

MBUG 2023

Session Title: **Approving Documents: A User's Perspective**

Presented By: **Tamara Gibson**

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Institution:



MISSISSIPPI STATE UNIVERSITY™
INFORMATION TECHNOLOGY SERVICES



September 12, 2023 @ 8:30 – 9:15 a.m.
IP Casino Resort Spa – Ballroom D
Biloxi, Mississippi



Session Rules of Etiquette

- Please silence your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversations during the session



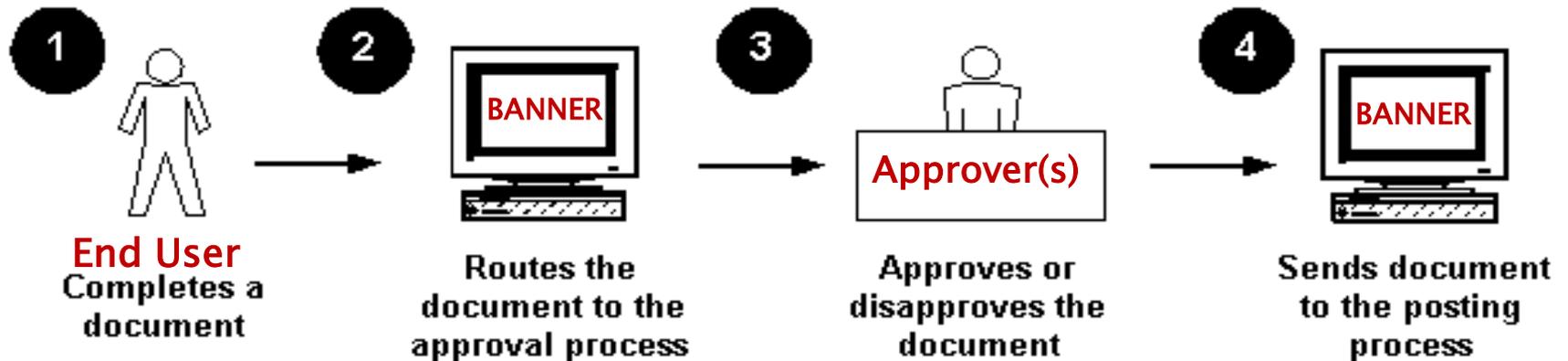
Session Overview

This session will provide you with the knowledge and practice to perform online approvals at your institution. The intended users are staff who will create requisition, invoice and/or journal voucher documents and the administrators who will approve/disapprove the documents in Administrative Banner 9.

- Administrative Banner Access Requirements
- Approval Queue Setup Process
- Approval Queue Reports
- Departmental User Approval Process
 - Approval Pages
 - Banner Messages
- Approval Queue Status Pages



MSU Administrative Banner 9 Approval Process Overview



ALL ACTIVE ORGANIZATION CODES ARE SETUP FOR APPROVALS

MSU documents approved at the departmental level:

- ❖ Online Journal Vouchers
- ❖ Procurement Card
- ❖ Requisitions
- ❖ Invoices (Regular, Direct Pay)

Documents are routed to an approval queue based on matching the FOAPAL on the document to the queue routing criteria.

Approvals are set to run in sleep/wake mode.

MSU Queues are routed based on three required fields – Document type (Requisitions), rule group (REQG), and Chart of Accounts (1); and THREE out of the six optional fields – Fund, Fund Type, Organization (NOT Account, Account Type and Program).

EACH level of approval must list at least two (2) approvers.

This is to avoid situations in which documents are held up because an approver is unavailable.

Approvers can only approve or disapprove (i.e. deny) documents on the User Approval (FOAUAPP) Page. (NOT the Document Approval (FOAINP) Page)

The Originating User cannot approve or disapprove their own document (unless listed at a \$0.00 queue level).



Banner Access Requirements



- Employee must have an active Banner Production account
 - BAN_YQRYFIN, BAN_JOB SUB, BAN_LOGIN
- Submit the Admin Banner Access Request eForm for approval access, BAN_APPR

MSU Policy



- User cannot have BAN_REQ, BAN_INV or BAN_PROCARD access and BAN_APPR access
 - Must revoke keying access to be an approver
 - Does not apply to BAN_OLJV access for JV queues



EFORMS USED TO SUBMIT REQUESTS

eForms Announcements

Search Employee eForms

Search for eForms..

Employee eForms

- [Application for Leave](#)
- [Proxy Application for Leave](#)
- [Application to Denote Leave](#)
- [Generic Routing Slip](#)
- [Banner Access Request](#)
- [Tuition Remission Employee](#)
- [Tuition Remission Dependent Child](#)
- [HRM Routing Slip](#)
- [Outside Employment Request](#)
- [Faculty Consulting Report](#)
- [Financial Conflict of Interest \(FCOI\) Disclosure Form](#)
- [PDCA Routing Slip](#)
- [Special ID Card Request](#)
- [Signature Authorization and Cancellation](#)

Graduate Office eForms

- [Declaration of Graduate Degree Completion](#)
- [Report of Examination Results](#)
- [Recommendation for Dismissal](#)
- [Committee Request](#)
- [Transfer Approval](#)

SSN eForms

- [SSN System Request](#)
- [SSN File and Report Request](#)
- [SSN File Encryption Exemption Request](#)
- [SSN User Electronic Access Request \(SSN04\)](#)
- [SSN Solicitation Request](#)

Banner Access eForms

- [Administrative Banner Access Request](#)
- [Banner Access Request](#)

Course eForms

- [Section Add Request](#)
- [Instructor of Record Change Request](#)
- [Grade Change Request](#)
- [Section Change Request](#)
- [Special Topic Course Proposal](#)
- [Meridian Section Add Request](#)
- [Meridian Section Change Request](#)
- [Grade Appeal Request](#)

Canvas eForms

- [Canvas Course Request](#)
- [Canvas Course Crosslisting Request](#)
- [Canvas Blueprint Associations Request](#)
- [Self Enroll Qualification Request](#)
- [Self Enroll Instructor Request](#)

CVM eForms

ITS eForms

- [ITS Inventory Adjustment Form](#)



EFORM TO REQUEST APPROVAL ACCESS (BAN_APPR)

Banner Instance Production Banner

Policies and Procedures -

IF THE EFORM IS FOR YOU, PLEASE CLICK THE LINK BELOW AND READ THE MISSISSIPPI STATE UNIVERSITY CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS, FILES, AND DATABASES FORM THEN CLICK THE ACKNOWLEDGEMENT BELOW

Yes By checking the box to the left, I hereby certify that I have read the [Code of Responsibility for Security and Confidentiality of Records, Files, and Databases](#)

IF THE EFORM IS INITIATED ON BEHALF OF ANOTHER EMPLOYEE, THE MISSISSIPPI STATE UNIVERSITY CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS, FILES, AND DATABASES MUST BE PRINTED AND SIGNED BY THE EMPLOYEE AND ATTACHED IN THE NOTES AND ATTACHMENTS SECTION OF THE EFORM

Policies and Procedures: [Code of Responsibility for Security and Confidentiality of Records, Files, and Databases](#)

Administrative Banner Class - [Info](#)

Class	Access
1 BAN_APPR_C	Grant
2 BAN_JOBSSUB_C	Grant
3 BAN_LOGIN_C	Grant
4 BAN_YQRYFIN_C	Grant
5 BAN_YQRYSPONPRG_C	Grant

Administrative Banner Page or Process - [Info](#)

Page or Process	Access

Organization (Org Level) Security - [Info](#)

Organization (Examples: 10233 or 10233-10239)	Access
1 050406	Grant
2 050407	Grant

Administrative Banner Profile - [Info](#)

Profile	Access

Notes and Attachments -

Add:

Attach File:

1 **Time:** 08/31/2023 04:43 PM **Author:** Holub, Cole **Note Text:** Reached out to user to get InfoSec IQ certificate. **Attached File:**

2 **Time:** 08/31/2023 04:46 PM **Author:** Holub, Cole **Note Text:** Note to Tamara Gibson to acknowledge approval for APPR access. If not approved please leave a note as to why. **Attached File:**



Approval Queue Requests



All approval queue setups/updates are handled by Information Technology Services (ITS)–User Services



Department must complete the appropriate request form for updates:

[Approval Queue Request for Requisitions/Invoices](#)

[Approval Queue Request for Journal Vouchers](#)

Instructional factsheets

[Completing the REQ/INV Queue Form](#)

[Completing the JV Queue Form](#)



Forms must have ALL required signatures and/or electronic approvals (eforms)

1. Department Head
2. Dean/Director
3. Vice President



Department can submit the queue form(s):

Hard copy via campus mail or email

–or–

Electronically using the Generic Routing Slip eForm

Approval Queue pages are located on the Finance Approval Menu [*FINAPPR]



Submitted via email: UPDATE EXISTING QUEUES

Queue IDs

Restricted by
Fund Type

Updates
requested

**MISSISSIPPI STATE UNIVERSITY
APPROVAL QUEUE REQUEST FORM
REQUISITION/INVOICE**

Department: Poultry Science (MAFES) Date: 08.03.2023

Requisition: X Direct Pay (A06): X Invoice: X

QUEUE DEFINITION: RPL3 & IPS5

Org Code	013100			
Owner (Yes/No)	yes			
Fund Type (if necessary)	1B, 2B, 3B, 4B, 6B, 6Y			

***DATA ENTRY:**

Login ID	Name	Login ID	Name
lms130	Lindsey May	ms130	Mikayla Shelton Prisock (REMOVE)
rgb176	Rebecca Carr (Add)		

***LEVEL ONE APPROVERS: Maximum \$ Amount: \$5,000.00**

Login ID	Name	Login ID	Name
ksm137	Kenneth Macklin	dep2	David Peebles (REMOVE)
kgw91	Kelley Wamsley (Add)		

***LEVEL TWO APPROVERS: Maximum \$ Amount: 999,999,999.99**

Login ID	Name	Login ID	Name
	no changes		

***LEVEL THREE APPROVERS: 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: Ken Macklin
Digitally signed by Ken Macklin
Date: 2023.08.08 13:22:19 -05'00'

Department Head
Kelley Wamsley for Dr. Scott Willard
Dean/Director 8/8/23
Maggie Ballas/fortscoble
Vice President 8/8/23

FOR INTERNAL USE ONLY

**Actions
recorded
here**

190
A-3



Doc Nbr :	860261
Status :	FINAL
Initiator :	ims4
Created :	10:01 AM 07/31/2023

Document Overview +

Routing Slip -

Description Approval Queue Request Form

Notes and Attachments -

*** Note Text:**

Add:

Attach File:

Browse... No file selected. Add

Cancel Attachment

#	Time:	Author:	Note Text:	Attached File:	Send To:	
1	07/31/2023 10:02 AM	Rahim, Jessica	This form is to correct a previous submitted form that was incorrect. New Building Construction Science department head hired.	BCS Approval Queue.pdf true BCS Approval Queue.pdf (93 KB, application/pdf)	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Send"/>
2	08/01/2023 02:25 PM	Gibson, Tamara	Processed the queue form to correct a previous submission (eform #853979): Terminated Lynn Wyman and Brandy Akers as Level 2 approvers; Added Bimal Balakrishnan and Angi Bourgeois as Level 2 approvers.	Attached File:	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Send"/>
3	08/01/2023 02:25 PM	Gibson, Tamara	Emailed all data entry users and approvers regarding the updates	Attached File:	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Send"/>

Route Log -

Title	Generic Routing Slip - Approval Queue Request Form	Doc Id	860261
Type	Generic Routing Slip	Created	10:01 AM 07/31/2023
Initiator	Rahim, Jessica	Last Modified	02:26 PM 08/01/2023
Route Status	FINAL	Last Approved	02:26 PM 08/01/2023
Node(s)	Adhoc Routing	Finalized	02:26 PM 08/01/2023

Actions Taken

Taken By	Time/Date	Action
Rahim, Jessica	10:02 AM 07/31/2023	1 Initiated
Rahim, Jessica	10:02 AM 07/31/2023	
Rahim, Jessica (CAAD Business Manager's Office)	10:03 AM 07/31/2023	2 Handled
Heath, Susan (Provost Fiscal Affairs)	10:28 AM 07/31/2023	3 Approved
Winston, Mary Grace (ITS Banner Access Group)	10:58 AM 07/31/2023	4 Handled
Gibson, Tamara	02:26 PM 08/01/2023	5 Handled

Submitted via Generic Routing Slip eForm:
UPDATE EXISTING QUEUES



Approval Queue Requests Examples

**MISSISSIPPI STATE UNIVERSITY
APPROVAL QUEUE REQUEST FORM
REQUISITION/INVOICE**

Department: Mathematics and Statistics Date: 2/28/2023

Requisition: X Direct Pay (A06): X Invoice: X

QUEUE DEFINITION:

Org Code	036900	036901	036903		
Owner (Yes/No)	Y	Y	Y		
Fund Type (if necessary)					

***DATA ENTRY:**

Login ID	Name	Login ID	Name
egm2	Elizabeth Standley	ldb109	Latoya Bishop-Rogers
		cdy40	Camaria Yarbrough

***LEVEL ONE APPROVERS:**

Maximum \$ Amount: \$124,999.99

Login ID	Name	Login ID	Name
mrl	Mohsen Haezagh	sak62	Sheryl Kinard

***LEVEL TWO APPROVERS:**

Maximum \$ Amount: \$999,999.99

Login ID	Name	Login ID	Name
rll12	Rickey Travis	sak62	Sheryl Kinard
gr24	Giselle Thibouadeau Munn		

***LEVEL THREE APPROVERS:**

Maximum \$ Amount: \$5,000,000.00

Login ID	Name	Login ID	Name
ssh4	Susan Heath		
bmh19	Bobbie Baker		

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

Approved by: [Signature] 3/2/23
Department Head

Dean/Director

Vice President

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Revised 1/17/23

**MISSISSIPPI STATE UNIVERSITY
APPROVAL QUEUE REQUEST FORM
REQUISITION/INVOICE**

Department: World Class Teaching Program Date: January 1, 2023

Requisition: ✓ Direct Pay (A06): ✓ Invoice: ✓

QUEUE DEFINITION:

Org Code	050407			
Owner (Yes/No)	Y			
Fund Type (if necessary)				

***DATA ENTRY:**

Login ID	Name	Login ID	Name
th57	Theresa Hall-Brown	mlr16	Dorise Richardson

***LEVEL ONE APPROVERS:**

Maximum \$ Amount: \$1,000

Login ID	Name	Login ID	Name
AA17	Amy Waldrop	cjj3	Carman Johnson
dbb226	Maria Jorgensen		

***LEVEL TWO APPROVERS:**

Maximum \$ Amount: \$125,000

Login ID	Name	Login ID	Name
cj3	Carman Jill Jonsson		
jt2	Teresa Jayroe		

***LEVEL THREE APPROVERS:**

Maximum \$ Amount: 999,999,999.99

Login ID	Name	Login ID	Name
bna30	Brandy Akers		
lwl	Lynn Wyman		

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

Approved by: [Signature] 12-8-22
Department Head
[Signature]
Dean/Director
[Signature] 1/3/23
Vice President

FOR INTERNAL USE ONLY

Approval Queue Setup Overview –Requisition and Invoice Queues–

Department submits the REQ/INV Approval Queue Request Form

NEW Queue Setup:

- Check Queue ID and Name for availability [FTVAPPQ] – *match the name to the division/college/department/office*
- Setup Queue with Queue ID and Name [FTMAPPQ] and Queue Limit
 - ❑ REQ queue (ex. RITS–Information Tech Services) and INV queue (ex. IITS–Information Tech Services)
- Setup levels, amounts and add approvers – *determined by the college/division*
 - ❑ INVA queue is the NEXT QUEUE for on all INV queues
- Setup Routing structure [FOMAQRC] by ORG(s), Fund, and/or Fund Type
 - Create for REQ queue and INV queue (requires INV and JV (Procard documents) records)
- Print new queue report [FWGQRPT]

EXISTING Queue Updates:

- Print current queue report(s) to verify changes [FWGQRPT]
- Query Queue ID [FTMAPPQ]
- Update levels, amounts, approvers, queue limit and/or routing
- Print updated queue report(s) [FWGQRPT]

Notify department via Email (data entry users and approvers)

Users are manually terminated from queues upon employment termination or when requested



APPROVAL QUEUE VALIDATION

Settings

Active filters: Description: %PLANT% Clear All

Queue ID	Description	Next Queue	Queue Limit	Approval Required
IDPT	INV-DAIRY PLANT	INVA	0.00	N
IEP1	INV-ENTOMOLOGY & PLANT PATHOLOGY	INVA	0.00	N
IEP2	INV-ENTOMOLOGY & PLANT PATHOLOGY	INVA	0.00	N
IEP3	INV-ENTOMOLOGY & PLANT PATHOLOGY	INVA	0.00	N
IPPA	INV-PHYSICAL PLANT ADMINISTRATION	INVA	0.00	N
IPS1	INV-PLANT & SOIL SCIENCES - UNIV	INVA	0.00	N
IPS2	INV-PLANT & SOIL SCIENCES - MAFES	INVA	0.00	N
IPS3	INV-PLANT & SOIL SCIENCES - EXT	INVA	0.00	N
IPSF	INV-PLANT & SOIL SCIENCES (FUND 3F)	INVA	0.00	N
JVDP	JV - DAIRY PLANT		999,999,999.99	N
JVEN	JV - ENTOMOLOGY AND PLANT PATHOLOGY		999,999,999.99	N
JVPP	JV - PHYSICAL PLANT ADMINISTRATION		999,999,999.99	N
JVPS	JV-PLANT & SOIL SCIENCES		999,999,999.99	N
JVST	JV - PLANT & SOIL SCI (SOIL TEST)		999,999,999.99	N
RDPT	REQ-DAIRY PLANT		999,999,999.99	N
REP1	REQ-ENTOMOLOGY & PLANT PATHOLOGY	RUNV	4,999.99	N
REP2	REQ-ENTOMOLOGY & PLANT PATHOLOGY	RMAF	4,999.99	N
REP3	REQ-ENTOMOLOGY & PLANT PATHOLOGY	REXT	4,999.99	N
RPPA	REQ-PHYSICAL PLANT ADMINISTRATION		999,999,999.99	N
RPS1	REQ-PLANT & SOIL SCIENCES - MAFES	RMFS	4,999.99	N
RPS2	REQ-PLANT & SOIL SCIENCES - UNIV	RUNV	4,999.99	N
RPS3	REQ-PLANT & SOIL SCIENCES - EXT	REXT	4,999.99	N
RPSF	REQ-PLANT & SOIL SCIENCES (FUND 3F)		999,999,999.99	N

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APPROVAL QUEUE VALIDATION [FTVAPPQ]

- ❖ Search for existing queues
- ❖ 910 active approval queues



New Queue Setups

MISSISSIPPI STATE UNIVERSITY Approval Queue Maintenance FTMAPPQ 9.3.23 (Prod-MSU)

APPROVAL QUEUE MAINTENANCE

Active filters: Queue ID: RSVS Clear All

Queue ID: RSVS Queue Description: REQ - OFFICE OF SURVIVOR SUPPORT

Queue Limit: 999,999.99

Next Queue: []

1 of 1 Per Page

Record 1 of 1

QUEUE LEVEL INFORMATION

Mass Change Approval Limit by Level

Effective Date *	Termination Date	Level *	User ID *	Name	Approval Limit	Next Change Date
10/25/2022		1	EYH4	Roby Earnestine	9,999.99	
10/13/2022		1	CHB63	Bowen Cheryl	9,999.99	
10/13/2022		2	CHB63	Bowen Cheryl	999,999.99	
10/13/2022		2	JSB487	Baham Jeremy	999,999.99	
10/13/2022		2	RYH17	Young Hyatt Regina	999,999.99	

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Record 1 of 5

MISSISSIPPI STATE UNIVERSITY Approval Queue Maintenance FTMAPPQ 9.3.23 (Prod-MSU)

APPROVAL QUEUE MAINTENANCE

Active filters: Queue ID: ISVS Clear All

Queue ID: ISVS Queue Description: INV - OFFICE OF SURVIVOR SUPPORT

Queue Limit: 0.00

Next Queue: INVA INV-INVOICE FINAL QUEUE

1 of 1 Per Page

Record 1 of 1

QUEUE LEVEL INFORMATION

Mass Change Approval Limit by Level

Effective Date *	Termination Date	Level *	User ID *	Name	Approval Limit	Next Change Date
10/25/2022		1	EYH4	Roby Earnestine	9,999.99	
10/13/2022		1	CHB63	Bowen Cheryl	9,999.99	
10/13/2022		2	CHB63	Bowen Cheryl	999,999.99	
10/13/2022		2	JSB487	Baham Jeremy	999,999.99	
10/13/2022		2	RYH17	Young Hyatt Regina	999,999.99	

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Record 1 of 5

APPROVAL QUEUE MAINTENANCE [FTMAPPQ]



Existing Queue Update

MISSISSIPPI STATE UNIVERSITY Approval Queue Maintenance FTMAPPQ 9.3.23 (Prod-MSU)

APPROVAL QUEUE MAINTENANCE

Active filters: Queue ID: JVEH Clear All

Queue ID * JVEH Queue Description * JV - ENGLISH

Queue Limit 99,999,999.99

Next Queue

Record 1 of 1

QUEUE LEVEL INFORMATION

Mass Change Approval Limit by Level

Effective Date *	Termination Date	Level *	User ID *	Name	Approval Limit	Next Change Date
09/08/2023	09/08/2023	1	DP1525	Punday Dan	9,999,999.99	
09/08/2023		1	LD214	Dodds Lara	9,999,999.99	
01/21/2022	01/21/2022	1	ACS17	Spurlock Ann	9,999,999.99	
01/21/2022		1	SAK62	Kinard Sheryl	9,999,999.99	
02/01/2018		1	ACS17	Spurlock Ann	9,999,999.99	01/21/2022
02/01/2018		1	DP1525	Punday Dan	9,999,999.99	09/08/2023
02/03/2023	02/03/2023	2	TPA14	Anderson Thomas	99,999,999.99	
10/17/2019	10/17/2019	2	NR91	Rader Nicole	99,999,999.99	
10/17/2019		2	TPA14	Anderson Thomas	99,999,999.99	02/03/2023
02/01/2018		2	GT24	Munn Giselle	99,999,999.99	

Record 1 of 13

Terminated approver DP1525 and Added approver LD214
Changed Level max amounts and Queue Limit



APPROVAL QUEUE MAINTENANCE [FTMAPPQ]



Existing Queue with NEXT QUEUE

MISSISSIPPI STATE UNIVERSITY Approval Queue Maintenance FTMAPPQ 9.3.23 (Prod-MSU)

Queue ID: RAD1 Clear All

Queue ID * RAD1 Queue Description * REQ-ANIMAL & DAIRY SCIENCES

Queue Limit 5,000.00

Next Queue RALS REQ-COLLEGE OF AG & LIFE SCIENCES

1 of 1 Per Page Record 1 of 1

QUEUE LEVEL INFORMATION

Mass Change Approval Limit by Level

Effective Date *	Termination Date	Level *	User ID *	Name	Approval Limit	Next Change Date
07/24/2023			1 CLB1371	Bratcher Christy	5,000.00	
10/27/2022			1 JES28	Street Joe	5,000.00	
02/09/2021			1 BJR13	Rude Brian	5,000.00	
02/09/2021	02/09/2021		1 JL941	Larson Jamie	5,000.00	
02/09/2021	02/09/2021		1 JB2957	Blanton John	5,000.00	
02/09/2021			1 JAP202	Parish Jane	5,000.00	
09/17/2018			1 JL941	Larson Jamie	5,000.00	02/09/2021
09/17/2018	09/17/2018		1 MAC4	Crenshaw Mark	5,000.00	
01/07/2013	01/07/2013		1 BJR13	Rude Brian	5,000.00	02/09/2021
01/07/2013			1 JB2957	Blanton John	5,000.00	02/09/2021

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Use to change Approval Limit amount for a level(s)



APPROVAL QUEUE MAINTENANCE [FTMAPPQ]



APPROVAL QUEUE ROUTING CODES [FOMAQRRC]

MISSISSIPPI STATE UNIVERSITY Approval Queue Routing Codes FOMAQRRC 9.0 (Prod-MSU) ADD RETRIEVE RELATED TOOLS

Queue ID: RAME REQ-ANTHROPOLOGY & MIDDLE EASTERN Start Over

APPROVAL QUEUE ROUTING CODES Settings Insert Delete Copy Filter

Document Type *	REQ	Requisition	Organization	030200	Anthropology/Middle Eastern Culture
Rule Group *	REQG	Requisition Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type					

1 of 1 Per Page Record 1 of 1

Queue ID: IAME INV-ANTHROPOLOGY & MIDDLE EASTERN Start Over

APPROVAL QUEUE ROUTING CODES Settings Insert Delete Copy Filter

Document Type *	INV	Invoice	Organization	030200	Anthropology/Middle Eastern Culture
Rule Group *	INVG	Invoice Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type					

1 of 2 Per Page Record 1 of 2

Queue ID: IAME INV-ANTHROPOLOGY & MIDDLE EASTERN Start Over

APPROVAL QUEUE ROUTING CODES Settings Insert Delete Copy Filter

Document Type *	JV	Journal Document	Organization	030200	Anthropology/Middle Eastern Culture
Rule Group *	INVG	Invoice Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type					

2 of 2 Per Page Record 2 of 2

Routing with multiple Organization Codes

MISSISSIPPI STATE UNIVERSITY Approval Queue Routing Codes FOMAQRC 9.0 (Prod-MSU)

Queue ID: RAFR REQ-AEROSPACE STUDIES AFROTC Start Over

Settings Insert Delete Copy Filter

Document Type *	REQ	Requisition	Organization	410113	Air ROTC - Aerospace Studies
Rule Group *	REQG	Requisition Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type					

1 of 2 Per Page Record 1 of 2

MISSISSIPPI STATE UNIVERSITY Approval Queue Routing Codes FOMAQRC 9.0 (Prod-MSU)

Queue ID: RAFR REQ-AEROSPACE STUDIES AFROTC Start Over

Settings Insert Delete Copy Filter

Document Type *	REQ	Requisition	Organization	030100	Aerospace Studies (Air ROTC)
Rule Group *	REQG	Requisition Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type					

2 of 2 Per Page Record 2 of 2



APPROVAL QUEUE ROUTING CODES [FOMAQRC]



Routing with multiple Fund Types

MISSISSIPPI STATE UNIVERSITY Approval Queue Routing Codes FOMAQR 9.0 (Prod-MSU)

Queue ID: RAD1 REQ-ANIMAL & DAIRY SCIENCES Start Over

APPROVAL QUEUE ROUTING CODES Settings Insert Delete Copy Filter

Document Type *	REQ	Requisition	Organization	011300	Animal & Dairy Science
Rule Group *	REQG	Requisition Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type	1A	MSU Unrestricted General Funds			

1 of 5 1 Per Page Record 1 of 5

MISSISSIPPI STATE UNIVERSITY Approval Queue Routing Codes FOMAQR 9.0 (Prod-MSU)

Queue ID: RAD1 REQ-ANIMAL & DAIRY SCIENCES Start Over

APPROVAL QUEUE ROUTING CODES Settings Insert Delete Copy Filter

Document Type *	REQ	Requisition	Organization	011300	Animal & Dairy Science
Rule Group *	REQG	Requisition Rule Group	Account		
Chart of Accounts *	1	Mississippi State University	Account Type		
Fund			Program		
Fund Type	2A	MSU Unrestricted Designated Funds			

2 of 5 1 Per Page Record 2 of 5



APPROVAL QUEUE ROUTING CODES [FOMAQR]



Approval JV Queue Setup Overview

(1)
Submit
Request

Department submits the JV Approval Queue Request Form

(2)
New Queue
Setup
Or
Update

- NEW JV Queue Setups are submitted as a Service Desk Ticket:
 - Requires approval from Reporting, Planning and Analysis
 - Setup Rule Class (ex. FTIR) and Doc Prefix (ex. IR)
 - ITS next action: Create rule group (ex. JVIR) for rule class
 - Setup Queue ID (using Rule Group) and Queue Limit [FTMAPPQ]
 - Setup levels, max amounts and approvers
 - Setup Routing structure [FOMAQRRC]
 - Print new queue report [FWGQRPT]
- EXISTING JV Queue Updates:
 - Print current queue report to verify changes [FWGQRPT]
 - Query Queue ID [FTMAPPQ]
 - Update levels, amounts, approvers, queue limit and/or routing
 - Print updated queue report [FWGQRPT]

(3)
Notify

- Notify department of updates via email (data entry and approvers)
- Copy Reporting, Planning and Analysis



NEW JOURNAL VOUCHER QUEUE REQUEST

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

Department: MAFES Sales Store Date: 4/19/2023

QUEUE DEFINITION:

Rule Group					
Rule Class	NEW				

***DATA ENTRY:**

Login ID	Name	Login ID	Name
ead80	Elizabeth Douglas		
jnp43	Jennifer Forrester		

***LEVEL ONE APPROVERS:** **Maximum \$ Amount:** \$500.00

Login ID	Name	Login ID	Name
jsp9	Jennifer Portera		
alc4	Angus Catchot		

***LEVEL TWO APPROVERS (if necessary):** **Maximum \$ Amount:** \$999,999,999.99

Login ID	Name	Login ID	Name
cac1	Anne Cook	lkw112	Katelyn Weedon Wright
lew272	Laikyn Starkey	stw4	Scott Willard

meg443 Meg Gibbons (ADD)

***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:

[Click to clear/reset form](#)

Department Head

Dean/Director

Vice President

Vice President for Agriculture/Research

For internal use only:

tpg1, 4-20-2023
-Requested on Eform# 824877
-Submitted a ticket to the Service Desk
(and Amy Burchfield) for approval and
setup of the Rule Group/Class



Routing for JV Queue

  **MISSISSIPPI STATE UNIVERSITY** Approval Queue Routing Codes FOMAQRC 9.0 (Prod-MSU)  ADD  RETRIEVE  RELATED  TOOLS 

Queue ID: JVMC JV - MAFES SALES STORE Start Over

▼ APPROVAL QUEUE ROUTING CODES  Settings  Insert  Delete  Copy  Filter

Document Type *	<input type="text" value="JV"/> ...	Journal Document	Organization	<input type="text"/> ...
Rule Group *	<input type="text" value="JVMC"/> ...	JV-Interfund Transfer (Sales Store)	Account	<input type="text"/> ...
Chart of Accounts *	<input type="text" value="1"/> ...	Mississippi State University	Account Type	<input type="text"/> ...
Fund	<input type="text"/> ...		Program	<input type="text"/> ...
Fund Type	<input type="text"/> ...			

◀ ◁ 1 of 1 ▷ ▶ ▶▶ 1 ▼ Per Page Record 1 of 1



APPROVAL QUEUE ROUTING CODES [FOMAQRC]



Sample Email to Department

Send email to all
data entry users and
approvers

Gibson, Tamara

From: Gibson, Tamara
Sent: Friday, September 8, 2023 11:32 AM
To: Bishop Rogers, Latoya; Yarbrough, Cameria; Kinard, Sheryl; Travis, Rick; Munn, Giselle T; Heath, Susan; Baker, Bobbie; Brown, Diana; Dodds, Lara
Cc: Burchfield, Amy
Subject: Approval Queue - JVEH

All,

An **Approval Queue Request Form for Journal Vouchers** has been received (**via eform #874705**) and processed from **English**. The approval queue for **Online Journal Vouchers (JVEH)** has been **updated** as requested.

NOTES:

- **Changed Level 1 max amount from \$25,000 to \$9,999,999.99.**
- **Changed Level 2 max amount from \$99,999.99 to \$99,999,999.99**
- **Terminated Dan Punday at Level 1.**
- **Added Lara Dodds at Level 1.**

*****Please note that queue forms cannot be used to create or delete accounts and/or request changes to a user's Banner access (data entry).***

This must be submitted on the Admin Banner Request eform if needed. Use GZIUUSER in Banner to check access.

Run the report, **FWGQRPT**, in Banner to print the current approval queue report(s) for your department using the instructions below.

You can either print off a report by Queue ID or ORG not both. However, JV queues can only be printed by Queue ID.

Report Option:

01-click the search button in the Values field (...) and select ORGN CODE or QUEUE ID

Queue ID Parameter Values:

02-Type the Queue ID

-OR-

02-Click the search button in the Values field (...) and select the Queue from the list or you can search for it

ORGN parameter values:

03-Type the Orgn Code (enter only one orgn code and you cannot search for an orgn code)

04-Type 'R' to print the Requisitions queue report, Alt+PgDn and Save (F10)

*Run the report again to print the Invoice queue for the Orgn Code and type 'I' to print the Invoice/Procard queue report

Please feel free to contact me if you have any questions or problems.

Thank you,
Tamara



Approval Queue Reports

- ▶ Departmental Reports:
 - Approval Queue Structure [FWGQRPT]
- ▶ Reports for ITS:
 - Approval User Report [FWGQUSR]
 - Approval Queue Audit [FWGQAUD]
 - Approval Queue History [FWGQHIS]
 - Enter and Approval Audit Report [FWGAUDT]



QUEUE	DESCRIPTION	DTYPE	RULE	ORGN	FUND	FTYPE
RAD1	REQ-ANIMAL & DAIRY SCIENCES	REQ	REQG	011300	1A	
RAD1	REQ-ANIMAL & DAIRY SCIENCES	REQ	REQG	011300	2A	
RAD1	REQ-ANIMAL & DAIRY SCIENCES	REQ	REQG	011300	3A	
RAD1	REQ-ANIMAL & DAIRY SCIENCES	REQ	REQG	011300	4A	
RAD1	REQ-ANIMAL & DAIRY SCIENCES	REQ	REQG	011300	6A	

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY	AUDIT
1	5,000.00	Bratcher Christy	CLB1371		
1	5,000.00	Parish Jane	JAP202		
1	5,000.00	Rude Brian	BJR13		
1	5,000.00	Street Joe	JES28		

NEXT QUEUE ID FOR QUEUE RAD1: RALS

QUEUE	DESCRIPTION	DTYPE	RULE	ORGN	FUND	FTYPE
IAD1	INV-ANIMAL & DAIRY SCIENCES	INV	INVG	011300	1A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	INV	INVG	011300	2A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	INV	INVG	011300	3A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	INV	INVG	011300	6A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	JV	INVG	011300	1A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	JV	INVG	011300	2A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	JV	INVG	011300	3A	
IAD1	INV-ANIMAL & DAIRY SCIENCES	JV	INVG	011300	6A	

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY	AUDIT
1	5,000.00	Bratcher Christy	CLB1371		
1	5,000.00	Parish Jane	JAP202		
1	5,000.00	Rude Brian	BJR13		
1	5,000.00	Street Joe	JES28		
2	999,999,999.99	Ballard Margaret	MLP309	JV	
2	999,999,999.99	Willard Scott	STW4		

NEXT QUEUE ID FOR QUEUE IAD1: INVA

*Denotes user has access to
FGAJVCD and/or FWAJVPC

QUEUE	DESCRIPTION	DTYPE	RULE	ORGN	FUND	FTYPE
JVEH	JV - ENGLISH	JV	JVEH			

LEVEL	LIMIT	APPROVER	USERNAME	DATA ENTRY	AUDIT
1	9,999,999.99	Dodds Lara	LD214		
1	9,999,999.99	Kinard Sheryl	SAK62		
2	99,999,999.99	Kinard Sheryl	SAK62		
2	99,999,999.99	Munn Giselle	GT24		
2	99,999,999.99	Travis Rickey	RLT12		

NEXT QUEUE ID FOR QUEUE JVEH: NO NEXT QUEUE



User Queue Reports [FWGQUSR]

TMGIBSON_fwgqusr_17340484

▲FWGQUSR Mississippi State University
Approval User Report

Current As of: 05-SEP-23

USERNAME	APPROVER	QUEUE DESCRIPTION	LEVEL	LIMIT
SEH45	McGee Stephanie	IMWT INV-MS WRITING/THINKING & WCTP	1	\$5,000.00
		JVWI JV-MS WRITING/THINKING & WCTP	1	\$5,000.00
		RMWT REQ-MS WRITING/THINKING & WCTP	1	\$5,000.00

TMGIBSON_fwgqusr_17150366

▲FWGQUSR Mississippi State University
Approval User Report

Current As of: 07-JUN-23

USERNAME	APPROVER	QUEUE DESCRIPTION	LEVEL	LIMIT
JCL33	Laird James	IPRS INV-PRESIDENT'S OFFICE	1	\$100,000.00
		IUGS INV-UNIVERSITY GOVERNMENTAL SUPPORT	1	\$100,000.00
		JVPO JV - OFFICE OF THE PRESIDENT	1	\$500,000.00
		RPRS REQ-PRESIDENT'S OFFICE	1	\$100,000.00
		RUGS REQ-UNIVERSITY GOVERNMENTAL SUPPORT	1	\$100,000.00



FWGQUSR

Mississippi State University
Approval User Report

Current As of: 02-AUG-23

USERNAME	APPROVER	QUEUE	DESCRIPTION	LEVEL	LIMIT
JMAYFIELD	Mayfield Jennifer M.	IACP	INV-ACCOUNTS PAYABLE	1	\$999,999,999.99
		INVT	INV-TRAVEL QUEUE	2	\$999,999,999.99
		IPC1	INV-PROCUREMENT & CONTRACTS	1	\$0.00
		ITR1	INV-TRAVEL W/O ENC	2	\$999,999,999.99
		ITR2	INV-TRAVEL W/O ENC (ACCT 171723)	1	\$0.00
		ITRV	INV-TRAVEL QUEUE FOR REQS AND INV	1	\$999,999,999.99
		JVLP	JV - PROCUREMENT & CONTRACTS	1	\$999,999,999.99
		JVP1	JV - PROCUREMENT & CONTRACTS	1	\$3,000,000.00
		JVPC	JV ENC. LIQ. PURCHASING	1	\$3,000,000.00
		PO	PURCHASE ORDER QUEUE	1	\$100,000.00
		PO	PURCHASE ORDER QUEUE	2	\$999,999,999.99
		RACP	REQ-ACCOUNTS PAYABLE	1	\$999,999,999.99
		REQ	REQUISITION QUEUE	1	\$100,000.00
		REQ	REQUISITION QUEUE	2	\$999,999,999.99
		RPC1	REQ-PROCUREMENT & CONTRACTS	1	\$999,999,999.99
		RTRV	REQ-TRAVEL QUEUE FOR REQS AND INV	1	\$999,999,999.99



Queue History Report [FWGQHIS]

FWGQHIS		MISSISSIPPI STATE UNIVERSITY			
		APPROVAL QUEUE HISTORY			
		CURRENT AS OF: 09-SEP-23			
QUEUE	DESCRIPTION	DTYPE	ORGN	FUND	FTYPE
RMWT	REQ-MS WRITING/THINKING & WCTP	REQ	050406		
RMWT	REQ-MS WRITING/THINKING & WCTP	REQ	050407		
LEVEL	LIMIT	APPROVER	USERNAME	TERMINATION DATE	
1	\$5,000.00	Blackbourn Richard	RLB277		
1	\$5,000.00	Blackbourn Richard	RLB277		01/24/2023
1	\$5,000.00	Jayroe Teresa	TBJ2		01/24/2023
1	\$5,000.00	Jayroe Teresa	TBJ2		
1	\$5,000.00	Johnson Carman	CJJ3		
1	\$5,000.00	McGee Stephanie	SEH45		
1	\$5,000.00	Purvis Betty C.	BCP2		
1	\$5,000.00	Purvis Betty C.	BCP2		01/24/2023
1	\$5,000.00	Waldrop Amy	AA17		
1	\$5,000.00	Waldrop Amy	AA17		09/05/2023
1	\$5,000.00	White Lorie	LAW10		07/08/2021
1	\$5,000.00	White Lorie	LAW10		
2	\$125,000.00	Akers Brandy	BNA30		01/24/2023
2	\$125,000.00	Akers Brandy	BNA30		
2	\$125,000.00	Jayroe Teresa	TBJ2		
2	\$125,000.00	Johnson Carman	CJJ3		
2	\$125,000.00	Sandra L. Williamson	SLW1		
2	\$125,000.00	Sandra L. Williamson	SLW1		07/02/2019
2	\$125,000.00	Wyman Lynn R.	LRW1		
2	\$125,000.00	Wyman Lynn R.	LRW1		01/24/2023
3	\$999,999,999.99	Akers Brandy	BNA30		
3	\$999,999,999.99	Wyman Lynn R.	LRW1		
NEXT QUEUE ID					

NO NEXT QUEUE					



User Audit Report [FWGAUDT]

FWGAUDT
09-SEP-23

Mississippi State University
Program: FAAINVE

Page: 1

S	User	Name	Department	Queue	L	Description	Level Limit	Count
A	SONJA	Beavers Sonja	Office of the Controller/Treas	ICT1	1	INV-COMPTROLLER & TREASURER-W/	500.00	0
A	CML43	Lumms Carolyn	Police	IES1	1	INV-ADMISSIONS & SCHOLARSHIPS	25,000.00	0
A	CML43	Lumms Carolyn	Police	ISCH	1	INV-SCHOLARSHIPS (UNDER ADMISS	25,000.00	0
A	CML43	Lumms Carolyn	Police	ISFA	1	INV-STUDENT FIN AID & SCHOLARS	25,000.00	0
A	HMC96	Callahan Helen	Procurement & Contracts	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	LMB277	Akins Laterra	Procurement & Contracts	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	MSB144	Gore Mallorie	Procurement & Contracts	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	SGC64	Cole Sasha	Procurement & Contracts	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	SLW702	Watson Shannon	Procurement & Contracts	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	ADR180	Rector Amber	Travel	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0
A	ADR180	Rector Amber	Travel	ITR1	2	INV-TRAVEL W/O ENC	999,999,999.99	0
A	ADR180	Rector Amber	Travel	ITR1	1	INV-TRAVEL W/O ENC	20,000.00	0
A	AH1464	Higginbotham Johnson Alana	Travel	INVA	1	INV-INVOICE FINAL QUEUE	999,999,999.99	0

Action Needed:

- Banner User, CML43, should not be listed on the report
- BAN_APPR has been revoked
- Follow-up with user and department



Approver Procedures

- ▶ It is important that all approvers understand the necessity of reviewing documents awaiting approval in a regular and timely manner.
- ▶ Pages used by the approver to process the approval/disapproval of documents:



Approvals
Notification
(FOIAINP)



User Approval
(FOAUAPP)



Document
Approval
(FOAAINP)



Document
Approval History
(FOIAPPH)



Approval History
(FOIAPHT)



Approver Procedures

TWO (2) major pages for the review of documents awaiting approval:

(1) Approvals Notification (FOIAINP)

- Displays automatically when you access any other Banner Finance page IF:
 - You are an approver
 - There are unapproved documents awaiting your approval
- FOIAINP will list the types and number of documents awaiting your approval

(2) User Approval (FOAUAPP)

- Used for the actual approval and disapproval of documents
- Most versatile and useful page for querying the status of unapproved documents

Number of Documents	Document Type	Message
2	Requisition	Awaiting your review
2	Invoice	Awaiting your review



Approving A Document

- User Approval (FOAUAPP) Page enables you to:
 - approve or disapprove a document
 - view a document's detail
 - view all the queues/levels responsible for approving the document

MISSISSIPPI STATE UNIVERSITY User Approval FOAUAPP 9.3.22 (Prod-MSU)

User ID: LEW272 Starkey Laikyn Document: Next Approver:

Start Over

Settings Insert Delete Copy Filter

Approve Disapprove Detail Queues

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	REQ	R0362829			JNP43	600.00	DOC	Y
	INV	I2402469		0	JNP43	4,726.32	DOC	Y

1 of 1 Per Page Record 1 of 2

- The **Next Approver** switch at the top of the FOAUAPP page permits an approver to limit the displayed documents to those for which he/she is the next needed approver.
 - This permits a “high-level” approver to ignore documents until they’ve received all necessary lower-level approvals.



FOAUAPP: Detail

- Accounting details of the document will be displayed using the appropriate page
- Use the RELATED menu to view the details of the document if needed

MISSISSIPPI STATE UNIVERSITY Requisition Approval FOQRACT 9.0 (Prod-MSU) ADD RETRIEVE RELATED TOOLS

REQUISITION APPROVAL Request R0362828 JENNIFER FORRESTER Number of Items 1

LINE ITEM INFORMATION

Item	Net	600.00
Commodity Document Acctg Distribution	Vendor 904319553 Sistrunk, Inc.	

1 of 1 1 Per Page Record 1 of 1

ACCOUNTING INFORMATION

Sequence Number	1	Location	
COA	1	Extended Amount	600.00
Fiscal Year	24	Discount Amount	0.00
Index		Tax Amount	0.00
Fund	260112	Additional Amount	0.00
Organization	010208	Total	600.00
Account	405830	Project	
Program	027000	NSF	N
Activity	910208	<input type="checkbox"/> NSF Override	

1 of 1 1 Per Page Record 1 of 1



FOAUAPP: Queues

- Accesses the Document Approval (FOAAINP) Page
- Display all the queues/levels responsible for the approval of a specified document.

MISSISSIPPI STATE UNIVERSITY Document Approval FOAAINP 9.3.22 (Prod-MSU)

ADD RETRIEVE RELATED TOOLS

Document: I2402469 Type: INV Change Sequence: Submission: 0 Start Over

▼ QUEUE AND LEVEL LIST Settings Insert Delete Copy Filter

Queue ID	Queue Description	Queue Level	Approval Level
IDPT	INV-DAIRY PLANT		1
INVA	INV-INVOICE FINAL QUEUE		1

1 of 1 Per Page Record 1 of 2

+ Indicates what will be approved

▼ APPROVER LIST Settings Insert Delete Copy Filter

Queue	Level	User
IDPT		1 McClelland James
IDPT		1 Starkey Laikyn
IDPT		1 Gibbons Margaret
IDPT		1 Weedon Wright Laura

1 of 1 Per Page Record 1 of 4

In suspense Approve Disapprove

Detail



FOAUAPP: Approve/Disapprove

APPROVE

Click the approve button to approve the document from the queue at that level

DISAPPROVE

The document is returned to an incomplete status

Type an explanatory message in addition to the original message as to why the document was disapproved.

This message will be forwarded to the originator of the document using the Banner mail function, and to any previous approvers of the document.



General Message (GUAMESG)

MISSISSIPPI STATE UNIVERSITY General Message GUAMESG 9.3.3 (Prod-MSU)

ADD RETRIEVE RELATED TOOLS

GENERAL MESSAGE Settings Insert Delete Copy Filter

Recipient	TMGIBSON Tamara Gibson	Reference ID	
Sender	HMC96	Item	K6556302
Date	10/04/2016 1549	System	F Finance System
Message	IS DISAPPROVED Per Tamara Gibson	Status	<input type="radio"/> Complete <input checked="" type="radio"/> Pending <input type="radio"/> Hold
Source	FOAUAPP	<input type="checkbox"/> Confidential	

Recipient	TMGIBSON Tamara Gibson	Reference ID	
Sender	SUSANH	Item	I1007408
Date	10/21/2009 1332	System	F Finance System
Message	DOCUMENT IS DISAPPROVED	Status	<input type="radio"/> Complete <input checked="" type="radio"/> Pending <input type="radio"/> Hold
Source	FOAUAPP	<input type="checkbox"/> Confidential	

1 of 1 Per Page Record 1 of 2

Banner generates an email and message when a document is DISAPPROVED



From: MSU Banner Finance [<mailto:null-address@msstate.edu>]
Sent: Friday, September 1, 2019 9:04 AM
To: Phillips, Kayla <KPhillips@athletics.msstate.edu>
Subject: Invoice 17800499 Disapproved

The document Invoice 17800499 was disapproved by: Helen Callahan. Please go to GUAMESG to see the reason it was disapproved. You can contact the disapprover if more details are needed.



Displaying the Approval History for a Specific Document

There are two (2) pages that can be used to display the approval history for a specified document:

Document Approval History (FOIAPPH)

- Displays the approval history for a specified document
- A document that has been denied appears with a queue ID of DENY

MISSISSIPPI STATE UNIVERSITY Document Approval History FOIAPPH 9.3.9 (Prod-MSU)

ADD RETRIEVE RELATED TOOLS

DOCUMENT APPROVAL HISTORY Settings Insert Delete Copy Filter

Active filters: Document Code: KI310101 Clear All Filter Again

Document Code	Type	Change Sequence	Submission Number
KI310101	INV		0

1 of 1 10 Per Page Record 1 of 1

DETAILS Settings Insert Delete Copy Filter

Queue ID	Level	Approver's Name	Approved Date
ITSS		1 Howell Raymona	09/07/2023
INVA		1 Callahan Helen	09/08/2023

1 of 1 10 Per Page Record 1 of 2

USER INFORMATION Settings Insert Delete Copy Filter

Originating User LAA263 Name Azlin Leigh



Document Approval History (FOIAPHT)

- Provides an online display of documents based on search criteria
- A document that has been denied appears with a queue ID of DENY

MISSISSIPPI STATE UNIVERSITY Document Approval History FOIAPPH 9.3.9 (Prod-MSU)

ADD RETRIEVE RELATED TOOLS

DOCUMENT APPROVAL HISTORY Settings Insert Delete Copy Filter

Active filters: Document Code: I2400035 Clear All Filter Again

Document Code	Type	Change Sequence	Submission Number
I2400035	INV		0

1 of 1 Per Page Record 1 of 1

DETAILS Settings Insert Delete Copy Filter

Queue ID	Level	Approver's Name	Approved Date
ITCA	3	Starkey Laikyn	07/17/2023
ITCA	2	McNeil Valisa	07/17/2023
ITCA	1	McNeil Valisa	07/17/2023
ITCA	1	McNeil Valisa	07/17/2023
IVM3	1	Haynes Shameie	07/18/2023
INVA	1	Watson Shannon	07/19/2023
DENY	0	Odom Kristen	07/20/2023
ITCA	1	McNeil Valisa	07/20/2023
IVM3	1	Haynes Shameie	07/20/2023
ITCA	3	Starkey Laikyn	07/20/2023

1 of 2 Per Page Record 1 of 14

USER INFORMATION Settings Insert Delete Copy Filter

Originating User TM2419 Name McMahon Tammy



QUESTIONS



MBUG 2023

Session Title: **Approving Documents: A User's Perspective**

Presented By: **Tamara Gibson**

Senior IT Consultant/BANNER Trainer

ITS–User Services

gibson@its.msstate.edu

(662) 722–0262

Institution:



MISSISSIPPI STATE UNIVERSITY™
INFORMATION TECHNOLOGY SERVICES



September 12, 2023 @ 8:30 – 9:15 a.m.
IP Casino Resort Spa – Ballroom D
Biloxi, Mississippi

