

## Approval History

The **Approval History** page (*FOIAPHT*) provides an online display of documents sorted by document code. A document that has been disapproved appears with a queue ID of DENY.

Step	Task
1.	Type <i>FOIAPHT</i> in the <b>Search</b> field and press ENTER to open <b>Approval History</b> .
2.	Enter your search criteria. You can narrow the search to one specific document by entering the entire document number or a portion of the document number in the <b>Document Code</b> field. <b>OR</b> Type <i>REQ</i> in the <b>Document Type</b> field to perform a search for all requisitions, <i>PO</i> for Purchase Orders, or <i>INV</i> for Invoices.
3.	Click the <b>Go</b> button to search for all documents that meet the criteria.
4.	Click the <b>Close</b> button to return to the main menu.