



Workflow Routing and Approval Processes

Transaction Type	Auto-Approval Threshold	DeptID Approver 1	DeptID Approver 2	DeptID CA Approver (Same person for DeptID regardless of financial module)	Routing to Alternate Approver	Central Approver	Can one have preparer and approver roles in different DeptIDs	What happens if DeptID Approver 1 prepares transaction?
Purchasing Requisition	<\$100 header	<\$10,000 distribution line	\$10,000 & greater , distribution line	Sponsored Activity, \$1,000 and greater , Distribution line	3 business day lag, then routed with notification to alternate approver	\$50,000 and greater, header level – Central Purchasing Approver	Yes	The transaction will route to Central for resolution.
Accounts Payable Voucher (against PO)	Header level, 10% up to \$100 greater than associated PO	n/a, obtained on PO Above threshold, routes to Procurement Specialist	n/a, obtained on PO Above threshold, routes to Procurement Specialist	n/a, obtained on PO Above threshold, routes to Procurement Specialist	3 business day lag, then routed with notification to alternate approver	n/a	Yes	This should not occur
Accounts Payable Vouchers (non-PO)	<\$100 header	<\$10,000 distribution line	\$10,000 & greater, distribution line	Sponsored Activity, \$1,000 and greater , Distribution line	3 business day lag, then routed with notification to alternate approver	\$50,000 and greater, header level – Accounting Services Approver	Yes	The transaction will route to the alternate approver
Expense Reports	All require approval	All Transaction	n/a	Sponsored Activity – any amount	3 business day lag, then routed with notification to alternate approver	\$10,000 and greater, header level – Accounting Services Approver	Yes	The transaction will route to Central for resolution.
Travel Authorizations	All require approval	All Transaction	n/a	Sponsored Activity – any amount	3 business day lag, then routed with notification to alternate approver	\$10,000 and greater, header level – Accounting Services Approver	Yes	The transaction will route to Central for resolution.

Workflow Routing and Approval Processes (continued)

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Cash Advance	All require an approved TA.	n/a	n/a	n/a	n/a	All Advances route to Disbursement Services Approver	Yes	The transaction will route to Central for resolution.
Journals	All require approval	<\$30,000 header	n/a	Sponsored Activity – any amount, journal source at header level	Route concurrently to DeptID approver and alternate – alternate will not receive email notification	Sponsored Activity – any amount, journal class at header level	Yes	The transaction will route to Central for resolution.
Procurement Card	All require approval	Approval is not tied to DeptID. Approvers are determined by cardholder department, based on delegation of authority.		Sponsored Activity – any amount, at distribution line	Routing does not occur	Forced Reconciliation	Not tied to DeptID. A cardholder may not be their own approver	This may occur.