



Back Office Routing

Back office approval will flow from Hospital to AFRS to RFS, as required.

- Any line has grant (aka WBS element)
 - 2* goes to AFRS (land grants)
 - 3* goes to RFS
 - 4* goes to AFRS
- Cost Center starts with:
 - 105*, 106*, 107*, 108* goes Hospital
- If any line has a cost center go to AFRS.
- If no cost center it is either an order or a fund go to AFRS.
- If GL account 162* and Fund 005* go to Hospital.

At least one back office approval will be required before posting. The default will be AFRS in the event that Hospital and RFS approval is not required.

Other Notes

- If a JV is "Saved As Complete" while an approval workflow for the same document is running, the original workflow will be cancelled and the original submitter of it will be notified.
- If a JV is "Posted" or "Deleted" by someone with appropriate access while an approval workflow for the same document is running, the original workflow will be cancelled and the original submitter of it will be notified.
- Attachments to the JV should be stored in OpenText and will be archived in ECM. Attachments and comments added to the workflow will not be archived in ECM.
- For Hospital Level 1 buckets, the workflow determines if it should go in the "Clearing Account" bucket or the "General" bucket. If approved at Level 1, it will then go to a Level 2 approver which consists of Tess Nash and Jerrod Carrico.

Buckets

- Hospital Buckets:**
 - General
 - Clearing Account (G/L 162*)
 - Controller (Level 2)
- AFRS Buckets:**
 - Balance Sheet and Revenues
 - Expenses and Recharges
 - Salaries and Benefits
 - Transfers
 - Endowments
 - Capital Assets
- RFS Buckets:**
 - Cost Share Funding
 - Service Center
 - Travel
 - FA
 - Rent
 - Other