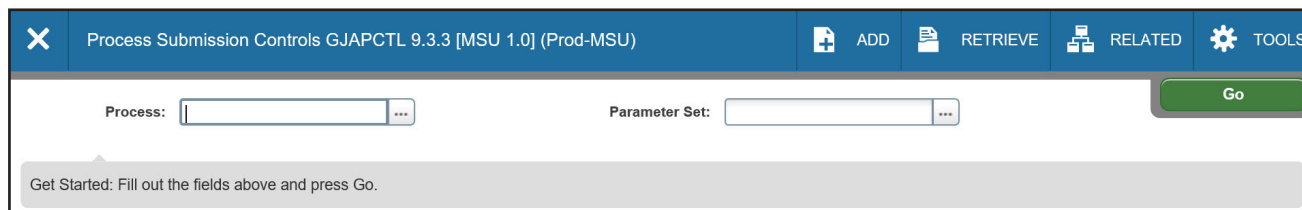


This process allows users to view and/or print a current approval queue structure report by Organization Code or Queue ID. The reports can be accessed as needed and used as a reference when making changes or updates to the departmental approval queues using the appropriate *Mississippi State University Administrative Banner Approval Queue Request Form*\*.

Type **FWGQRPT** (the process name) in the Search Tool on the Application Navigator. Press **Enter**.

The **Process Submission Control Form (GJAPCTL)** opens with the process code and name (**FWGQRPT - Approval Queue Structure**) displayed in the header block.



Click **Go** or **Next Block (Alt+Page Down)** to move to the **Printer** field on the **Printer Control** section or click **Select Printer Options** from the **TOOLS** menu.

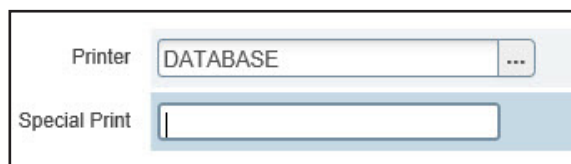
**Printer:** Type in the BANNER name of the printer designated for your department.

Type entry in lower case without spaces. If needed, double-click in the **Printer** field or click the search button to view a list of available printer codes and click **OK** to select.

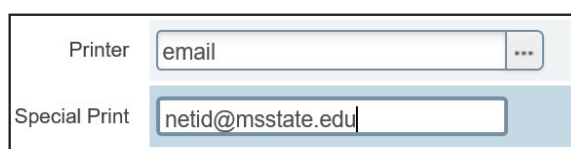
### Additional print options:

- (1) To view a text file of the process, type **DATABASE** in the **Printer** field.

No entry required for **Special Print**.



- (2) To receive the text file via email, type **Email** in the **Printer** field. Then, enter a valid email address in the **Special Print** field.




After the Printer option is completed, **Next Section (Alt+Page Down)** to move to the block displaying **Parameter Values** or click the option **Enter Parameters Values** from the **TOOLS** menu.

**Next Field (Tab or Enter)** to move to the **Values** field. Use **Next Record/Previous Record (↓/↑)** to move through the **Parameter Values** records.

\*The approval queue request forms, **MSU Administrative Banner Approval Queue Request Form for Requisitions/Invoices/Procards** and the **MSU Approval Queue Request Form for Online Journal Vouchers**, along with instructions and videos for completing the forms can be printed or downloaded at <http://its.msstate.edu/services/request/>

An approval queue structure report can be printed and/or viewed by running the report by Queue ID or ORG Code not both. However, JV (Online Journal Voucher) queues can only be printed by Queue ID.

PARAMETER VALUES		
Number *	Parameters	Values
01	Report Option	<span style="float: right;">...</span>
02	Queue ID	
03	Orgn Code	
04	Document Type	

*Click the Search button to select the Report Option* 

**Parameter Values Section (GJAPCTL)**

- To print by **Queue ID**, enter Values for Parameters 01 & 02. *Only prints one (1) report at a time.*
- To print by **Orgn Code**, enter Values for Parameters 01, 03 & 04.  
*Note that all Organization Codes have at least two queues setup: one for Requisitions (R) and one for Invoices and Procards (I). Therefore, the process has to be run TWICE to get each report. QUEUES WITH MULTIPLE ORGN CODES: Only one (1) ORGN CODE should be entered when printing the report. The report will print ALL org codes setup on the queue.*

<u>*Parameters</u>	<u>Values</u>
01 Report Option	Click the Search (...) button to select QUEUE ID or ORGN CODE
02 Queue ID	Enter a valid Queue ID or click the Search button (...) to select the desired Queue ID from the list.
03 Orgn Code	Enter a valid Organization Code. <i>Note: The Search button is disabled for this value.</i>
04 Document Type	Enter R (Requisition) to print the REQ queue for the specified Orgn Code Enter I (Invoice) to print the INV queue for the specified Orgn Code If needed, click the Search button (...) to select the Document Type <i>Note: This entry is required if the Report Option is ORGN CODE</i>

**\*Multiple Parameter entries are not allowed for this process**

**Next Section (Alt+Page Down)** to move to the **Submission** section or click the option **Enter Submission Options** from the **TOOLS** menu.

If you wish to **save this report with the current values**, click the  **Save Parameter Set as** box to put a check mark into the box.

**Ener a Name and a short description.** The values entered will be saved. The Name can be typed in the **Parameter Set** field in the key block to retrieve the values (which can be edited on future reports).

Note: The email value and email address will not be saved - it must be retyped each time.

Click **Save (F10)** to save the Parameter Set (if named) and/or print the report.

**Next Step:**

- If the print option is **DATABASE** - after saving/running the process, open the page, **GJIREVO**, to access the output files.

# Approval Queue Report

## Mississippi State University

Current as of: 04-SEP-24

QUEUE	DESCRIPTION	DTYPE	RULE GRP	ORGN	FUND	FTYPE
RABS	REQ-ADMIN BANNER SERV	REQ	REQG	000112		
		REQ	REQG	000222		
		REQ	REQG	333999	221119	

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY AUDIT
1	\$25,000.00	Gibson Tamara	TG9	
		Haute Samantha	SH103	
2	\$500,000.00	Smith John L.	JSMITH	
		Tanner Betsy	BT57	
3	\$999,999,999.99	Smith John L.	JSMITH	
		Younger Shirley A.	SAY82	

NEXT QUEUE ID: NO NEXT QUEUE

EXAMPLE

# Approval Queue Report

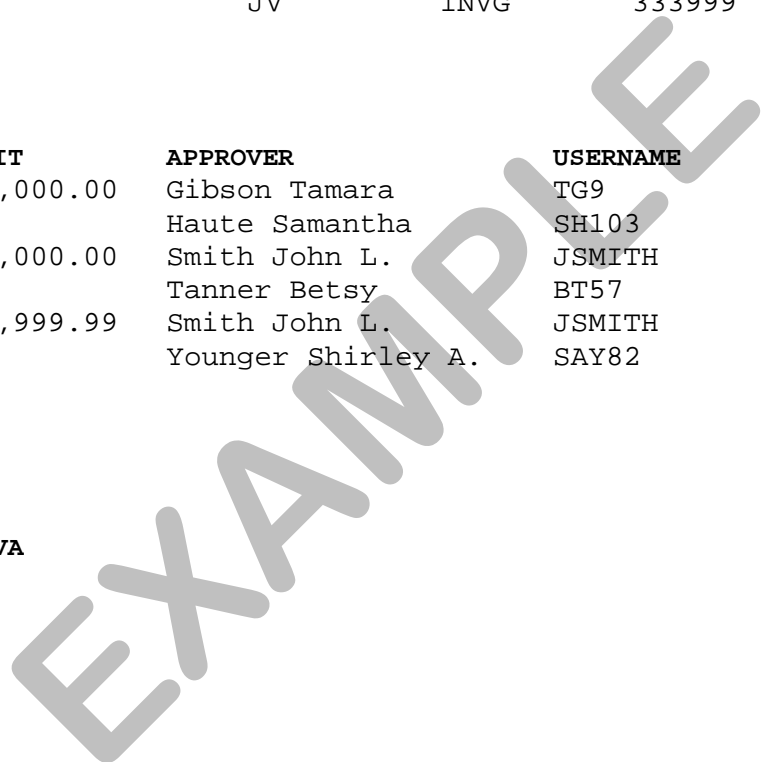
## Mississippi State University

Current as of:            04-SEP-24

QUEUE	DESCRIPTION	DTYPE	RULE GRP	ORGN	FUND	FTYPE
IABS	INV-ADMIN BANNER SERV	INV	INVG	000112		
		JV	INVG	000112		
		INV	INVG	000222		
		JV	INVG	000222		
		INV	INVG	333999	221119	
		JV	INVG	333999	221119	

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY	AUDIT
1	\$25,000.00	Gibson Tamara	TG9		
		Haute Samantha	SH103		
2	\$500,000.00	Smith John L.	JSMITH		
		Tanner Betsy	BT57		
3	\$999,999,999.99	Smith John L.	JSMITH		
		Younger Shirley A.	SAY82		

**NEXT QUEUE ID:    INVA**



# Approval Queue Report

Mississippi State University

Current as of: 04-SEP-24

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