How to Use the Document Approval Forms

**Description:** The Document Approval Form displays all queues/levels responsible for the approval of a specified document.

Security on this form should be restricted to those individuals who have signing authority to their Fund, Organization.

**Navigation:**
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- Finance System Menu
- Finance Operations Menu
- Finance Approval Menu
- Document Approval Menu

Direct Access → FOAAINV

*Indicates what will be approved*

Document: Number of the document you want to approve and/or to display the documents queues/levels.
Type: A code used to represent the type of document. Although this field will be populated automatically based upon the Document, you may assign a new document type from the Document Type List.

Chg Seq Num: Sequential number assigned to a change when querying a change order.

Sub Num: Submission number associated with Journal Vouchers. Since MUN does not have approvals setup on Journal Vouchers, this is not applicable to us.

When you perform a Next Block (use ctrl page down, the tool bar or on the main menu select Block then Next) the following information is displayed.

Queue Id: Code representing the queue associated with the document awaiting review.

Queue Description: Description of the queue.

Queue Level: Code representing the level of the approval in the queue.

Apkr Level: Indicates whether a document will be approved.

+ This document will be approved.

Blank This document is awaiting review.

Queue: Listing of documents in the queue.

Level: Level of the documents in the queue awaiting approval.

User: The user associated with the document awaiting approval.

In Suspense: Indicates whether the document is in suspense, if it is incomplete, not yet approved, or rolled back in the posting process.

Y – The document is in suspense.
N – The document is not in suspense.

You may approve and / or disapprove documents on (FOAAINP). Click the Approve or the Disapprove buttons to complete the desired action

Approve: Click this button to approve the document.

If you choose Disapprove, refer to the description of the Document Disapproval text Entry window that follows

Disapprove: When you click this button to disapprove the document, the following Document Disapproval Text Entry form is displayed. You have the option of entering a reason for your disapproval before pressing the OK button.
Detail: Click this button to view the document's accounting details as seen in an example below.

From the Options tab on the Tool Bar, you may now select Query Document or View Commodities. If you decide to view the commodities, the following form will be displayed upon selecting this choice:
And if you choose to query the document, the following form will be displayed:
From this form, you may perform various Next Block functions to query the details of your document. Click the exit icon to return you to the Document Approval Form.