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]• Á] Ÿ v P ‰ ‰ Œ } À heyquewillsesteid under Approvals Required.