

A disapproval message will go to the originator of the purchase order. Once the message is received, the originator can resolve the matter.

14

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar shows "General Menu GUAGMNU 8.2 (HRFI) - Monday August 16, 2010 - Last login Monday August 16, 2010 09:49 AM". The main content area is divided into two sections: "My Banner" and "Banner Broadcast Messages".

My Banner

- Student [*STUDENT]
- Financial [*FINANCE]
- Human Resources [*HRS]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner XtenderSolutions System Menu [*BXS]
- Banner Security [*SECURITY]

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#) ✓
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

SUNGARD SCT HIGHER EDUCATION

Banner Broadcast Messages

Enter the object name; Press LIST for listing.
Record: 1/1 ... <OSC>

Questions?

15

- Please contact the Office of Instruction for further information or questions.
 - Denice McCauley 763-7919
 - Nicola Bayley 763-7941