How to Check the Approval Queues in Banner

1. Log into Self Service Banner.

2. Click on the Finance tab > View Document.

3. Select the type of Document from the drop-down menu and enter your document number.

4. Click on Approval History.

5. If an approver has already approved the document, you will see it listed under *Approvals Recorded*.

   If the document is awaiting approval, you will see the queues listed under *Approvals Required*.

Approvals required

Queue	Description	Level	Approvers
DPAP	DIRECT PAY ACCOUNTS PAYABLE	1	
			Bonnie Brittingham
			Olivia Esposito
			Stacey Harnett
			Mary Hughes
			Gina Marinelli
			Jennifer Merlock
DPAS	DP AC DEAN OF STUDENTS	2	
			Haley Baum
			Bonnie Brittingham
			Olivia Esposito
			Stacey Harnett
			Mary Hughes
			Gina Marinelli
			Jennifer Merlock

Approvals recorded

Queue	Level	Date	User
DPAS	1	Jun 05, 2024	Christopher Catching