

END

FINANCE (CENTRAL APPROVAL)

- Performs Final Review of JV
- Requests additional details/documents from Preparers or Approver if needed
- Posts JV to General Ledger

EXPENSE APPROVER

- Reviews both Expense (Debit) and Revenue (Credit) sides of JV
- Marks as “Approved” in comment box
- Submits approved JV to Central Approval

EXPENSE PREPARER

- Completes Expense (Debit side) lines
- Submits completed JV to Expense Approver

REVENUE PREPARER

- Finishes Expense (Debit) line items
- Submits completed JV to Expense Approver

REVENUE PREPARER

- Submits partially completed JV to Expense (Debit side) Preparer

Multiple departments?

No

Yes

REVENUE PREPARER

- Creates Revenue (Credit side) line items for the JV
- Attaches backup data to JV: Email, Invoice, Receipt, FAST extract, etc.

START

