



INFORMATION TECHNOLOGY SERVICES

Mississippi State
UNIVERSITY

FALL 2009

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.

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 <http://www.its.msstate.edu/Information/Documentation/helpdeskforms.php> and expanding the **Administrative Banner** section at the bottom of the page. Viewing the form requires Adobe Acrobat Reader which can be downloaded at 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 in the college or division.*



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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.

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 requested 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 *except for the QUEUE DEFINITION section* and complete a **MSU Banner Access Request Form** to get update access (BAN_OLJV) for each data entry user listed in the DATA ENTRY section.
- Send all forms to Dana Miles, Controller & Treasurer at Mailstop 9602 for processing.
- After approval and processing, the department will be notified 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 returned to:

Tamara Gibson, User Services
Mailstop 9697
326 Etheredge Hall

CONTACT INFORMATION

Voice: 662-325-0631

Email: helpdesk@msstate.edu

Web: www.its.msstate.edu

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

Department: _____ Date: _____

QUEUE DEFINITION:

Rule Group					
Rule Class					

***DATA ENTRY:**

Login ID	Name	Login ID	Name

***LEVEL ONE APPROVERS:**

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

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

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

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

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

***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