

Who are Central Office Approvers for Financial Transaction Requests (FTR)?

Tell Me

Approval routing is based on specific criteria combinations:

1. **Level 1** - based on fund and/or account code (Chart 1 Journal Entry, Book Receipt, Book Disbursement, and Interdepartmental Invoices ONLY)
 - a. **Academic Affairs Budget & Personnel**
 - b. **Grants & Contracts Administration**
 - c. **Budget & Financial Analysis**
 - d. **Treasury Services**
 - e. **Reporting & Fixed Assets - Capital Projects**
2. **Final** - based on FTR type and/or Chart of Accounts
 - a. **General Accounting** (Chart 1 - *except* Interdepartmental Invoices & Payment Book Receipts)
 - b. **Accounts Payable** (Interdepartmental Invoices)
 - c. **Cashiers** (Payment Book Receipts)
 - d. **Reporting & Fixed Assets** (Chart T - Year End Team Only)
 - e. **Treasury Services** (Charts F, A, U, V - Foundations)



Info

Contact GeneralAccounting@uncc.edu for questions or feedback.

Related Articles

- [Are Budget Revisions available on Financial Transaction Request \(FTR\) eForms?](#)
- [How do I submit a credit card payment deposit made from a University merchant account?](#)
- [How do I submit an FTR eForm?](#)
- [Can I designate more than one "Approver" on my Financial Transaction Request \(FTR\)?](#)
- [How do I save my Financial Transaction Request \(FTR\) for recurring entries?](#)