



HOW TO APPROVE/DISAPPROVE REQUISITIONS/INVOICES IN BANNER

1. Log into Banner through [myWings @ www.unf.edu](#). Click on the [myWings](#) Icon or go directly to <http://loon.cfr.usf.edu/cp/home/loginf>.
2. Log in with your N# and Password.
3. Go to the [Finance Self-Service](#) Tab.
4. Scroll Down to [Approve Documents](#).
5. Enter a specific document number or click the box that applies.

Document Number: <input type="text"/>
<input type="checkbox"/> Documents for which you are the next approver
<input type="checkbox"/> All documents which you may approve

6. Click on [Submit Query](#).
7. Find the document you wish to Approve on the [Approve Document List](#).
8. Click on [the Document Number to Review](#) the document prior to approval.
9. Be sure to check for Vendor information and amount.
10. Please [verify that the Grant Account number being charged is correct](#).
11. Use the Back Arrow key to return to the previous screen.
12. Click on [Approve](#), if you agree to approve.
13. Click on approve again to submit your approval.