

http://fingate.stanford.edu/contact/about_FMS.html

To: Business Process Owners and Feeder Journal Owners
From: Financial Management Services (FMS)
Date: May 5, 2015
Re: Annual Attestation of Feeder Responsibilities

Policies

The use of feeder upload entries is governed by Stanford policy. In order to use this form and to charge other departments without their approval on the online journal, each transaction must have supporting documentation. This documentation must contain the PTAEO/PFOO to be charged or credited and authorization. For more information, consult [Administrative Guide Policy 3.2.3, Allocations and Offsets](#). This Guide Memo addresses allocation journals as it applies to feeder journals, which are considered a type of allocation. An excerpt follows:

Departmental Approvals — Before an allocation journal or feeder is submitted to the financial system, the department processing the journal/feeder must have received approval from an authorized individual for each PTA charged. Certain feeder transactions, such as utility charges, are approved implicitly as part of the annual budget process. Approval for other allocations and feeders can be a "blanket" approval for regular ongoing costs allocated in a consistent manner. Approval can be evidenced in writing in a memo, on a request form (e.g., SU-13 or similar form) or via electronic means. The department originating the journal/feeder must maintain documentation of written approval. For allocation journals, written approval must be on file from individuals with signature authority over the PTAs being charged, while online approval is required for the PTA or Project-Fund-Object being credited. The originator of the journal attests to the following when creating the allocation journal:

- This allocation is being processed in accordance with policy
- The cost is an appropriate charge to the PTAs sharing the expense
- The PTAs actually benefited from the cost of the goods and services
- The transaction is documented according to policy

Feeder transactions are not routed for online approval [*i.e., on a individual PTA/PFOO basis*], nor does the originator make the above attestation in the financial system. The ability to act as a feeder into the financial system is granted by FMS with the understanding that the transactions follow University policy. Business process and feeder journal owners must sign an annual attestation that they understand and accept their responsibilities and have followed the policies.

Additional guidance can be found in [Administrative Guide Policy 3.2.1](#) ("Authorizing Expenditures") and [Policy 3.1.5](#) ("Retention of Financial Records").

Please sign the 2015 Feeder Owner Attestation and return to:
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Feeder Journals

Feeders are a set of financial entries which bypass certain system processes and rules. Feeder journals assume that appropriate controls are in place and operating as designed, that data is accurate and complete and has been reviewed and approved in advance of uploading it to Oracle Financials. Units are granted permission to create feeder upload entries by FMS based upon business need, and assurances of adequate controls are in place related to the unit's processes and related transactions. Business process and feeder journal owners are required to maintain records of their transactions and their prior approval and provide them to our internal and external auditors and to recipients of the charges/credits as requested.

The transaction descriptions contained in the feeder upload file should be as detailed as possible. The Description field should contain meaningful information that will help users recognize the transaction by the first 30 characters that appear on their expenditure detail reports. Similarly, your identifying reference number (order, request, etc.) should be entered in the Department Reference Field. The Feeder ID appears as the source, so need not be repeated in either the Description or the Department Reference.

Feeder upload entries bypass some of the normal system rules. For example, feeder upload entries can mix expenditure types with objects, however, they are restricted to the Expenditure Types and Objects open to the type of iJournal selected ("Specialist" or "Central"). The ability to use Salary Expenditure Types in a feeder must be granted specifically. Feeder uploads may designate a "default PTA" to which to record any amounts that fail the valid PTA edits, or can require that the entire journal be rejected so that they can correct it immediately. All default PTA transactions must be reviewed and adjusted in the following month.

Feeder Batch Approval

While individual feeder lines are not routed for departmental approval, the feeder batch itself requires approval from the Feeder Owner or Business Process Owner (other than the originator). This enables segregation of duties between the originator and approver. Feeder batch approvals are performed via Oracle's Worklist, similar to the approval process for iJournals. At a minimum, feeder approvers are expected to review the overall reasonableness of the batch amount, that the originator is authorized to submit the batch, and that transaction descriptions are consistent with the business purpose of the Feeder ID.

Business Process Owner and Feeder Journal Owner Responsibilities

Business process and feeder journal owners are stewards of the data entered in their journals, and in most cases, responsible for the accuracy and completeness of the data, including any calculations made in their source system. The transactions must be coded appropriately to the correct PTAE0 or PFO0 and be recorded timely. Business process and feeder journal owners are responsible for compliance with all applicable University or regulatory policies and are

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expected to maintain appropriate internal controls around their source systems and processes. These controls include proper segregation of duties, supervision and review practices, and key reconciliations. FMS and Audit, Compliance & Privacy (formerly, Internal Audit) have staff members who can help you review your control processes, but the business process and feeder journal owners are ultimately responsible for their own controls.

In addition, business process and feeder journal owners are responsible for:

- Retaining evidence of written department approvals
- Providing meaningful transaction descriptions
- Responding to end user inquiries
- Promptly “rebilling” transactions posted to their default accounts

I understand the above description of the policies and requirements of feeder journals. I will follow these procedures.

Feeder ID

Signature

Printed Name

Title

Role – Please check one: Business Process Owner Feeder Journal Owner

Date

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