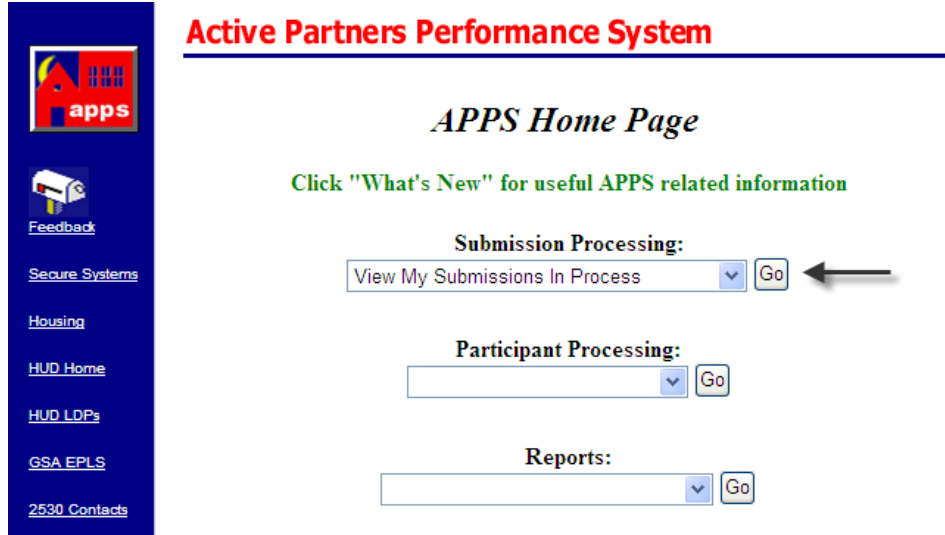# Submission Queries and Reports

8.0   Submission Queries and Reports

Submission queries and reports allow users to extract and/or display relevant information from APPS.

8.1   View My Submissions in Process

Step 1.   From the APPS Home Page, select "View My Submissions in Process" from the *Submission Processing* drop-down list.
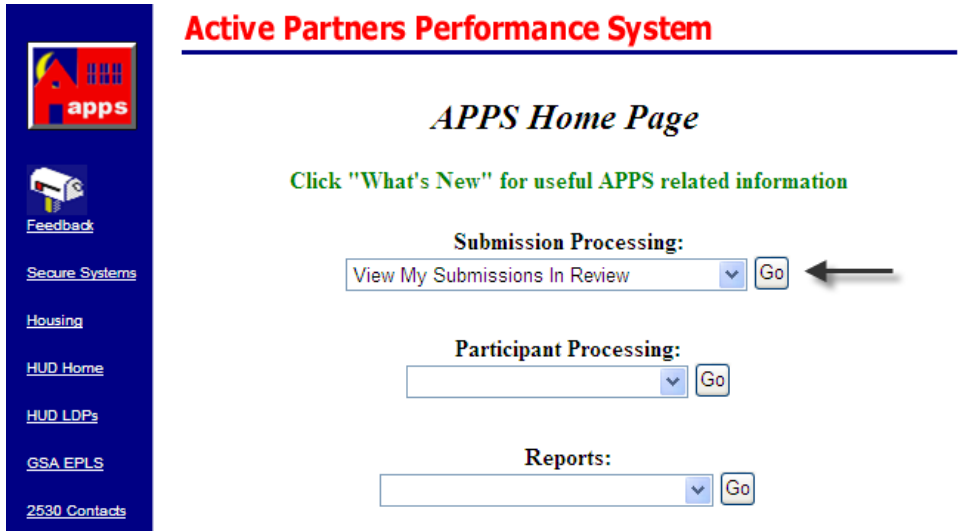
Step 2.   Click "Go".

Step 3. The Submission List screen will display.

8.2   View My Submissions in Review

Step 1.   From the APPS Home Page, select "View My Submissions in Review" from the *Submission Processing* drop-down list.
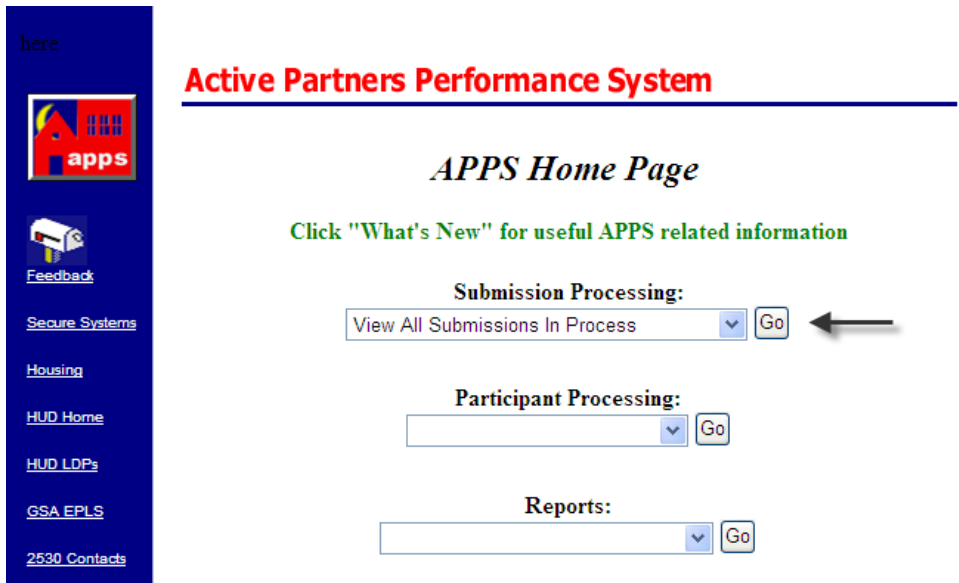
Step 2.   Click "Go".

Step 3.   The Submission List screen will display.

8.3   View All Submissions in Process

Step 1.   From the APPS Home Page, select "View All Submissions In Process" from the *Submission Processing* drop-down list.

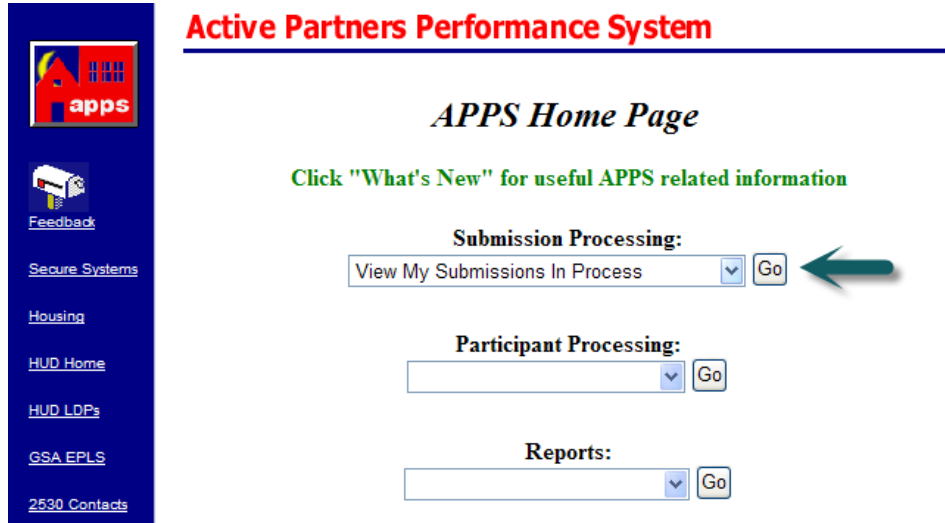**Step 2.**   Click "Go".

Step 3.   The Submission List screen will display.

8.4   Submission Status History

This allows the user to view the chronological history of submission statuses.

Step 1. From the APPS Home Page, select "View My Submissions in Process" from the *Submission Processing* drop-down list.
[Note] The Submission Status History can also be accessed through "View My Submissions in Review", and "View All Submissions in Process".
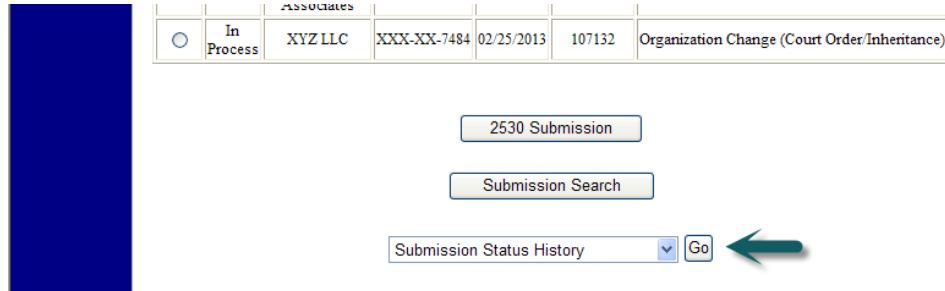
Step 2. Click "Go".

Step 3. The Submission List screen will display.

Step 4. Select "Submission Status History" from the *Select Query* drop-down.

Step 5. Click "Go".

Step 6. The Submission Status History screen displays.

8.5   Verify Submission History

This allows a user to view the final disposition for 2530 submissions with view only rights.

Step 1.   From the APPS Home Page, select "Verify Submission History" from the *Submission Processing* drop-down list.
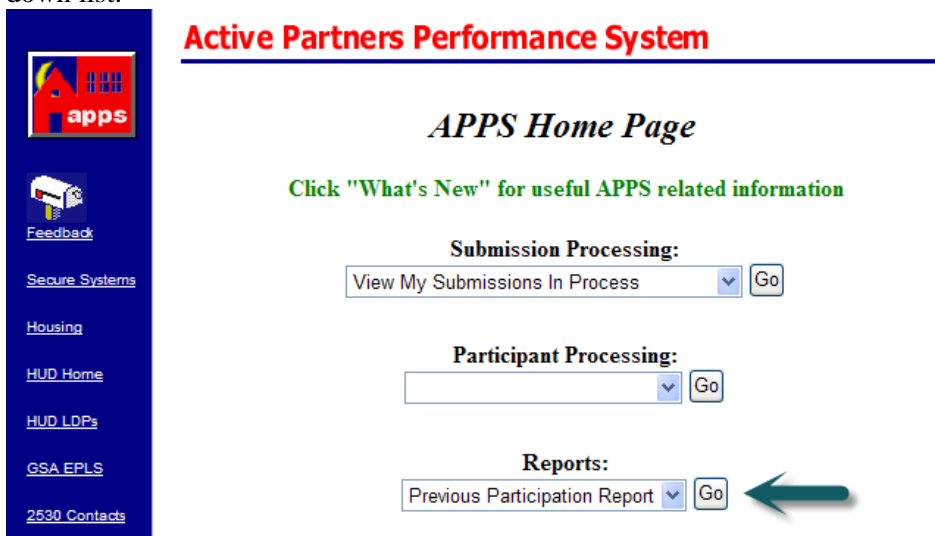
Step 2.   Click "Go".

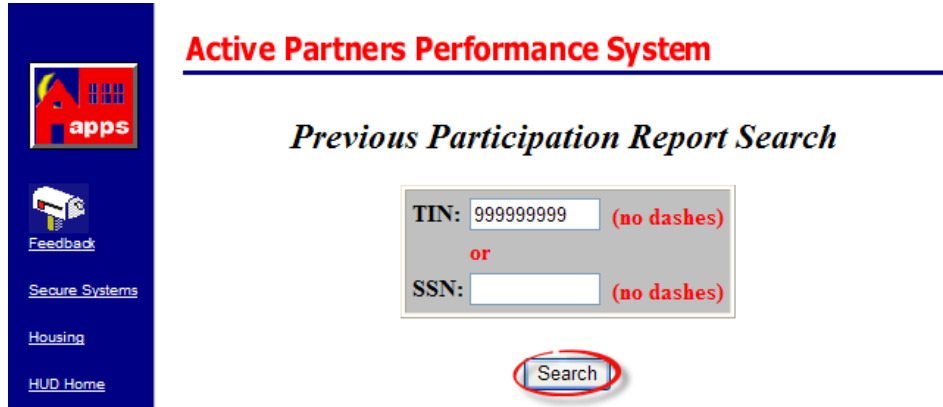**Step 3.**   The Final disposition for 2530 Submission screen will display.

8.6   2530 Previous Participation Report

Step 1.   From the APPS Home Page, select "Previous Participation Report" from the *Reports* drop-down list.

Step 2.   The Previous Participation Report Search screen will display.

Step 3.   Enter the TIN or SSN.

Step 4.   Click "Search".

Step 5.   The 2530 Previous Participation Report will display.

Step 6.   Click "Print" on your browser's toolbar if you want to print the report.

Step 7.   To exit the Previous Participation Report, click "Back" on you browser's toolbar (in this case, the Back button can be used).

8.7   2530 Submission Directory Report

This allows users to see a list of the principals in the submission with all of their participant information.

Step 1.   From the APPS Home Page, select "View My Submissions in Process" from the *Submission Processing* drop-down list.

Step 2.   The Submission List screen will display.

Step 3.   Select "Submission Directory Report" from the *Select Query* drop-down list.

Step 4.   Click "Go".

Step 5.   The 2530 Submission Directory Report displays.

Step 6.   To print the report, click the browser's "Print" button.

Step 7.   To exit the 2530 Submission Directory Report, click the browser's "Back" button (in this case the Back button can be used).

8.8   Organization Tier Structure Report

This allows a user to view an Organization's Structure.

Step 1.   From the APPS Home Page, select "Organization Tier Structure Report" from the *Reports* drop-down list.
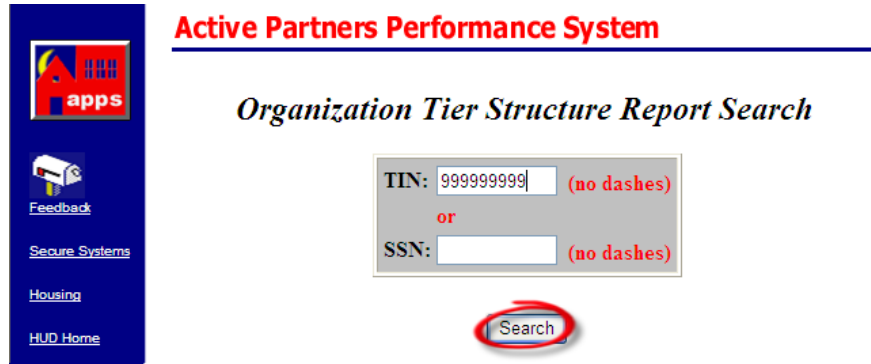
Step 2.   Click "Go".

Step 3.   The Organization Tier Structure Report Search page displays.

Step 4.   From the Organization Tier Structure Report Search page, enter the TIN.

Step 5.   Click "Search".

Step 6.   The Organization Tier Structure Report will display.

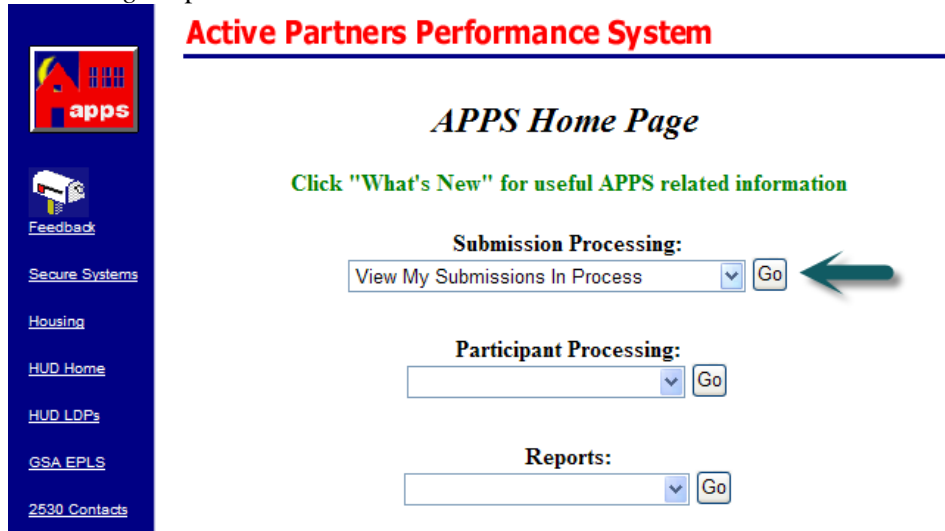**Step 7.**   To print the report, click the browser's "Print" button.

Step 8.   Use the browser's "Back" button to exit the Organization Tier Structure Report (in this case the Back button can be used).

8.9   Participant Property Approval Report

This allows a user to view the dates on which a participant last had a 2530 approved.

Step 1. From the APPS Home Page, select "View My Submissions in Process" from the *Submission Processing* drop-down list.

Step 2. The Submission List screen will display.

Step 3. Select "Participant Property Approval Report" from the *Select Query* drop-down list.

Step 4. Click "Go".

Step 5. The Participant Property Approval Report displays.

Step 6. To print the report, click the browser's "Print" button.

Step 7. To exit the Participant Property Approval Report, click the browser's "Back" button (in this case the Back button can be used).