Quick Reference Guide: Journal Entry Workflow Enhancement - 3

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

- **Dept. Submitter or Central Submitter**
  - If 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.

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

- **Unit Approver**
  - 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”

- **PAFO Approver**
  - 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.

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

- **Financial Affairs Office Approver**
  - If entry is hitting a balance sheet GL account
  - Contact General Accounting for details on how to assign a unit approval level.

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