APPROVAL HISTORY FORM
How to Inquire on Approval History Using FOIAPHT

Description:

The Document Approval History Form provides an online display of the approval history for 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 FGIAPHT in the search field
2. Type Organizational Encumbrance List in the search field
3. Select from the Finance Approval menu under Applications

Step 1:
Follow the navigation process to FOIAPHT. You may also access FOIAPHT from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by clicking the Approval History button.

The form automatically opens in *Filter* search:

Enter one or more of the following fields to search and click Go or F8 to query:
- Document Code, Document Type, Change Sequence, Queue Id or Queue Level.
- You may also select Approver's Id, Approval Date or Submission number from the Add Another Field box.

The results of your query are returned.

The following fields are displayed for Approval History:
- Document Code: Code representing the document you want to look up.
- Document Type: Type of document associated with the document code.
- Change Sequence: Sequential number assigned to a change document when querying a change order.
- Queue Id: Code representing the queue where the document awaited approval.
- Queue Level: Level in the queue where the document was approved.
- Approver's ID: The User Id of the person who approved the document.
- Approver's Name: Name of the user who approved the document.
- Approved date: Date the document was approved.
- Submission Number: Submission number associated with Journal Entries.
- Originating User: User ID of the person who originated the document.
- Originating User Description: Name of the user who originated the document.