

# View Approval History by Requisition Number (Banner)



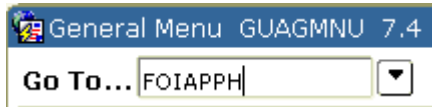
Finance → Purchasing

This form is used to view which approvers have completed the approval process on a purchase requisition.

## FOIAPP Form

Log into Banner and do the following:

- Type *FOIAPP* in the **Go To** field, and press <Enter>.



The next screen will display a blank query form:

Document Code	Type	Change Sequence	Submission Number	Queue ID	Level	Approver's Name	Approved Date

- Enter a requisition number in the **Document Code** or leave blank to query all.
- Press the <F8> function key to execute the query.

Document Code	Type	Change Sequence	Submission Number	Queue ID	Level	Approver's Name	Approved Date
R0000004	REQ			DENY	0	Mickey Mouse	18-APR-2008
R0000006	REQ						
R0000008	REQ						

You are now able to view which approvers have completed the approval process by highlighting the document number.

Refer to:

- Log into Banner

