

CENTRAL ADMINISTRATION
Journal Voucher Workflow Rules

12/2/08

	Dept Approval	Financial Services Approval			
		RCC	Treasury	Exp Fin Reptg	Budget Office
Total Debits GE \$50,000 <u>and</u> GL Acct is 1xxxxx, 2xxxxx, 8xxxxx or 9xxxxx	X				
Untimely Cost Transfer (3 to 6 months untimely)	X				
Untimely Cost Transfer (> 6 months untimely)	X	X			
Total Debits GE \$100,000 <u>and</u> GL Acct is certain 1xxxxx or 2xxxxx (Cash/Bank/Investments/Bonds Payable) GL Acct is other 1xxxxx or 2xxxxx GL Acct is 8xxxxx or 9xxxxx	X X X		X	X	X

**Rules for Cross Company Journal Vouchers originated
 by Central Administration Users**
 (JVs originated by Duke University Financial Services users are
 exempt from review/approval by DUHS)

	DUHS Entity Finance Approval (1)	DUHS General Accounting Approval (1)	DUHS Corporate Approval		
			Cash Management Approval (1)	Revenue Cycle Approval (1)	Other Approval (1)
Company Code is one or more of 0020-0060 <u>and</u> Total Debits GE \$25,000	X				
Company Code is one or more of 0020-0060 <u>and</u> Total Debits GE \$250,000	X	X			
GL Acct is certain 1xxxxx or 2xxxxx "Cash" accounts			X		
GL Acct is certain 1xxxxx, 2xxxxx, 3xxxxx or 6xxxxx "Revenue" accounts				X	
GL Acct is other 1xxxxx or 2xxxxx or any 8xxxxx or 9xxxxx					X

(1) for each Health System company represented in Journal Entry