

KFS Financial Transaction eDoc Approval Matrix

As of 5/1/2016

eDoc Type	Preparer	First Approver	Additional Approver(s)	Acknowledge	Central Office Approver(s)
ACCT – Account – C&G	Campus Fiscal Staff	Fiscal Administrator	Campus Chart Manager		ORS GALC-UH Chart Manager
ACCT – Account – C&G	ORS			Fiscal Administrator Campus Chart Manager GALC-UH Chart Manager	
ACCT – Account – non C&G	Campus Fiscal Staff	Fiscal Administrator	Campus Chart Manager		GALC-UH Chart Manager
ACCT – Account – non C&G	General Accounting	Fiscal Administrator	Campus Chart Manager		GALC-UH Chart Manager
AD – Advance Deposit	Campus Fiscal Staff	Fiscal Administrator			
AD – Advance Deposit – C&G	Campus Fiscal Staff				ORS
	ORS				ORS
BA – Budget Adjustment – C&G accounts	Campus Fiscal Staff	Fiscal Administrator			ORS
BA – Budget Adjustment – non C&G accounts	Campus Fiscal Staff	Fiscal Administrator			
CCR – Credit Card Receipt	Campus Fiscal Staff	Fiscal Administrator			
CCR – Credit Card Receipt – C&G	Campus Fiscal Staff				ORS
DI – Distribution of Income and Expense	Campus Fiscal Staff	Fiscal Administrator			
DV – Disbursement Voucher	Campus Fiscal Staff	Account Supervisor	Fiscal Administrator		Disbursing Office
ECD – Effort Certification	KFS	Award Project Director	Fiscal Administrator		ORS-if any changes made to ECD
ECST – Effort Certification Salary Expense Transfer	KFS	ORS		Fiscal Administrator	
GEC – General Error Correction	Campus Fiscal Staff	Fiscal Administrator			
IB – Internal Billing	Campus Fiscal Staff	Fiscal Administrator			
ND-Non-Check Disbursement	Campus Fiscal Staff	Fiscal Administrator			
PCDO – Procurement Card	KFS	Cardholder	Reallocator Account Supervisor Fiscal Administrator		
PO – Purchase Order	KFS	Organizational Purchasing Officer	Risk Management (Insurance)		OPRPM (if applicable)
PREQ – Payment Request	Disbursing Office	Fiscal Administrator			
PVEN - Vendor	Campus Fiscal Staff	Disbursing			
REQS – Requisition	Campus Fiscal Staff	Account Supervisor	Fiscal Administrator		
SSBA – Single Sided Budget Adjustment – C&G accounts	Campus Fiscal Staff	Fiscal Administrator			ORS
SSBA – Single Sided Budget Adjustment – non C&G accounts	Campus Fiscal Staff	Fiscal Administrator			
ST – Salary Expense Transfer	Campus Fiscal Staff	Fiscal Administrator			
TF – Transfer of Funds	Campus Fiscal Staff	Fiscal Administrator			