

PROCEDURE

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.01 – Applying Accounting Standards

Cancels:

See Also: SAAM, Chapter 80

PRO-U5320.01B PROCESSING FINANCIAL TRANSACTIONS IN THE FINANCIAL REPOSITORY

Definitions:

Chart of Accounts – refers to the list of all names, numbers, and codes used in the financial repository. The chart of accounts includes seven codes: chart, fund, organization, account, program, activity, and location.

CAFR – the Comprehensive Annual Financial Report prepared by the Office of Financial Management (OFM).

Documents – refer to journal vouchers, uploads, redistributions, etc. that are recorded in the financial repository.

Action by:

Action:

Financial Managers

1. **Ensures** complete and accurate preparation of documents to record transactions including appropriate backup.
2. **Reviews**, approves, and signs documents.
3. **Submits** documents to Accounting Services by established due dates. See Accounting Services website for dates.

Fiscal Supervisor

4. **Reviews** submitted documents for proper coding, back up, and approvals.
5. **Documents** approval for processing into financial repository.

Accounting Services

Fiscal Technician 2 or 3

6. **Processes** documents in financial repository prior to established closing dates.