How to Approve/View a Document as an Approver in EKU Direct Self Serve Finance “Approve Documents”

1. From the Finance Menu, click on View Document

2. Click Submit

3. Click on Document ID
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4. If a “Display Documents” icon is displayed then an image/images has been attached to the document.

View Document

**Requisition Header**
- Requisition: R0029417
- Order Date: Dec 03, 2009
- Display Documents
- Origin: BANNER

**Note:** If there is not a “Display Documents” icon then no image/images have been attached to the document. The user will need to contact Accounting or Purchasing depending on the document type and request a copy of the image/images.

**Invoice Header**
- Invoice: 10270673
- Sub#: 1
- Purchase Order: P0016687
- Invoice Date: Jun 24, 2009
- Trans Date: Jun 30, 2009
- Complete: Y
- Open Paid: P
- Credit Memo: N

**Display Documents Icon is not visible because image has not been indexed to Document Code**

5. Click on Display Documents icon images will appear
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6. Click on X to close BDMS

7. Click on the Back button on toolbar

8. Click on either Approve or Disapprove