

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

View Document

i To display the details of a document enter parameters then select View document. To display approval history parameters then select Approval history. If you do not know the document number, select Document Number to feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Requisition 1000251

Submission#: Requisition
Purchase Order
Invoice
Journal Voucher
Encumbrance
Direct Cash Receipt

Change Seq# **Reference Number**

Display Account
 Yes No

Display Document/Line Item Text All Printable None

Display Commodity Text All Printable None

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Line Budget Transfer](#) | [Delete Finance Template](#)]

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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.