

Banner Finance Approval Queues

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 Denice McWhirter at denice.mcwhirter@unco.edu or 351-1826 if you have questions.

The screenshot displays the WebFOCUS Business Intelligence Dashboard in a Windows Internet Explorer browser. The address bar shows the URL: https://wfrpt03.unco.edu/ibi_apps/Controller.jsessionid=6ECAD3B6466A0FE048D511431018CD81. The page header includes a welcome message for Dorothy Swenson and a navigation menu with tabs: Resources, Admissions, Advising, Course, Finance, General, Grants, Insight Catalog, Program Review, Student, and Deferred Status. The 'UNIVERSITY VIEW' label is highlighted with a red box. Below the navigation menu, a red box highlights the 'Finance' tab. The main content area is titled 'Finance Reports' and lists various reports. Three reports are highlighted with red boxes: 'FIN040 Banner ORGN Access Lookup by ORGN code', 'FIN041 Banner ORGN Access Lookup by User Name', and 'FIN047 Approvers by Fund Orgn'. A maintenance notice at the top of the dashboard states: 'Insight will be unavailable from 6 p.m. Friday, Aug. 6, until late the night of Sunday, Aug. 8, for scheduled maintenance.'