



Division of Finance and Business Operations

**Purchasing Department
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747**

Departments now have the ability to view Approval Queue's to determine who has the ability to approve Banner transactions for the various activities in the system, including:

1. Requisitions
2. Amendments
3. Journal Vouchers.

Fiscal Operations Technical Support Department creates and maintains the naming convention of all Approval Queue ID's and Approval Queue Descriptions for the University Community.

In order to set up an approval queue, one must visit the Purchasing website at www.purchasing.wayne.edu. Under the Forms link, download the RAPP Approval Queue Request Form. The form should be used both to set up new approval queues and to modify existing approval queues. When completing the queue request, please use the WSU issued email ID in the Wayne State University ID field. Each queue level must be assigned a different amount and each level should be greater than the previous level. Any queue limits set at zero will only allow the approver at that level to view the information without any final approval privileges.

The completed form should be signed, scanned and sent to Joseph Coleman in Fiscal Operations / Technical Support Services, at af8014@wayne.edu.

Once a new approval queue is set up or an existing queue is modified with additions or deletions, an email is sent back to the requestor advising on the status. As of October 1, 2011, all approval requests are imaged and uploaded to form FTMAPPQ.

As of October 19, all Banner / RAPP users have the ability to view approval queues across campus. The following is the step-by-step process to identify and view queues.

To review existing approval queues is a two to three step process, involving Banner forms FTVAPPQ, FTMAPPQ and FOMAQRC:

FTVAPPQ - to search for a Queue ID

FTMAPPQ - to view users set up within a Queue ID

FOMAQRC – to view Org Codes within a Queue ID

FTVAPPQ – Approval Queue Validation:

The form opens with a display of ID, Description and Queue Limit

Queue ID	Description	Next Queue	Queue Limit	Approval Required
1251	LABOR AT WAYNE ADMINISTRATION	PURC	0.00	N
AJVS	ALL JOURNAL VOUCHERS		999,999,999.99	N
ALS1	ALSP	PURC	0.00	N
ALTH	ATHLECTICS	DIR	0.00	N
APIN	ACCOUNTS PAYABLES INVOICES		999,999,999.99	N
ARL	ARCHIVES/REUTHER LIBRARY	PURC	0.00	N
ASST	ASSISTANT DIRECTORS		999,999,999.99	N
AVI	AVI	DISB	0.00	N
B12C	BIOLOGY	PURC	0.00	N
BGPI	BOARD OF GOV. PRESIDENT INAUGURAL	PURC	0.00	N
BIOM	BIOMEDICAL	PURC	0.00	N
BOAS	BUSINESS OPERATIONS-AUXILIARY SVS	PURC	0.00	N
BOBS	BUSINESS OPERATIONS-BUSINESS SVS	PURC	0.00	N
BOG	BRD OF GOV (PRES. SEARCH COMMITTEE)	PURC	0.00	N
BOVP	ASSISTANT VICE PRESIDENT-BUSINESS	PURC	0.00	N
BUDG	BUDGET		999,999,999.99	N
C12E	CHEMISTRY	PURC	0.00	N
CALL	QUEUE CATCH ALL	PURC	0.00	N
CASH	CASH MANAGEMENT	DICM	0.00	N
CJV	CASH JOURNAL VOUCHERS	AJVS	250,000.00	N
CLL	COLLEGE OF LIFE LONG LEARNING	PURC	0.00	N

Press F7 to clear the Form

Tab to the Description Box and type in the first 3 letters of the department and a percent sign (wildcard). This form is case sensitive and will only find all caps. Searching for the Math department = MAT%.

Press F8

Queue ID	Description	Next Queue	Queue Limit	Approval Required
M12L	MATH	PURC	0.00	N

The Math Department approval queue ID is M12L

FTMAPPQ - Approval Queue Maintenance/Inquiry:

The Form opens blank with a queue limit displayed, Press F7 to clear the Form.

Type M12L in the Queue Id box

Press F8 to populate and control page down or next block to scroll through the users in the Queue.

Queue ID: M12L MATH Queue Limit: 0.00
Next Queue: PURC PURCHASING

Effective Date	Termination Date	Level	User ID	Name	Approval Limit	Next Change Date
23-APR-2009		1	AD2017	Joyce Wynn	0.00	
23-APR-2009	23-APR-2009	1	AB0558	Jamie Barbee	0.00	
23-APR-2009	23-APR-2009	1	AB4773	Anita Meixner	0.00	
28-JUN-2006	28-JUN-2006	1	AO0396	Sandra York	0.00	
01-MAY-2003		1	AO0396	Sandra York	0.00	28-JUN-2006
01-MAY-2003		1	AB4773	Anita Meixner	0.00	23-APR-2009
01-MAY-2003		1	HELPER2	Helper2	0.00	
01-MAY-2003		1	AB0558	Jamie Barbee	0.00	23-APR-2009

Mass Change Approval Limit by Level

FOMAQR - Approval Queue Routing Codes:

Type in M12L in the Queue ID box and Control Page down to see the ORG Codes associated with the Queue ID.

Queue ID: M12L MATH

Document Type: REC Requisition
Rule Group: REQG Requisition Rule Group
Chart of Accounts: W Wayne State University
Fund:
Fund Type:
Organization: 12L Mathematics
Account:
Account Type:
Program:

Use the scroll bar to see additional ORG codes / Rule Groups.