Refund Check Procedure

1) Using your Browser Launch Oracle – type in “ofweb”
2) Enter in SUNet ID and Password (See below)

3) Choose “SU iOU Public (This will take you into the iOU system, where you can generate a request for a refund)
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 run/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 SPC) number

10) Enter the “Award” Start and End date for “Start Date” and “End Date”

Expense Information

Business Purpose

XXXXX (Starts with five (5) digit Oracle Award) refund unexpended balance in (Sponsor award number)

Start Date: 11-Jul-2007
End Date: 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

Payment Handling

Courier
Foreign Use
ID Mail
Wire Call
Wire Transfer Domestic
Wire Transfer Foreign

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

Payment Handling

ID Mail
ID Mail Additional Information
In Care Of: ACCOUNTANTS NAME HERE
Department Name: OSR
Mail Code: 4120
13) Enter Amount of Refund, and Remarks should include same verbiage from "Business Purpose"

<table>
<thead>
<tr>
<th>Select No.</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Receipt</th>
<th>Missing</th>
<th>Remarks (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Miscellaneous - Other</td>
<td>300.50</td>
<td>Yes</td>
<td>No</td>
<td>Refund Award XXXX - include same information from &quot;Business Purpose&quot;</td>
</tr>
</tbody>
</table>

Add Expense Line

Add Expense Line

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 "Expenditure Item Date" to award end date.

<table>
<thead>
<tr>
<th>Alloc.</th>
<th>Select Allocation and</th>
<th>Remove Line</th>
<th>Copy Line</th>
<th>Apply Favorite</th>
<th>Select a favorite</th>
<th>Allocation</th>
<th>Amount Expenditure Item Date Allocation Reason (Required for Multiple PAAs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>1032668</td>
<td>1</td>
<td>AABAA</td>
<td>20010</td>
<td>100.00</td>
<td>300.50</td>
<td>12-Jul-2007</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Approver Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number: C19634</td>
</tr>
<tr>
<td>Allocation Summary Display</td>
</tr>
<tr>
<td>Project Task Award: Expenditure Type Amount</td>
</tr>
<tr>
<td>1024481</td>
</tr>
</tbody>
</table>

**Approval Routings**
- TIP Employees cannot authorize/approve 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: [ ] | [Return to Main Page] | [Previous] | [Save] | [Continue]

Select: [ ] | Select Name |
| Select Number: | Full Name: | Approver FYI Action Code: | Action Date: | Action Comment: |

| 3 | Accountant (Originator) | A | O | PENDING SUBMIT |

**Home | Search | My Profile | Print | Return to Parent | Help**

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

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