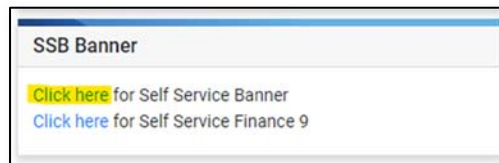


Approving Documents in Self Service Banner

The system will not notify you when there are documents in your queue to approve. It is best practice to log in regularly to ensure documents are approved timely, and originators should communicate with their Budget Unit Managers when documents are submitted.

1. Log into the Stockton portal
2. Click on the Employee tab and then click on the SSB link located on the left-hand side



3. Click on the Finance tab > Approve Documents
4. Your User ID will populate, click on Submit Query
5. Documents that are in your queue to approve will appear
 - a. Documents starting with R = Requisitions (REQ)
 - b. Documents starting with I = Direct Pays (INV)

Click on a document to review in detail

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove	BDM Documents
Y	INV			0	MASTER19	690.01	DOC	I0403525	History	Approve	Disapprove	Display Documents
Y	INV			0	PEREZM	100.00	DOC	I0403654	History	Approve	Disapprove	Display Documents
Y	INV			0	COYLET	1,200.00	DOC	I0403679	History	Approve	Disapprove	Display Documents

Click to view attachments

6. Click on Approve or Disapprove
 - a. If disapproving, you must notify the originating user as the system will not generate a notification at this time
7. Exit when done