DOCUMENT APPROVAL FORM
How to Approve a Document on FOAAINP

Description:

The Document Approval Form displays all queues and/or levels responsible for the approval of a specified document. Security on this form is restricted to those individuals who have signing authority to their Fund, Organization.

Navigation:

Access to the form can be done in three ways:

1. Type FOAAINP in the search field
2. Type Document Approval in the search field
3. Select from the Finance Approval menu under Applications

Step 1:
Follow the navigation process to FOAAINP.

Enter one or more of the following fields to search.

- **Document**: Number of the document you want to approve and/or to display the documents queues/levels.
- **Change Sequence**: Sequential number assigned to a change document when querying a change order.
Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”. The results of your query are displayed.

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.
- **Approval 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.

**Step 2:**
Click the *Detail* button to view the document line items and accounting details as seen in an example below.
Click the exit icon to return you to the Document Approval Form.

From the *Related* menu, you may now select Query Document or View Commodities to see additional details. Query Document takes you to FPIPURR and View Commodities displays the following form:
Click the exit icon to return to the Document Approval Form.

**Step 3:**
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.

By approving the document, the Approver acknowledges responsibility to ensure that all expenditures are valid, in compliance with the policies of the University and the applicable granting agencies, and that sufficient funds are available to cover the expenditure.

- **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.