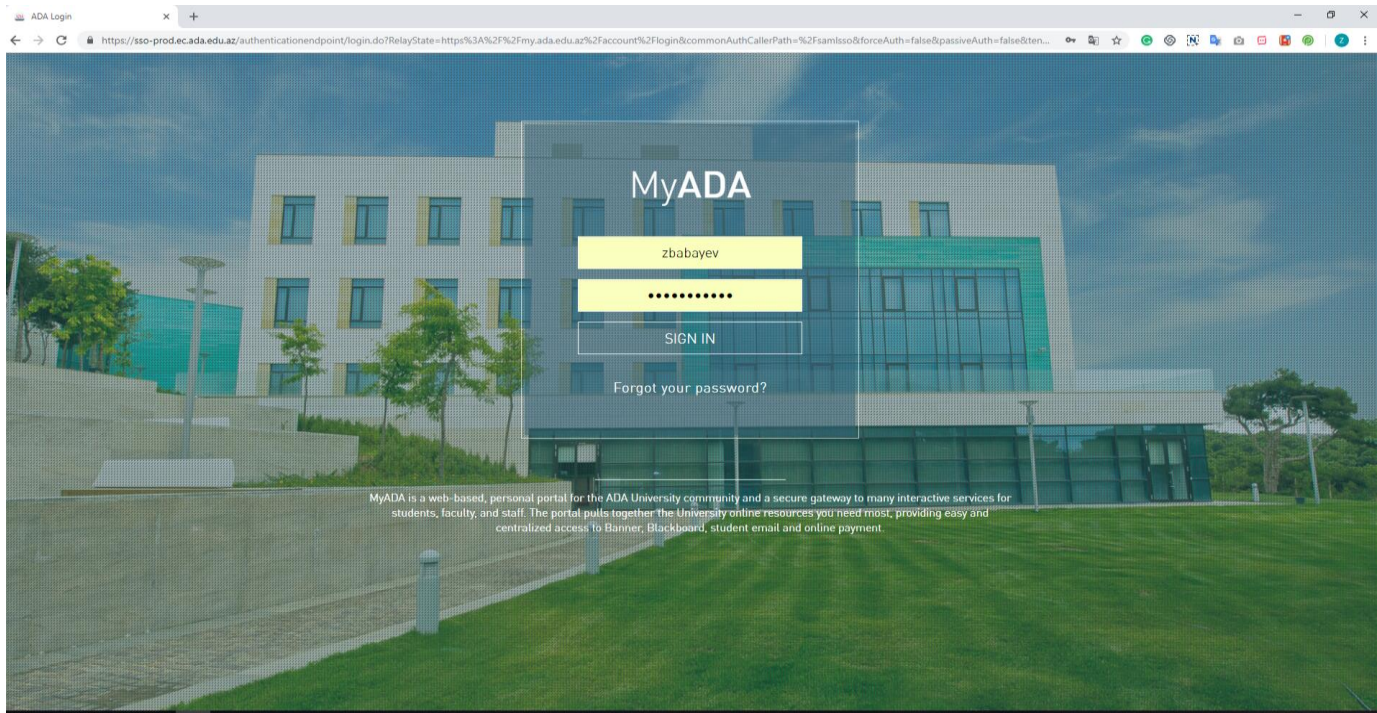
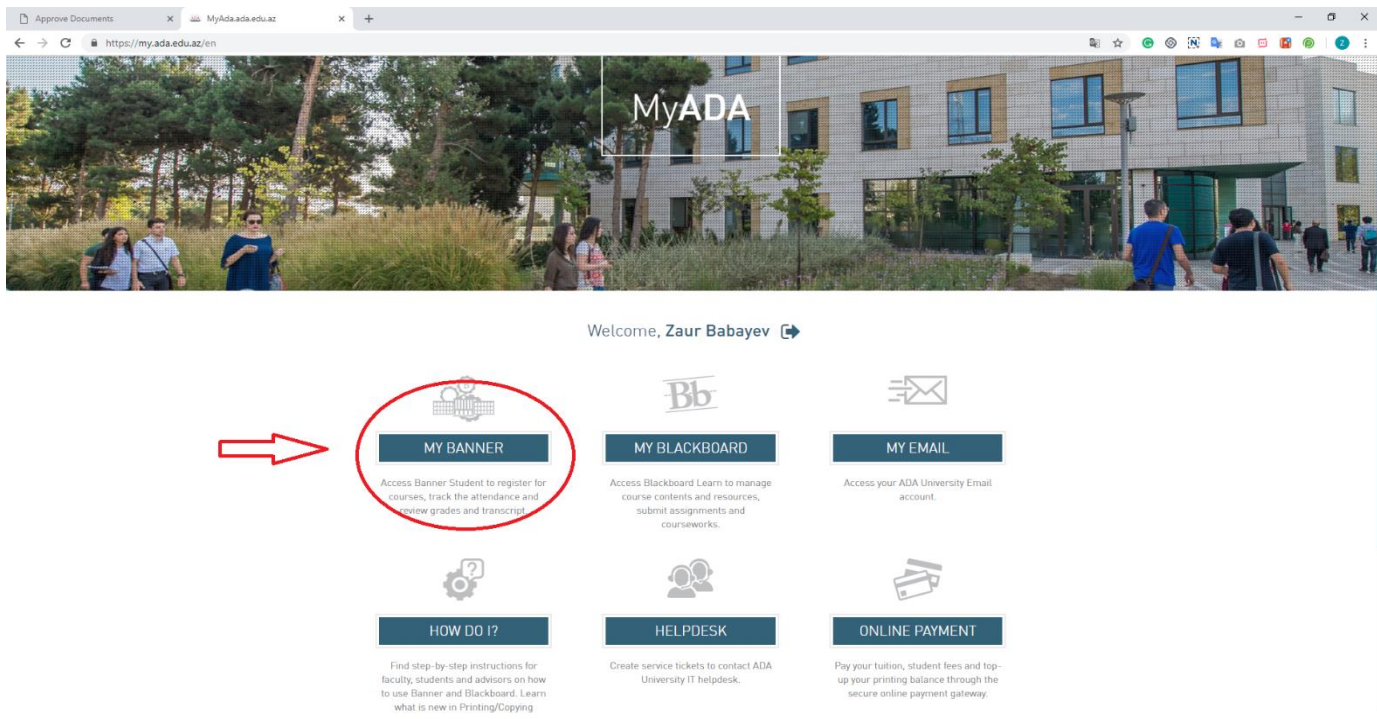


# How to Approve Purchase Requisition (PR) and Stores Requisition (SR)?

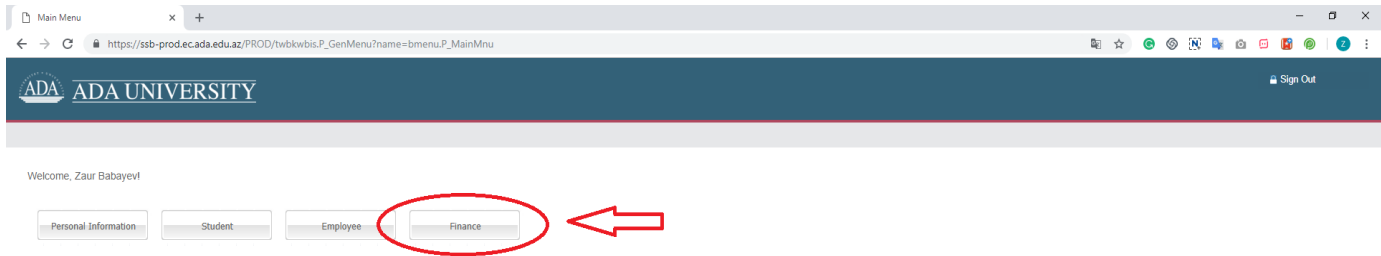
1. Go to “my.ada.edu.az”
2. Use Your ADA Campus Wi-Fi Credentials



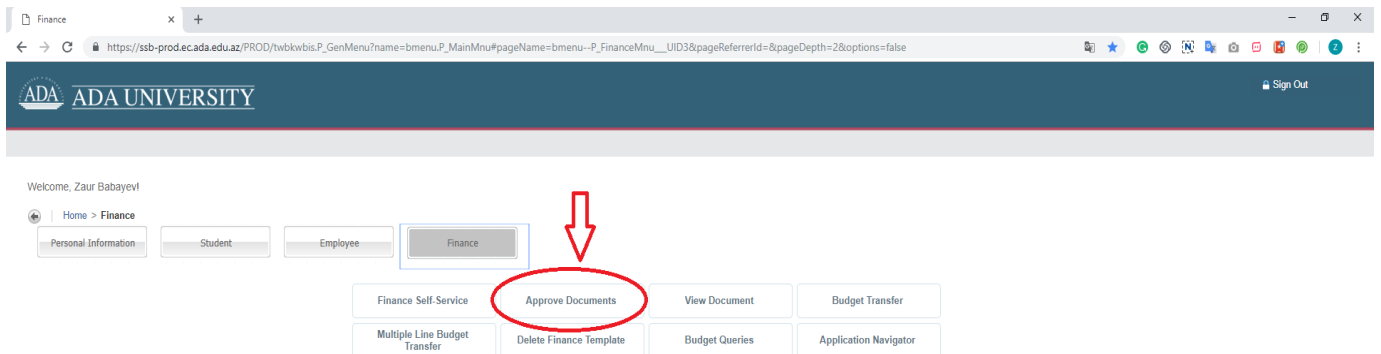
3. Go to “My Banner”



#### 4. Go to "Finance"



#### 5. Go to "Approve Documents"



## 6. Choose one of these options and click “Submit Query”

Approve Documents

Home > Finance > Approve Documents

**Enter Approval Parameters**

User ID: ZBABAYEV

Document Number:

Documents for which you are the next approver

All documents which you may approve

**Submit Query**

Finance Self-Service | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Budget Queries | Application Navigator

## 7. By clicking to the Document Numbers, you will get an information about current PR and SR Documents.

**To Disapprove:** Click to “Disapprove” and add the Comment

**To Approve:** Click to the “Approve”

Approve Documents

Home > Finance > 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 link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

**Queried Parameters**

User ID	ZBABAYEV
Document Number	ZBABAYEV
Documents Shown	All

**Approve Documents List**

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
REQ					ZBABAYEV	222.00	DOC	R0000012	History	Approve	Disapprove
PO					ZBABAYEV	2,375.00	DOC	P0000006	History	Approve	Disapprove
PO					ZBABAYEV	21,073.80	DOC	P0000008	History	Approve	Disapprove
PO					ZBABAYEV	582.68	DOC	P0000010	History	Approve	Disapprove

**Another Query**

Finance Self-Service | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Budget Queries | Application Navigator