

## How to Display the Approval History for a Specified Document or Document Type

**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:**

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- Direct Access → FOIAPPH

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

Document Code	Change Type	Submission Sequence	Number

Queue ID	Queue Level	Approver's Name	Approved Date

Originating User:  Name:

Enter a query; press F8 to execute, Ctrl+Q to cancel.  
Record: 1/1 | Enter-Qu... | <OSC>

On this form, you have the option to query on 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.  
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 the *Execute Query* (use the <F8> key, the toolbar button or on the main menu select *Query* the *Execute*) the following information is 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 who originated the document..