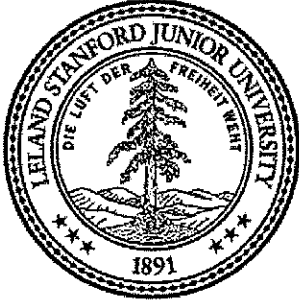# Refund Check Procedure

1) Using your Brower Launch Oracle –type in "ofweb"
2) Enter in SUNet ID and Password (See below)

STANFORD UNIVERSITY

WebLogin (What is this?)

SUNet ID: [   ]

Password: [   ]

[Login]

Caution: Never enter your password on a web page unless that page's address bar points to w

3) Choose "SU iOU Public (This will take you into the iOU system, where you can generate a request for a refund)

ORACLE E-Business Suite

Navigator

📁 SU AP Inquiry	Please select a responsibility.
📁 SU AR Receivables Inquiry	
📁 SU GA Inquiry	
📁 SU GA Research Associate	
📁 SU iJournals Central	
📁 SU iJournals Public	
📁 SU iJournals Specialist	
📁 SU Inquiry Tools	
📁 SU Internet Procurement	
📁 SU iOU Public ◄———	
📁 SU Workflow Notifications	

Logout | Preferences | Help

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4) Choose "Other Checks"

5) Choose "Miscellaneous – Other" from the "Category" drop down. This will start the process called "workflow" as described in the Oracle Financials at Stanford. http://www.stanford.edu/services/oracle/authority/workflow.html.
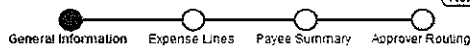
6) Choose "No" from the drop down to the question Yes/No. "Are you sending back up documents" Note: you now have a transaction number for tracking.

7) Enter in the "Payee Name" and Click on the flashlight. When entering part of the name use the % wild card after the name. This will allow you to select the supplier if multiple suppliers or it will populate the payee and address. NOTE: If payee is not found you will get the option to add new payee information. To add a new Payee , click "Search Results" and "New Payee" and fill out the appropriate information.

8) Choose Non-Resident Alien "No" from the drop down menu. This will always be "No" for refunds.

9) Business Purpose should be specifically as stated below with the "XXXXX" replacing the Oracle Award number. Always start with the award number since reports are ran/generated on this field for reconciliation purposes.

Expense Information

*Business Purpose	XXXXX (Starts with five (5) digit Oracle Award) refund unexpended balance in (Sponsor award or SPO number)	Tip

10) Enter the "Award" Start and End date for *"Start Date"* and *"End Date"*

Expense Information

*Business Purpose | XXXXX (Start with five (5) digits Award) refund unexpended balance in (Sponsor award number) | Tip

*Start Date | 11-Jul-2007
11-Jul-2007

*End Date | 11-Jul-2007
11-Jul-2007

11) Choose "No" where it reads"*Documents to be enclosed with check."
Under Payment Handling choose "ID Mail" from the drop down menu. We don't request "Will Call" checks as there is an additional fee for special checks.

Payment Handling Information
*Documents to be enclosed with check | No | Tip
Payment Handling

Tip

Courier
Foreign Draft
ID Mail
Rush
Will Call
Wire Transfer Domestic
Wire Transfer Foreign

(Return to Main Page) (Return to Payee Summary) (Save) (Continue)

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Privacy Statement

12) ID Mail additional information should include the following; (example below)

In Care of:	**The accountants name**
Department Name:	**OSR ((Use "Dept Name" for your team location)**
Mail Code:	**XXXX (Use "Mail Code" for your team location)**

Payment Handling Information
*Documents to be enclosed with check | No | Tip
Payment Handling
ID Mail | Tip
ID Mail Additional Information
*In Care Of | ACCOUNTANTS NAME HERE   *Department Name | OSR   Mail Code | 4120
Additional Handling

13) Enter Amount of Refund , and Remarks should include same verbiage from "Business Purpose"

Lines

☑ TIP An original dated Receipt is Required for any expense of $75 or more.

Select Expense Line and [Remove Line][Copy Line]   ⊙ Previous **1-1 of 1** Next ⊙

Line Select	No.	ExpenseType	Amount	Receipt Missing	Remarks (Optional)
⊙	1	Miscellaneous - Other	300.50	No	Refund Award XXXXX -Include same information from "Business Purpose"
[Add Expense Line]			300.50	Lost Receipt Form	

14) Allocation should always be "Project" 1082468, "Task" 1 , "Award" AABAA and "Expenditure Type" 20010. After entering the following information click "Continue" located in the lower right hand corner. Make sure to change the "Expenditute Item Date" to award end date.

Allocations

Select Allocation and [Remove Line][Copy Line] | Apply Favorite: Select a favorite ☑   ⊙ Previous **1-1 of 1** Next ⊙

Alloc Select	No.	Project	Task	Award	Expenditure Type	Percent	Allocation Amount	Expenditure Item Date	Allocation Reason (Required for Multiple PTAs)
⊙	1.1	1082468	1	AABAA	20010	100.00	300.50	12-Jul-2007	N/A
		OSR - Refund Clearing	OSR - Refund Clearin	Unrestricted	AP CLEARING			Ex: 14-Nov-2006	
[Add Allocation Line]						100.00	300.50 Tip	Tip	

[Return to Main Page] [Return to Payee Summary] [Previous] [Save] [Continue] ←

15) Click "Continue" to move through the workflow.

🌲 iOU   🖶 Print   ↩ Return to Portal   ? Help

Home   Search   My Profile

Main | Reimbursement | Advances | Petty Cash | Other Checks

Payee Summary   [Return to Main Page] [Continue]

●——————○
Payee Summary   Approver Routing
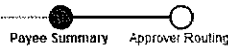
Transaction Number: C39634
Category: **Miscellaneous - Other**

Select and   [Remove Line] [Copy Line] [Edit General Info] [Edit Expense Line]   ⊙ Previous **1-1 of 1** Next ⊙

Select	Payee Name	Payee Site	Total Amount	Business Purpose
⊙	1 THE HENRY LUCE FOUNDATION INC	111 WEST 50TH	$300.50	XXXXX(starts with 5 digits Award number) Refund unexpended balance on (Sponsor Award number)
[Add Payee]			Total: $300.50	

[Return to Main Page] [Continue]

The Approval Flow

On all refunds, select the following as approvers:

1. The school team Seniors, Yani, Ken, Tim or Marie (*) (as appropriate for review purposes)
2. The school team Accounting Manager – Nguyet, Linda or Tom(*) (as appropriate)
3. Joyce Marsh (A/R) for amounts <$5000
4. Linda Erwin (A/R) for amounts >= $5000. If refund check comes from H&S team, Katherine Ho is the approver instead of Linda Erwin
If the amount of the refund is less than $2500, **stop.**

5. Senior Director for amounts >= $2500 through $25000. (Skip 4 until Director replaced- Go to # 6)
If the amount of the refund is $25000 or less, **stop.**

6. Jesse Charlton for amounts >$25000 to $250000.
If the amount of the refund is $250,000 or less, stop.
7. Ken Schulz for amounts >$250,000.

No one may approve their own requisition. Approvers originating refunds should be an infrequent event. When this does occur, route the check to the next dollar level. (Always remember to put a Sponsored Receivables approver on the refund.) For instance, if Nguyet, Linda or Tom should originate a refund, route it to Jesse.

If a required approver is unavailable and the approver has not delegated authority to another individual, go to the next dollar level approver except for Ken Schulz where you would select Anne Hannigan.

This procedure does not prevent originators from adding additional approvers based on the circumstances of the particular refund check.

* Make sure you have the Oracle full name for your team approvers.

16) Click the "Add Line" to add approvers. See Approval Flow

Approver Routing

(Return to Main Page) (Previous) (Save) (Continue)

Approver Routing

Transaction Number: C39634

Allocation Summary Display

Project	Task	Award	Expenditure Type	Amount
1082468	1	AABAA	20010	$300.50

▼ **Approval Routings**

☑ TIP Employees cannot authorize/approver travel or expenses for themselves or for a person to whom they report either directly or indirectly. Be sure to include an appropriate approver on the routing.

☑ TIP Approvers with sequential routing can edit transactions. Approvers with parallel routing CANNOT edit transactions.

Select and (Remove Line)	Apply Favorite: [▼]						☉ Previous 1-1 of 1 Next ☉

Select All | Select None

Select	Sequence Number	Full Name		Approver	FYI	Action Code	Action Date	Action Comment
☐	0	Accountants Name Here	(Originator)	○	○	PENDING SUBMIT		ENTER NOTE TO APPROVER HERE. THIS COMMENT WILL BE DISPLAYED TO ALL ON THE ROUTING LIST

(Add Line)

(Return to Main Page) (Previous) (Save) (Continue)

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17) To add approvers, type last name then first name. If you need to search use your 🔦 Flashlight. When done click "Continue"

Approver Routing

(Return to Main Page) (Previous) (Save) (Continue)

Approver Routing

Transaction Number: C39634

Allocation Summary Display

Project	Task	Award	Expenditure Type	Amount
1082468	1	AABAA	20010	$300.50

▼ **Approval Routings**

☑ TIP Employees cannot authorize/approver travel or expenses for themselves or for a person to whom they report either directly or indirectly. Be sure to include an appropriate approver on the routing.

☑ TIP Approvers with sequential routing can edit transactions. Approvers with parallel routing CANNOT edit transactions.

Select and (Remove Line)	Apply Favorite: [▼]						☉ Previous 1-2 of 2 Next ☉

Select All | Select None

Select	Sequence Number	Full Name		Approver	FYI	Action Code	Action Date	Action Comment
☐	0	Accountant Name Here	(Originator)	○	○	PENDING SUBMIT		ENTER NOTE TO APPROVER HERE. THIS COMMENT WILL BE DISPLAYED TO ALL ON THE ROUTING LIST
☐	1	Erwin, Linda	🖉 🔦	◉	○			

(Add Line)

(Return to Main Page) (Previous) (Save) (Continue) ⬅

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18) After completing approval routing you will be taken to a review page that will display all information about the current transaction.

Buttons at the top and bottom of the Transaction Review page will give you options to VOID, RETURN TO MAIN PAGE, or SUBMIT the transaction. To edit information on the General Information or Expense Lines pages, click the "Edit to Payee Summary" button.

Click the Submit Button at the bottom of this page to submit the transaction and continue to the Confirmation page where you will see the barcode. You do not need to fax anything.

This is the "Transaction Review Page"

iOU

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Transaction Review

(Void) (Copy) (Return to Main Page) (Submit)

(i) Information

Transaction Withdrawn

General Information

(Edit Payee Summary)

Transaction Type:	Other Check - Multiple Payee	Backup Documents:	No
Transaction No:	C39633	Transaction Date:	12-Jul-2007
Category:	Miscellaneous - Other	Transaction Status:	Withdrawn
Originator:	Accountant Name Here	Transaction Amount:	$300.50

Payee List

(1) Payee Information	Expense Information
THE HENRY LUCE FOUNDATION INC 111 WEST 50TH 111 WEST 50TH STREET, SUITE 4601, NEW YORK, NY 10020	Non Resident Alien: No Start Date: 11-Jul-2007 End Date: 11-Jul-2007

Miscellaneous - Other Classification Non Resident Alien

No Records Found

Business Purpose	
XXXXX (Starts with five (5) digit Award) refund unexpended balance in (Sponsor award number)	Pay to Payee: $300.50 Document to be Attached with Check: N

Special Handling	Additional Handling
ID Mail Fee: 0 In Care Of: ACCOUNTANTS NAME HERE Department Name: OSR Mail Stop Code: 4120	

Expense Lines

Line No.	Expense Type	Amount	Remarks	Receipt Missing
1	Miscellaneous - Other	300.50	Reward Award XXXXX -Inculde same information from "Business Purpose"	No

Dist No.	Project	Task	Award	Expenditure Type	Percent	Allocation Amount	Allocation Reason	Expenditure Item Date
1.1	1082468 OSR - Refund Clearing	1 OSR - Refund Clearing	AABAA Unrestricted	20010 AP CLEARING	100.00	300.50	N/A	12-Jul-2007

Approval Routing

(Edit)

Previous **1-3 of 3** Next

Sequence Number	Full Name	Approver	FYI	Action Code	Action Date	Comments
0	(Originator)	O	O	PENDING SUBMIT		
1	Mui, Marie S.	⊙	O			
2	Erwin, Linda	⊙	O			

19) After you submit the transaction, it will appear on your Home Page in the Transactions at a Glance queue.
The buttons at the top of the screen will have changed to allow you to Withdraw (if no approval has occurred),
Copy, or Return to Main Page:

Click "Withdraw" to remove the transaction from the approval process if it has not yet been
approved. After withdrawing a transaction it moves to the Transactions to Complete queue.
From the queue you can open the transaction for modification or to VOID.

Remember : Use "Copy" to create a new, identical transaction, and modify the dates, business purpose, etc

Click "Return to Main page" to edit, review, or check status on an existing transaction, or create a new transaction.

This is the "Transaction Review Page After Submittal"

Note: Make sure to print out the confirmation page.

iOU

Print   Return to Portal   Help

Home   Search   My Profile

Main | Reimbursement | Advances | Petty Cash | Other Checks

Transaction Review

(Withdraw)   (Copy)   (Return to Main Page)

General Information

Transaction Type:	Other Check - Multiple Payee	Backup Documents:	No
Transaction No:	C39633	Transaction Date:	12-Jul-2007
Category:	Miscellaneous - Other	Transaction Status:	Pending Approval
Originator:	Accountants Name	Transaction Amount:	$300.50

Payee List

(1) Payee Information	Expense Information
THE HENRY LUCE FOUNDATION INC 111 WEST 50TH 111 WEST 50TH STREET, SUITE 4601, NEW YORK, NY 10020	Non Resident Alien: No Start Date: 11-Jul-2007 End Date: 11-Jul-2007

Miscellaneous - Other Classification Non-Resident Alien
No Records Found

Business Purpose	
XXXXX (Starts with five (5) digit Award) refund unexpended balance in (Sponsor award number)	Pay to Payee: $300.50 Document to be Attached with Check: N

Special Handling	Additional Handling
ID Mail Fee: 0 In Care Of: ACCOUNTANTS NAME HERE Department Name: OSR Mail Stop Code: 4120	

Expense Lines

Line No.	Expense Type	Amount	Remarks	Receipt Missing
1	Miscellaneous - Other	300.50	Reward Award XXXX -Inculde same information from "Business Purpose"	No

Dist No.	Project	Task	Award	Expenditure Type	Percent	Allocation Amount	Allocation Reason	Expenditure Item Date
1.1	1082468 OSR - Refund Clearing	1 OSR - Refund Clearing	AABAA Unrestricted	20010 AP CLEARING	100.00	300.50	N/A	12-Jul-2007

Approval Routing

Previous 1-3 of 3 Next

Sequence Number	Full Name	Approver	FYI	Action Code	Action Date	Comments
0	(Originator)	O	O	SUBMITTED	12-Jul-2007	
1	Mui, Marie S.	⊕	O	PENDING APPROVAL		
2	Erwin, Linda	⊕	O			

Attachments

20). Go to "Search" tab and key in the iOU number to print a copy or check status.

Transaction Status Key

Approved	This has been approved by the individuals added to approver list.
Assigned	Assigned to someone in T&R
On Hold	Call or email T&R, there is an issue
Paid	You can now go to "Invoice Inquiry" and print check information
Payee Set up	New Supplier is pending set up. (Operations function)
Pending Approval	Need approval from the individuals you added to you Approval list.
Processed	T&R approved, waiting for operations to run check
Returned	Check reason returned, fix and approve again.
Saved	You haven't finished/submitted the iOU request.
Submitted	You're done, waiting for approvals
Void	This is a cancellation of the request
Withdrawn	If submitted you may withdraw to make changes ONLY if The transaction has not been approved yet.