



Office of the Vice President for HSC/UNM Finance  
and University Controller  
1 University of New Mexico  
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Albuquerque, NM 87131

## MEMORANDUM

**To:** All University Departments  
**From:** Ava J. Lovell, CPA *AJ Lovell*  
VP for HSC/UNM Finance & University Controller  
**Date:** April 6, 2011  
**Re:** Banner Finance Approval Queues Changes

Currently departments have a minimum of 3 queues and may have several more if restricted funds are used. In order to better assist you with your daily processes, Financial Services and the Business Affairs Technical Services (BATS) team have been working on enhancing how documents route through the Banner Finance approval queues. After the changes are implemented, most departments will only need one department queue for all documents. This new process will simplify both the creation and maintenance of your Banner Finance Approval Queues.

Enhancements will include:

- Efficient ordering of approvals
- Departmental approvals can be completed simultaneously for each document
- Core Office approvals are completed after all departmental approvals are completed
- Core Office approvals can be completed simultaneously for each document
- Timely review and enhanced compliance requirements

In order to make this transition, the following steps will be taken on Friday, May 6, 2011:

- BATS will remove all old queues, approvers, and routings. They will then move the new process changes and new queues into production.
- Core Offices will perform production validations and enable postings and approvals by 1:00 pm.
- **After the new queues are enabled, transactions that did not complete the approvals and posting process will need to be re-approved by Departments and Core Offices.** A report will be available on the main page of the Financial Services Resources website at <http://www.unm.edu/~fssc/index.html>. This report will show the documents that were completed but not fully approved. Approvals of these documents will be done in the new queues and will establish a new approval history.

If you have any questions, please email Financial Services at [fssc@salud.unm.edu](mailto:fssc@salud.unm.edu).