

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:

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The application title is "Approval History FOIAPHT 9.0 (banjune1)". The interface includes a navigation menu on the left, a search bar, and a filter section with the following fields: Document Code, Document Type, Change Sequence, Queue ID, and Queue Level. Below these fields is an "Add Another Field ..." dropdown menu. At the bottom right of the filter section are "Clear All" and "Go" buttons. The main content area is a table with the following columns: Document Code, Document Type, Change Sequence, Queue ID, Queue Level, Approver's ID, Approver's Name, Approved Date, Submission Number, Originating User, and Originating User Description. The table is currently empty. The footer of the application displays the word "Memorial".

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.

Application Navigator

https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless

Approval History FOIAPHT 9.0 (banjune1)

APPROVAL HISTORY

Active filters: Document Code: P009999% Clear All Filter Again

Document Code	Document Type	Change Sequence	Queue ID	Queue Level	Approver's ID	Approver's Name	Approved Date	Submission Number	Originating User	Originating User Description
P0099990	PO		GY01	100	UGE0G029	Eecrbj Qe9kpa	01/15/2013		UGE0G026	Rx Nju Cdw - Fp Mga Qoi - Xmur
P0099991	PO		BA01	100	UBUSI101	Woiye Wwvcwarx	01/16/2013		UBUSI131	Sipvv Djdghejl-Oivda
P0099992	PO		MI32	100	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099992	PO		MI32	200	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099993	PO		MI32	100	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099993	PO		MI32	200	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099994	PO		MI32	100	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099994	PO		MI32	200	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099995	PO		MI32	200	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb
P0099995	PO		MI32	100	UMARI307	Rx Nju Cdw - Skei Wfdnsj	01/16/2013		UMARI413	Eeverlx Ycgb

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Memorial

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.