Insight Reports for Approval Queues
Insight reports FIN047 and FIN048 can be used to check the status of Approval Queues. These reports are located in the University View under the Finance Tab.

Banner Finance Access is Required for Approval Queues
Every individual listed as an approver must have Banner Finance access. Approval Queue Authorization forms submitted with individuals who do not have this access cannot be processed and are on hold until this security is established.

Insight reports FIN040 and FIN041 can be used to check Banner Finance access. These reports are also located in the University View under the Finance Tab.

Make sure an Approval Queue is in place for all fund/org combinations in your area of responsibility. Contact the General Accounting staff by sending an email with your questions to: General.Accounting@unco.edu.