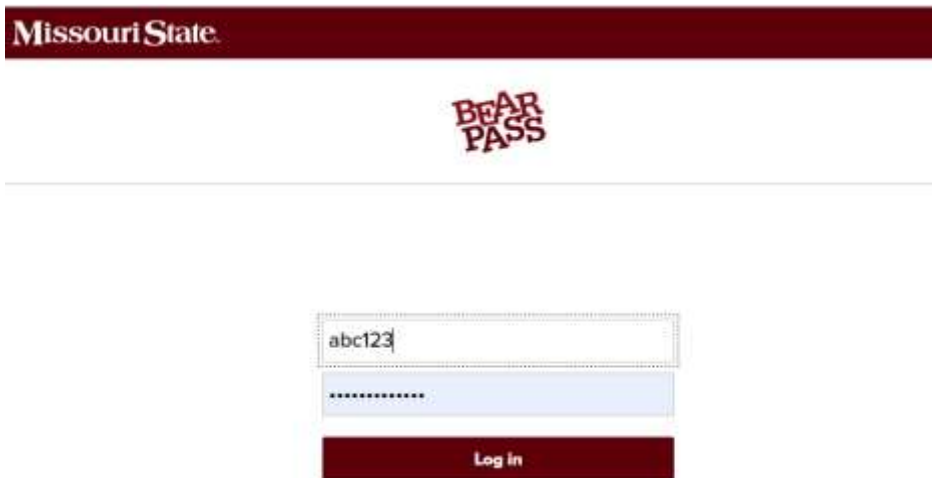


FOAPAL Authorization - Approver Request Instructions

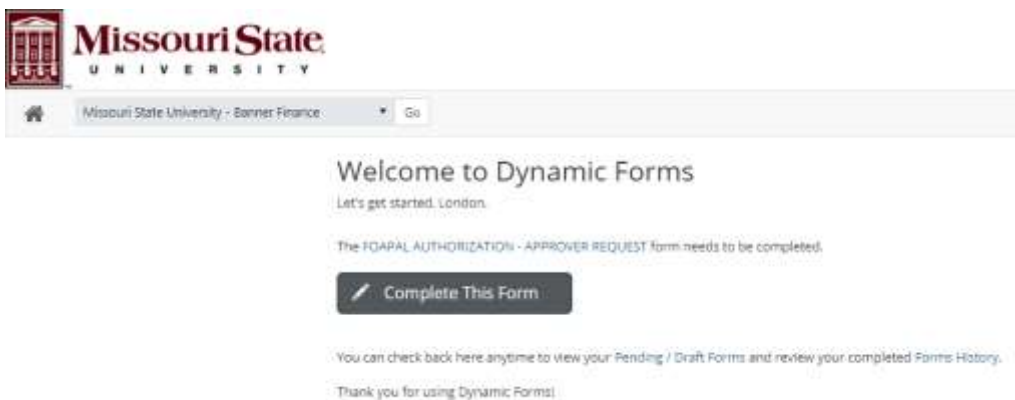
This form is used to request Approver access for one or more Fund-Org combinations. It is a replacement for the PDF/Paper Form that is currently used. It allows you to collect signatures electronically without having to send it through campus mail. This form can be found at <https://www.missouristate.edu/FinancialServices/foapal-authorization-request.htm>. It can be used for a new Approver, an additional Approver, or to replace an existing Approver.

➤ Requester Filling out the Form

1. First, you will have to use your BearPass user name and password to log in to access this form. Any external users cannot access this request form.

The screenshot shows the top of the Missouri State website. At the top is a dark red banner with the text "Missouri State." in white. Below the banner is a large, stylized "BEAR PASS" logo in red and white. Underneath the logo is a horizontal line. Below the line is a login form with two input fields: the first contains "abc123" and the second contains a series of dots. Below the input fields is a dark red button with the text "Log in" in white.

Click Complete This Form to start.

The screenshot shows the Missouri State University logo on the left. To the right of the logo is a search bar with the text "Missouri State University - Banner Finance" and a "Go" button. Below the search bar is a large heading "Welcome to Dynamic Forms". Underneath the heading is a subheading "Let's get started, London." followed by a message "The FOAPAL AUTHORIZATION - APPROVER REQUEST form needs to be completed." Below this message is a dark grey button with a pencil icon and the text "Complete This Form". At the bottom of the page, there are two lines of text: "You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History." and "Thank you for using Dynamic Forms!"

As the Requester, you will start out by filling out your campus phone number. This phone number, along with the prefilled name and email will help in case Financial Services need to contact you with questions about the request.

**Missouri State**
UNIVERSITY

**FOAPAL AUTHORIZATION
APPROVER REQUEST**

Requester Information
Last: *Zhou First: *Xiaomin Phone #: *(417) 836-4445 Email: *XiaominZhou@MissouriState.edu

2. Then you will enter the Fund Code, Organization Code, the Approver(s) Full Name, and the Approver(s) M Number. This can be yourself or another user.

Fund Code: *A02000 Organization Code: *052000 Approver Full Name: *Boomer Bear Approver M number: *M12345678

You can then select whether it will be a new Approver, an additional Approver, or a new Approver that is replacing an existing Approver. If you are choosing to replace, you will select whether the existing Approver is leaving the department or leaving the university.

Add as NEW Approver (Use this option when there is no approver setup for this fund-org.) ☐

Add as ADDITIONAL Approver (Use this option to add person as the additional approver.) ☐

Add as NEW Approver to REPLACE existing approver (Use this option to REPLACE existing approver.) ☒

To Replace - Name : *Micky Mouse

To Replace - M number *M87654321

Check if they are leaving the University (including retiring.) ☒

Check if they are moving to a new department ☐

If you would like them to be an Approver for multiple Fund-Orgs, please upload a file with all of them listed. The form has an upload box for that.

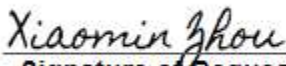
- ☒ If there is multiple Fund-Orgs that you want them to approve, please upload a file with all of them listed.

PLS_FOAP_Numbers (1).xlsx

To find out what Fund-Orgs a person is an approver for, you may run the Argos report: [Fund and Organization Access by Person](#). This report allows you to look up a person and see every Fund and Organization that person is an approver for. You will want to look at the "Budget Approver Access" section to find that information. You might not have the access to run this Argos report, please send an email to informationsecurity@MissouriState.edu requesting access.

3. Then you will sign the form and submit it to a person who can authorize such approver change request.

* ...3132313633


Signature of Requestor: 06/03/2021
Date

Click "Submit Form" at the bottom of the page to forward this form (request) over to a person who can authorize such approver setup or change.

- Once you click Submit Form button, it will take you to the next page to enter in the information for the Authorized Approver. This person has the authority to approve such approver change request. **You must TYPE in Authorized Approver's name and email; we recommend copy & paste the email in to void errors. Do not use a department email address for Authorized Approver because Dynamic Form will only allow person (with bear pass log in) to log into the Dynamic Form system.** If the email was entered incorrectly, you can contact us at BannerFinance@MissouriState.edu and we can help correct the email and reroute it the correct authorizer.

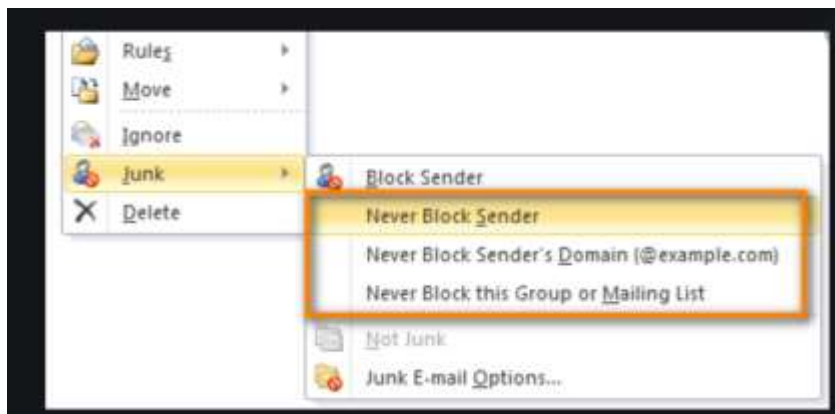
Please specify the next form participant

Authorized Approver		
First Name	Last Name	Email
John	Smith	johnsmith@missouristate.edu

➤ Authorized Approver approving the request

- Authorized Approver receives the request notification via an email.
The first email notification from Dynamic Forms will generally go to user's Junk box, so user will have to do some setup below, once that is done, all future emails will not go to Junk.

Go to Junk folder and locate the email, and right click the email, select Junk => Never Block Sender. Then move this email back to your Inbox. Once this step is done, all future emails from DF will go to user's Inbox.



If Authorized Approver cannot find or locate such the request email, they may contact us at us at BannerFinance@MissouriState.edu and we can re-send the email from Dynamic Form system.

2. Authorized Approver takes action from the request.

Authorized Approver will click the link from email to access the request. They will have to use their Bear Pass log in and password to get into Dynamic Form to access the request and take action.



BannerFinance@MissouriState.edu

FOAPAL AUTHORIZATION - APPROVER REQUEST is waiting for your authorization.

To ☐ Zhou, Xiaomin

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External Sender

APROVER REQUEST has been submitted by [REDACTED]. The request is to add [REDACTED] as the approver for budget A02000 - 032000. Please [Click here to complete your section of the form](#) to authorize/approve this request by signing your signature. Or you can return the form if you do not authorize such approver change request.



Missouri State
U N I V E R S I T Y

Authorized Approver can approve the request by signing their name, check the box, and then submit request. They can deny such request by choosing Return for Revision, this will return the form/request back to requester where they can either drop the request or fix the error and re-submit.

*
Authorized Signature: _____ Date: _____

By signing your name, you authorize Financial Services to process the approver access for specified Fund and Org.

Save Progress

Return for Revision

Submit Form

Once Authorized Approver approves and submits the form, the request will route to Financial Services and they will review and verify the request information, Financial Services will then notify requester when the request is complete.

➤ Additional Information:

If you need to remove someone's Approver/Originator/View Only access, please email us at BannerFinance@MissouriState.edu.

Once "**Approver**" access is established, request for "**View Only**" or "**Originator**" access can be submitted by going to [FOAPAL Authorization - Originator/View Request](#). This link is also located under **Budgets Channel** of **Work Resource** of [MyMissouristate](#), or you can also browse directly there by visiting <https://mis.missouristate.edu/Finance/foapAuth/create>.

Budgets

[Bear Finance Reporting](#)

[Check Available Balance](#)

[Budget Transfer](#)

[View Documents](#)

[FOAPAL Authorization Request](#)