

Financial Services

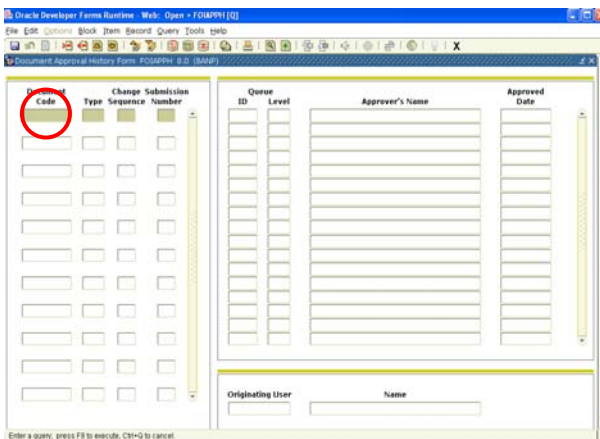
Date: 02/28/2011

**Document Approval
History Form - FOIAPPH
FSJA-048**

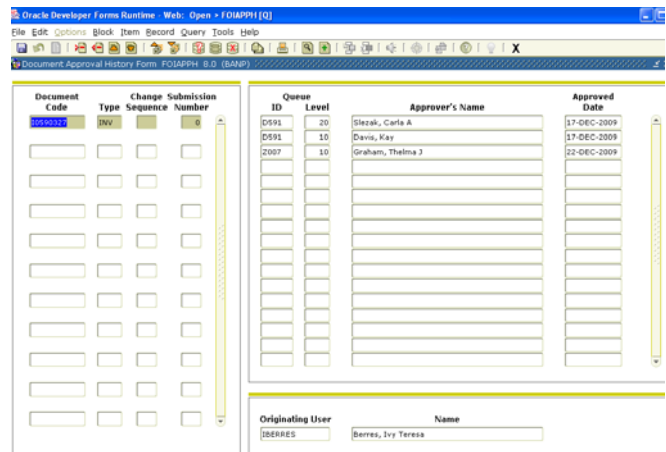
1. This form provides an online display of the approval history for a specified document. Access to form FOIAPPH is also accessible from the following forms:
 - *FOAAINP: Document Approval Form*
 - *FOAUAPP: User Approval Form*
 - *FOIAPPH: Options, Approval History*
2. Go to Banner Form **FOIAPPH** and press **Enter** to access the Document Approval Form.
3. The form will be in query mode.
4. **Document Code:** **Enter** the document number (ie. Banner requisition number, invoice number).
6. The **Document Approval History Form** will detail:
 - A. The date the document was approved or disapproved
 - B. The individual who approved or disapproved the document
 - C. The originator's NetID and name.
 - D. The approval queue ID the document was approved or disapproved in

3. The form will be in query mode.

4. **Document Code:** **Enter** the document number (ie. Banner requisition number, invoice number).



5. Select **Execute Query**  (or press F8)



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