To Deny a Requisition or Budget Transfer

Note: Initiators can deny their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in [myCampus](#).
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.

Approve Documents

Questions: Please contact Traci Ellington(tellington@astate.edu) at 972-:

To view all documents waiting on your approval, click on the Submit Query

Enter Approval Parameters

User ID	TELLINGTON
Document Number:	

◉ **Documents for which you are the next approver**
○ **All documents which you may approve**

[Submit Query]

5. Click on the Disapprove link for the document that needs to be denied.

Approve Documents

🔧 Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve lin

Queried Parameters
User ID   TELLINGTON Traci R Ellington
Document Number:
Documents Shown: Next Approver

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				TELLINGTON	93.31	DOC	R0138436	History	Approve	Disapprove
	JV		0		TELLINGTON	400.00	DOC	J0053825	History	Approve	Disapprove

[Another Query]

6. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

Disapprove Document

Document Information
Document Number: R0138436 Type: REQ
Change Seq#   Sub#
Amount: 93.31

Comment:
Approval has been denied.

[Disapprove Document] [Cancel]