Guide to Alt Queue Codes

When running a Banner report, once you press "save" and submit your work for processing, the report will run right away -- unless you change the "Alt-Queue" code from the default value of "DAY" to an alternate option.* Changing the Alt Queue code allows you to run reports in specialized ways, such as running it later the same day, after the close of registration on a specific day of the week, or after other reports have been processed first.

* Note: The only exception to the above is the report SWRDENR (the Dean’s Enrollment Report), which runs in the ‘LATE’ queue. This means that SWRDENR will run overnight and won’t be available in your Report Viewer until the following morning. (You can change the "Alt-Queue" code for SWRDENR, but "DAY" and "IMMED" are not options.)

Why Use "Alt. Queue" Codes?

Most users will not need to change the default Queue code of 'DAY' to complete their Banner processes. However, there are times when Alt Queue codes can be useful. Three types of Alt. Queue Code choices exist:

1. **Standard Queue Codes** are used to delay running a report until later in the current day.

2. **Late Queue Codes** allow the user to run a report after the close of registration on a specific day of the week.

3. **One-at-a-Time Queue Codes** allow the user to control the order in which reports run one after another. (For example, running Jobs which calculate 'tuition due' before Jobs which print Student Billing Statements.)

4. **Late One-at-a-Time Queue Codes** are similar to the One-At-a-Time Queue codes, but in addition they allow the user to delay running the report until after the close of registration on a specific day of the week.

### STANDARD QUEUE CODES

When using Standard Queue Codes (choice #1 above), your report will run later in the day. The time period during which your report will run depends on the day it is submitted, as well as which Queue Code is selected: DAY, LATE, NITE, or IMMED:

<table>
<thead>
<tr>
<th>If you select the Queue code:</th>
<th>DAY</th>
<th>LATE</th>
<th>NITE</th>
<th>IMMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Submitted:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon., thru Thurs.</td>
<td>1:00am and 10:30pm</td>
<td>1:00am and 7:00pm</td>
<td>1:00am - 7:00am</td>
<td>1:00am and 10:30pm</td>
</tr>
<tr>
<td>Fri</td>
<td>1:00am and 5:00pm</td>
<td>1:00am and 7:00pm</td>
<td>1:00am and 7:00pm</td>
<td>1:00am and 5:00pm</td>
</tr>
<tr>
<td>Sat</td>
<td>12:10am and 6:00pm</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>12:10am and 6:00pm</td>
</tr>
<tr>
<td>Sun</td>
<td>12:10am and 6:00pm</td>
<td>12:10am and 6:00pm</td>
<td>1:00am and 7:00pm</td>
<td>12:10am and 6:00pm</td>
</tr>
</tbody>
</table>

### LATE QUEUE CODES

Late Queue Codes allow you to run a report after the close of registration on a specific day of the week. The report will run very early in the morning after the close of registration of the day you choose.

<table>
<thead>
<tr>
<th>If you select the Queue code:</th>
<th>SUNL</th>
<th>MONL</th>
<th>TUEL</th>
<th>WEDL</th>
<th>THUL</th>
<th>FRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Submitted:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anytime before the evening of the day indicated in the queue code’s title</td>
<td>3:30 and 7:00am</td>
<td>1:00 and 7:00am</td>
<td>1:00 and 7:00am</td>
<td>1:00 and 7:00am</td>
<td>1:00 and 7:00am</td>
<td>1:00 and 7:00am</td>
</tr>
<tr>
<td>Monday morning</td>
<td>Tuesday morning</td>
<td>Wednesday morning</td>
<td>Thursday morning</td>
<td>Friday morning</td>
<td>Sunday morning</td>
<td></td>
</tr>
</tbody>
</table>

Two additional Late Queue codes exist:

1. the "LATE" code, described above in "Standard Queue Codes"; and

2. a "SAT" queue code, which runs between 7:00am and 6:00pm on Saturday.

### ONE-AT-A-TIME QUEUE CODES

One-At-A-Time codes make it possible for the user to run reports in order. For example, a report which calculates student tuition due can be run before a student billing report. The first report you submit using a one-at-a-time queue code will be the first report that is processed.
If you select the Queue code:

<table>
<thead>
<tr>
<th></th>
<th>DAY1</th>
<th>LATE1</th>
<th>NITE1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Submitted:</td>
<td>...then your reports will be run in order of submission, sometime between:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon. thru Thurs.</td>
<td>1:00am and 10:30pm</td>
<td>1:00am and 7:00pm</td>
<td>1:00am - 7:00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OR 5:00pm - 10:30pm</td>
</tr>
<tr>
<td>Fri</td>
<td>1:00am and 5:00pm</td>
<td>1:00am and 7:00pm</td>
<td>1:00am and 7:00pm</td>
</tr>
<tr>
<td>Sat</td>
<td>12:10am and 6:00pm</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sun</td>
<td>12:10am and 6:00pm</td>
<td>12:10am and 6:00pm</td>
<td>1:00am and 7:00pm</td>
</tr>
</tbody>
</table>

**LATE ONE-AT-A-TIME QUEUE CODES**

Like the One-At-A-Time Queue codes described above, Late One-At-A-Time codes also allow the user to run reports in order. In addition, they also hold your reports so that they run after the close of registration on a specific day of the week. The report will run very early in the morning after the close of registration of the day you choose, in the order of submission.

<table>
<thead>
<tr>
<th></th>
<th>MONL1</th>
<th>TUEL1</th>
<th>WEDL1</th>
<th>THUL1</th>
<th>FRIL1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Submitted:</td>
<td>...then your reports will be run in order of submission, sometime between:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anytime before the evening of the day indicated in the queue code's title</td>
<td>1:00 and 7:00am Tuesday morning</td>
<td>1:00 and 7:00am Wednesday morning</td>
<td>1:00 and 7:00am Thursday morning</td>
<td>1:00 and 7:00am Friday morning</td>
<td>1:00 and 7:00am Sunday morning</td>
</tr>
</tbody>
</table>

Two additional Late One-At-A-Time Queue codes exist:
1. the "LATE1" code, described above in "One-At-A-Time Queue codes"; and
2. a "SAT1" queue code, which runs between 7:00am and 6:00pm on Sunday.