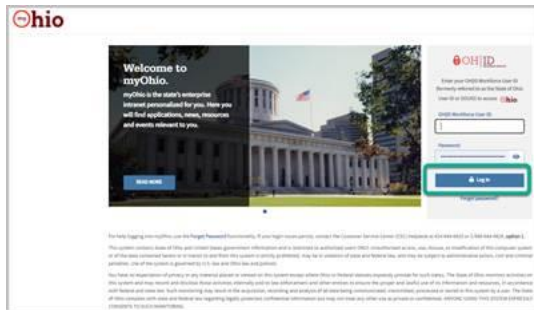


Creating a New Queue

OPTION 1. Create by Cloning Existing Queue

1. Log into PREP and go to Queue Administration



2. Select 'Clone' for the queue to be copied

Ohio PREP
Payment Card Reconciliation Portal

Please do

[Main Menu](#)

Queue Administration

Select Agency:

	Queue	Approval Level	Assigned User	Is Valid		
Edit	Fiscal Card - Jeff	Designated	Final Approver,	Y	Approval Users	Clone
Edit	Fiscal Cardholder - Jeff	HCM	Final Approver,	Y	Approval Users	Clone
Edit	OBM Designated Sup	Designated	Reconciler, Final Approver,	Y	Approval Users	Clone
Edit	OBM HCM Supervisor	HCM	Reconciler, Final Approver,	Y	Approval Users	Clone
Edit	X - IT Test Queue	Designated	IT Test Final Approver,	N	Approval Users	Clone

[Create New Queue](#)

3. Name the new queue

Queue Administration

Edit Queue

Clone Queue

Select Agency

Queue Name

Queue is Active

Optional Financial Code Fields

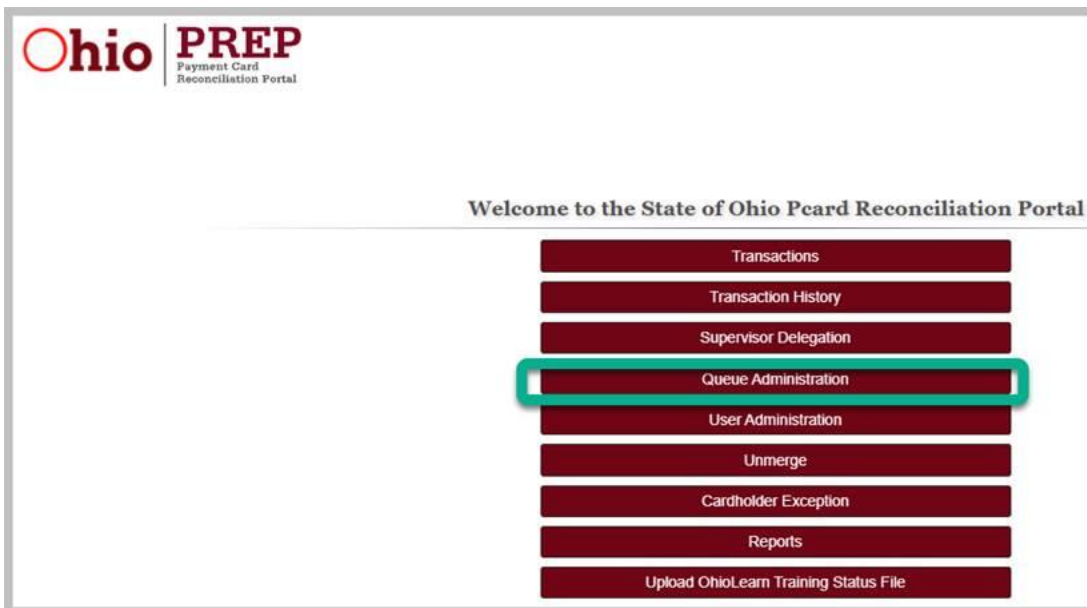
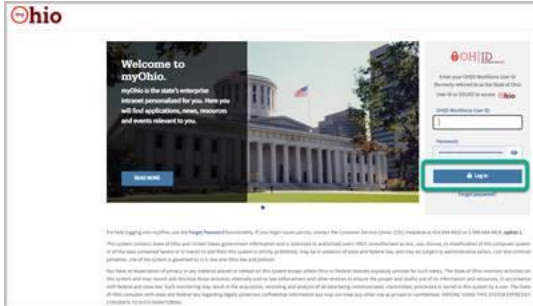
Agency Use	→	Grant Project
Budget Reference		Speedchart
ISTV Xref	←	
Project Reporting		
Service Location		

Always Available: Fund | Account | ALI | Dept | Program

- 4. Setup the new queue
- 5. When finished, click on 'Submit'

OPTION 2. Create From Scratch

1. Log into PREP and go to Queue Administration



2. Click 'Create New Queue' button

Ohio PREP
Payment Card Reconciliation Portal

Please do

[Main Menu](#)

Queue Administration

Select Agency:

	Queue	Approval Level	Assigned User	Is Valid		
Edit	Fiscal Card - Jeff	Designated	Final Approver,	Y	Approval Users	Clone
Edit	Fiscal Cardholder - Jeff	HCM	Final Approver,	Y	Approval Users	Clone
Edit	OBM Designated Sup	Designated	Reconciler, Final Approver,	Y	Approval Users	Clone
Edit	OBM HCM Supervisor	HCM	Reconciler, Final Approver,	Y	Approval Users	Clone
Edit	X - IT Test Queue	Designated	IT Test Final Approver,	N	Approval Users	Clone

[Create New Queue](#)

3. Name the new queue

Queue Administration

Edit Queue

Clone Queue

Select Agency OBM ▼

Queue Name

Queue is Active

Optional Financial Code Fields

Agency Use	→	Grant Project
Budget Reference		Speedchart
ISTV Xref		
Project		
Reporting		
Service Location	←	

Always Available: Fund | Account | ALI | Dept | Program

4. Setup the new queue
5. When finished, click on 'Submit'