
**Description:** Document the new workflow process for posting JV uploads.
**Users:** Individuals with Distributed (e.g.: Department Submitter or Department Approver) or Central User finance roles (e.g.: OFC Approver, PAFO JE Approver L1, L2 and L3, or Budget Office Approver).
**Effective:** January 10, 2015

### JV Upload Workflow Approval Process has been Added

- **Department Submitter** or **Central Submitter**
  - If entry was made by **Department Research Administrator (RA)**, it is forwarded to the designated **Department Research Approver**.
  - If entry was made by a **Central Department**, then JV upload will route to **Central Approver**.
  - If entry was made by **Department Submitter (not on RA Table)** then JV upload will route to **Department Approver**.

- **RA, Approver Central Approver Department Approver**

- **Unit Approver**

- **PAFO Approver**
  - **Not applicable for JV Uploads.**
  - JV uploads should not be used for document types ZK and ZV.
  - If JV upload impacts a grant, or multiple grants, then routes to appropriate **PAFO Level Approver**.
  - If all entries are on the same grant no **PAFO** approval is required.

- **Budget Approver**

- **Financial Affairs Office Approver (OFC)**

- **Central Budget Department approval.**
  - **OFC Approval**
  - If entry is hitting a balance sheet GL account.
  - If entry is a transfer on an Endowment or Gift account.

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- **JV upload is created in WebGUI via transaction code ZJVUpload and clicking “Execute”**.
- **Submitter can not be an approver on the same transaction.**