INSTRUCTIONS FOR APPROVING DOCUMENTS IN SELF SERVICE BANNER (SSB)

(REQUISITIONS, JOURNAL VOUCHERS, TRANSFERS)

1. Click on "Approve Documents"
2. "Documents for which you are the next approver" should be the default. Click "Submit Query"
3. Click on "History" (blue) to see the Approval Required after your approval
4. Click on the requisition # (blue) to view the details of the requisition
5. Click "Approve" (blue) to forward the document through the process - to the next approver, if applicable. You will need to click on the "Approve Document" button in the next screen for final approval of the document. It will say "Document R00XXXXX has your approval" with a green check mark in front of it
6. To get back to a previous screen from any of these selections (other than "Approve"), scroll to the bottom and click on the word that describes where you want to return to. (ie: View Documents, Approve Documents, etc.)
7. To get back to the Approve Documents screen after approving a document, click the "Continue" button