

DUKE UNIVERSITY HEALTH SYSTEM
Journal Voucher Workflow Rules

(JVs originated by 38 DUHS Corporate 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

Rules for Cross Company Journal Vouchers originated by DUHS Users

	Financial Services Approval	
	Treasury Approval	Accounting Services (2)
Company Code is 0010, Total Debits GE \$100,000 <u>and</u> GL Acct is certain 1xxxxx or 2xxxxx (Cash/Bank/Investments/Bonds Payable)	X	
All other entries containing Company Code 0010 and GL Acct is 1xxxxx, 2xxxxx, 8xxxxx, 9xxxxx excluding the GL Accts contained in Treasury approval group		X

(2) Financial Services will route to the appropriate Company 0010 department for approval. This will primarily be the School of Medicine Finance and Resource Planning Department. Transactions not requiring routing will be completed by Accounting Services.

Accounting Services JV Routing Rules

	SOM Mgmt Ctr Approval	Financial Services Approval		
		Acctg Svcs	Ext Fin Reptg	Budget Office
Fund Center is Provost and GL Acct is 1xxxxx, 2xxxxx, 8xxxxx or 9xxxxx - approved by Accounting Services with post approval notification to Provost		X		
Fund Center is School of Medicine and GL Acct is 1xxxxx or 2xxxxx	X			
Fund Center is School of Medicine, Total Debits GE \$100,000 and GL Acct is 8xxxxx or 9xxxxx	X			
Fund Center is Central Administration and GL Acct is 1xxxxx or 2xxxxx (3)			X	
Fund Center is Central Administration and GL Acct is 8xxxxx or 9xxxxx				X

(3) excluding "Cash" accounts approved by Treasury