Finance Self-Service Budget Queries

The **Budget Queries** link in Finance Self-Service provides access to review operating ledger information for transactions entered through Banner Finance as well as Finance Self-Service. This information can be downloaded to a csv file (comma separated value file), which can then be opened with Microsoft Excel.

The three types of queries available include:

1. Budget Status by Account
2. Budget Status by Organizational Hierarchy
3. Budget Quick Query

Query Parameters

With Budget Status by Account and Budget Status by Organizational Hierarchy, you may choose from any of the following Operating Ledger parameters to determine how your query will display. With the Budget Quick Query, only the Chart and FOAPAL parameter page is available. Only the fields marked with an asterisk (*) in the list below will display when the Budget Quick Query is executed.

> - **Adopted Budget** - Original budget amount from operating ledger at the time of budget build.
> - **Budget Adjustment** - Adjusted budget that is the accumulation of all budget adjustments to a line item.
> - **Adjusted Budget*** - The end result of the budget process to date—the original budget, plus or minus any adjustments made during the fiscal year.
> - **Temporary Budget** - Temporary budgets are used on a transactional basis and are one time amounts, specific to current year. Not in use at CCCCD.
> - **Accounted Budget** – Not in use at CCCCD.
> - **Year to Date*** - The expenditure total for Labor or Expense accounts, invoices, expenditure journal vouchers and income total for Revenue Accounts.
> - **Encumbrances** – When we agree to pay for something by ordering goods or services or by accepting a bid, we mark the money we've promised to pay so that it isn't spent elsewhere. This is referred to as an encumbrance. The money you have encumbered is not yet spent, so it is tracked in a separate column in accounting reports. This includes the balance remaining on **approved** purchase orders. We recommend that you check this box. Checking this box will enable you to drill down to view the detail on specific requisitions, purchase orders and invoices.
> - **Reservations** – A commitment of funds for a specific, anticipated future expenditure with no legal requirement to disburse the funds. Once a requisition is fully approved, it creates a reservation. We recommend that you check this box.
> - **Commitments*** - The sum of the Encumbrances column and the Reservations column. We recommend that you check this box.
> - **Available Balance*** - The balance in the Adjusted Budget column, minus the Year to Date (YTD) Activity and the Commitments columns.

Fiscal Year

The fiscal year at CCCCD is always referred to by the calendar year in which it ends. For example, fiscal year 2008 begins September 1, 2007 and ends August 31, 2008.

<u>**Fiscal Period**</u>

A number designating the month in the fiscal year: At CCCD, fiscal period 01 is September, fiscal period 02 is October…and fiscal period 12 is August (last month of the fiscal year). Fiscal periods are cumulative – for example, period 04 includes the fiscal periods 01, 02, 03 and 04.

<u>**Include Revenue Accounts**</u>

This option is offered for all three Budget Queries on the page where you specify the Chart and FOAPAL elements. Revenue Accounts are not attached to most organizations unless there is a direct relationship between the revenue and the receiving Organization such as the Bookstore, Camps, etc.

<u>**Code Lookup**</u>

The **Code Lookup** page will display when you click a button for a chart specific element (Chart, Fund, Organization, etc.). Code Lookup allows you to input specific search criteria and use the wildcard character (%) as necessary to find what you're looking for. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want the query to display once it executes. The **Execute Query** button executes your query and returns any matching values.

Once matching values are returned, you can:

- Click the link for the code you want to use

- Cick the **Exit without value** button to return to the parameter page

- Click the **Another Query** button to return to the **Code Lookup** page and run another query

<u>**Comparison Queries**</u>

When choosing query parameters, you can select a Fiscal Period and Year to compare to the original Fiscal Period and Year you are querying. When you choose this option, all of the comparative data retrieved will be placed next to the original Fiscal Period data selected.

<u>**User Calculated Columns**</u>

Once a query is displayed, you can add in your own calculated columns to a query. You have the ability to add, subtract, multiply, divide, or get a percentage of any two (2) operating ledger columns. You can also give your calculated columns a name and choose where they should display. Calculated columns may be added, removed, or saved from a query or template whenever you choose to do so. To <u>remove</u> a calculated column from a template, first remove the column and then save the template again.

<u>**Downloading Ledger Columns**</u>

Once a query is displayed, you can click on one of the buttons on the bottom left side of the page to download information to your web browser where it can subsequently be saved as a MS Excel workbook. Your choices are:

- **Download All Ledger Columns -** downloads ALL the budget status query information

- **Download Selected Ledger Columns** – downloads only those budget status columns you specified in your query.

Remember to use the **Back** button on your web browser tool bar to return to the previous page.

<u>**Query: Budget Status by Account**</u>

The Budget Status by Account query option gives you the capability to view budget information by account(s) for the Fiscal Period and Fiscal Year by the following: (a) Specific FOAPAL values (Fund, Org, Account, Program, Activity Code, and Location), (b) Specific Organization code, (c) All Organization codes, (d) Grant (Grant Information, (e) Fund Type, (f) Account Type, (g) Revenue Accounts.

This query allows you to view your budget information from the Account level. You can subsequently drill down using the <u>underlined links</u> through the transaction detail to all of the accounting for a specific document, with the ability to view any related documents. To run this query:

1. Select the **Budget Queries** link from the Finance page in Self-Service.

2. Select **Budget Status by Account** from the drop down list and then click **Create Query**.

3. Select the columns you want to display on your report. Suggested columns are displayed below:

Select the Operating Ledger Data columns to display on the report.

☑ **Adopted Budget**	☑ **Year to Date**
☑ **Budget Adjustment**	☑ **Encumbrances**
☑ **Adjusted Budget**	☑ **Reservations**
☐ **Temporary Budget**	☑ **Commitments**
☐ **Accounted Budget**	☑ **Available Balance**

Save Query as: [   ]

☐ **Shared**

[Continue]

4. Click **Continue**.

5. Enter in the appropriate Fiscal Year, Fiscal Period, Chart of Accounts (C) and FOAPAL elements. Regarding the FOAPAL elements:

    • Most users must enter the **Organization** code.

    • To view ALL accounts, leave the **Account** empty. To view a specific account type, such as Travel, leave the **Account** empty and enter the **Account Type** (first 2 digits of the related account codes).

    • The President, vice-presidents and other high level administrators can view ALL **Organization** codes for a Fund by entering the Fund code and then entering a wildcard **(%)** in the **Organization** (Note: You must have this level of access in Banner in order for this to work).

6. To include **Revenue Accounts**, click the related checkbox.

7. To save the query for later use, enter a name for the query in the **Save Query As** text box; if you want others to be able to select and run your query, click the checkbox for **Shared**. If you choose to share your query, anyone in the District will be able to view your query.

8. Click **Submit**.

9. The report will appear on your web browser. Use the scroll bars (and **Next >** button if it appears in the bottom left side of the page) to view the entire report. Use the <u>underlined links</u> to drill down on the information as desired.

10. Remember that you can also click on one of the **Download** buttons at the bottom of the page to download information to your web browser where it can subsequently be saved as a MS Excel workbook.

<u>**Query: Budget Status by Organizational Hierarchy**</u>

The Budget Status by Organization Hierarchy query allows you to review budget information by organization. It is important to note that the Organization **Hierarchy**, the use of hierarchically structured organization codes, was developed in September 2007. Any budget data prior to that time period is not available in the hierarchical structure.

For most users, the best results are achieved when the following parameters are used: Fiscal Year, Fiscal Period, Chart of Accounts (always C), the Organization code, and the Fund code. Once your report appears, you can subsequently drill down by first clicking the **Account** Type and then clicking <u>underlined links</u> to view more detail and continuing to drill down all the way through to the accounting and then the sequences for a specific document. To run this query:

1. Select the Budget Queries link from the Finance page in Self-Service.

2. Select Budget Status by Organizational Hierarchy from the drop down list and then click **Create Query**.

3. Select the columns you want to display on your report. Suggested columns are displayed below:

4. Click **Continue.**

5. Enter in the appropriate Fiscal Year, Fiscal Period, Chart of Accounts (C) and FOAPAL elements. Regarding the FOAPAL elements:

    - You must enter the **Organization** code.

    - To view ALL accounts, leave the **Account** empty. To view a specific account type, such as Travel, leave the **Account** empty and enter the **Account Type** (first 2 digits of the related account codes).

6. To include **Revenue Accounts**, click the related checkbox.

7. To save the query for later use, enter a name for the query in the **Save Query As** text box; if you want others to be able to select and run your query, click the checkbox for **Shared**.

8. Click **Submit**.

9. The report will appear on your web browser. Use the scroll bars (and **Next >** button if it appears in the bottom left side of the page) to view the entire report. Use the <u>underlined links</u> (starting with the **Organization** code) to drill down on the information as desired.

10. Remember that you can also click on one of the **Download** buttons at the bottom of the page to download information to your web browser where it can subsequently be saved as a MS Excel workbook.

Query: Budget Quick Query

The Budget Quick Query allows you a quick means to review your budget. Information here is similar to that available on FGIBDST – the Organization Budget Status Form in Banner.   With this query, only one parameter page displays. For most users, the best results are achieved when the following parameters are used: **Fiscal Year**, **Chart of Accounts** (always C) and the **Organization** code. You can also use **%** as a wildcard in the parameters.   Ledger columns displayed include: **Adjusted Balance**, **Year to Date**, **Net Commitments** and **Available Balance**. The data displayed will be through period 14 (cumulative to date). To run this query:

1. Select the Budget Queries link from the Finance page in SOS.

2. Select **Budget Quick Query** from the drop down list and then click **Create Query**.

3. Enter the appropriate Fiscal Year and FOAPAL elements. Regarding the FOAPAL elements:

    - Most users must enter the **Organization** code at a minimum.

    - The President, vice-presidents and other high level administrators can view ALL **Organization** codes for a Fund by entering the Fund code and then entering a wildcard **(%)** in the **Organization** (Note: You must have this level of access in Banner in order for this to work).

    - To view ALL accounts, leave the **Account** empty. To view a specific account type, such as Travel, enter the first 2 digits of the related account codes and % in the **Account** (example 72%).

4. To include **Revenue Accounts**, click the related checkbox.

5. To save the query for later use, enter a name for the query in the **Save Query As** text box; if you want others to be able to select and run your query, click the checkbox for **Shared**.

6. Click **Submit**.

7. The report will appear on your web browser. Use the scroll bars (and **Next >** button if it appears in the bottom left side of the page) to view the entire report.

8. The **Download** option is NOT available with this query.

Finance Self-Service Encumbrance Query

When we agree to pay for something by ordering goods or services or by accepting a bid, we mark the money we've promised to pay so that it isn't spent elsewhere. This is referred to as an encumbrance. The money you have encumbered is not yet spent, so it is tracked separately. Encumbrance totals include the monetary balance remaining on **approved** purchase orders.

The **Encumbrance Query** link in Finance Self-Service provides access to review encumbrance information for a specific FOAPAL (Fund, Organization, Account, Program, and Location) combination.

Fiscal Year

The fiscal year at CCCCD is always referred to by the calendar year in which it ends. For example, fiscal year 2008 begins September 1, 2007 and ends August 31, 2008.

Fiscal Period

A number designating the month in the fiscal year: At CCCCD, fiscal period 01 is September, fiscal period 02 is October…and fiscal period 12 is August (last month of the fiscal year). Fiscal periods are cumulative – for example, period 04 includes the fiscal periods 01, 02, 03 and 04.

Code Lookup

The **Code Lookup** page will display when you click a button for a chart specific element (Chart, Fund, Organization, etc.). Code Lookup allows you to input specific search criteria and use the wildcard character (%) as necessary to find what you're looking for. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want the query to display once it executes. The **Execute Query** button executes your query and returns any matching values.

Once matching values are returned, you can:

- Click the link for the code you want to use

- Cick the **Exit without value** button to return to the parameter page

- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Encumbrance Query

The Encumbrance Query allows you to quickly review encumbrances affecting your budget. Information here is similar to that available on the Banner Forms FPIOPOF – Open Purchase Orders by FOAPAL and FGIENCD – Detail Encumbrance Activity. With this query, only one parameter page displays. For most users, the best results are achieved when the following parameters are used: **Fiscal Year**, **Fiscal Period** (12), **Chart of Accounts** (C) and the **Organization** code. You can also use **%** as a wildcard in the parameters.

Query columns displayed include:

- **Account –** This is the Account number associated with the encumbrance.

- **Document Code** - This is the document number (typically the purchase order number) associated with the encumbrance.

- **Description** – This is the Vendor or Encumbrance description.

- **Original Commitments** – Original dollar amount encumbered when the purchase order was issued.

- **Encumbrance Adjustments** - The net effect of change orders on a purchase order. Negative amounts in this column indicate a reduction in the encumbered amount, while positive numbers indicate an increase in the purchase order's encumbered amount.

- **Encumbrance Liquidations** - This column displays the total encumbrance that has been liquidated (used up) via one or more invoices.

- **Year to Date** – The total encumbrance liquidations (via paid invoices, etc.) posted to date.

- **Current Commitments** - This is the total dollar amount currently encumbered for the corresponding purchase order and account. This figure reflects the Original Commitments plus or minus the Encumbrance Adjustments minus the Encumbrance Liquidations.

- **% Used** – Reflects what percentage of the Original Commitments have been used. This figure is obtained by dividing the Year to Date column by the Original Commitments column and then multiplying by 100.

- **Cmt Type –** Commitment Indicator: C = Committed -- prior year transactions that have rolled into the new fiscal year; U = Uncommitted – current year transactions. CCCCD does roll encumbrances from one fiscal year to the next. The encumbrances may be rolled after review and approval by the CFO/Vice President of Administration.

The Encumbrance Query data displayed will be through period 12 (cumulative to date). To run this query:

1. Select the **Encumbrance Query** link from the Finance page in Self-Service.

2. Enter the appropriate **Fiscal Year** and **Fiscal Period** (use 12 to get all the information to date).

3. Choose the appropriate **Encumbrance Status** from the drop down list:

   - **Open** – Displays only encumbrances with a status of "Open". This allows you to view Purchase Orders that have an outstanding balance due or a remaining amount that may need to be returned to your available budget.

   - **Closed** – Displays only those encumbrances that have a status of "Closed". This includes those Purchase Orders that have been closed out by Purchasing. This allows you to view Purchase Orders that have been fully liquidated. A Purchase Order has been fully liquidated when

     i. It is converted to an invoice, which is paid for the full amount of the encumbrance

        OR

     ii. It is paid and the remaining balance of the PO is closed out. At that point, the amount of payment transfers from an encumbrance into Year to Date activity and if there is a balance in the PO, it is restored back to the Available Balance on your budget.

   - **All** – Displays both open and closed encumbrances.

4. Enter your FOAPAL elements. Regarding the FOAPAL elements:

   - Most users must enter the **Organization** code at a minimum.

   - Vice-Presidents and other high level administrators can view ALL encumbrances for a specific Fund code by entering the Fund code and then entering a wildcard **(%)** in the **Organization** (Note: You must have this level of access in Banner in order for this to work). To determine which organization code is tied to an encumbrance: click the underlined link for the document to view it there.

- To view encumbrances for ALL accounts, leave the **Account** empty. To view encumbrances for a specific account type, such as Travel, enter the **Account Type** (first 2 digits of the related account codes; example: 71 for Supplies).

5. To save the query for later use, enter a name for the query in the **Save Query As** text box; if you want others to be able to select and run your query, click the checkbox for **Shared**.

6. Click **Submit Query**.

7. The report will appear on your web browser. Use the scroll bars (and **Next >** button if it appears in the bottom left side of the page) to view the entire report.

8. Once the query displays, you can click the <u>underlined link</u> for the Document Code to view the related accounting distributions for the entire document.

9. Click the Document Code on this page to view the document. When you are finished reviewing the document, remember to use the **Back** button on your web browser to navigate back to the previous page.

10. Click **Another Query** to navigate back to the Encumbrance Query parameter page.

Finance Self-Service Budget Transfers

The **Budget Transfer** or the **Multiple Line Budget Transfer** link in Finance Self-Service allows a user to process Budget Adjustment Journal Vouchers on the Web. This form enables the user to transfer budget from one FOAPAL to another.

A budget transfer requires the following conditions:

- **Fund/Org Security** – You must have security access to transfer funds from one FOAPAL to another.

- **Available Budget** – Funds must be available in the account that you are moving money from.

One Line Budget Transfers

Select Budget Transfer from the Finance Self-Service to process a one line transfer.

Enter the date you want the transfer to be processed. If you want it to cover overages at month end (prior to the month being closed-usually the fifth working day of the month), enter the last day of the prior month.

BADJ is the only selection for journal type. Enter the amount that you want to transfer from one account to the other.

On the first line enter the FOAPAL information for the account you are taking the money from. This would be the account on the left hand side of the budget adjustment form. The chart is always C. Tab in order to move from one box to the next box or click on the box with the mouse.

On the second line enter the FOAPAL information for the account you are giving the money to. This would be the account on the right hand side of the budget adjustment form.

Enter a description and the budget period (September is 01, October is 02…August is 12)

Click the complete button to process the transaction and forward it to the approval process. A document number will be displayed if the document can be processed. Error messages will be displayed if the document cannot be processed. Correct errors and complete to forward the document to the approval process.

Budget adjustments go through an approval process. Reservations or Encumbrances may not be made against accounts without adequate budget when budget checking is turned on. Budget adjustments are reviewed once per day for approval.

Multiple Line Budget Transfers

Select Multiple Line Budget Transfer from the Finance Self-Service to process multiple budget transfers.

Enter the date you want the transfer to be processed. If you want it to cover overages at month end (prior to the month being closed-usually the fifth working day of the month), enter the last day of the prior month.

BADJ is the only selection for journal type. Enter the total amount of the entries to be entered in the document amount. (Do not use the plus or minus sign, just add the amounts).

Enter the chart (always C). Enter the FOAPAL information Activity and location are not required on budget adjustments. Enter the amount to be transferred and using the drop down box under D/C choose whether you are taking money from this account (-) or adding money to the account (+). On the second line enter the FOAPAL information for the account you are giving the money to. This would be the account on the right hand side of the budget adjustment form. Continue entering the FOAPAL information until you have completed the required adjustments. Only five lines may be entered on each budget adjustment.

Enter a description and the budget period (September is 01, October is 02…August is 12).

Click the complete button to process the transaction and forward it to the approval process. A document number will be displayed if the document can be processed. Error messages will be displayed if the document cannot be processed. Correct errors and complete to forward the document to the approval process.

Budget adjustments go through an approval process. Reservations or Encumbrances may not be made against accounts without adequate budget. Budget adjustments are reviewed once per day for approval.

Code Lookup

The **Code Lookup** page will display when you click a button for a chart specific element (Chart, Fund, Organization, etc.). Code Lookup allows you to input specific search criteria and use the wildcard character (%) as necessary to find what you're looking for. Use the **Maximum rows to return** (10, 25, 50, 75, 100, 1000, or 10,000) to indicate the maximum number of values you want the query to display once it executes. The **Execute Query** button executes your query and returns any matching values.

Once matching values are returned, you can:

- Click the link for the code you want to use

- Cick the **Exit without value** button to return to the parameter page

- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Finance Self-Service View Document

The **View Document** link in Finance Self-Service allows you to view information related to a specific Banner document such as a requisition, purchase order, journal voucher, or invoice on the web. When this link is selected from the Finance Self-Service menu, the **View Document** parameter page appears. The **View Document** parameter page allows you to specify which document you want to review.

To view information related to a specific document:

1. Choose the type of document you want to view using the **Choose type** pull down list. Valid choices include Requisition, Purchase Order, Invoice, and Journal Voucher, Encumbrance or Direct Cash Receipt.

2. Enter the document code in the **Document Number** field. To look up the document code, click the button labeled **Document Number** and perform a **Code Lookup** (see Code Lookup on page 2) to obtain a list of documents to choose from.

3. The **Subission#** (related to journal vouchers), **Change Seq#** (used for purchase orders) and **Reference Number** (external reference number - not in use at CCCCD) are NOT recommended for use as search criteria.

4. Select the **Yes** radio button to **Display Accounting Information** related to the document and the **No** radio button to hide the accounting information.

5. Select the appropriate radio button related to **Display Document Text**:

   - **All** – Display ALL Document Text for the document, regardless if the related Print checkbox is checked or unchecked.

   - **Printable** – Display only the Document Text that has the related Print checkbox checked.

   - **None** – Do not display any of the Document Text.

6. To view the document information, select the button labeled **View document**. Once you finish viewing the information, use the **Back** button on your web browser toolbar to navigate to the previous page.

7. To view the document's approval status, select the button labeled **Approval History**. Once you finish viewing the information, use the **Back** button on your web browser toolbar to navigate to the previous page.

Code Lookup

Code Lookup allows you to input specific search criteria and use the wildcard character (**%**) as necessary to find the document code you're looking for. Keep in mind that the document **type** you choose on the **View Document** parameter page will also apply to your search criteria. You must enter a value in at least one of the fields with a blinking star next to it. The fields available for use as search criteria may vary slightly from one document type to another. The **Exit without Value** button returns you to the previous page without proceeding any further on searching. The **Execute Query** button executes your query and returns any matching values.   Once matching values are returned, you can:

- Click the link for the document code you want to return to the View Document page
- Click the **Exit without Value** button to return to the View Document page
- Click the **Another Query** button to return to the **Code Lookup** page and run another query

Query Results Page

The Query Results (Lookup Results) page will display a list of documents that match the search criteria you specified. If there are no documents that match your search criteria, a message will display to indicate this and you can use the **Another Query** button to query again. When matching documents are found, a row for each document will display related information about each document. What information displays depends on the document type your query is focused on. Below is a list of information that may appear on the Query Results page:

- **Document Number** – The requisition document code
- **Sub#** - The submission number for the document (used only for journal vouchers and invoices).
- **User ID** – The User ID of the person who created the requisition
- **Activity Date** – The last activity date for the requisition; typically indicates the last approval date.
- **Transaction Date** – The date the document was created
- **Buyer Code** – The buyers initials (displayed for purchase orders)
- **PO/Encum** – Purchase Order/Encumbrance code (related to an invoice)
- **Vendor Id** – The Vendors identification number in Banner
- **Vendor** – The name of the vendor
- **Change Seq#** - Change sequence number (used with purchase orders)
- **Requestor** – The name of the person who created the document (requisition)
- **Approved** – The approval indicator; Y only if the document has been <u>fully</u> approved
- **Completed** – The complete indicator; **Yes** if the document has been completed, **No** if the document has been saved "In Process", empty if the document has been disapproved

<u>**Document Information Displayed**</u>

To view more detailed information for a specific document, you can click its link on the Query Results page. Once the document information is displayed, you can use the **File**, **Print** command to print out a copy of the document. Document information displayed for each type of document varies by document type and is summarized below.

Requisition (Provides the same information available on Banner Form FPIREQN)

- Document Number

- Order, Transaction, Delivery and Print Dates

- Document Total (Dollar amount)

- Status Information: Complete and Approved indicators, Cancel Reason and Date

- Requestor Name, Contact and Ship To information

- Document Level or Commodity Level Accounting indicated

- Vendor ID and Name and contact information

- Document Text

- Commodity code(s), Commodity Description, Unit of Measure, Unit Price, Extended Amount, Discount, Additional Charges, Tax, Cost, Item Text

- Accounting Distribution(s) information

Purchase Order (Provides the same information available on Banner Form FPIPURR)

- Same basic information as is on the requisition is provided

Invoice (Provides the same information available on Banner Form FAIINVE)

- Invoice Document Number and Submission Number

- Related Purchase Order Number

- Invoice, Transaction, and Payment Due Dates

- Document Total (Dollar amount)

- Status Information: Complete and Approved indicators, Open/Paid indicator, Suspense indicator, Credit Memo indicator, Cancel Date

- 1099 information

- Document Level or Commodity Level Accounting indicated

- Matching requirement

- Vendor and contact information

- Invoice Commodity and receiving information

- Invoice Accounting Distribution(s) information

Journal (Provides the same information available on Banner Forms FGIDOCR and FGIJSUM)

- Journal Document Number and Submission Number

- Status – Posted or Not Posted

- Transaction and Activity Dates

- User ID of document originator

- Document Total (Dollar Amount)

- Journal Voucher Accounting Distributions by sequence number

- Total (Dollar Amount) of sequences

Document Approval History

Using the **Approval History** button, you can check the approval status and history for a specific document. Information available on this page includes:

Document Identification Information

- Document Number

- Document Type (Requisition, P.O., etc.)

- Originator (Banner User ID and Name)

Approvals Required (If all approvals have been completed, a message displays indicating this)

- Queue ID

- Description (Queue Description)

- Level

- Approvers (within the queue)

Approvals Recorded (If no approvals have been recorded, a message displays indicating this)

- Queue ID

- Level

- Date (The approval or denial was recorded)

- User (Who approved or denied)