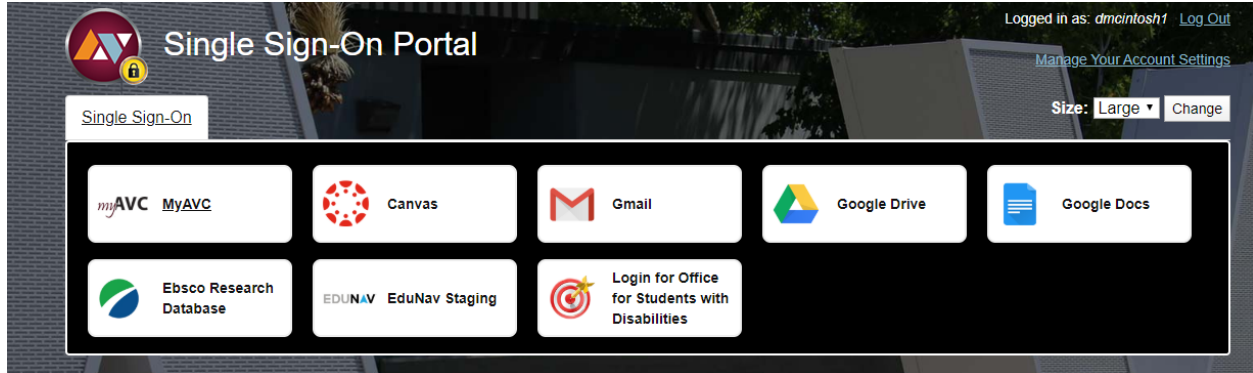


# APPROVING REQUISITIONS AND CHANGE ORDERS IN BANNERWEB (SSB)

1. Access SSB via your Single Sign on and then myavc.edu



2. From myavc.edu, select the Finance tab to access the SSB menu
3. Go to the Quick Links and select “**Approve Documents**”
4. The User ID will default to you....Select “**All documents which you may approve**” and then **submit**



5. All documents awaiting your approval will be displayed. You will see the following columns:
  - a. **Type**: Either REQ for requisition or PO for change order.
  - b. **NSF**: If a “Y” is present in the NSF column, this means the FOAP does not have sufficient funds. The REQ must be denied or order for a Budget Transfer to be processed. Please contact your Fund Manager for assistance.
  - c. **Document** : Allows you to view the document, supporting documents, items ordered and comments regarding changes. All supporting documents may be viewed through the OnBase system.
  - d. **History**: Allows you to see who has approved thus far.
  - e. **Approve**: Allows you to approve the documents.
  - f. **Disapprove**: Allows you to disapprove the documents.
6. After review, you may approve or disapprove the requisition or change order. If you disapprove, please put an explanation in the appropriate box for clarity.
7. That’s it! You’ve approved the documents in your queue. Great Job!