

**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



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

- **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**.

- **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.

- **Central Budget Department approval.**
- Is JV upload hitting a transfer GL account?
- **Transfers to Endowments & Gifts will route directly to OFC Approver; no Budget Office approval is required.**

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