

How to use the Document Approval Form

1. Select the form **FOAAINP** from the **Finance Fast Track Menu** on the Main Menu or type **FOAAINP** in the **Direct Access** field and hit **Enter**.
2. Type your **Document Number** in the **Document** field (*Example: R0000001, J00000013*).
3. When viewing J documents, make sure a 0 (zero) appears in the **Sub Num** field. If it does not, type it in.
4. Click on the **Next Block** icon  or, use **Ctrl-Page Down** if you prefer using your keyboard.
5. The names of the individuals left to approve the document are displayed.

For **MORE INFORMATION** on this form see the Form Documentation

1. Give the option of **Products Menu** or **Direct Access**.