**New Requisition Approval Queue**

Old Method of Approval:

* The Approval Alerts Channel is connected to a Banner Self Service 8 release page, which has been updated to release 9. With the updated release several functions in Banner Self Service will change.



New Method of Approval:

* In order to approve requisitions account directors, UBO’s and grant accounting will need to access the approval queue through the Finance Dashboard.
* Click on Finance Dashboard in the Finance Information Channel on the Finance Tab in Bengal Web. This will take you to the My Finance page in Banner Self Service.



* Click on Approve Documents



* Your User ID will appear in the User ID field
* Choose either “User ID is next approver” or “All documents User may approve”
* Click submit



* All Documents waiting for your approval should be listed.
* Click on the document number to review the document information.
* To view other approvals, click on history
* Select Disapprove or Approve

