How to verify Banner and Lobomart Approval Queue's

- Verify Banner Approval Queues
  - My Reports
  - All Campus Reports
  - Select FMRFAQR – Finance Approval Queue Inquiry Report
  - Select your Organization
  - Select All for Queue ID
  - Select All for Approver's Net ID
  - Select Display Output
    - It is automatically selected to PDF.
 - This will run a report with all the approval queues for your ORG.

Finance Approval Queue Inquiry Report						
BANNER ORG CODE	QUEUE ID	QUEUE TITLE	APPROVER'S NET ID	NAME	QUEUE LEVEL	QUEUE AMOUNT
XXXA	1719	XXXA FINANCE TRANSACTIONS	llobo	Louie Lobo	20	$999,999,999.99
		XXXA FINANCE TRANSACTIONS	LucyLobo	Lucy Lobo	20	$999,999,999.99
		XXXA FINANCE TRANSACTIONS			20	$999,999,999.99
		XXXA FINANCE TRANSACTIONS			20	$999,999,999.99
		XXXA FINANCE TRANSACTIONS			20	$999,999,999.99
		XXXA FINANCE TRANSACTIONS			20	$999,999,999.99

Page 1 of 1 Date/Time: 06/07/2023 11:58AM Version 1.1

Note: If the approval Queue is incorrect you will need to submit an approval Queue maintenance form to FSM.

How to verify Chrome River Approval Queue's

- Visit – chromeriver.unm.edu
  - Select Approval Groups from the Department Resources Tab
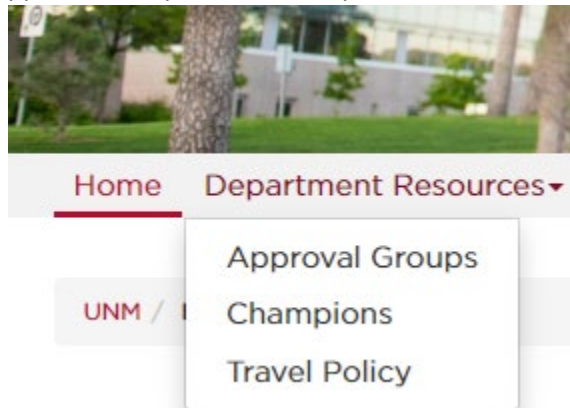
  -
  - Select Approval Groups as of (Most current Month)

Approval Groups

Approval Groups as of 5/25/2023

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  - Filter excel approval group listing by "Level 5 Org" for your department
- Verify Chrome River Approval Queue