Fiscal Responsibility and Approval Queues

Definition

All employees are entrusted with the responsibility of preserving university resources and using those resources in a prudent manner for their designated purposes, as prescribed by policies, laws, regulations, and rules and well as contract, grant and donor restrictions.

Background

Dependent on their job duties and responsibilities, employees at the University have the ability to view financial transactions in Banner Finance or on Insight Reports, and may also be given the responsibility to sign off or approve financial transactions on behalf of their department and the University. Both viewing and posting abilities within Banner Finance, and signature authority are set up by obtaining Banner Finance Security access, and filling out an Approval Queue.

Employees who are entrusted with signature authority at UNC certify to the Financial Responsibilities designated to them each time they sign a payment document such as a check request, purchase order, department purchase order, University Visa purchase-card transaction, or journal entry.

Procedure

General Fiscal Responsibilities
The process to carry out fiscal responsibility is referred to as financial management and this is described in the general Financial Responsibilities Document.   Financial management involves each and every employee. Good financial management involves:

- Planning, controlling, and accurately accounting for the fiscal impact of university operations in Banner
- Complying with applicable policies, rules, procedures, and laws
- Setting up Internal Controls to accomplish the above

Financial Responsibility –Approvals

- Financial responsibility stems from laws, and regulations and policies, and (when applicable) contract, grant, and donor restrictions that govern the University and each employee of the University. The basic Financial Responsibility Approval Document should be understood by any employee who is accepting authority to approve transactions on behalf of the University.
- Fiscal responsibility also requires continuous and careful assessment of the effectiveness of the University's financial management process and of each person's role therein. The University has rules and procedures that help employees understand the University's financial management process.
- Finance and accounting provides trainings to help employees understand their roles and responsibilities as it relates to financial accountability at the University. Individual training is always available from the accounting and finance staff upon request.

Banner Approval Queue Form and Instructions
- Approval Queues are an electronic signature manual that is maintained at UNC to allow employees access to view information in Banner fund/organization combinations. These approval queues authorize employees to approve pay documents related to the fund/organization combinations they have been granted authority on.

- Banner Finance Security access must be set up before an employee can be set up with viewing and/or approving authority on an approval queue. Instructions on how to fill out the form are written directly on the form.

- A number of Insight reports have been created to easily find out who has access to fund/organization combinations and also who has approval authority on fund/organization combinations. (Please note that you will need Insight Security in order to view these reports. See instructions below). Those reports are as follows:
    - FIN040 Banner ORGN Access Lookup by ORGN code
    - FIN041 Banner ORGN Access Lookup by User Name
    - FIN045 Banner Fund Access Lookup by Username
    - FIN046 Banner Fund Access Lookup by Fund Code
    - FIN047 Approvers by Fund Orgn
    - FIN048 Approvers by Name
    - FIN049 Approvers by Queue ID

Grant Approval Queue Procedures

- Approval queues for sponsored programs grants (3XXXXX funds) have additional procedures that must be followed due to compliance and oversight requirements related to grants. Please contact that *Office of Sponsored Programs* for more information.

Insight Security Form
- Within Insight there are many different Views. Each view corresponds to different areas on campus, for example, the Finance View contains Financial information; the Student View contains student data information.

- University and Academic Views are automatically given to each University Staff member who requests Insight access, and do not require additional authorization.   Other employee types including, but not limited to, Student Employees, University Aides, Teaching Assistants, and Graduate Assistants do not have any automatic access to Insight but have the ability to request views following Data Steward approval. See the Data Steward guide for more information on who must approve your request.

- In order to be granted access to view Insight forms outside of the University View, you must fill out and submit an Insight Security form. If you have questions about which Insight View you should be asking for, please contact your supervisor or business manager.