



## Completing the Mississippi State University Approval Queue Request Form - Journal Voucher

This factsheet provides step-by-step instructions on completing each section of the **Mississippi State University Approval Queue Request Form - Journal Voucher**. This form is used by departments to set up and/or change an approval queue structure for BANNER online journal vouchers and specify the levels and approvers. Only the users listed on this form will have approval authority in Administrative BANNER to approve or disapprove for the requesting department. Before submitting forms to set up an online journal voucher approval queue, ALL requests must be pre-approved by the Office of the Controller/Treasurer (662-325-0691). A [sample](#) of the *MSU Approval Queue Request Form - Journal Voucher* is attached at the end of this factsheet to use as a reference when following the step-by-step instructions on completing the form. In addition, a sample **Approval Queue Report** is attached to show what the queue structure will look like based on the requested changes on the queue form. **Users can run the process, FWGQRPT, to print off queue reports based on Queue ID.**

The *MSU Approval Queue Request Form - Journal Voucher* is a PDF that can be accessed electronically, filled-in and/or saved or printed from the ITS website at <https://www.its.msstate.edu/files/JVapprovalrequest.pdf>. Viewing the form requires Adobe Acrobat Reader which can be downloaded at [www.adobe.com](http://www.adobe.com).

### **HEADER SECTION**

**Department:** Specify the official name of the requesting department/unit.

**Date:** Specify the effective date (or current date) for the approval queue setup or changes.

### **QUEUE DEFINITION**

**Rule Group:** Specify the Rule Group assigned to the department. If this is a new queue setup, the Rule Group will be assigned by the Controller & Treasurer's Office (See Submission section on page 2).

**Rule Class:** Specify the Rule Class assigned to the department. If this is a new queue setup, the Rule Class will be assigned by the Controller & Treasurer's Office (See Submission section on page 2).

### **DATA ENTRY\* (For Information Purposes Only)**

Use this section to list up to four (4) authorized users who have been granted update access and officially trained to key online journal vouchers for the requesting department (See Submission section on page 2). Additional users can be listed if needed.

**Login:** Specify the Administrative Banner login for each user.

**Name:** Specify each user's full name.

*\*Each department should have a backup user for keying documents. This user may be an employee in another department within the college or division.*



## **APPROVERS AND APPROVAL LEVELS**

Each department must decide the number of levels needed for authorization of BANNER online journal vouchers, the maximum dollar amount for each level and the approvers for each level. Departments can have one level with a maximum dollar amount **OR** request up to three (3) different levels each with a specified maximum dollar amount. Additional levels can be setup if desired by the requesting department.

At each level, ALL approvers will receive the same documents in their approval queue up to the maximum amount set for that level. However, approval is required by only one approver at that level. Documents do not route to EACH level for approval. Once a document is approved out of the department's approval queue at the designated level, it moves to the next appropriate unit (Controller & Treasurer).

Each level must have at least two approvers designated (one main and one backup) but can list up to four (4). Additional approvers can be listed if needed.

**Specify the following information for at least one level of approval (Level One). However, the requesting department can also set up approvals for Level Two and/or Level Three if needed.**

**Maximum \$ Amount:** Specify the desired maximum dollar amount for this level.  
*If more than one level of approval is specified, the final level default Maximum \$ Amount can be \$999,999,999.99 or a lower amount as designated by the requesting department.*

**Login:** Specify the Administrative Banner Login for each user.

**Name:** Specify each user's full name and specify the appropriate access option in parentheses:  
(A) Add to Queue or (R) Remove from Queue.

## **SIGNATURES**

The completed Approval Queue Request Form must have signature approval before it can be processed. The three (3) signatures required are: Department Head, Dean/Director, and Vice President.

## **SUBMISSION**

*New Queue Setup:*

- Complete this form *leaving the QUEUE DEFINITION section* blank. If needed, complete a **MSU Banner Access Request Form (BARF)** to request update access (BAN\_OLJV) for each data entry user listed in the DATA ENTRY section that does not currently have access to BAN\_OLJV.
- Send the queue form to Amy Burchfield, Controller & Treasurer at Mailstop 9602 for processing and email the BARF to servicedesk@msstate.edu for processing.
- After approval and processing, the department will be notified by the Controller & Treasurer's Office to set up a time and date for training before entries can be processed.

*Existing queues requesting changes to levels and/or approvers:*

The original completed, signed form should be mailed to:

Tamara Gibson, User Services  
Mailstop 9697  
326 Etheredge Hall

### **CONTACT INFORMATION**

**Voice: 662-325-0631**

**Email: [servicedesk@msstate.edu](mailto:servicedesk@msstate.edu)**

**Web: [www.its.msstate.edu](http://www.its.msstate.edu)**

**MISSISSIPPI STATE UNIVERSITY  
APPROVAL QUEUE REQUEST FORM  
JOURNAL VOUCHER**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**QUEUE DEFINITION:**

<b>Rule Group</b>					
<b>Rule Class</b>					

**\*DATA ENTRY:**

<b>Login ID</b>	<b>Name</b>	<b>Login ID</b>	<b>Name</b>

**\*LEVEL ONE APPROVERS:**

**Maximum \$ Amount:** \_\_\_\_\_

<b>Login ID</b>	<b>Name</b>	<b>Login ID</b>	<b>Name</b>

**\*LEVEL TWO APPROVERS (if necessary):**

**Maximum \$ Amount:** \_\_\_\_\_

<b>Login ID</b>	<b>Name</b>	<b>Login ID</b>	<b>Name</b>

**\*LEVEL THREE APPROVERS (if necessary):**

**Maximum \$ Amount:** \_\_\_\_\_

<b>Login ID</b>	<b>Name</b>	<b>Login ID</b>	<b>Name</b>

**\*Each level is required to have at least one back-up person (two users) listed.**

Approved by:

***Signature***

Department Head

***Signature***

Dean/Director

***Signature***

Vice President

Vice President for Agriculture/Research

For internal use only:

# Approval Queue Report

Mississippi State University

Current as of: 24-SEP-09

QUEUE	DESCRIPTION	DTYPE	RULE GRP	ORGN	FUND	FTYPE
JVAB	JV-ADMIN BANNER SERV	JV	JVAB			

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY AUDIT
1	\$999,999.99	Gibson Tamara Haute Samantha	TG9 SH103	

NEXT QUEUE ID: NO NEXT QUEUE

EXAMPLE