



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.

Appr 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.

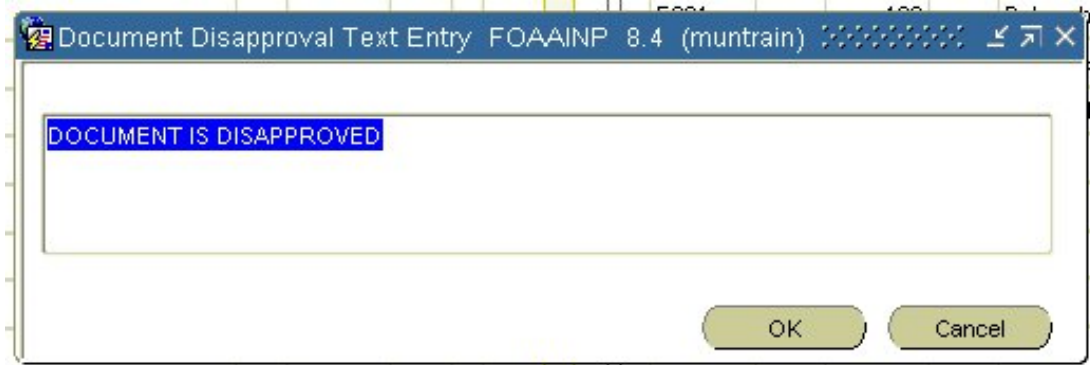
N – The document is not in suspense.

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.

**Purchase Order:** P0087330      **Change Sequence:**       **Vendor:** SGS Laser - Paper Plus Inc.

**Line Item Information**

Item	Commodity	Transaction Date
	Document Acctg Distribution	24-OCT-2011

**Accounting Information**

Sequence Number	COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location
1	M	12		100001	63009	10500	4100		
<b>Extended Amount:</b>		200.00		<b>Discount Amount:</b>		0.00		<b>Tax Amount:</b> 26.00	
<b>Additional Amount:</b>		0.00		<b>Total:</b>		226.00		<b>Project:</b>	
								<b>NSF:</b> N <input type="checkbox"/> NSF Override	

Check to override a Non-Sufficient Funds condition.  
Record: 1/1    <OSC>

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:



The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > FOAAINP - FOQPACT - FPIPURR [Q]". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main content area displays a form with three input fields: "Purchase Order:" with a dropdown menu showing "P0067330", "Blanket Order:" with an empty dropdown menu, and "Change Sequence Number:" with an empty text box. At the bottom, a status bar contains the text "Enter purchase order and press NEXT FIELD; press NEXT BLOCK to execute query." and "Record: 1/1 | | ... | | <OSC>".

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.