

PROCEDURE

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.05 – Using Subsystems to
Generate Financial Data

Cancels:

See Also

PRO-U5320.05A**TRANSFERRING SUBSYSTEM FINANCIAL DATA
TO THE FINANCIAL REPOSITORY****Definitions:**

Chart of Accounts (COA) – refers to the list of all names, numbers, and codes used in the financial repository. The chart of accounts includes seven codes: chart, fund, organization, account, program, activity and location.

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

Journal Voucher – a method of recording a financial transaction in the financial repository; including uploads.

Upload – a journal voucher keyed into an excel spreadsheet and sent electronically to Accounting Services (AS). Supporting documentation must be sent to AS prior to transaction being input into financial repository. In some cases, departments may retain detailed supporting documentation.

Audit Trail – refers to the availability of documentation to trace a transaction from its origin through to the recording in the financial repository.

Action by:**Action:**

Subsystem Custodian

1. **Prepares** financial data for transfer from subsystem to financial repository at least monthly using template provided by Accounting Services.
2. **Submits** financial data to transfer to financial manager for approval.

Financial Manager

3. **Ensures** subsystem custodian gathers and validates departmental transactions and inputs into subsystem.
4. **Approves** financial data for transfer to financial repository.

Subsystem Custodian

5. **Transfers** financial data to Accounting Services via journal voucher or upload.
6. **Submits** paper copy of data transfer and backup to Accounting Services.

PROCEDURE

Action by:

Accounting Services
Fiscal Technician

Accounting Services
Fiscal Supervisor

Accounting Services
Fiscal Technician

Subsystem Custodian

Action:

7. **Reviews** data transfer for valid funding strings and balanced entries.
8. **Reviews** transfer of data for proper usage of COA codes, supporting documentation, and correct accounting.
9. **Documents** approval for transfer into financial repository.
10. **Runs** process to feed and post transfers to Banner Finance.
11. **Reviews** error report for failed data transfers.
 - a. If data transfer contains errors; researches problems, contacts department, documents results and makes corrections.
 - b. Transfers corrected information to financial repository.
12. **Files** paper copy and supporting documentation
13. **Reviews** monthly reports to verify proper posting of data transfers and informs Accounting Services of errors.
14. **Reconciles** subsystem to financial repository on a monthly basis. See PRO-U5320.10.
15. **Maintains** supporting documentation for transactions transferred into financial repository and audit trail.