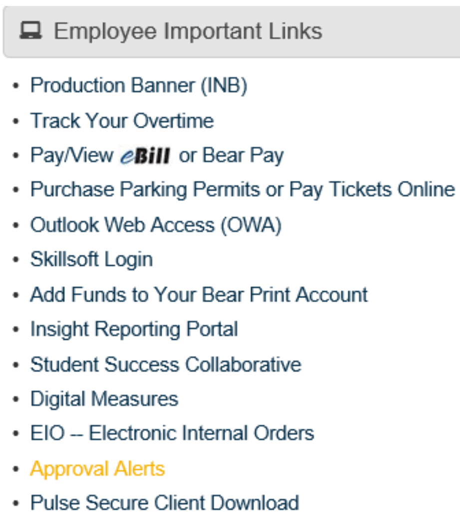
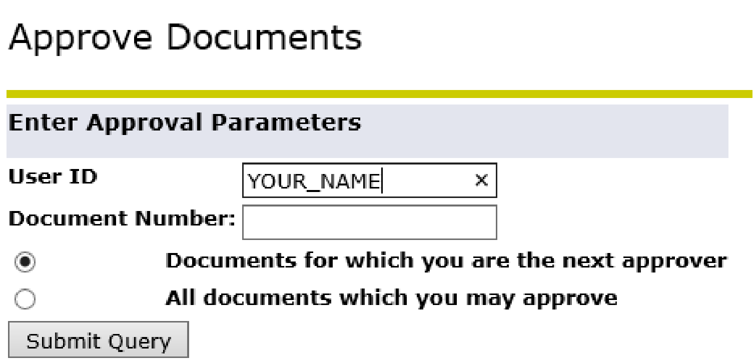
Electronic Internal Order (EIO) Approval Instructions

1. Log onto URSA and click on the ***Employee Tab***

2. Under the *Employee Important Links Channel*, click on ***Approval Alerts.***
   (If you prefer to use Banner Self-Service instead, see directions at the end of this document.)



3. To approve, make selection and then click on ***Submit Query***
   - **Documents for which you are the next approver** - will list documents needing your attention. If multiple people are listed on a queue, the document will list in everybody's queue until one person approves it, then it will drop off of everyone's list.
   - **All documents** – will list all documents needing your attention first as well as documents that will need your approval after the others approve first.



4. You will see a list of documents waiting for approval. You may click on:
   - **Document** – will show you a description of purchase, FOAPal and dollar amount.
   - **History** – will show you who is authorized on all queues related to this document.

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	JV			0	MATTHEW_WILLS	935,438.00	DOC	J0056139	History	Approve	Disapprove

   - **Approve** – will approve the expenditure and post to Banner once all approval queues have been approved. Add comments if necessary and then click **Approve Document** again.
   - **Disapprove** – will reject the expenditure, please provide a comment on why you are disapproving. If you need to correct the document or start a new document, please contact your Fund Accountant.

If you prefer to use Banner Self-Service, you may also approve documents through there.

1. From the Employee Tab in URSA under *General Information*, click on ***Self-Service Banner***

   General Information

   - Self Service Banner (SSB)
   - Human Resources
   - The Center for Enhancement of Teaching & Learning (CETL)
   - Banner Security Forms
   - WebXtender Login
   - New Student Orientation Resources
   - About Insight
   - Automated Waitlisting Information
   - Important Dates

2. Choose Finance, Approve Documents and continue with Step 3 of this document.

   Main Menu

   Personal Information
   Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.
   Student
   Apply for Admission, Register, View your academic records
   Financial Aid
   Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
   Faculty and Advisors
   Enter Grades and Registration Overrides, View Class Lists and Student Information
   Employee
   Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
   Finance
   Create or review financial documents, budget information, approvals.
   RELEASE: 8.8

   Finance

   Budget Queries
   Encumbrance Query
   Requisition
   Purchase Order
   Approve Documents
   View Document
   Budget Transfer
   Multiple Line Budget Transfer
   Delete Finance Template