

# Upcoming Auxiliary Voucher Routing Change

## Auxiliary Forum December 2016

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## Current Practice:

- Auxiliary Accounting is currently acting as the final approval for Auxiliary Voucher (AV) documents.
  - Posting Period
  - Reversal Date
  - Adjustment Type
  - Reasonableness of Entry
  - Clear Explanation



## Upcoming Change:

- Effective Date: July 1, 2017
- Each AV document must be approved by two individuals who are familiar with the accounting entries for a given unit from the organization, RC or campus.
- Auxiliary Accounting will no longer be in the routing of AV's less than \$500k.



# Who Is the 1<sup>st</sup> Approver?

- Initiator of the Document- This can be the Fiscal Officer or their delegate but it may be someone else within the unit.



# Who Can Be the 2<sup>nd</sup> Approver?

- The 2<sup>nd</sup> approver cannot be the initiator of the document or the initiator's delegate.
- Potential 2<sup>nd</sup> Approvers:
  - Fiscal Officer/Delegate
  - RC Fiscal Officer/Delegate
  - Account Manager
  - Account Supervisor
  - An employee within the unit that is familiar with the accounting entries



# Requirements Associated with Upcoming Change:

- The organization, RC and Campus will be responsible for creating the Organization Review Routing document to assign the second approver if one does not exist.
  - ✓ See *“Instructions for Creation of Org Review” on Auxiliary Accounting website*
- Any accounts that are not assigned a second approver by July 1, 2017, will be updated to include the RC fiscal officer in the org review hierarchy.
- Going forward, Auxiliary Accounting will be monitoring that each reporting and non-reporting auxiliary and service unit have two individuals approving each Auxiliary Voucher, until technical edits can be put in place.



# Auxiliary Accounting's Role as of 7/1/2017:

- Shifting our focus toward utilizing data analytics to verify the accuracy of accrual vouchers
- Concentrate our efforts on those transactions that are the most material to the university financial statements by approving AV documents equal to or over \$500,000



# Auxiliary Accounting AV Approval:

- Auxiliary Accounting will serve as the final approver on AV documents over \$500,000.
- Auxiliary Accounting will approve any AV document that they receive in their action list on normal work day by 5pm on the same day.
- If you need vouchers approved by Auxiliary Accounting after 5pm or on the weekend, please send a request to [auxacct@iu.edu](mailto:auxacct@iu.edu) before the end of the normal work day.





# How to Find Enroute/Unapproved Auxiliary Vouchers

- **KFS Document Search** – a search of enroute AV documents can be done using an AV specific doc search. This search can be saved and run at any time.
- **IUIE report** – Unapproved Documents in Inbox by Chart and Org. Instructions posted on Auxiliary website under “Reference Information”
- ✓ Please have the second approver subscribe to the auxiliary e-mail list so they get reminders of the AV cutoff dates: [list.iu.edu](mailto:auxiliary@iu.edu)



# Reference Material:

- ASOP #26: Auxiliary Voucher Approval and Review Process
- [Instructions for Creating Org Review Routing](#)
- [IUIE Report - Unapproved Documents by Chart and Organization](#)
- [Creating a saved search for enroute AV's](#)