

## How to Display an Approval History

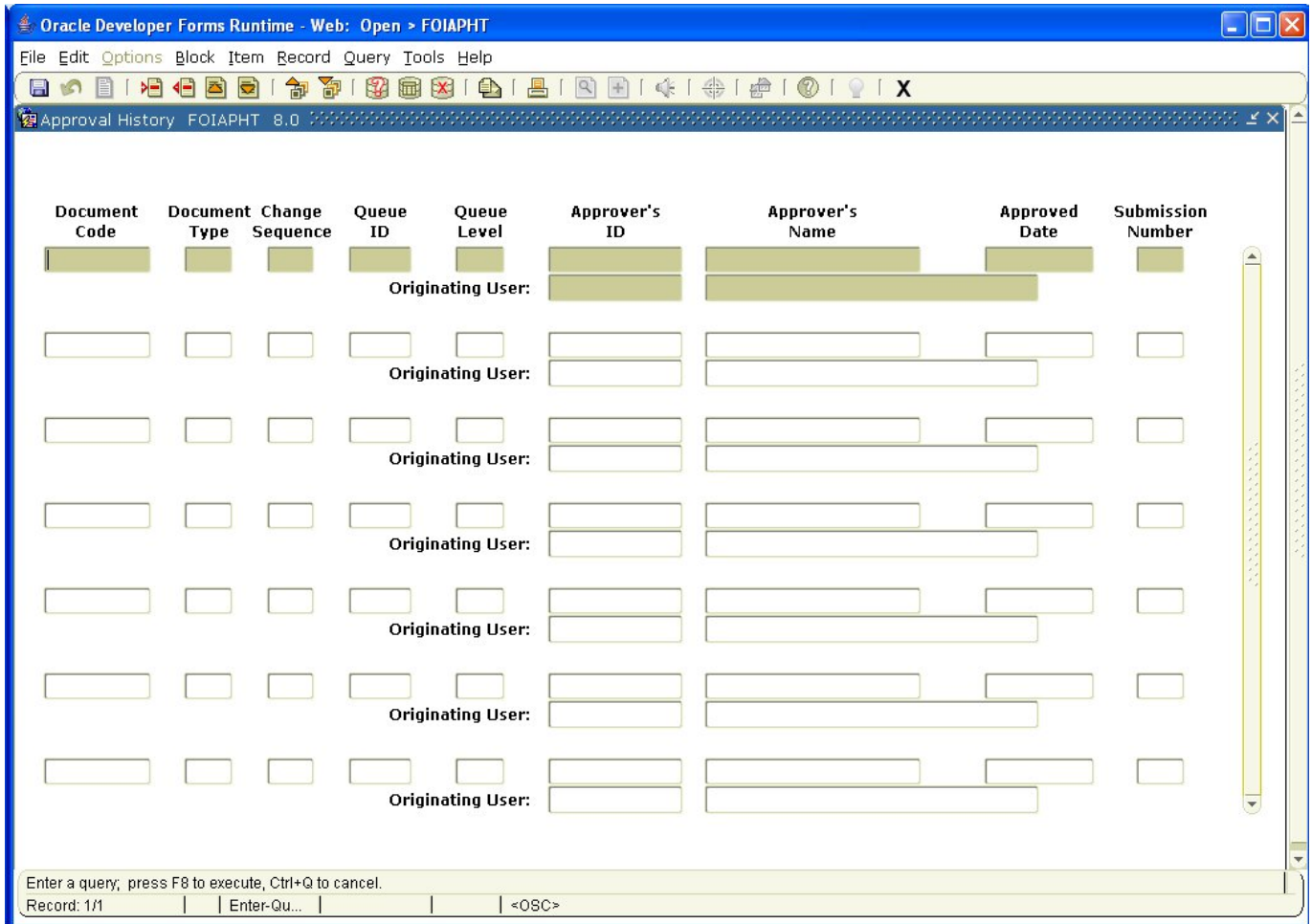
**Description:** The Document Approval History Form provides an online display of the approval history for a specified document.

Security on this form should be restricted to those individuals who have signing authority to their Fund, Organization.

**Navigation:**

- Enter Selection → Products Menu
  - Finance System Menu
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  - Finance Approval Menu
  - Approval History Form
  
- Direct Access → FOIAPHT

You may also access FOIAPHT from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by clicking the Approval History button.



On this form, you have the option to query on any combination of the following fields:

Document Code:	Code representing the document you want to look up.
Doc Type:	Type of document associated with the document code.
Chg Seq:	Sequential number assigned to a change 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 Id number of the user who approved the document.
Approver's Name:	Name of the user who approved the document.
Approved date:	Date the document was approved.
Sub Num	Submission number associated with Journal Entries. Since MUN is not using Electronic Approvals on Journal Vouchers< this is not applicable.
Originating User:	user who originated the document..

When you perform the *Execute Query* (use the <F8> key, the toolbar button or on the main menu select *Query the Execute*) the results of your query are returned.