POLICY NAME	FINANCIAL TRANSACTIONS FEED POLICY
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POLICY

P1. TO P.3

P1. It is the responsibility of these system and feed 'owners' to ensure that appropriate controls are in place and to ensure their transactions are accurate, legitimate, valid, timely and properly documented. This, in turn, ensures the integrity and accuracy of the University's accounting ledger.

P2. For Feeds/IDCs charging expenses to Research Grants and Contracts, the Originating Unit must have the written authorization (email/memo/form) of the Principal Investigator to charge their Research Grant or Contract prior to providing the service(s)

PROCEDURES

PR1. Administrative Process

a) The Originating Unit must submit a Business Case to Financial Services explaining the purpose of the feed. Please use the "Access to Banfeed" form.

b) Financial Services will review the Business Case and if appropriate, approve it before the subsequent steps take place:
- x Financial Services will establish a system ID, network access to Banfeed directory and document number range.
- x The Requesting Unit will provide a test file.
- x Financial Services and the Requesting Unit will test the file and provide dual sign off.
- x When applicable, Financial Services will publish the document number range, feed purpose and contact information on their website so the transactions are identifiable to the community.

PR2. Roles and Responsibilities

c) Originating Units
- x Are responsible for the transactions generated from periphery business processes/systems and consequently must ensure that adequate controls are in place for the transactions generated in the feed.
- x Are responsible to ensure that their transactions comply with commodity tax regulations (GST/QST/HST).
- x Ensure all FOAPAL element combinations are valid.
- x

x Remain responsible for any explanations to the customer regarding the nature of the transaction where more detail is required, and must deal with customer complaints and discrepancies.

d) Financial Services
   x Owns the G/L and is responsible for the recording and reporting of information received relating to the financial activities of the University's units, and the high level monitoring of the integrity of financial transactions.
   x Reviews and approves the form "Access to Banfeed".
   x Reviews, updates and signs the Memorandum of Agreement.
   x Requests the unit to reconfirm on an annual basis that the business case is unchanged (including the employees authorized to submit the feed files).
   x Is authorized to refuse a feed to FIS that does not comply with University policies, Granting Agency requirements, and the Memorandum of Agreement.
   x