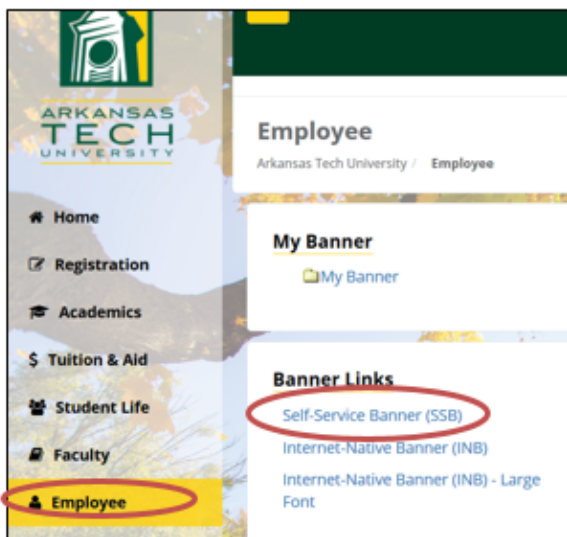
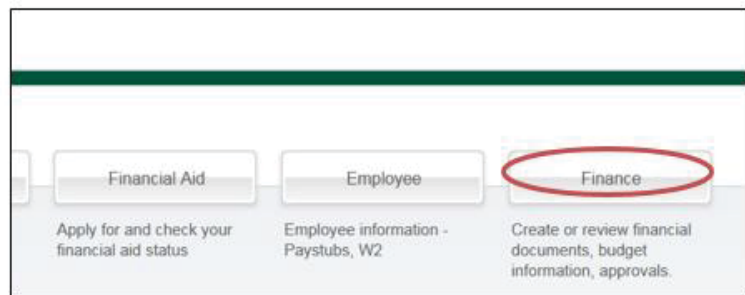


# Viewing Requisition Approval Status

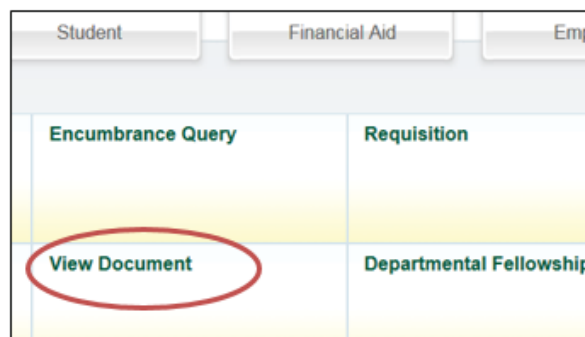
1. While logged into One Tech and click on the Employee link then Self Service Banner SSB.



2. Click the Finance tab.



3. Click the View Document tab to display the View Document page.



# Viewing Requisition Approval Status (cont.)

## View Document

Home > Finance > View Document

To display the details of a document enter parameters then select View document. To display approval history for a document use the Approval history feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:  Document Number:  Submission#:  Change Seq#:  Reference Number:

### Display Accounting Information

Yes  No  
 All  Printable  None

View document Approval history

4. Key in the requisition number in the Document Number box and click Approval history.

This page will display

1. Document ID
2. The Approvals required (the queues that have not approved the requisition yet)
3. The Approvals recorded (the queues that have approved the requisition.)

## View Document

Home > Finance > View Document

### Document Identification

Document Number	R0134461	Type	Requisition
Originator:	KRISTI_HIGGS Kristi Higgs		

### Approvals required

Queue	Description	Level	Approvers
VPAF	VP-ADMIN & FINANCE	1	Jennifer Warren Nathan Kraft

### Approvals recorded

Queue	Level	Date	User
F310	1	May 24, 2019	DEANNA KILE