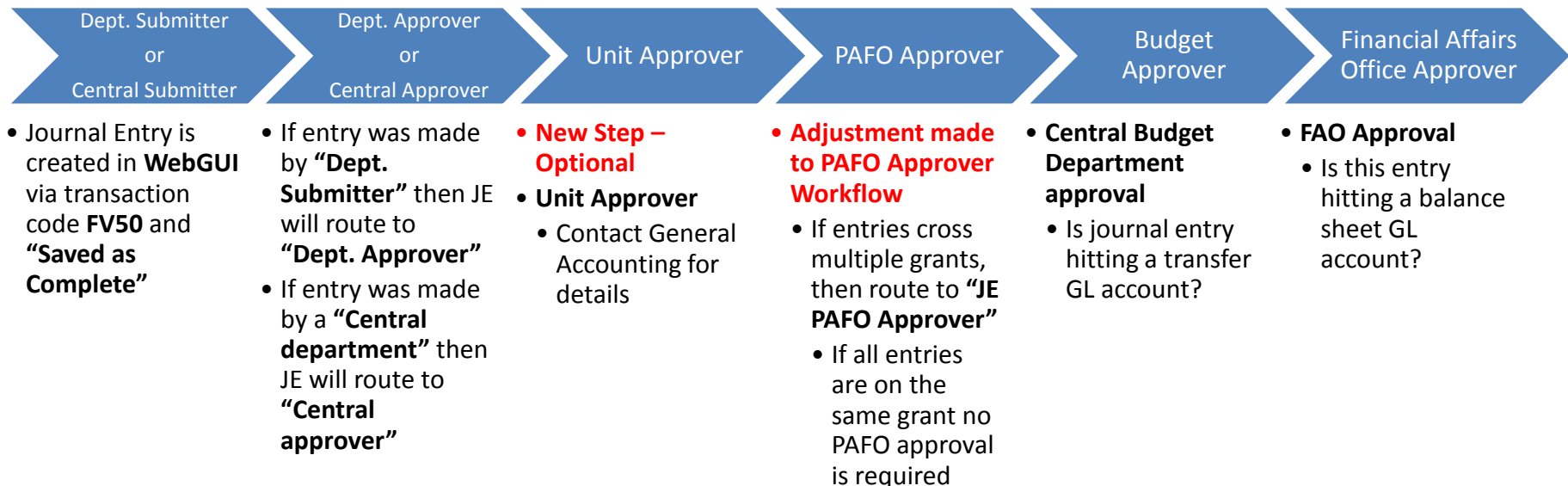


Description: Additional level of approval - “Unit Approver” - and changes to PAFO Approval role.

Users: Distributed and Central User finance roles (Department Submitter & Approver roles, and Central, PAFO and Budget Approver roles)

Effective: Sunday, January 19, 2014

Journal Entry Workflow Process Enhancement Changes



Journal Entry Workflow Process Enhancement Changes

 Important

Note: Journal Entry “Freeze” will start at 5pm on Thursday, January 16th and ends at 9am on Sunday, January 19th. This Freeze affects Journal entry creation.

- Department approvers must approve all submitted entries by noon on Friday, January 17th
- Central approvers (Budget, PAFO and General Accounting) must complete their approval processes by 2:30pm Friday, January 17th, to avoid the loss of journal entry.

 Important

Any Journal Entry that does not post prior to January 17th will need to be “deleted” and “resubmitted”.

Unit Approval level added; Optional Requirements for set up of Primary & Secondary unit approvers:

 Important

- Must have department approver role
- Must have fund center “ALL” access (examples 127ALL, 254ALL)

Adjustments made to central PAFO journal entry approver role

- Old –workflow was routed to RA for the grant
- New Change – workflow is routed to all individuals that have PAFO JE Approver role

For access contact your Supervisor and Data Security Administrator

For more information on Unit Approval level contact Jen LaPierre - jhoover@bu.edu or General Accounting, 617-353-4266 - genacctg@bu.edu



For more information refer to Comptroller’s email memo dated Wednesday, January 8, 2014



Journal Entry Workflow Process Enhancement Changes



Journal Entry “Freeze” starts at 5pm on Thursday, January 16th and ends at 9am on Sunday, January 19th

Addition of Unit Approver Level

- Additional step added to workflow – optional unit level of approval
- Addresses request made on 10/2012 for the ability to approve journal entries both at unit and department level, for greater visibility of JE activities
- General Accounting Office is responsible for the assignment of the unit designated primary & secondary approvers.

Adjustment to PAFO Approver Workflow

- Adjustment to PAFO Journal Entry Approver workflow
- Addresses PAFO sponsor group JE workflow notifications
- PAFO approval step will follow after “Unit approval” and before “Budget approval”