

## Stages of Approval

General Ledger Approvals

Journals may potentially route through 2 stages of Approval:

- Departmental Approval
- Central Approval

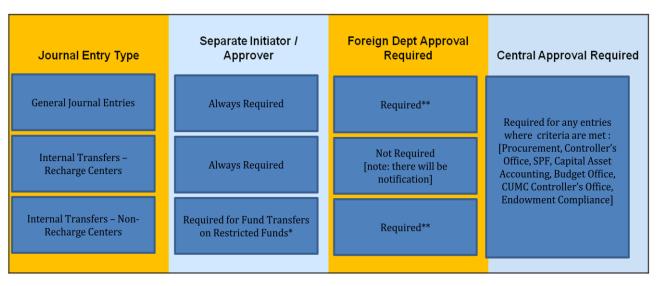
## **Departmental Approval**

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.



<sup>\*</sup>Restricted Funds include: Sponsored Projects, Endowment Income, Gifts



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