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).

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

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