

APPROVAL QUEUES

Sample request received by Finaccess@uidaho.edu:

Please give LYNNEK access to approve GFY200

GFY200 rolls up to Dept 154

Organization Code Maintenance FTMORGN 8.4 (* PPRD *)

Chart of Accounts: 9 ▾ ☒ Active Status

Organization: GFY200 ▾ Organization Title: Fisheries

Effective Date: 01-JUL-2006 Termination Date:

☒ Data Entry

Financial Manager:

Predecessor Organization: 154 ▾ Fish & Wildlife Resources

Default Fund: YGF200 ▾ Fisheries

Default Program: 01INX ▾ Instruction

Default Activity:

Default Location:

Budget Control Organization:

☐ Combination Budget Control

Dept 154 also includes many other orgs:

Dept./Midlevel Code: ☒ Active Only

Dept./Midlevel Title:

Orgn Code	Orgn Title	Active?
GFK038	NDG&F Snapping Turtle	☒
GFK041	MFWP Kootenai River Didymosphenia	☒
GFK058	Purdue Impact of Reforestation-A	☒
GFK078	MFW&P Paddlefish	☒
GFK079	MFW&P Paddlefish-Yellowstone	☒
GFK175	USDI-BLM Sage Grouse Genetics Res	☒
GFK408	USGS New Zealand Mud Snails	☒
GFK820	USDA-FS Environmental DNA Sampling	☒
GFK901	USFS Utilizing lidar in assessment	☒
GFK906	USARM Didymosphenia Geminata	☒
GFK983	DOD Pilot Demon with Coyote	☒
GFX004	Fish & Wildlife Resources	☒
GFX300	Summer Session Course Rev-Moffitt	☒
GFX305	Summer Session Course Rev-Quist	☒
GFY200	Fisheries	☒
GW8798	WLF 504 Landscape Genetics Lab	☒
GWK537	USFWS Space Use of Polar Bears	☒
GWK736	PF Assessment of Sage-Grouse	☒
GWK988	USDI BLM Juniper & Sage Grouse	☒
GWY798	WLF 504 Landscape Genetics Lab	☒

Approval queues are designed to route a department's documents, not a specific budget.

If LYNNEK is put into the approval queue for GFY200, she will be in the approvals for all documents for department 154 and possibly other departments.

Queue	Approvers in Queue	Departments in Queue
FP Forest Products	CCHAMB	154
		155F
		158
		158A
		159
		688S
FR Forestry	CCHAMB	155D
RR Res Recreation	WKFLECK	155A
		156
		157
		157P
FO Forestry Admin	LYNNEK	151
		152
		288
		678
		688
		698
FW Fish & Wildlife	LSWAYNE	151C
		155
		155T
		156
		683
FI Fish Coop	CIHM	154A

Queue	Approvers in Queue	Departments in Queue
FP Forest Products	CCHAMB	154
		155F
		158
		158A
		159
		688S

Departments 154, 155, 155F, 158, 158A, 159 and 688S all route through the Forest Products queues

Org Code	Approval Queue	Description	User ID	Next Approval Queue
154	FPA	Forest Prod REQ/PO/DPO Gen	CCHAMB	A/P General PO Queue
	FPB	Forest Prod REQ/PO/DPO Grants	CCHAMB	A/P G&C PO Entry Queue
	FPBT	Forest Prod Budget Transfers	CCHAMB	Budget Office Budget Transfers
	FPC	Forest Prod REQ/PO/DPO State	CCHAMB	A/P PO State Queue
	FPI	Forest Prod Invoice Queue	CCHAMB	Accounts Payable General Invoice Queue
	FPIB	Forest Prod Direct Pay Inv Queue G&C	CCHAMB	Accounts Payable General Invoice Queue
	FPJA	Forest Prod Journal Voucher General	CCHAMB	General Accountants Queue
	FPJB	Forest Prod Journal Voucher G&C	CCHAMB	
	FPJC	Forest Prod Journal Voucher State	CCHAMB	State Funds Approval Queue

The Forest Products approval queue is a group of nine approval queues designed to catch all documents created with a roll up of 154, 155, 155F, 158, 158A, 159 and 688S.

After a document is approved by CCHAMB, it will either post or route to the next designated approval queue.

Queue ID	Queue Description	User ID	Document Type Desc	RULEGROUP	Orgn	Orgn Title
FPA	FOREST PROD REQ/PO/DPO GEN	CCHAMB	Purchase Order or Dept PO	CORG	154	Fish & Wildlife Resources
FPA	FOREST PROD REQ/PO/DPO GEN	CCHAMB	Purchase Order or Dept PO	PORG	154	Fish & Wildlife Resources
FPA	FOREST PROD REQ/PO/DPO GEN	CCHAMB	Requisition	REQG	154	Fish & Wildlife Resources

The FPA Forest Products REQ/PO/DPO General queue is set up with rules to catch all documents with a document type of CORG/PORG/REQG, that are *not* U1/D4/U8 funds, on a budget that rolls up to 154 and route them to the proper approver.

Contact finaccess@uidaho.edu if:

A new department is being created

Documents are not routing as expected

**You want to evaluate your departmental
approval queues**

Announcements:

Java Version 7.51

Service Contract Approvals

NSF on Travel Documents

Capital Asset Transfer Requests

Traveler view of claims

Pending Travel/Purchasing Card Claims

Traveler can view status of past claims also:

Financial Tasks

Claim Voucher Entry

Used by the departments to request reimbursements or non procurement payments.

Finance Self Service for Non-Banner Users

Connect to Finance Self-Service for non-Banner users.

Pending Approvals

Central launch point for all web-based financial approvals.

Pending Travel/Purchasing card claims

View status of Travel Web trips or Purchasing card claims that you are listed as the traveler or cardholder

Purchasing Card Statements

Manage departmental purchasing cards and purchasing card expenses.

Travel Web Approvals

This is used to approve Travel Web trips, claims, and advances

Journal Document Imaging

Upload additional documentation to be loaded to Document Imaging

Purchasing Contract Log

Travel documents submitted or approved in the last 90 days

Document type	Claim ID	Title	Department	Status	Submitted
Travel Authorization	T00455107	TEST 12 to see if Department name shows up on emails to Risk.	Controller's Office	Awaiting approval from Norris, Adrian D.	02-APR-14
Travel Authorization	T00455103	TEST 11 to see if Department name shows up on emails to Risk.	Controller's Office		02-APR-14
Travel Authorization	T00455102	TEST10 to see if Department name shows up on emails to Risk.	Controller's Office		02-APR-14
Travel Authorization	T00455082	TEST 9 to see if Department name shows up on emails to Risk.	Controller's Office		01-APR-14
Travel Authorization	T00455065	TEST 7 to see if Department name shows up on emails to Risk.	Controller's Office		28-MAR-14
Non-Travel Purchasing Card Claim	NT00788869	test 2 for email on disapproved document return email should be acctpay@uidaho.edu	Controller's Office	Not submitted	14-MAR-14
Travel Authorization	T00455022	kimtest for return email address denial	Controller's Office	Awaiting approval from Beery, Michael A.	14-MAR-14
Travel Claim	CL00783539	test	Class Training	Not submitted	12-FEB-14
Travel Claim	CL00788236	NACUBO Conference	Controller's Office	Complete	04-FEB-14
Travel Purchasing Card Claim	PC00787383	NACUBO Conference	Controller's Office	Complete	24-JAN-14

List trips submitted or approved in the last days.