Locating Documents in the Approval Process

You are able to locate a document in the approval process and identify the users next in line to approve it. Enter the form **FOAAINP** by typing in the form name in the Direct Access field.

Once in the form, fill the required Document and Type fields. The Chg Seq No (change sequence number) and Sub. No (submission number) are optional for Requisitions, DPOs and POs. The **Sub. No** is required when entering a Journal Voucher or Invoice document.

Press the **[NEXT BLOCK]** or or ☰ click on **BLOCK**, then **NEXT**. This places your cursor on the first QUEUE listed. ☰ press **[NEXT FIELD]** to move the other Queues listed. As you move from queue to queue in the right hand box the list of names will change. This list of names is the person(s) in the queue.
You may also transfer to the Document Approval History Form by pressing **Count Query Hits** or click on the **Approval History** option. This will take you to the form FOIAPPH.

If the document had previously been approved or denied those queues would show on this form and the person that had approved or denied the document.