

Banner Finance - Document Approval Queue

Change Request Form

DIRECTIONS

Please complete this form to request changes to Banner Finance approval queues.

Select the actions you are requesting, provide details, and complete page 2 *if applicable*.

Please also provide justification for the request.

Once complete, please save and send your request to the Internal Consulting Department at *financesystemssupport@northeastern.edu*

REQUESTER INFORMATION

Name:
NUID:
Email :
Phone number:
Supervisor Name:

REQUEST DETAILS:

Create a new approval queue. Effective Date:

Please complete and attach page 2.

Queue ID:

Program:

Queue Description

Account :

Document Type(s): Requisition Invoice

Division:

Fund Type:

Organization:

Fund:

Next Queue:

Edit approval queue.

Queue ID:

Edit queue Description New queue description:

Edit Next Queue Next queue:

Edit queue Limit. New queue Limit:

Disable approval queue.

Queue ID

Effective date:

Please provide Justification:

Please complete and attach page 2.

- Add new approver
- Edit approver (limit, level)
- Remove approver

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Change Request Form

Create a new approval queue: Please input the information of the approvers you would like in a new approval queue.
Must have minimum of one (1) approver, level, and limit. (All fields required)

Edit approval queue: Please input the information of the approvers you would like to add, edit, or remove.

*Required field

Approvers

<u>Action</u>	<u>Queue ID(s)*</u>	<u>Name*</u>	<u>NUID*</u>	<u>Level</u>	<u>Limit</u>
<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
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<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add. <input type="checkbox"/> Edit					
<input type="checkbox"/> Remove					

Add - Select if you would like to add the employee as an approver to a new or currently existing approval queue

Edit - Select if you would like to edit the level and/or limit of the approver

Remove - Select if you would like to remove the approver from queue

Queue ID(s) - Specify which queue if adding or removing approver

Name - The full name of the approver

NUID - The Northeastern ID of the approver

Level / Limit - Indicates approval limit and order of approval

Approval Limits - Guidelines

Level	Limit
1000	\$0 (View-only)
2000	\$5,000.00
3000	\$1,000,000,000.00