Angelo State University

Approving Online Requisitions

Purchasing and Operations

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Approving through Self-Service

All requisitions must be approved by the appropriate person before a purchase order can be created. Completion and approval of a requisition does not authorize a purchase. A purchase order is the official procurement document for the university and must be issued before an order can be placed.

After the requisition has been completed, the requisition will be sent to the Approver. An e-mail will be sent to the approver similar to the one below. The Approver will need to go to RamPort to approve the requisition. E-mail alerts go out twice daily, before 8 am and again around noon. The Approver does not need to wait for an e-mail to approve documents.

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**Steps to Approval**

- Log into Ramport
- Launch Approve Documents Self Service screen
- Install Karora to view supporting Documents
- View requisition info
- Approve/Disapprove Requisitions
Ramport and Banner Self Service
Requisitions may be approved through Banner Self-Service.

1. Log on to RamPort using your Username and Password.

2. Click the Work Life tab.
3. Scroll down to the **Finance and Administration** Section and click **Approve Documents**.

The **Approve Documents** link allows you to view and approve online requisitions which are in your approval queue.

The **View Documents** link allows you to see more specific information about requisitions from your fund accounts.
OnBase App Enabler

OnBase App Enabler is the program that connects between the online requisition system in Banner, and the document imaging database that stored supporting documents. App Enabler is automatically installed on your computer when you are identified as an online requisitions creator or approver.

To view a supporting document, hold down the [CTRL] key and left-click in the Banner Window while in the selected requisition.
View Document Information

The Approve Documents screens within Banner Self Service allow you to view requisition information and approval. To see the documents pending your approval,

1. Select ‘Documents for which you are the next approver’ and click the Submit Query button.

2. Banner will display a list of documents for you to approve. The list will show if you are the next approver, the NSF status, Originator, and Amount.
The Approve Documents screen lists all of the requisitions waiting for your approval, along with some information about the requisition.

- The **NSF** column displays a Y if the requisition has insufficient funds. Do not approve a requisition with a Y in this column
- The **Document** column shows the requisition number. Click the number to view more information about the req.
- Click the link in the **History** column to view the requisition approval history
- Click the link in the **Approve** column to approve the requisition
- Click the link in the **Disapprove** column to disapprove the requisition
**View Document Info**

Click the requisition number in the Document column of the Approve document page to view more information about the req. Banner will display the following screen. Return to the Approval list by clicking your browser back button.
**Document History**

Click the link in the **History** column of the Approve documents page to view the requisition approval history.

![Image of Document History](image)

**View Supporting Documents**

To view a supporting document, hold down the [CTRL] key and left-click in the Banner window.

![Image of Supporting Documents](image)
Click the **View Support Doc** button, and this screen will show.

The two smaller windows on the left will show which requisition was searched, and all the attachments available to view. The larger screen shows the selected item.
Approve/Disapprove a Requisition

Click the link in the Approve column of the Approve Documents page to approve the requisition.

Approve a Requisition

Click the Approve link to go to the next screen. At this screen you can add any notes about the document approval. Do not edit the existing text. Banner looks for the sentence "This document has been approved." in order to decide what email to send to the requisitioner.

Click the Approve Document button to continue.

You’ll receive a confirmation message to show the requisition has been approved. Use your browser back button to return to the Approve Documents screen.
Disapprove a Requisition
Click the Disapprove link to go to the next screen. At this screen you can add any notes about the document approval. Do not edit the existing text. Banner looks for the sentence "This document has been approved." in order to decide what email to send to the requisitioner.

Click the Disapprove Document button to continue.

You'll receive a confirmation message to show the requisition has been disapproved. Use your browser back button to return to the Approve Documents screen.
View Documents

This example shows that the requisition has not been approved.

This section has noted where the requisition is, and that it has not
This example has been approved.

This requisition has been approved.