DOCUMENT APPROVAL HISTORY FORM How to Inquire on Approval History for a Specific Document Using FOIAPPH

Description:

The Document Approval History Form provides an online display of the approval history for a specific document. Security on this form is restricted to those individuals who have signing authority to their Fund, Organization.

Navigation:

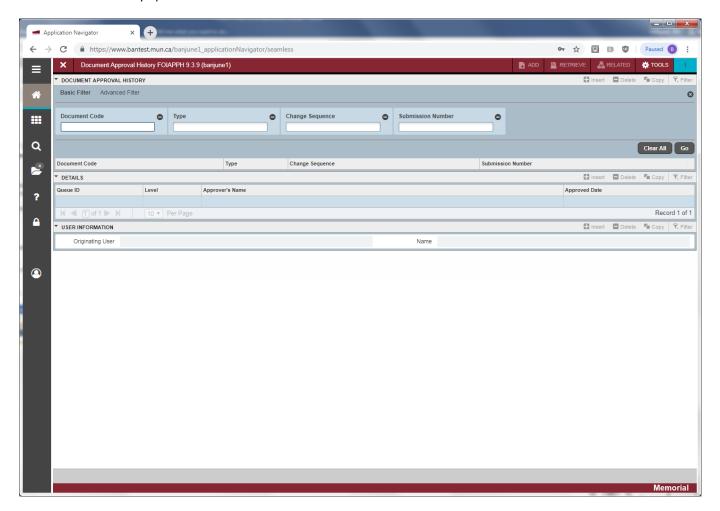
Access to the form can be done in three ways:

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

Step 1:

Follow the navigation process to FOIAPPH. You may also access FOIAPPH 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:

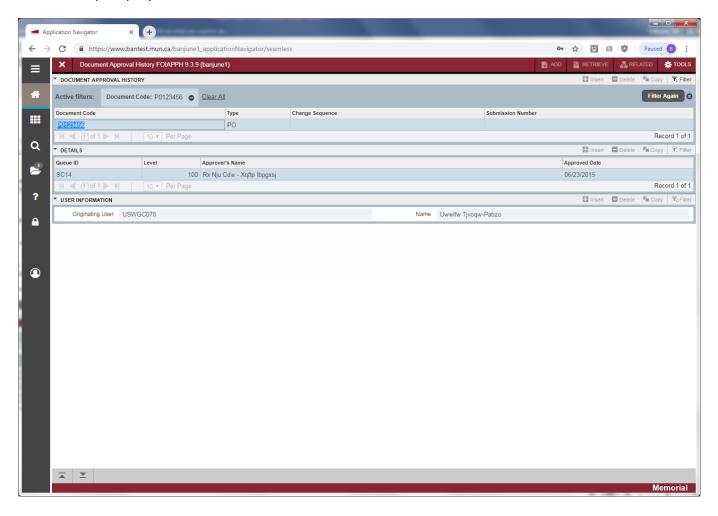


Enter one or more of the following fields to search and click Go or F8 to query:

- Document Code: Code representing the document you want to look up.
- Doc Type: Type of document associated with the document code.

- Change Sequence: Sequential number assigned to a change document when querying a change order.
- Submission Number: Submission number associated with Journal Vouchers. Since MUN does not have approvals setup on Journal Vouchers, this is not applicable to us.

The results of your query are returned.



- Queue Id: Code representing the queue where the document awaited approval.
- Queue Level: Level in the queue where the document was approved.
- Approver's Name: Name of the user who approved the document.
- Approved date: Date the document was approved.
- Originating User: User ID of the person who originated the document.
- Name: Name of the person who originated the document.

.