

**Description:** Department Submitter can not be an Approver, two levels of PAFO approval, Worklist task display, new document type and change to workflow for transfers to Endowments & Gifts

**Users:** Distributed and Central User finance roles (Department Submitter /Approver roles, Financial Affairs, PAFO and Budget Approver roles)

**Effective:** Saturday, December 6, 2014

## Journal Entry Workflow Process Enhancement Changes



- Journal Entry is created in **WebGUI** via transaction code **FV50** and **"Saved as Complete"**.

- If entry was made by a **"Central department"** then JE will route to **"Central Approver"**
- If entry was made by **"Dept. Submitter"** then JE will route to **"Dept. Approver"**
- Submitter can't be the approver.**

- Unit Approver**
  - Optional Unit level of approval
  - Contact General Accounting for details on how to assign a unit approval level.

- Adjustment made to PAFO Approver Workflow**
  - If entries cross multiple grants, then route to **"JE PAFO Approver"**
  - If all entries are on the same grant, no PAFO approval is required
  - PAFO two levels of approval are required in most situations.**
  - New document type ZV " for Grants Over 90 days"**

- Central Budget Department approval**
  - If journal entry is hitting a transfer GL account
  - Transfers to Endowments & Gifts will route directly to FAO Approver; no Budget Office approval is needed.**

- FAO Approval**
  - If entry is hitting a balance sheet GL account
  - If entry is a transfer on Endowments or Gifts account