



View Approvals History (Finance Self-Service)

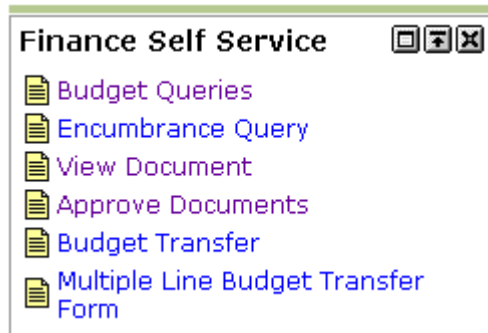
Business Services → **Procurement**



MACALESTER
COLLEGE


This form is used to view approval completed and pending for purchase requisitions that encumber funds against your FOAPALs.

- Log into  and select the  tab
- Click **View Document** from the Finance Self-Service channel



The next page will look like this:

View Document

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

Choose type:

Submission#: Change Seq# Reference Number

Display Accounting Information

Yes No

Display Document/Line Item Text **Display Commodity Text**

All Printable None All Printable None

- Enter *RXXXXXXXX* in the field next to the **Document Number**.
- Click the **Approval History** button to view document history.

View Document

Document Identification

Document Number	R0000012	Type	Requisition
Originator:	PCHICKEN	Priscella Chicken	

There are no approvals required at this time

Approvals recorded

Queue Level	Date	User
DENY 0	Apr 29, 2008	Mickey Mouse

In this situation the requisition has been denied.

View Document

Document Identification

Document Number	R0000015	Type	Requisition
Originator:	PCHICKEN	Priscella Chicken	

Approvals required

Queue	Description	Level	Approvers
BCFO	CHIEF FINANCIAL OFFICER	1	
			David Wheaton

In this situation the requisition is waiting for David Wheaton's approval. Also listed are the approvals that have already cleared.

Approvals recorded

Queue Level	Date	User
6OFF 1	Apr 29, 2008	Mickey Mouse

