

# JV Submission – Next Gen Instructions

## JV Initiator section

- Enter Approver Name and Email
- Add a secondary approver Name and Email - if needed.
- Attach JV – excel file Only
- Attach Back Up – Banner print screens, emails, invoice, etc.
- Include notes/comments if needed
- Click on the signature block to sign and date

### JV INITIATOR

The Departmental JV Number is seen only by you and the approvers.  
After this JV is entered into Banner, the departmental JV number is used in the subject of all email notifications.

Departmental JV Number or Description: \*

Enter Approver: First Name: \* Last Name: \* Email: \*  
(UA Generated ex: rmsweett@alaska.edu)

Secondary approval required

JV Upload (Excel Only)

Attach File

Back Up Upload 1 \*

Attach File

Back Up Upload 2

Attach File

Expanded description of the JV contents and/or comments to approve:

\* (click to sign)  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Hit **Submit** at the bottom of the form.

- Hit Submit Form at the bottom of the form

## Departmental Approver Section

- Review JV and attachments
- Click on the Signature block to sign and date
- Hit Submit Form at the bottom of the form

### DEPARTMENTAL APPROVER

\*

Review JV and attachments.

- **To return JV to the initiator**, choose the Reject button at the bottom of the screen. You can enter information into an email explaining the corrections needed.
- **To approve JV**, check the approval box, enter your signature, and hit submit at the bottom of the form.
- **To add an approver**, check the box beside Secondary Approver Required (do not use to send to UAA's Budget Office).

I approve the attached JV \*

Comments:  
(optional)

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hit **Submit** at the bottom of the form.