

Stages of Approval General Ledger Approvals

Journals may potentially route through 2 stages of Approval:

- Departmental Approval
- Central Approval

Departmental Approval

All journals will require approval in the Departmental Approval stage. Multiple approvers may be required per journal depending on the approvers required for each department on the journal. The chart below outlines the requirements for segregation of duties (a separate initiator and approver) and foreign approval.

Central Approval

This approval stage will only be required for certain journals that meet special approval requirements of central organizations at Columbia University. For example:

- SPF will approval all journal entries that contain sponsored projects.
- Capital Asset Accounting will approve all equipment transactions.
- The Controller’s Office will approve all journals of \$4m or more.

Journal Entry Type	Separate Initiator / Approver	Foreign Dept Approval Required	Central Approval Required
General Journal Entries	Always Required	Required**	Required for any entries where criteria are met : [Procurement, Controller’s Office, SPF, Capital Asset Accounting, Budget Office, CUMC Controller’s Office, Endowment Compliance]
Internal Transfers – Recharge Centers	Always Required	Not Required [note: there will be notification]	
Internal Transfers – Non-Recharge Centers	Required for Fund Transfers on Restricted Funds*	Required**	

*Restricted Funds include: Sponsored Projects, Endowment Income, Gifts

** Journals created by certain Central Departments (i.e. Controller, OMB, OAD) are approved by those departments