

Approvals Summary Page

Contact Information: www.oru.edu/faculty_and_staff/financial_services/

Banner Go Live Date: May 1st, 2012

Approving a Requisition:

1. Log into Banner Test System

- <http://ntsrv139.oru.edu/fintest>
- Enter Secure Area
- Select Finance Tab
- Select Approve Documents

2. Approval Parameters

- Enter specific Document Number or leave blank to retrieve all
- Select radio button for those Documents you wish to see
- Submit Query

3. Approve Documents List

- Click Document to view detail
- Click History to see Approval Queue history
- Click Approve or Disapprove and add further comments