

**MEDICAL CENTER  
Journal Voucher Workflow Rules**

12/13/11

|  | Dept/<br>School<br>Approval | Mgmt<br>Center<br>Approval | Financial Services Approval |                  |
|--|-----------------------------|----------------------------|-----------------------------|------------------|
|  |                             |                            | Treasury                    | Exp Fin<br>Reptg |
| 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                          |                             |                  |
| GL Acct is 1xxxxx or 2xxxxx  |                             | X                          |                             |                  |
| Total Debits GE \$75,000 <u>and</u> GL Acct is 8xxxxx or 9xxxxx  |                             | X                          |                             |                  |
| Total Debits GE \$100,000 <u>and</u><br>GL Acct is certain 1xxxxx or 2xxxxx (Cash/Bank/Investments/Bonds Payable)<br>GL Acct is other 1xxxxx or 2xxxxx |                             |                            | X                           | X                |

**Rules for Cross Company Journal Vouchers originated  
by School of Medicine Users**

|   | DUHS<br>Entity<br>Finance<br>Approval (1) | DUHS<br>General<br>Accounting<br>Approval (1) | DUHS Corporate Approval            |                                  |                       |
|---|---|---|------------------------------------|----------------------------------|-----------------------|
|   |   |   | Cash<br>Management<br>Approval (1) | Revenue<br>Cycle<br>Approval (1) | Other<br>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