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

- Log into 1600grand and select the Business Services 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.

- Enter RXXXXXXXX in the field next to the **Document Number**.
- Click the **Approval History** button to view document history.
In this situation the requisition has been denied.

There are no approvals required at this time

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
-------------|------------|--------
DENY 0        | Apr 29, 2008 | Mickey Mouse

Approvals required
Queue | Description | Level | Approvers
BCFO | CHIEF FINANCIAL OFFICER 1 | | David Wheaton

Approvals recorded
Queue Level | Date       | User
-------------|------------|--------
6OFF 1       | Apr 29, 2008 | Mickey Mouse