Finance Requisition Approvals

Two ways to access

**Option 1:**
1. Logon to [http://myWSU.wichita.edu](http://myWSU.wichita.edu) using your myWSU ID and password.
2. From the Faculty/Staff Resources tab, locate the Approval Alerts channel.
3. Click Next Approver or All Documents (back-up approvers). The Approve Documents List will display, see below.

**Option 2:**
1. Logon to [http://myWSU.wichita.edu](http://myWSU.wichita.edu) using your myWSU ID and password.
2. On the Faculty/Staff Resources tab, select:
   - Banner Self-Service
   - Finance
   - Approve Documents.
3. If you are a back up approver, change the radio button selection to:
   - All documents which you may approve.
4. Click Submit Query.

### Approve Documents List

Locate the requisition and check:

1. The NSF (non-sufficient funds) column should be blank, indicating the requisition has appropriate funding within the Organization, Fund and Other Operating Expenditures (OOE) accounts.
2. Click the Document number to review the details. Are these items correct?
   - Vendor
   - Commodity unit price and quantity
   - FOAPAL string (accounting information)

#### Approve Documents

1. Click Approve to view Document information.
2. Click the Approve Document button.
3. This message is shown after the document is approved: *Document R000XXXX has your approval.*
4. If a requisition without adequate funding (“Y” in the NSF column) is approved, this message is shown: *Document R000XXXX has your approval but remains in non-sufficient funds.*

The next approver or the finance office can disapprove the requisition.

#### Disapprove Documents

1. Click Disapprove to view Document information.
2. In the Comments box, explain why the requisition is disapproved. The requestor (originator) will use the information to make appropriate changes in Banner and complete the requisition for approval.
3. Enter your name or initials at the end of the message.
4. Click the Disapprove Document button.
5. This message is shown after the document is disapproved: *Document R000XXXX has been disapproved by you.*

#### Who can I call for help?

During regular business hours, contact Application Training at (316) 978-5800 or training@wichita.edu.