How to view approval queues

The FOAAINP form

Use the **FOAAINP** form to display all the queues/levels responsible for the approval of a specified document.

Field definitions

	Item	Description
1	**Document (Required)**	Number of the document you want to approve.
2	**Type**	Code representing the type of document.
3	**Chg Seq Num**	Sequential number assigned to a change when querying change orders or encumbrance changes.
4	**Sub Num**	Submission number associated with journal vouchers.
5	**Queue ID**	Code representing the queue associated with the document awaiting review.
6	**Queue Description**	Description of the queue.
7	**Queue Level**	Code representing the level of the approval in the queue.
8	**Appr Level**	Indicates whether a document will be approved. **+** - Document will be approved **Blank** - Document is awaiting review
9	**Queue**	Listing of documents in the queue.
10	**Level**	Level of the documents in the queue awaiting approval.
11	**User**	User associated with the document awaiting approval.
12	**In Suspense**	Indicates whether the document is in suspense if it is incomplete, not yet approved, or rolled back in the posting process. **Y** - Document is in suspense **N** - Document is not in suspense
13	**Approve**	Approves the document.
14	**Disapprove**	Disapproves the document.
15	**Detail**	Click Detail to view the accounting details and to check the NSF Override for the individual document types. The form that is accessed depends on the document you are querying.

How to use the document approval form

Before you start

Use the Document Approval form to view all the queues responsible for the approval of a specified document.

Before you proceed, you must have the document number.

Viewing approval queues

1   Select the form **FOAAINP** from the **Finance Fast Track Menu** on the Main Menu or type **FOAAINP** in **Go** and hit Enter**.**

2   Type your document number in the **Document** field (Example: R0000001, J00000013).

3   When viewing 'J' documents, verify that a 0 (zero) appears in the **Sub Num** field. If missing, type it in.

4   Click on **Next Block** icon or, use Ctrl + Page Down if you prefer using your keyboard.

5   Displayed are the names of the individuals left to approve the document.