

**INSTRUCTIONS FOR APPROVING OR DISAPPROVING DOCUMENTS IN  
INTERNET NATIVE BANNER (INB)  
(REQUISITIONS, JOURNAL VOUCHERS, TRANSFERS)**

1. Once you are logged into Internet Native Banner, type FOAUAPP in the box on the Welcome screen, then press the Enter button to take you to the next screen.
2. In the next screen your user name will default in the "User ID" box. There should also be a check mark in the "Next Approver" box.
3. Click "Go" to populate the documents awaiting your approval.
4. You can view *some* detail of the document by clicking on the "Detail" button & see approvals that have already been done as well as approvals that still need to be done by clicking on the "Queues" button.  
With these options, you must highlight the line of the document you want to see information on.
5. To approve, click the "Approve" button.
6. To disapprove, click the "Disapprove" button.