Agenda

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

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
Policies & Procedures

- **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

- **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

- **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
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

- 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”
Errors must be Manually corrected

System Checks for:
• Valid PTAs
• Allowable Expenditure Types
• Allowable Expenditure Item Dates

Invalid PTAs will be replaced with Force PTA

Select Force PTA

PTA Status

If a Force PTA is not set up

Manually correct each invalid line

• NOTE: Risk of file not making month-end close deadline

• NOTE: A Force PTA should be assigned to each feeder to ensure each transaction is:
  • posted to a valid account
  • posted prior to month-end close

Validations

Rejects

Feeders Uploaded to iJournals
Reports

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
## Expenditure Statements (cont’d)

<table>
<thead>
<tr>
<th>FIELD DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD</td>
</tr>
<tr>
<td>EXPL</td>
</tr>
<tr>
<td>DETL</td>
</tr>
<tr>
<td>EHD</td>
</tr>
<tr>
<td>EOF</td>
</tr>
</tbody>
</table>

### Expenditure Statement Details

<table>
<thead>
<tr>
<th>GL PERIOD</th>
<th>SOURCE</th>
<th>ACCT REF</th>
<th>DEPT REF</th>
<th>EXP DATE</th>
<th>ACTUALS</th>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>EXP TYPE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN-2007</td>
<td>HA1</td>
<td>ijj0233178</td>
<td>HA10107</td>
<td>17-Jan-2007</td>
<td>1,028.50</td>
<td>51920</td>
<td>ALLOWABLE HOUSING</td>
<td>Text entered in Description column on Feeder template (first 30 characters) displayed here, example: &quot;Mouse, Mickey K QI HAP U</td>
</tr>
<tr>
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<td>ijj0233178</td>
<td>HA10107</td>
<td>17-Jan-2007</td>
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</tr>
<tr>
<td>JAN-2007</td>
<td>HA1</td>
<td>ijj0233178</td>
<td>HA10107</td>
<td>17-Jan-2007</td>
<td>772.92</td>
<td>51920</td>
<td>ALLOWABLE HOUSING</td>
<td></td>
</tr>
<tr>
<td>JAN-2007</td>
<td>HA1</td>
<td>ijj0233178</td>
<td>HA10107</td>
<td>17-Jan-2007</td>
<td>135.95</td>
<td>51920</td>
<td>ALLOWABLE HOUSING</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ALLOWABLE HOUSING: 5,575.76**
Reports

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

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

- Subscribe to the Month-End Close email distribution list: 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.
Feeder Modifications

- Feeder contact information available in the iJournals Home 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.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Source</th>
<th>Description</th>
<th>Contact</th>
<th>Contact Phone</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals</td>
<td>ALTS</td>
<td>Alternate PTA ISC Charges</td>
<td>Charlton</td>
<td>650-723-5102</td>
<td><a href="mailto:joesch@stanford.edu">joesch@stanford.edu</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>APACC</td>
<td>Disbursements (AP) Accruals</td>
<td>Tsui-A-Sue</td>
<td>650-724-7430</td>
<td><a href="mailto:susant@stanford.edu">susant@stanford.edu</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>BIOST</td>
<td>Biology Stores</td>
<td>Perez Zurita</td>
<td>650-724-4998</td>
<td><a href="mailto:iabel@stanford.edu">iabel@stanford.edu</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>CANET</td>
<td>CASHNet</td>
<td>Hines, Sheila M.</td>
<td>650-736-4369</td>
<td><a href="mailto:slhines@stanford.edu">slhines@stanford.edu</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>CME</td>
<td>CME Fees - School of Medicine</td>
<td>Kong, Patricia</td>
<td>650-724-2707</td>
<td><a href="mailto:PKONG@STANDFORD.EDU">PKONG@STANDFORD.EDU</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>CONVA</td>
<td>Conversion Adjustment</td>
<td>Ciambrone, Lisa A.</td>
<td>(650)723-4170</td>
<td><a href="mailto:liisa.ciambone@stanford.edu">liisa.ciambone@stanford.edu</a></td>
</tr>
<tr>
<td>Actuals</td>
<td>DEAN</td>
<td>Soft Dean’s Feeder for Year-End</td>
<td>Luu, Amy</td>
<td>650-724-9757</td>
<td><a href="mailto:amyliu@stanford.edu">amyliu@stanford.edu</a></td>
</tr>
</tbody>
</table>
Feeder Modifications

- Feeder contact information available in new iJournals Public Inquiry tab
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
Feeders Requiring Action

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

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
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
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
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.

- 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**

<table>
<thead>
<tr>
<th>File</th>
<th>Feeder ID</th>
<th>Title</th>
<th>Status</th>
<th>Debit Total</th>
<th>Period</th>
<th>Last Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932718</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
<td>NOV-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932717</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
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<td>null</td>
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<td>FACOP 9932716</td>
<td>UMD ELS Dept Charges</td>
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<td>NOV-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932715</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
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<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932714</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
<td>NOV-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932713</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
<td>NOV-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932712</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
<td>NOV-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.txt (originator=MBEDOLLA)</td>
<td>FACOP 9932592</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>409.39</td>
<td>AUG-2012</td>
<td>null</td>
</tr>
<tr>
<td>FACOP FEEDER JOURNAL UPLOAD.TESTOF1JAT.HAFU.txt (originator=MBRIVERA)</td>
<td>FACOP 9932566</td>
<td>UMD ELS Dept Charges</td>
<td>Posted</td>
<td>224,724.31</td>
<td>AUG-2012</td>
<td>null</td>
</tr>
<tr>
<td>umdf_gi_export.JULY2012a.txt (originator=CAHENG)</td>
<td>FACOP 9927822</td>
<td>Facilities Operations</td>
<td>Posted</td>
<td>6,550,460.56</td>
<td>JUL-2012</td>
<td>null</td>
</tr>
</tbody>
</table>
Automated Feeder Transfers – Summary

- 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

- Anyone interested in participating in our User Acceptance Testing (UAT)?
  - Tentatively schedules for March 11\textsuperscript{th} through March 22\textsuperscript{nd}

- Future Enhancement:
  - Would you find the ability to add attachments to Feeders, in iJournals, useful?
Feeder Enhancements: Live Demo
iJournals enhancements – in progress

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
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:

![Image of iJournal page with attachments link]
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

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

- **Financial Gateway Website**
  - [http://fingate.stanford.edu](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](http://helpsu.stanford.edu)
    - Category: Administrative Applications
    - Type: Oracle Financials

- **Email IFSO team directly:**
  - financial_info_systems@lists.stanford.edu
Questions?