

**POLICY**

Effective Date: 11-15-06

Approved By: President's Council

Authority: RCW 43.88

Cancels:

See Also: POL-U5320.05 Using Subsystems to Generate Financial Data

**POL-U5320.02 MANAGING UNIVERSITY FINANCIAL DATA**

***This policy applies to all employees initiating University financial transactions.***

**Definitions:**

Financial Data - consists of all financial transactions and supporting documentation related to university assets, liabilities, revenue, expense and fund balance recorded or to be recorded in the Financial Repository.

Financial Repository - refers to the university's primary system for recording, processing, and maintaining financial data.

Subsystem - refers to any system outside of the Financial Repository which is used to record, process, or maintain university financial data. Subsystems include systems that share data elements with the Financial Repository, such as Human Resources and Student Accounts, as well as stand alone systems, such as those used by the Associated Students Bookstore, Wade King Student Recreation Center, and Parking and Transportation Services.

Interface - refers to the means by which a subsystem passes data to the Financial Repository.

**1. Vice President for Business and Financial Affairs Selects Financial Repository of University Financial Data**

Information in the Financial Repository is the source of the university's Official Financial Data.

**2. Vice President for Business and Financial Affairs Ensures University Financial Data Resides in the Financial Repository**

The Vice President for Business and Financial Affairs will ensure that university financial data which is recorded in a subsystem will interface with the Financial Repository.

**3. Vice President for Business and Financial Affairs Ensures Integrity and Completeness of Financial Data**

The Vice President for Business and Financial Affairs will ensure that:

- a) Accounting components are in balance.
- b) Accounting journal entries and uploads have been posted.
- c) Subsidiary records are balanced to the Financial Repository.