

The background features a large, light gray watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "LELAND STANFORD JUNIOR UNIVERSITY" around the top, "E LUFT DER FREIHEIT WEALITY" around the middle, and "1891" at the bottom. There are also stars and a landscape with hills at the base of the tree.

# **2013 Feeder Owner Meeting**

February 15, 2013

**Integrated Financial Systems Operations (IFSO)**

# Agenda

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- Policies & Procedures
- Documentation
- Rejects/Validations
- Reports
- Month/Year-End Processes
- Future Enhancements
- Feeder FAQ's
- How To Get Help
- Questions?

# Policies & Procedures

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## ❑ Feeder Journals

- ❑ Should **only** be used when a file contains:
  - ❑ **More** than 1500 transaction lines
  - ❑ Salary that is **not** included in Labor Distribution
  - ❑ Other confidential data
- ❑ Feeder iJournals are **not** routed through workflow for approval
- ❑ Some rejected lines may be corrected by system if “Force” PTA is set up
- ❑ Only summary, including justification, is displayed in **JNL 230 report from ReportMart3**

## ❑ Upload Journals

- ❑ Enables the user to upload journals from an Excel spreadsheet to the database using **iJournals Upload Template** for validation and completion
- ❑ May be used with any of the journal types: *Allocation Journal, New Journal, Salary Journal, Historical Journal*

# Policies & Procedures

## Allocation Journal

- Used by service centers to journal orders for the month or by units charging others (e.g., conference room use)
- Can be used within departments to allocate charges
- All boxes **must be checked** to open Allocation Journal form

**Allocation Journal**

Home | **Journal Forms** | Journal Inquiry | Worklist | Templates

Return to Portal | CoA Converter | Help | HelpSU

Home | Journal Forms | Journal Inquiry | Worklist | Templates

Authorization | Creation | Validation | Routinglist | Submit

Cancel | Void | Previous | Step 1 of 5 | Next

### Create an Allocation Journal

#### Authorization to Process Allocation

**Important Policy Information**  
An Allocation is used to distribute expenses to PTAs receiving the benefit of the good or service. The policy for expense allocations is set forth in [Guide Memo 38.1](#). For training information see [Compliance Questions](#) from the Controller's Office.

When distributing expenses to any PTA, there must be documentation detailing authorization and method of the allocation. Authorization may be a memo from the approver of the PTA requesting services and receiving the charge. Supporting documentation must be retained according to University Policy see [Guide Memo 34.4](#)

I hereby certify that:

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

Cancel | Void | Previous | Step 1 of 5 | Next

Home | **Journal Forms** | Journal Inquiry | Worklist | Templates | Return to Portal | CoA Converter | Help | HelpSU

iJournals Version 1.1 Copyright © 2002, 2004 Stanford University

# Policies & Procedures

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## Allocation Journal (continued)

- Usually has only **one credit**
  - Total of all debits and all credits **must** be equal
  
- Approver(s) are selected based on **PTAs credited**
  - You cannot remove the approver(s) selected by Oracle, but you may add approver(s) to comply with departmental policy
  - Approver(s) cannot modify a journal
  
- To correct a journal, the approver(s) must **REJECT** the journal in order to return it to the originator for modification and re-routing
  
- All detail (lines and justification) available in the **JNL 230 report from ReportMart3**
  
- Upload files using the **iJournal Upload Template**

# Policies & Procedures

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## ❑ New Journal

- ❑ Used to transfer *non-salary expenses* between PTAs or Expenditure Types for new transactions and corrections
  
- ❑ Approver(s) are selected based on **PTAs debited**
  - ❑ You cannot remove the approver(s) selected by Oracle, but you may add approver(s) to comply with departmental policy
  - ❑ Approver(s) cannot modify a journal
  
- ❑ To correct a journal, the approver(s) must **REJECT** the journal in order to return it to the originator for modification and re-routing
  
- ❑ All detail (lines and justification) available in the **JNL 230 report from ReportMart3**
  
- ❑ Upload files using the **iJournal Upload Template**

# Policies & Procedures

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## Requirements & Responsibilities of Feeder Owners

- Required to send email authorization** to Integrated Financial Systems Operations (IFSO) to process Feeder iJournals
- Required to annually certify** that Feeder policy requirements are being met by signing the ***Feeder Owner Attestation Form***
- Responsible for the accuracy of the data** entered in journals

# Policies & Procedures

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## Considerations

- What is your data source?
  
- How do you get approvals?
  
- When do you cut-off for each month?
  - Would you have enough time to clear rejections before close?
  
- What is your typical volume?
  
- Do you want to accept the additional responsibility of a feeder?
  - Answering questions
  - Audit issues/audit trail
  - Subsequent clearing of “Force” PTA



# Documentation

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## Detailed documentation negates discrepancy

- Build as much documentation into feeder journals as possible to avoid discrepancies

## By University policy, charges are required to have:

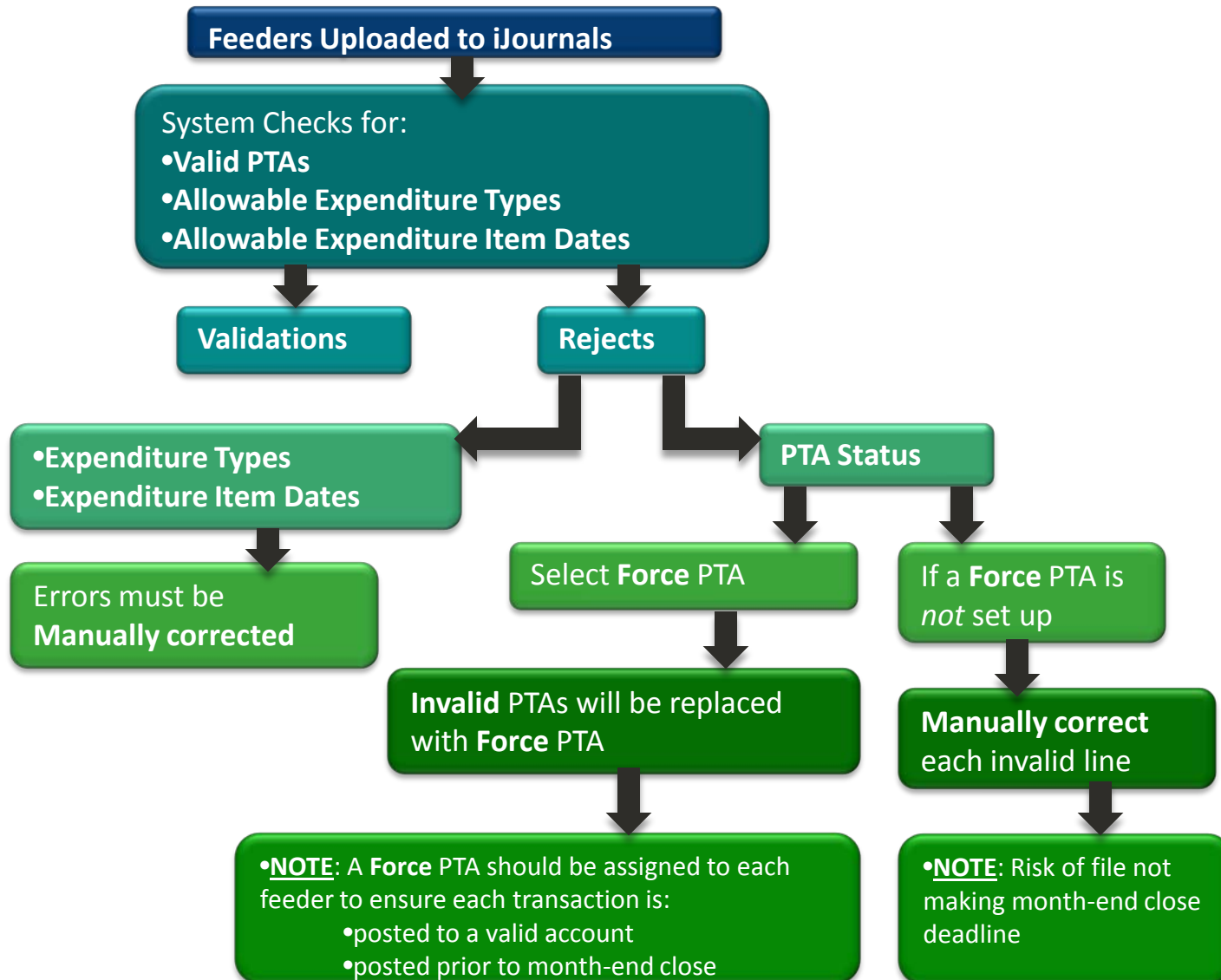
### Pre-approval in writing by an authorized individual for each PTA (GM38.1)

- Blanket or Specific
- Written or via Email
- SU Inquiry Tools - Signature Authority Query
  - Search by Project and Task to verify who is an authorized approver
  - Results returned include authority scope, \$ limits, contact information for the approver(s)

## Answer the five “W’s”

- Who? What? When? Where? Why?

# Rejects/Validations



# Reports

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## Expenditure Statements

- ❑ **“Description”** entered on Feeder Template appears on Expenditure Statements as the **“Expenditure Transaction Description”**
  
- ❑ **“Dept Ref”** column on Feeder Template still appears as **“Dept Ref”** column on Expenditure Statements
  - ❑ Use this field to record references such as order or invoice numbers
  - ❑ Schools or departments may have other requirements for the use of this field

# Reports

## Expenditure Statements (cont'd)

FIELD DESCRIPTIONS										
HEAD	Date	Period	Category	Short Title	Debit Total	Feeder Id				
EXPL										
DETL	Project	Task	Fund/Award	Exp Type/Object	Exp. Item Dt	EmplID	Dept Ref	Description	Debit	Credit
END										
EOF										

GL PERIOD	SOURCE	REFERENCE DATA			ACTUALS	EXPENDITURE TYPE		EXPENDITURE TRANSACTION DESCRIPTION
		ACCT REF	DEPT REF	EXP ITEM DATE		CODE	DESCRIPTION	
JAN-2007	HA1	ij0233178	HA10107	17-Jan-2007	1,028.50	51920	ALLOWABLE HOUSING	<b>Text entered in Description column on Feeder template (first 30 characters) displayed here, example:</b> *Mouse, Mickey K Q1 HAP U
JAN-2007	HA1	ij0233178	HA10107	17-Jan-2007	3,638.39	51920	ALLOWABLE HOUSING	
JAN-2007	HA1	ij0233178	HA10107	17-Jan-2007	772.92	51920	ALLOWABLE HOUSING	
JAN-2007	HA1	ij0233178	HA10107	17-Jan-2007	135.95	51920	ALLOWABLE HOUSING	
					<b>5,575.76</b>	<b>51920</b>	<b>TOTAL ALLOWABLE HOUSING</b>	

# Reports

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## FIN\_JNL\_230\_Journal\_Inquiry

- Report available in RM3 to those with *Salary View* authority
  - Displays the entries that were made in iJournals
  
- Feeder journals report** does not show individual transaction lines, but **does show**:
  - Journal originator (name and phone number)
  - Journal title (be descriptive)
  - Justification (business purpose from EXPL line)
  
- Summary information** for Feeder journals is **visible to all users**

# Month/Year-End Processes

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## ❑ Month-End Close Process

- ❑ As with iJournals, Feeder deadlines **will not** be extended
- ❑ Feeders must be fully validated
- ❑ IFSO must receive an **authorization email** by  
**5:00 PM on Day 4 of Month-End Close**

## ❑ Year-End Close Process

- ❑ For FY13 Year-End Close, the Feeder deadline is  
**5:00 PM on Thursday, September 5, 2013**
- ❑ Feeder sources **SLACA** and **DEAN** may be submitted by the iJournal Specialist deadline:  
**5:00 PM on Tuesday, September 10, 2013**
- ❑ A request for an extension and appropriate justification must be submitted to IFSO by **5:00 PM on August 30, 2013**

# Month/Year-End Processes

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- Subscribe to the Month-End Close email distribution list: [monthendclose@lists.stanford.edu](mailto:monthendclose@lists.stanford.edu)
- Receive the month-end close schedule and related information
- Receive the year-end close calendar and alerts for approaching deadlines
- Receive communication regarding resources, new functionality, system bugs, etc.

# iJournals enhancements – in progress



## Feeder Modifications

- Feeder contact information available in the iJournals Home page

The screenshot shows the iJournals Home page. The navigation menu includes Home, Journal Forms, Public Inquiry, Feeder Inquiry, and Worklist. The main content area displays a welcome message and a 'Journals to Approve' section. A 'Feeder Contact Information' link is highlighted in a red box in the bottom right corner of the page.

### Feeder Contact Information

- Detailed information for Feeder Journals is not stored within the iJournals application. Please contact the person indicated below for any additional information required for feeder transactions.

Transaction Type	Source	Description	Contact	Contact Phone	Contact Email
Actuals	ALTIS	Alternate PTA ISC Charges	Charlton, Jesse M.	650-723-9102	jessech@stanford.edu
Actuals	APACC	Disbursements (AP) Accruals	Tsoi-A-Sue, Susan	650-724-7430	susant@stanford.edu
Actuals	BIOST	Biology Stores	Perez Zurita, Maria D.	650-724-4998	riabella@stanford.edu
Actuals	CANET	CASHNet	Hines, Sheila M.	650-736-4369	smhines@stanford.edu
Actuals	CME	CME Fees -School of Medicine	Kong, Patricia	650-724-2707	PKONG@STANFORD.EDU
Actuals	CONVA	Conversion Adjustment	Ciabrone, Lisa A.	(650)723-4170	lisa.ciabrone@stanford.edu
Actuals	DEAN	SoM Dean's Feeder for Year-End	Luu, Amy	650-724-9757	amyluu@stanford.edu



# iJournals enhancements – in progress



## Feeder Modifications

- ❑ Feeder contact information available in new iJournals Public Inquiry tab

The screenshot shows the 'Public Inquiry' tab in the iJournals application. The 'Public Feeder Inquiry' section is highlighted with a red arrow. It contains a search form with fields for Journal, Period, and Source. The 'Source' field is highlighted with a red box and contains the value 'PSOFT'. Below the search form is a table of feeder transactions.

Feeder Number	Source	Period	DESCRIPTION	Contact	Contact Email	Contact Phone
ij0928341	PSOFT	JUL-2012	PS Suspense	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389
ij0927989	PSOFT	JUL-2012	PS Student Financials Batch	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389
ij0925748	PSOFT	JUL-2012	PS Student Financials Batch	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389
ij0925747	PSOFT	JUL-2012	PS Student Financials Batch	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389
ij0925746	PSOFT	JUL-2012	PS Student Financials Batch	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389
ij0925745	PSOFT	JUL-2012	PS Student Financials Batch	Hines, Sheila M.	SMHINES@STANFORD.EDU	650-736-4389

# iJournals enhancements – in progress

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## Feeder Modifications

- ❑ Automated Feeder Transfers allows:
  - ❑ Users to authorize Feeders for processing directly in iJournals – eliminates email authorization to Integrated Financial Systems Operations (IFSO)
  - ❑ Real-time posting of valid Feeders for current open period
  - ❑ Extended daily deadline for processing Feeders

# iJournals Home Page

- ❑ Upload Feeders by selecting the Feeder/Upload link currently utilized
- ❑ Feeders at a Glance section has been replaced with Feeders Requiring Action

**iJournals Home**

Home | Journal Forms | Public Inquiry | Feeder Inquiry | Worklist

Welcome Isabel Alvarez-Valdez

**Journals to Approve**  
There are no journals to approve.

**Journals at a Glance**

Number	Date	Journal Type	Title	Debit Total	Status
<a href="#">IJ0815549</a>	28-NOV-10	New Journal	DO NOT APPROVE TESTING IJOURNALS FOR R12	1.00	Withdrawn
<a href="#">IJ0433561</a>	12-FEB-09	New Journal	Transfer of Vacation funding to SLAC	2,798.22	Posted
<a href="#">IJ0370693</a>	03-DEC-08	New Journal	Vacation Funding journal 09/01/03	21,239.73	Posted
<a href="#">IJ0361053</a>	07-NOV-08	New Journal	Vacation Funding journal 09/01/03	104,217.81	Posted
<a href="#">IJ0355377</a>	08-OCT-08	New Journal	Vacation Funding journal 09/01/03	6,969.53	Posted
<a href="#">IJ0302916</a>	14-JAN-08	Allocation	ACH	174,003,412.88	Posted

[More...](#)

**Feeders Requiring Action**






File	Feeder ID	Title	Status	Debit Total	Period	Last Status Date
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP ij0932987	UMD ELS Dept Charges	<a href="#">VALIDATED</a>	409.39	NOV-2012	14-FEB-2013 15:09
FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932988	UMD ELS Dept Charges	<a href="#">VALIDATED</a>	409.39	NOV-2012	14-FEB-2013 15:09
FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932985	UMD ELS Dept Charges	<a href="#">VALIDATED</a>	409.39	NOV-2012	14-FEB-2013 15:09
FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932984	UMD ELS Dept Charges	<a href="#">VALIDATED</a>	409.39	NOV-2012	14-FEB-2013 15:09

**For more information:**  
These links will take you to sources of more information and help.

- [HelpSU](#)
- [Chart of Accounts Converter](#)
- [Delphi](#)
- [ReportMart](#)
- [Controller's Office](#)
- [Feeder Contact Information](#)

# Feeders Requiring Action

- ❑ Select a single feeder at a time to authorize and post it, by selecting the live link (below the status)

 <b>Feeders Requiring Action</b>							
File	Feeder ID	Title	Status	Debit Total	Period	Last Status Date	
 FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP ij0932987	UMD ELS Dept Charges	<b>VALIDATED</b>	409.39	NOV- 2012	14-FEB-2013 15:09	
 FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932988	UMD ELS Dept Charges	<u>VALIDATED</u>	409.39	NOV- 2012	14-FEB-2013 15:09	
 FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932985	UMD ELS Dept Charges	<u>VALIDATED</u>	409.39	NOV- 2012	14-FEB-2013 15:09	
 FACOP FEEDER JOURNAL UPLOAD.txt (originator=STUBATI)	FACOP ij0932984	UMD ELS Dept Charges	<u>VALIDATED</u>	409.39	NOV- 2012	14-FEB-2013 15:09	

# Feeders Management Form

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- When the live link is selected, the Feeder Management form opens and the following details are displayed:

## Originator

- Feeder journal name
- Feeder ID and journal number
- Feeder Title
- Status
- Feeder dollar amount
- Period
- Last Status Date: date and time when the feeder was validated
- Error: column will display any errors for invalid feeders
- Check Box

# Feeders Management Form – Single Feeder

- ❑ Users will have ability to systematically, within iJournals, **Authorize and Post** their feeder(s)
- ❑ Email authorization to IFSO is no longer needed
- ❑ Feeders may be purged in the Feeder Management form

The screenshot displays the iJournals Feeder Management interface. At the top left is the Stanford University logo and the 'iJournals' text. On the right, there are navigation icons for 'Return to Portal', 'CoA Converter', 'Help', 'Help', and 'HelpSU'. Below these are tabs for 'Home', 'Journal Forms', 'Public Inquiry', 'Feeder Inquiry', and 'Worklist'. The 'Feeder Inquiry' tab is active. On the left side, there is a sidebar with links for 'Home', 'User Guide', 'User Guide', 'VSC Animal Care', 'Cost Transfer Guide', and 'Stanford'. The main content area is titled 'Feeder Management' and contains a table with the following data:

Originator	File	Feeder ID	Title	Status	Debit Total	Period	Last Status Date	Error	Select
MBEDOLLA	FACOP FEEDER JOURNAL UPLOAD.txt	FACOP ij0932987	UMD ELS Dept Charges	VALIDATED	409.39	NOV-2012	14-FEB-2013 15:09		<input type="checkbox"/>

Below the table, there are 'Purge' and 'Authorize and Post' buttons. A red arrow points to the 'Purge' button. At the bottom of the page, there is a navigation bar with links: 'Home | Journal Forms | Public Inquiry | Feeder Inquiry | Worklist | Return to Portal | CoA Converter | Help | Help | HelpSU'.

# Feeder Inquiry Tab

- ❑ View all feeders you own, regardless of status: Posted, Valid, Invalid, Processing
- ❑ Search for a single Feeder ID or for all your feeders

The screenshot displays the iJournals web application interface. At the top left is the Stanford University logo and the 'iJournals' text. On the top right, there are navigation icons for 'Return to Portal', 'CoA Converter', and two 'Help' icons, with 'HelpSU' also visible. Below these is a horizontal menu with tabs for 'Home', 'Journal Forms', 'Public Inquiry', 'Feeder Inquiry' (highlighted with a red box), and 'Worklist'. The main content area is titled 'Feeder Inquiry' and contains a search form. The form includes a 'Search' button, a '\* Scope' dropdown menu set to 'Select Feeder ID', a 'Status' dropdown menu, a 'Feeder ID' text input field, and a 'Period' text input field with a 'MON-YYYY format' note. A 'Prev 1 - 0 of 0 Next' pagination indicator is located below the search form. At the bottom of the page, a footer contains a navigation bar with links for 'Home', 'Journal Forms', 'Public Inquiry', 'Feeder Inquiry' (highlighted), 'Worklist', 'Return to Portal', 'CoA Converter', 'Help', 'Help', and 'HelpSU'. A left sidebar menu lists 'Home', 'User Guide', 'VSC Animal Care', 'Cost Transfer Guide', and 'Stanford'.

# Feeder Management Form: Multiple Feeders

- ❑ Search for all “Validated” feeders you own
- ❑ Results will be displayed in the Feeder Management form
- ❑ Select single, multiple, or all feeders to **Authorize and Post** or **Purge** them, in one session

The screenshot displays the iJournals Feeder Management interface. At the top left is the Stanford University logo and the text "iJournals". On the right, there are navigation icons for "Return to Portal", "CoA Converter", and "Help". Below these are tabs for "Home", "Journal Forms", "Public Inquiry", "Feeder Inquiry" (which is active), and "Worklist".

The main content area is titled "Feeder Management" and contains a table with the following columns: Originator, File, Feeder ID, Title, Status, Debit Total, Period, Last Status Date, Error, and Select. A red arrow points to the "Select All" button above the table.

Originator	File	Feeder ID	Title	Status	Debit Total	Period	Last Status Date	Error	Select
MBEDOLLA	FACOP FEEDER JOURNAL UPLOAD.txt	FACOP ij0932987	UMD ELS Dept Charges	VALIDATED	409.39	NOV-2012	14-FEB-2013 15:09		<input type="checkbox"/>
STUBATI	FACOP FEEDER JOURNAL UPLOAD.txt	FACOP ij0932988	UMD ELS Dept Charges	VALIDATED	409.39	NOV-2012	14-FEB-2013 15:09		<input type="checkbox"/>
STUBATI	FACOP FEEDER JOURNAL UPLOAD.txt	FACOP ij0932985	UMD ELS Dept Charges	VALIDATED	409.39	NOV-2012	14-FEB-2013 15:09		<input type="checkbox"/>
STUBATI	FACOP FEEDER JOURNAL UPLOAD.txt	FACOP ij0932984	UMD ELS Dept Charges	VALIDATED	409.39	NOV-2012	14-FEB-2013 15:09		<input type="checkbox"/>

At the bottom of the table, there are buttons for "Select All", "Clear All", "Purge", and "Authorize and Post". A navigation bar at the very bottom includes links for "Home", "Journal Forms", "Public Inquiry", "Feeder Inquiry", "Worklist", "Return to Portal", "CoA Converter", "Help", "Help", and "HelpSU".



# Feeder Management Form: Select All

- ❑ When the **Select All** button is chosen, the following message is displayed for users to confirm they want to process all feeders

The screenshot displays the iJournals web application interface. At the top left is the Stanford University logo and the 'iJournals' text. On the right, there are navigation icons for 'Return to Portal', 'CoA Converter', and two 'Help' icons, along with a 'HelpSU' link. Below these are tabs for 'Home', 'Journal Forms', 'Public Inquiry', 'Feeder Inquiry' (which is active), and 'Worklist'. The main content area is titled 'Feeder Info' and contains a 'Feeder Management' section. A table lists feeders with columns for 'Originator', 'File', 'Last Status Date', 'Error', and 'Select'. The 'Select' column contains checkboxes, and the 'Select All' button is highlighted. A modal dialog box titled 'Message from webpage' is overlaid on the table, containing a question mark icon and the text: 'You have selected all Validated feeders for processing. Are you sure you want to do this?'. The dialog has 'OK' and 'Cancel' buttons. At the bottom of the page, there are links for 'Home', 'Journal Forms', 'Public Inquiry', 'CoA Converter', 'Help', 'Help', and 'HelpSU'.

- ❑ Users can choose to **Authorize and Post** or **Purge** all selected feeders
- ❑ The **Authorize and Post** function will trigger the processes to post the feeders in iJournals and interface them to GA and GL – in real time!

# Feeder Inquiry Tab

 Search for **Posted** feeders

Home
Journal Forms
Public Inquiry
Feeder Inquiry
Worklist

Feeder Inquiry

[Home](#)  
[User Guide](#)  
[User Guide](#)  
[VSC Animal Care](#)  
[Cost Transfer Guide](#)  


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[Stanford](#)

**Feeder Inquiry...**

\* Scope All My Feeders

Status Posted

Search

Feeder ID  

Period

MON-YYYY format

File	Feeder ID	Title	Status	Debit Total	Period	Last Status Date
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932718	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932717	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932716	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932715	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932714	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932713	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932712	UMD ELS Dept Charges	Posted	409.39	NOV-2012	null
FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)	FACOP jj0932582	UMD ELS Dept Charges	Posted	409.39	AUG-2012	null
FACOP FEEDER. JOURNAL UPLOAD. TESTOF1UAT.HAFUI.txt (originator=MMRIVERA)	FACOP jj0932566	UMD ELS Dept Charges	Posted	224,724.31	AUG-2012	null
umd_gl_exportJULY2012a.txt (originator=CAHNERS)	FACOP jj0927822	Facilities Operations Utilities Events and Labor Services	Posted	6,550,480.56	JUL-2012	null

# Automated Feeder Transfers – Summary

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- Daily deadline extended to 6:30pm (from 5:00pm currently)
- Only Feeders with a **Validated** status may be selected for authorization and posting
- Feeders authorized for processing after the daily deadline will be queued to be posted the following day
- Month-End Close deadline remains at **5:00 PM on Day 4 of Month-End Close**
- Only valid Feeders for the current open period may be selected for **authorization and processing**
- Users will NOT have the ability to make any changes to a Feeder file that has been authorized for processing
- Feeders uploaded to future months can be acted on as soon as the future month is opened
- Once Feeder journals are interfaced to GA/GL, the status will change to **Posted**
- IFSO will monitor and troubleshoot any processing issues and will notify Feeder owners

# Survey

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- Anyone interested in participating in our User Acceptance Testing (UAT)?
  - Tentatively schedules for March 11<sup>th</sup> through March 22<sup>nd</sup>
  
- Future Enhancement:
  - Would you find the ability to add attachments to Feeders, in iJournals, useful?



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# Feeder Enhancements: Live Demo

# iJournals enhancements – in progress

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## Approval Workflow Process

- Re-engineer workflow by allowing originators to:
  - Include additional approvers
  - Rearrange default sequence of departmental approvers
  - Replace one or all default departmental approvers by others with sufficient authority
  - Add FYI notifications

# iJournals enhancements – in progress



## New Approval Requirements

- ❑ All journals totaling \$10,000 or more, that do not automatically End-Route, require an approver other than the originator
- ❑ This will only require approximately 8.6% of iJournals to be approved by a second approver, representing 98.7% of the dollar amount of all self-approved iJournals
- ❑ The originator will select an approver based on the following recommendations:
  - ❑ For Fund Transfers, journals should be routed to the originator's manager, or to the appropriate Fund Accountant
  - ❑ For reclass journals, journal should be routed to the originator's manager, or to the appropriate FAIR accountant
  - ❑ Other journals may be routed to the originator's manager, or to a peer in another department, or to a Central person

# iJournals enhancements – in progress



## Attachments

- ❑ Allows originators to attach documents to their iJournals
- ❑ Allows approvers to retrieve documents from a link on workflow notifications associated with the journal:

The screenshot shows an Oracle workflow notification. At the top right, there are buttons for 'Approve' and 'Reject'. The notification header includes: From: Hall, Estelita; To: Hines, Sely; Sent: 05-Oct-2012 13:56:42; Due: 13-Jan-2013 13:56:42; ID: 500119261.

The main message states: "The following iJournal requires your approval." Below this, a yellow box contains the following details:

- Number: j0947048
- Journal Type: New Journal
- Title: Accolo account set-up for maternity leave
- Period: OCT-2012
- Debit Total: 295.00
- Justification: This journal is to transfer money from Office of Technology Licensing to Office of Staff Employment for Accolo account set up for maternity leave.

Below the justification is a section titled "Journal line details" with a table:

Number	Project	Task	Fund/Inst	Exp. Type	Exp. Date	Dept. Ref.	Debit	Credit	Description
10	1026401	100	AABAN	52230	05-OCT-12		295.00		Accolo account setup for maternity leave
20	1027779	4	AAENP	52230	05-OCT-12			295.00	Accolo account setup for maternity leave

Below the table, there are instructions: "If you need to login to Oracle first, then [click here](#) to log in." "If you are already logged into an Oracle application, [click here](#) to open your Worklist." "If you need to view the journal details after opening Oracle, [click here](#) to open the Journal Display." "If you want to view the attachments to this journal, [click here](#)." A red arrow points to the "click here" link for attachments.

At the bottom, there is an "Action History" table:

Item	Action Date	Action	From	To	Details
1	05-OCT-2012 13:56:42	Submit	Hall, Estelita	Hines, Sely	



# Feeder FAQ's

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**❑ Q: Who should I contact if I have a question or issue with a feeder during the Month-End or Year-End close?**

- ❑ A:** Due to the tight deadlines and quick turnaround required during Month-End and Year-End Close activities please email the IFSO team directly instead of submitting a HelpSU ticket

**Email IFSO:** [financial\\_info\\_systems@lists.stanford.edu](mailto:financial_info_systems@lists.stanford.edu)

**❑ Q: When I'm charging other departments, why does my journal error out on the lines containing the internal expenditure (58XXX) code?**

- ❑ A:** A feeder journal that contains the internal expenditure (58XXX) code in the credit column must also contain the internal revenue (48XXX) code in the debit column.



# How to Get Help

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## Financial Gateway Website

<http://fingate.stanford.edu>

- Financial Authority
  - Signature Authority Query
- Funds Management
  - iJournals Responsibility Request Form
  - Create or Upload an iJournal
- Month/Year-End Close
  - Close Calendar

## HelpSU ticket

<http://helpsu.stanford.edu>

- Category: Administrative Applications
- Type: Oracle Financials

- Email IFSO team directly:  
[financial\\_info\\_systems@lists.stanford.edu](mailto:financial_info_systems@lists.stanford.edu)



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# Questions?

