How To Find Who Approved Or Needs to Approve My Documents

Use View Document to find out who has or needs to approve your documents whether it is an invoice or req. (Direct Pay invoices do not need approvals.)

From the menu Click View Document

1. Select the type from the drop down
2. Enter in Document Number
3. Click Approval History

4. Either a list of approvers will display with the date they have approved or it will list users who have to approve the document.