

**Document Reviews**  
Fiscal Approval

High Level	Document	Tcode	Document Type/InfoType	Electronic Workflow	Backup Documentation	GL Review	Authorized Personnel	Allowable***	Allocable***	Reasonable***	Balance	Project Period	Pre-Audit*	Grant and Federal Appropriations	Comments/Notes	Course/Website	QRG/Business Process
Finance	Journal Voucher (JV)	FV50	SA	X	X	X	X	X	X	X	X	X	X	X	Are header text and line item text used to help describe the correction or charge? Header is used for different things by different departments; line item text describes the correction or purpose for JV.  FV50/SA documents that use Node 2 Orders will route to Pre-Audit, regardless of amount.	<a href="https://www.purdue.edu/business/sps/pdf/BLCA_280_Corrections_and_Certifications.pdf">https://www.purdue.edu/business/sps/pdf/BLCA_280_Corrections_and_Certifications.pdf</a>	<a href="https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/FV50%20Approvals%20and%20Workflow.docx?_ga=2.84249311.796714583.1636982695-1316170069.1631534937">https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/FV50%20Approvals%20and%20Workflow.docx?_ga=2.84249311.796714583.1636982695-1316170069.1631534937</a>
Finance	Direct Invoice Voucher (DIV)	ZV60	KR	X	X	X	X	X	X	X	X	X	X	X	Are header text and line item text used to help describe the correction or charge?  Header is used for department specific info or processing directions, hold check for example; line item text describes the purchase.	<a href="https://www.purdue.edu/business/sps/pdf/BLCA_280_Corrections_and_Certifications.pdf">Finance Training - Welcome to the Comptroller's Office - Purdue University</a> <a href="https://www.purdue.edu/business/sps/pdf/BLCA_280_Corrections_and_Certifications.pdf">Under Account Payable and ZV60 Transaction References</a>	<a href="https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/ZV60%20Approvals%20and%20Workflow.docx?_ga=2.160381685.955402607.1636981278-2039857942.1626207772">https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/ZV60%20Approvals%20and%20Workflow.docx?_ga=2.160381685.955402607.1636981278-2039857942.1626207772</a>
Procurement	Ariba	N/A	Multiple	X	X	X	X	X	X	X	X	X	X	X	Review GL to ensure automatically assigned GL's are accurate.	<a href="https://www.purdue.edu/procurement/training/index.php">https://www.purdue.edu/procurement/training/index.php</a>	<a href="https://sp2013.itap.purdue.edu/businessservices/procure/training/layouts/15/WopiFrame.aspx?sourcedoc=/businessservices/procure/training/Shared%20Documents/Approving%20Requisitions%20in%20Ariba.docx&amp;action=default">https://sp2013.itap.purdue.edu/businessservices/procure/training/layouts/15/WopiFrame.aspx?sourcedoc=/businessservices/procure/training/Shared%20Documents/Approving%20Requisitions%20in%20Ariba.docx&amp;action=default</a>
Procurement	<b>Special Purchases Form</b> Purchase > \$10,000	N/A	N/A	N/A	X	X	X	X	X	X	X	X	X	X	The Special Purchases form should be attached to the Ariba Requisition.	<a href="https://www.purdue.edu/procurement/purchasing/special-purchases/index.php">https://www.purdue.edu/procurement/purchasing/special-purchases/index.php</a>	<a href="https://www.purdue.edu/procurement/documents/Special-Purchases.pdf">https://www.purdue.edu/procurement/documents/Special-Purchases.pdf</a>
Procurement	<b>VEN</b> (Verification of Equipment Non-availability) Purchase >\$25,000 on Federal Funds	N/A	N/A	X	X	X	X	X	X	X	X	X	X	X	The VEN form should be attached to the Ariba Requisition.	<a href="https://www.purdue.edu/procurement/purchasing/special-purchases/index.php">Procedures for Screening Equipment to be Purchased with Federal Funds - Managerial Accounting Services - Purdue University</a>	<a href="https://www.purdue.edu/procurement/documents/Special-Purchases.pdf">Property Accounting Electronic Form Approvals.docx (purdue.edu)</a>
Property Accounting	Finance Launchpad - Property Accounting/ <b>CAF (Change in Asset Funding)</b>	N/A	N/A	X	X	X	X	X	X	X	X	X	X	X	CAF for Capital Equipment is a form of JV for assets. Therefore, these documents route to Pre-Audit and need to have the reason for change on the document as backup.	<a href="https://www.purdue.edu/business/mas/property/policyproc/index.php">https://www.purdue.edu/business/mas/property/policyproc/index.php</a>	<a href="https://www.purdue.edu/procurement/documents/Special-Purchases.pdf">Change Funding Source of a Capital Asset.docx (purdue.edu)</a>
Property Accounting	Finance Launchpad - Property Accounting/ <b>Send to Warehouse</b>	N/A	Send to Warehouse	X			X	X				X			Send to Warehouse requires an account number to which the 70% of funds from a sale of the item(s) can be returned to the appropriate account. It is important then to check Project Period, Allowable, Allocable for potential return funds.	<a href="https://spa2010.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/QRCS/Property%20Accounting%20Electronic%20Form%20Approvals.docx&amp;action=default">https://spa2010.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/QRCS/Property%20Accounting%20Electronic%20Form%20Approvals.docx&amp;action=default</a>	<a href="https://spa2010.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/QRCS/Property%20Accounting%20Electronic%20Form%20Approvals.docx&amp;action=default">Disposing of Equipment Via University Surplus and Warehouse.docx (purdue.edu)</a>

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Property Accounting	Finance Launchpad - Property Accounting	N/A	Inventory Reconciliation/Cannibalize/Change in Location/Transfer Ownership/Stolen/Property Off Campus/Other	X											These forms typically only need Level 2 approval.	<a href="#">Property Accounting Forms - Managerial Accounting Services - Purdue University</a>	<a href="https://spa2010.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/QRCS/Property%20Accounting%20Electronic%20Form%20Approvals.docx&amp;action=default">https://spa2010.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/QRCS/Property%20Accounting%20Electronic%20Form%20Approvals.docx&amp;action=default</a>
Recharge	Intramural Invoice Voucher (IIV)	FV50	JN	N/A	X	X	X	X	X	X	X	X	X	X	No electronic workflow. This only pertains to recharge centers that do not use iLabs. Do header text and line item text describe recharge center and rate/item? Sending the JN Upload document and Backup Docs(if applicable) to areas being charged prior to posting to reduce need for corrections.	<a href="#">Finance Training - Welcome to the Comptroller's Office - Purdue University</a>	QRG N/A. Some JN type billings are not in iLabs. Best Practice to obtain Approvals: The JN upload document can be routed to relevant Business Offices for review and approval response. Another option you may see is the JN can be partially processed in SAP by saving only and providing the Doc # for Business Offices to review prior to Save as Completed, which posts the document.
Recharge	iLabs - Review Account Assignments, Pending Charges and Approve Invoice - Department	N/A	JN (when posted) Procoessed via iLabs	X	X	X	X	X	X	X	X	X	X	X	If your PI has used facility - review invoice before posting. iLab core billings are processed automatically from the Billing Event and after the 10 day review period, no approval action is necessary, but this review can reduce correcting documents at a later date. In the case of iLabs, the invoices serve as backup documentation.	<a href="https://www.purdue.edu/business/mas/costing/iLab/Business%20Office%20Recharge%20Center%20Management.php">https://www.purdue.edu/business/mas/costing/iLab/Business%20Office%20Recharge%20Center%20Management.php</a>	<a href="https://spa2013.itap.purdue.edu/Business/businessatpurdue/QRCS/Review%20Account%20Assignments%20and%20Approval%20Invoice%20Department.docx?Web=1">https://spa2013.itap.purdue.edu/Business/businessatpurdue/QRCS/Review%20Account%20Assignments%20and%20Approval%20Invoice%20Department.docx?Web=1</a>
Recharge	iLabs - Internal Customer Correction Process and Document	N/A	JN (when posted) Processed via iLabs	X**	X	X	X	X	X	X	X	X	X	X	iLab Corrections are first documented on the paper form, Correcting Document - iLab, by the Business Office responsible for the Recharge Facility and routed for <b>approvals that includes Pre-Audit</b> . Upon approval, the correction is then made in iLab and the Correction Document with Signatures (or email approvals) is uploaded within iLab for that transaction.	<a href="https://www.purdue.edu/ilab/files/grc/Correcting%20Document%20iLab.pdf">https://www.purdue.edu/ilab/files/grc/Correcting%20Document%20iLab.pdf</a>	<a href="https://spa2013.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/Process%20Library/Refund%20and%20Correction%20of%20Incorrect%20Charge%20Internal.docx&amp;action=default">https://spa2013.itap.purdue.edu/Business/businessatpurdue/layouts/15/WopiFrame2.aspx?sourcedoc=/Business/businessatpurdue/Process%20Library/Refund%20and%20Correction%20of%20Incorrect%20Charge%20Internal.docx&amp;action=default</a>
Recharge	iLabs - External Customer Correction Process	N/A	AR (Credit Memo) Processed via SAP by PSCD.  NOTE: iLab correction is also processed by BO like Internal correction.	X**	X	X									External Corrections/Refunds require additional steps to the same process for Internal corrections by the Business Office to contact the Institutional Administrator and PSCD with a FI-AR Request a Credit Memo.	<a href="https://www.purdue.edu/ilab/files/grc/Correcting%20Document%20iLab.pdf">https://www.purdue.edu/ilab/files/grc/Correcting%20Document%20iLab.pdf</a>	<a href="#">Refund and Correction of Incorrect Charge - External (purdue.edu)</a>

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Travel	Concur	N/A	ZB/TC	X	X	X	X	X	X	X	X	X	X	Only (1) Approver assigned for each Level. IF not the named Approver, then must use "Act as" option in Ocncur to view charges. Use Notify Approver once reviewed, so Level Approver knows the card cab be approved.	<a href="https://www.purdue.edu/procurement/travel/">https://www.purdue.edu/procurement/travel/</a>	<a href="#">Concur Quick Reference Guides - Travel - Purdue University</a>
Travel	Transportation Services Form 01	Paper		N/A	X	X	X	X	X	X	X	X	X	Form does not require specific Level Approver. However, expectations may vary from Unit ot Unit as to who is allowed to approve.	<a href="https://www.purdue.edu/transportation/reservation/form1.html">https://www.purdue.edu/transportation/reservation/form1.html</a>	
Effort Reporting	Cost Distribution Form (CD-01)	Paper													<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	<a href="https://www.purdue.edu/business/mas/costing/effortrep/supportingDocs/CD-01_Form_Instructions.pdf">https://www.purdue.edu/business/mas/costing/effortrep/supportingDocs/CD-01 Form Instructions.pdf</a>
Effort Reporting	Cost Distribution ECP IT14	PA30	14											Cost Distribution on InfoType 14 will override whatever is in IT27. If nothing is entered, IT27 will be used.	<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	Cost Distribution ECP IT15	PA30	15											Regarding Summer Pay - Cost Distribution on InfoType 15 will override whatever is in IT27. If nothing is entered, IT27 will be used. Approvals should be done, but do not go through electronic workflow. They are confirmed through effort reporting process.	<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	Cost Distribution ECP IT27	PA30	27											Approvals should be done, but do not go through electronic workflow. They are confirmed through effort reporting process	<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	Paper PAR	Paper					X	X	X	X	X	X		If Revised or Late PAR, follow guidance for Pre-Audit signature.	<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	SEEMLESS - PAR	N/A					X	X	X	X	X	X			<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	SEEMLESS - Late PAR	N/A			X		X	X	X	X	X	X	X		<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	
Effort Reporting	SEEMLESS - Revised PAR	N/A			X		X	X	X	X	X	X	X		<a href="https://www.purdue.edu/business/mas/costing/effortrep/index.php">https://www.purdue.edu/business/mas/costing/effortrep/index.php</a>	

\*Based on Pre-Audit Rules. Uses BA Level 03

\*\*iLabs has it's own workflow. Pre-Audit happens manually outside the system.

\*\*\*BLCA 200 Allowable, Allocable & Reasonable