



Banner Central Office Queue Selection

ROUTING

Supplement to the Request for Computer System Access Form. Place a check mark next to the appropriate **ROLE** needed for your employee. Supervisor signature is required. This must accompany the Request for Computer Systems Access Form if no security in place.

Supervisors on the MANAGEMENT Queues may not originate transactions.

SECTION 1: REQUESTOR INFORMATION

Employee ID: _____ Employee Name: _____ Date: _____ Replacement For: _____

Enters Journal Vouchers? ☐ Yes ☐ No (FIN_FISCAL_MONITOR Security Class and rule groups per role)

SECTION 2: REQUEST DETAILS - CENTRALLY ORIGINATED TRANSACTION APPROVAL QUEUES

ROLE	Centrally Initiated Journal Vouchers JEC & B4C Fiscal Monitor Approvals (Allows for Implicit Approvals at 1st level)	MANAGEMENT Queues Final Review Journal Vouchers JEC & B4C Manager/Supervisor Approvals
AFR Fiscal Monitor/ Aggie Service Center/ ASC Supervisor ☐ RG = ENCG, JVCG, JVCO, B4CO	C01A - Unrestricted Funds (JEC) C01B - Unrestricted Funds with Account Type 60 (JEC) C01C - Unrestricted Funds Account Type 80 (JEC) C01F - Plant Funds (JEC) C01G - Unrestricted Funds with Account Code 6110 & Org Code B00011, C00033 (B4C) C01H - Unrestricted Funds (B4C)	
AFR Supervisor ☐ RG = ENCG, JVCG		CMF1 - CENTRAL MGT QUEUE - AFR

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

Budget Fiscal Monitor ☐ RG = ENCG, JVCG, JVCO, B4CO	C01A - Unrestricted Funds (JEC) C01B - Unrestricted Funds with Account Type 60 (JEC) C01C - Unrestricted Funds Account Type 80 (JEC) C01F - Plant Funds (JEC) C01G - Unrestricted Funds with Account Code 6110 & Org Code B00011, C00033 (B4C) C01H - Unrestricted Funds (B4C)	
Budget Supervisor ☐ RG = ENCG, JVCG, B4CO	C01K - Plant Funds (B4C)	CMF1 - CENTRAL MGT QUEUE - AFR CMB1 - CENTRAL MGT QUEUE - BUDGET

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

SPA Fiscal Monitor ☐ RG = ENCG, JVCG, JVCO, B4CO	C01D - Restricted Funds (JEC) C01E - Restricted Funds with Account Type 60 (JEC) C01I - Restricted Funds with Account Code 6110 & Org Code B00011 or C00033 (B4C) C01J - Restricted Funds (B4C)	
SPA Supervisor ☐ RG = ENCG, JVCG		CMS1 - CENTRAL MGT QUEUE - SPA

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

ROLE	Centrally Initiated Journal Vouchers JEC & B4C Fiscal Monitor Approvals (Allows for Implicit Approvals at 1st level)	MANAGEMENT Queues Final Review Journal Vouchers JEC & B4C Manager/Supervisor Approvals
SPA Plant Fiscal Monitor ☐ RG = ENCG, JVCG, JVCO	C01F - Plant Funds (JEC)	
SPA Plant Supervisor ☐ RG = ENCG, JVCG		CMP1 - CENTRAL MGT QUEUE - PLANT

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

Payroll ☐ RG = ENCG, JVCG, JVCO	C01A - Unrestricted Funds (JEC)	
	C01B - Unrestricted Funds with Account Type 60 (JEC)	
	C01C - Unrestricted Funds Account Type 80 (JEC)	

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

Treasury Services ☐ RG = ENCG, JVCG, JVCO	C01A - Unrestricted Funds (JEC)	
	C01B - Unrestricted Funds with Account Type 60 (JEC)	
	C01C - Unrestricted Funds Account Type 80 (JEC)	
	C01D - Restricted Funds (JEC)	
	C01E - Restricted Funds with Account Type 60 (JEC)	
	C01F - Plant Funds (JEC)	
	C01M - Bank Funds (JEC)	
Treasury Supervisor ☐ RG = ENCG, JVCG		CMT1 - CENTRAL MGT QUEUE - TREAS SVCS

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

UAR ☐ RG = ENCG, JVCG, JVCO	C01A - Unrestricted Funds (JEC)	
	C01B - Unrestricted Funds with Account Type 60 (JEC)	
	C01C - Unrestricted Funds Account Type 80 (JEC)	
	C01D - Restricted Funds (JEC)	
	C01E - Restricted Funds with Account Type 60 (JEC)	
	C01L - Loan Funds (JEC)	
UAR Supervisor ☐ RG = ENCG, JVCG		CMA1 - CENTRAL MGT QUEUE - UAR
		CMF1 - CENTRAL MGT QUEUE - AFR
		CMS1 - CENTRAL MGT QUEUE - SPA

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

Controller ☐ RG = ENCG, JVCG		CMC1 - CENTRAL MGT QUEUE - CONTROLLER
		CCYE - CENTRAL CONTROLLER YEAR END QUEUE
		NSF - NSF

Supervisor Authorization Printed Name: _____ Signature: _____ Date: _____

This request has been Reviewed and Approved by BOS

Printed Name: _____ Signature: _____ Date: _____