

1101GD.10 Financial Review Principles - Version 1.7

Transaction Type	Key Controls and Other Considerations	Transaction Report Standards		After-the-Fact Transaction Review Recommended ?	Documentation & Retention			
		MONTHLY	QUARTERLY		Source Documents	Departmental Document Retention	Central Office Document Retention	Department Access Instructions
PROCUREMENT								
Check Requests--Prizes & Awards <i>(Electronic)</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Authorization to process electronic Check Requests (CR) is granted by A/P on a limited basis CR System captures Approver information Approver information appears on financial transaction reports System enforces separation of duties between the Initiator/Preparer, and the Approver A/P reviews all transactions ≥ \$10,000 System is restricted to use exclusively for Student Awards & Prizes System monitors for duplicate Batch or CR# - Routes to AP Work List for review System validates PTAE0, & the Student Status in Banner when processed 	Account Holder Report Package	AHR Payee Trend Report	No	Documentation examples include invoice, agreement or letter.	<p>Department must retain source documentation.</p> <p>See University document retention policies for duration of retention.</p>	A/P: Retains CR System transaction record only	Original source documentation resides in local department files.
Check Requests <i>(Manual)</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approved must be an authorized "Approver" on START Disbursement Approver List A/P system captures Preparer/Approver Information Preparer & Approver appear on financial transaction reports A/P enforces separation of duties between the Initiator/Preparer, and the Approver If separation of duties is not possible (such as for a small department), A/P performs compliance and procedure review A/P reviews all transactions ≥ \$10,000 A/P System monitors for duplicate Batch or CR# - Routed to AP Work List for review The system validates PTAE0 & Vendor when entered in the system by A/P 	Account Holder Report Package	AHR Payee Trend Report	No	Check Request Form & supporting documentation - Examples include invoice, agreement or letter.	Purge documentation 90 days after transaction is processed	A/P: AP System transaction record; Check Request Form, invoice, agreement or letter images	<p>Department access to images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p>
EMS Expense Reports <i>Approved by Initiator only (<\$200)</i>	<ul style="list-style-type: none"> Transactions do not require departmental approval prior to processing EMS system captures Initiator/Preparer information (<i>Initiator may also be Preparer</i>) Initiator/Preparer appear on financial transaction reports EMS system access must be authorized by department System validates PTAE0 & payee HR Status at time of processing Activity Review Report report identifies these transactions for after-the-fact review 	Activity Review Report	AHR Payee Trend Report, EMS Monitoring Tool (Trend View)	Yes	EMS System transaction record; Supporting documentation includes expense receipts and/or Missing Receipt Form, if applicable.	Purge documentation 90 days after transaction is processed	A/P: EMS System transaction record; expense receipts for transactionn ≥ \$75, Missing Receipt Form images (if applicable)	<p>Department access to images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p>
EMS Expense Reports > \$200	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List EMS system captures Initiator/Preparer/Approver Information Initiator/Preparer/Approver appear on financial transaction reports EMS system access must be authorized by department Approvers must be certified to approve transactions through mandatory training System enforces separation of duties between the Initiator/Preparer, and the Approver System validates PTAE0, and Payee HR Status at time of processing 	Account Holder Report Package	AHR Payee Trend Report, EMS Monitoring Tool (Trend View)	No	EMS System transaction record; Supporting documentation includes expense receipts and/or Missing Receipt Form (if applicable).	Purge documentation 90 days after transaction is processed.*	A/P: EMS System transaction record; expense receipts and Missing Receipt Form images (if applicable)	<p>Department access to images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p> <p>* IMPORTANT NOTE: If you have obtained an exception from the Controller's Office and do not scan transaction receipts into EMS due to extenuating circumstances (such as a large volume for a specific trip), then the department must retain the original receipts in accordance with the record retention policy for the source of the receipts.</p>
OK-to-Pay Invoices	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed but recommended for review as workflow does not require segregation of duties Approver must be an authorized "Approver" on START Disbursement Approver List A/P system captures Approver information (<i>Initiator information not always captured</i>) Approver appears on financial transaction reports (<i>Initiator will appear when captured</i>) System validates PTAE0 and Vendor when entered in the system by A/P A/P routes invoice to AP Work-List if PTAE0 is not valid 	Activity Review Report	AHR Payee Trend Report	Yes	Vendor Invoice; Invoice Coversheet for International Activities Form when applicable)	Purge documentation 90 days after transaction is processed	A/P: AP system transaction record; Invoice images	<p>Department access to invoice images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p> <p>HINT: Invoice Numbers may be appended with date (format: -DD-MMM-YYYY) if vendor re-uses invoice numbers.</p>
AP Invoice Credits <i>(Example: Cash discounts for early payment to vendor, and Misc Refunds)</i>	<ul style="list-style-type: none"> Transactions are credits or expense reductions to department accounts (no charges) This is a centrally managed processed; these transactions are generally not initiated at the department level A/P system validates PTAE0 & Vendor 	Account Holder Report Package	AHR Payee Trend Report	No	Varies by vendor; example include vendor Invoice, vendor Credit Memo, or check.	None required.	A/P: A/P system transaction record; Invoice and credit memo images	A/P scans vendor checks and/or credit memos into File Net, but are not directly accessible by departments - Documentation copies available from A/P upon request. Cash Discounts applicable to existing invoices are available through Procurement inquiry
Petty Cash & Advances - Study Subjects <i>Cash Distributed by PCF Custodian</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Study Subject PCF Custodian must be authorized by department Business Office <p>AP Processes (Replenishments only)</p> <ul style="list-style-type: none"> Captures Initiator (Initiator is Payee) Initiator appears on financial transaction reports in the Transaction Description field <p>Treasury Processes (Opening, change in or closing of fund)</p> <ul style="list-style-type: none"> Captures Initiator (Initiator is Payee) and person picking up the money Person that picks up the money appears on financial transaction reports (may not be I/P or A) <ul style="list-style-type: none"> Mandatory Petty Cash Custodian training by Treasury The petty cash fund balance is reconciled by A/P prior to payment Treasury Services & A/P enforce separation of duties between the Initiator/Preparer, and the Approver YSM verifies monthly that fund is active The system validates PTAE0 when entered in the system by Treasury or A/P Procedure 3417 PR.01: Effective Practices for Documenting Human Research Participation 	Account Holder Report Package	AHR Payee Trend Report	No	Human Research Study Participant Advance Form or HRSP Replenishment / Clearing Form; Supporting documentation includes expense receipts and/or Missing Receipt Form, if applicable.	Purge documentation 90 days after transaction is processed	<p>Treasury Services maintains paper copies of replenishment fund requests. System Transaction (JSA), HRSP Replenishment/Clearing Form, PCV/PCQV and expense receipts, missing receipt form.</p> <p>A/P processes and maintains original opening of fund, reduction of funding or closing of fund. Electronic Transaction, Original HRSP Advance Form or HRSP Replenishment/Clearing Form.</p>	<p>Treasury Transaction. All documentation available centrally (call 2-4100) upon request - one-day turnaround on requests.</p> <p>A/P Transaction: Distributed Access through Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p>
Petty Cash - Departmental Funds <i>Cash Distributed by PCF Custodian</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Must be an authorized "Approver" on START Disbursement Approver List A/P system captures Approver (from PCF Replenishment form) Approver appears on financial transaction reports Mandatory PCF Custodian training by Treasury Services Treasury Services & A/P enforce separation of duties between the Initiator/Preparer, and the Approver The PCF balance is reconciled by A/P prior to payment The system validates PTAE0 when entered in system by A/P 	Account Holder Report Package	AHR Payee Trend Report	No	Petty Cash Voucher (PCV) or Petty Cash Quick Voucher (PCQV) with expense receipts and/or Missing Receipt Form, if applicable.	Purge documentation 90 days after transaction is processed	Treasury Services: System Transaction. All PCF Forms, PCV/PCQV and expense receipts, missing receipt form images are scanned into File Net by A/P	<p>Department access to images is available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down.</p> <p>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</p>

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		MONTHLY	QUARTERLY		Source Documents	Departmental Document Retention	Central Office Document Retention	Department Access Instructions
Petty Cash Vouchers <i>Cash Distributed by Treasury Services</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Treasury captures Initiator (<i>Initiator is Payee</i>) Person that picks up the money appears on financial transaction reports (<i>may not be I/P or A</i>) Treasury enforces separation of duties between the Initiator/Preparer, and the Approver Transaction limits: \$300 per voucher; \$600 per person per day The system validates the PTAE0 when entered in system by Treasury Services Treasury Services follows up on invalid PTAE0 with department 	Account Holder Report Package	AHR Payee Trend Report	No	Petty Cash Voucher (PCV) or Petty Cash Quick Voucher (PCQV) with expense receipts and/or Missing Receipt Form, if applicable.	Purge documentation 90 days after transaction is processed	Treasury Services: System Transaction. Treasury Services retains original paper PCV/PCQV and expense receipts', missing receipt form	Documentation is available from Treasury Services @2-4100 within one business day of request.
Purchase: Oracle - Purchase Order & Related Invoices	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Purchasing Requisition Approver List PO system captures Preparer/Approver (except for contracts, where only Preparer is captured) Preparer/Approver appear on financial transaction reports Initial review by Procurement to ensure required documentation is present (<i>Ex: vendor quotes and Single/Sole Source form</i>) Secondary review by Buyer of vendor quotes and Single/Sole Source form, if applicable Invoice for purchases ≥\$5,000 are automatically routed to A/P Work List for verification of receiving Invoices that do not match original PO information are routed to A/P Work List for review by dept prior to payment Purchasing enforces separation of duties between the Initiator/Preparer, and the Approver The system validates PTAE0 & Vendor when entered by Purchasing 	Account Holder Report Package	AHR Payee Trend Report	No	PO / AP system transaction record; Paper Purchase Order; Vendor Invoice, Vendor quotes, Single/Sole Source Form, Quotation Record, if applicable. AP Work List: System Transaction if verification of receipt is required for invoices ≥ \$5,000	Purge documentation 90 days after transaction is processed	Procurement: PO, Single/Sole Source Form, Quotation Record, Vendor Quote(s) images scanned into FileNet; A/P: Invoice images; Receiving verification in A/P Work list, if ≥ \$5,000	Purchase Order Information: Not directly accessible by depts, but available by contacting <i>Purchasing Help Desk 2-9955</i> Invoices: Department access to invoice images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>
Recurring Invoice Payments <i>(Examples: Leases, Rent, Copy Machine)</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List A/P system captures Initiator/Preparer/Approver information Initiator/Preparer/Approver on financial transaction reports for <i>initial transactions only (Recurring transactions do not contain I/P/A)</i> A/P enforces separation of duties between the Initiator/Preparer, and the Approver Most recurring payments are received as PO's or Contracts and receive multiple reviews for separation of duties Leases require special review, approval and sign-off 	Account Holder Report Package	AHR Payee Trend Report	No	Documentation examples include Purchase Order, Lease, Rental Agreement, Contract, or Invoice.	Purge documentation 90 days after transaction is processed	A/P: Purchase Order, Lease, Rental Agreement, Contract, or Invoice images	Purchase Orders: Documentation not directly accessible by departments, but are available upon request through Purchasing Help Desk 2-9955 Invoices: Department access to invoice images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>
SciQuest Purchases <i>Approved in dept prior to processing</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List SciQuest capture of Preparer/Approver information (Initiator is not required) Preparer/Approver on financial transaction reports Mandatory training required for Approvers SciQuest system access must be authorized by department Purchasing reviews bid and single/sole source form if applicable Invoices for SciQuest purchases ≥\$5,000 are routed directly to the A/P Work List Invoices that do not match original PO are routed directly to A/P Work List for dept review The system validates the PTAE0 & Vendor at time of entry 	Account Holder Report Package	AHR Payee Trend Report	No	SciQuest system transaction: Vendor invoice, Vendor quotes, Single/Sole Source Form, Quotation Record, if applicable. AP Work List: Verification of receipt transaction for invoices ≥ \$5,000	Purge documentation 90 days after transaction is processed	Procurement: System transaction record. Single/Sole Source Form, vendor Quotation Record, Vendor quote(s) images in SciQuest; A/P: Invoice images maintained by A/P, System Transaction in A/P Work list if receiving verification is required (if ≥ \$5,000)	Purchase Requisition Information: Department access available through SciQuest Application-Purchasing Help Desk 2-9955 Invoice Information: Department access available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down. <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>
SciQuest Purchases <i>Not approved in department prior to processing</i>	<ul style="list-style-type: none"> Transactions do not require departmental approval prior to processing Capture of Preparer information (Initiator is not required) Preparer appears on financial transaction reports SciQuest system access must be authorized by department Invoices that do not match PO information are routed to A/P Work List for dept review Initiator / Preparer training is optional The system validates the PTAE0 & Vendor at time of entry 	Activity Review Report	AHR Payee Trend Report	Yes	System PO Transaction; Vendor invoice (after payment)	Purge documentation 90 days after transaction is processed	Procurement: System transaction record only A/P: System transaction record; invoice images	Requisition Information: Department access available through SciQuest Application-Purchasing Help Desk 2-9955 Invoice Information: Department access available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down. <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>
Shipping (Electronic): <i>Accuship & e-Ship Global</i>	<ul style="list-style-type: none"> Shipping transactions do not require departmental approval prior to processing <p>Accuship</p> <ul style="list-style-type: none"> Captures Preparer information Preparer appears in financial transaction reports System validates VIP # or PTAE0 when processed <p>e-Ship Global</p> <ul style="list-style-type: none"> Captures Initiator/Preparer information Initiator/Preparer appear on financial transaction reports System validate VIP # or PTAE0 when processed 	Activity Review Report	AHR Payee Trend Report	Yes	Accuship or e-Global system transaction; Vendor invoice when paid	Purge documentation (if applicable) 90 days after transaction is processed	Procurement: System transaction in shipping system A/P: Vendor Invoice image	FedEx (http://fedex.com/Tracking) or UPS (http://www.ups.com/tracking/tracking.html) websites for inquiry via Tracking Number Department access to invoice images available through Oracle Procurement Inquiry. <i>Need Help ? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>
Shipping (Manual) FedEx & UPS <i>To be Phased Out</i>	<ul style="list-style-type: none"> Shipping transactions do not require departmental approval prior to processing Paper shipment forms are generally accessible VIP # is validated when billed by vendor This process is being phased-out, and all shipping transactions will be through Accuship, e-Ship Global or OK-to-Pay individual accounts 	Account Holder Report Package, BUG709A VIP Invoices	AHR Payee Trend Report	Yes	Vendor invoice	Purge documentation 90 days after transaction is processed	Vendor: System transaction in shipping systems; A/P: Vendor electronic Invoice image	FedEx (http://fedex.com/Tracking) or UPS (http://www.ups.com/tracking/tracking.html) website to look up via tracking number Department access to invoice images available through Oracle Procurement Inquiry.
Sub-Award Invoices	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed, but recommended for after-the-fact review due to transaction amount and funding source (sponsored agreement) Approver must be an authorized "Approver" on START Disbursement Approver List A/P system captures Initiator (PI)/Approver information Initiator & Approver appear on financial transaction reports A/P enforces separation of duties between the Initiator/Preparer, and the Approver All Sub-Award invoices that appear on the A/P Work List are reviewed by GCFA The system validates PTAE0, Vendor, Amount, & Sub-Contract# at point of entry by A/P; invoices with invalid information are routed directly to the A/P Work-List 	Activity Review Report	AHR Payee Trend Report	Yes	Vendor invoice and Sub-Award Payment Form	Purge documentation 90 days after transaction is processed	A/P: Vendor Invoice and Sub-Award Payment Form images	Department access to images available through Oracle Procurement Inquiry or AHR Detail Transaction drill-down. <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.ed or 2-5394</i>

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		MONTHLY	QUARTERLY		Source Documents	Departmental Document Retention	Central Office Document Retention	Department Access Instructions
Travel & Expense Advances <i>Paid by A/P check</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List AP captures Initiator (Payee)/Approver information Initiator (Payee)/Approver appears on financial transaction reports A/P enforces separation of duties between the Initiator/Preparer, and the Approver All transactions ≥\$10,000 require Dean/Chair/Section Chief Approval All transactions ≥\$25,000 require Controller's approval The system validates the PTAE0 prior to processing 	BUG309a Assets & Liabilities, or Review Tool	N/A	No	Travel or Expense Advance Request Form	Purge documentation 90 days after the advance is cleared	A/P system Transaction, Travel Advance Form images	Department access to documentation available through Oracle Procurement Inquiry. <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</i>
Travel & Expense Advances <i>Paid by Treasury Services with cash or travelers checks</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Captures Initiator information (Initiator is Payee) Initiator appears on financial transaction reports Treasury enforces separation of duties between the Initiator/Preparer, and the Approver All transactions ≥\$10,000 requires Dean/Chair/Section Chief Approval All transactions ≥\$25,000 requires Controller's approval System validates the PTAE0 after advance is disbursed; Treasury Services follows up with dept on invalid PTAEOS 	BUG309a Assets & Liabilities, or Review Tool	N/A	No	Travel or Expense Advance Request Form	Purge documentation 90 days after the advance is cleared	Treasury Services: JSA system transaction, Travel & Expense Advance Form (paper)	All documentation is centrally located and available from Treasury Services @ 2-4100 within one business day
WIP Invoices	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Approver system access to WIP must be authorized by department business office System captures Preparer/Approver information System captures Initiator information if provided by Preparer (use is not enforced by system) Preparer/Approver appear on financial transaction reports System enforces separation of duties between the Initiator/Preparer, and the Approver The system validates PTAE0, Vendor & duplicate invoice numbers at time of processing 	Account Holder Report Package	AHR Payee Trend Report	No	System Transaction Record and vendor invoice	<p>Department must retain source documentation.</p> <p>See University document retention policies for duration of retention.</p>	A/P: WIP system transaction record	Original source documentation resides in local department files.
Wire Transfers (<u>Outbound</u>)	<ul style="list-style-type: none"> Wire Transfer is approved by authorized department approver prior to being processed Approver must be an authorized "Approver" on START Disbursement Approver List Approved by Accounts Payable and Controller's Office prior to processing by Treasury Services 	N/A	N/A	No	Request for Wire Transfer	<p>Purge documentation 90 days after transaction is processed</p> <p>For underlying documentation (such as an Invoice), refer to Transaction Type being processed and paid by the wire transfer</p>	A/P: AP System transaction record; Request for Wire Transfer image	Department access to images available through Oracle Procurement Inquiry, or AHR Detail Transaction Report drill-down of underlying documentation (such as an Invoice) being processed and paid as a wire transfer <i>Need Help for Procurement Inquiry? Contact A/P Helpdesk at aphelpdesk@yale.edu or 2-5394</i>
INTERNAL SERVICE PROVIDERS								
Telecom	<ul style="list-style-type: none"> Approval workflow varies by ISP All Telecom transactions are routed through START, and are approved by authorized department approver prior to being processed Approver must be authorized Approver on START Telecom Approver List System captures Initiator/Preparer/Approver information but only Initiator is entered into subsystem Initiator (receiver of service) appears on financial transaction reports ISP is centrally registered There is no separation of duties The system validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report <i>(to monitor recurring transactions)</i>	Yes	N/A - Service Requests are on-line	N/A - Service Requests are on-line	START / Telecom System transaction record. Historic paper records are retained.	Additional Service Request information as well as historic record information is available by a request to Billing Service Center: 2-7911 or its.billing@yale.edu
Facilities	<ul style="list-style-type: none"> Approval workflow varies by ISP For services ordered online, system captures Initiator/Preparer/Approver Preparer appears on financial transactions reports (<i>except for Property Management & Project Management charges</i>) Facilities access and approval levels are authorized within each system to comply with separation of duty policy/procedure ISP is centrally registered Emergency Requests may be phoned into the Facilities Call Centers; action is taken based upon emergency request System validates PTAE0 in FAMIS and at time of JSA posting 	Activity Review Report	AHR Payee Trend Report <i>(to monitor recurring transactions)</i>	Yes	On-line service request via FAMIS Application <i>(Verbal authorization only if Emergency)</i>	N/A - Service Requests are on-line	FAMIS System transaction record. Historic paper records are retained.	System transaction record is viewable by departments in FAMIS. Historic documentation is available via request to Facilities Business Office. Central Campus: 432-9052 Medical Campus: 785-2876 West Campus: 432-9052
ITS	<ul style="list-style-type: none"> Approval workflow varies by ISP ITS transactions require approval by authorized department approver or their designee prior to being processed For services ordered online, must be authorized "Approver" on START ITS Approver List For services ordered online, system captures Initiator (<i>who the service is provided for</i>) information Initiator appear on financial transaction reports ISP is centrally registered The system validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report <i>(to monitor recurring transactions)</i>	Yes	On-line service request via START Application, Paper forms include: Computing Request Form (YSM), DSP or Programmer Service Contract-SLA	N/A for most routine services, which are on-line. ISP retains paper documents for other services.	ITS system transaction record; Paper records retained by ISP.	Copies of paper requisitions are available from ITS in audit situations only. Additional Service Request information as well as service contract information available by a request to Billing Service Center: 2-7911 or its.billing@yale.edu
RIS	<ul style="list-style-type: none"> Approval workflow varies by ISP Captures Initiator/Preparer/Approver information Preparer appears on financial transaction reports RIS enforces separation of duties between the Initiator/Preparer, and the Approver ISP is centrally registered The system validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report	Yes	On-line Request for Service-(RS); RIS paper delivery receipts	N/A - Service requests are on-line. Purge delivery receipt documentation 90 days after transaction is processed	RIS System transaction record. Historic paper records maintained are retained.	Documentation is available by request to RIS: yaleris@yale.edu

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Stockroom-YSM & Kline	<ul style="list-style-type: none"> Approval workflow varies by ISP Stockroom Card Purchases: <ul style="list-style-type: none"> Purchaser must be a valid stockroom card holder Stockroom cards must be approved by department business office Purchases made at "Point of Sale" - not approved by department at the transaction level Purchaser signature is electronically captured at point of sale Receipt is provided at point of sale System captures Initiator (PI from stock card), Preparer (point of sale buyer signature), and Approver (START Approver from stockroom card set-up) Barcode on card retrieves PTAE0 and card owner at time of purchase (including split PTAE0 charging) System validates PTAE0 when billing is uploaded to Oracle JSA ISP is centrally registered Stock Request Purchases (paper): <ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Must be authorized "Approver" on the START Purchasing Approver List System captures Initiator/Approver information System validates PTAE0 when billing is processed SciQuest Order Entry: See SciQuest transactions for more information 	Activity Review Report	AHR Payee Trend Report	Yes	Point of Sale receipts; SciQuest system transactions;	Purge documentation 90 days after transaction is processed	Stockroom system transactions; SciQuest order system transaction; Paper stock requests	All Source Documents are available by request to Stockrooms. Kline Stockroom 432-5609 YSM Stockroom 737-1177 SciQuest Order Entry Department access available through SciQuest Application for transaction details
YARC	<ul style="list-style-type: none"> Approval workflow varies by ISP System captures Initiator (PI) information Initiator (PI) appear on financial transaction reports Validates active animal protocol congruency on all animal purchases ISP is centrally registered YARC system validates PTAE0 when entered, and when billing is processed 	Activity Review Report, YARC Monthly Statements	AHR Payee Trend Report	Yes	On-line order/service request or Downloadable order/service request forms depending on services requested. YARC Summary Statement sent monthly	Purge documentation 90 days after transaction is processed	YARC system transaction records; Paper documentation is scanned and maintained electronically Historic paper records maintained are retained by ISP.	All Source Documents are available by request to YARC: 785-2526
BTS (Keck)	<ul style="list-style-type: none"> Approval workflow varies by ISP System captures Initiator(PI)/Preparer (person ordering) information Initiator (PI) appears on financial transaction reports ISP is centrally registered System validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report	Yes	Downloadable order forms or Paper Request Forms (each service has individual forms), JSA and summary statement emailed to department (detail may be included depending on service)	Purge documentation 90 days after transaction is processed	BTS (Keck) System transaction records and paper records are maintained by KECK	Documentation is available by request to Keck: keckbusinessoffice@yale.edu
Dining-Catering	<ul style="list-style-type: none"> Approval workflow varies by ISP Captures Preparer/Approver (can be same person) information Preparer appears on financial transaction reports in the transaction description field ISP is centrally registered The system validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report	Yes	On-line Request for Catering Service, Invoices are emailed to departments monthly	N/A - Service requests are on-line.	Catering on-line Order Systems (Caterax/Caterexpress) maintain system transaction records Historic paper records maintained are retained by ISP.	Depts can access Catering On-line Order System to view account (orders and invoices) at anytime. Historic paper records are available by request to Dining: 432-0470
Pathology Services (Photo-Graphics & Images and Tissue Services)	<ul style="list-style-type: none"> Approval workflow varies by ISP Captures Initiator (PI)/Preparer (person ordering) information Preparer appears on financial transaction reports ISP is centrally registered The system validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report	Yes	Downloadable service request or paper Request for Services (each service has individual forms), JSA and detailed invoices emailed to department	Purge documentation 90 days after transaction is processed	Pathology-Med Services system transaction records. All original service requests are scanned. Historic paper records maintained are retained by ISP.	All Source Documents are available by request to Pathology Services: 785-2759
Other Misc ISPs	<ul style="list-style-type: none"> Approval workflow varies by ISP All ISPs must be centrally registered JSA import validates PTAE0 when billing is processed 	Activity Review Report	AHR Payee Trend Report	Yes	Service Requests, invoicing, and other documentation formats vary by ISP.	Varies by ISP - University ISP policies and standards require ISP record retention period for 7 years	Varies by ISP - University ISP policies and standards require ISP record retention period for 7 years	Contact ISP directly for supporting documentation if needed University ISP policies and standards require record retention period for 7 years
SALARY TRANSACTIONS								
GSPS Payments Departments with Local Registrars	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Department control start-to-end (re: PTAE0 Allocation) Regular review of Semi-Monthly Payroll Preview Report (BUG311a) Department Business Office assigns registrar role Users must attend mandatory training GSPS system restricts access based upon Org System Validations for PTAE0 and status for HR, Banner and Visa at time of processing Graduate Student Office Sets up all initial Files 	Semi-Monthly Payroll Preview Report (BUG 311a); Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	GSPS System transaction. Acceptance or VAR (Visiting Assistant in Research) Letter required for initial setup	Retain documentation for 7 years beyond termination of employment.	Grad School: GSPS System transaction record; Copy of Acceptance or VAR (Visiting Assistant in Research) Letter maintained by Grad School	Documentation available in: -Department Files; -GSPS System; -Contact Graduate School at 2-2739 if further information is needed
GSPS Payments Departments without Local Registrars	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Regular review of Semi-Monthly Payroll Preview Report (BUG311a) Org based security System Validations for PTAE0 and status for HR, Banner and Visa at time of processing Graduate Student Office Sets up all initial Files 	Semi-Monthly Payroll Preview Report (BUG 311a); Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	GSPS System transaction. Acceptance or VAR (Visiting Assistant in Research) Letter required for initial setup; Student Appointment Forms	Retain documentation for 7 years beyond termination of employment.	Grad School: GSPS System transaction records. Copy of Acceptance or VAR (Visiting Assistant in Research) Letter and original Student Appointment Forms maintained by Grad School	Documentation available in: -Department Files; -GSPS System; -Contact Graduate School at 2-2739 if further information is needed
Kronos Time Entry	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Captures Preparer (Initiator is Preparer); the Authorizer is captured after the fact. Regular review of Weekly Payroll Preview Report System enforces separation of duties between the Initiator/Preparer, and the Approver although pay will be processed without approver (approval after the fact) Paper C&T Time Sheet if payee is in remote location without system access; highly monitored by Payroll On-line training is optional System Validates PTAE0 & HR when payroll is processed 	Weekly Payroll Preview Report; Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	System transaction. (Paper C&T Time Sheet if payee is in remote location without system access)	N/A - On-line transaction	Payroll: System transaction records in Kronos	Kronos System Records and available Reports. Transaction details available via Kronos and central university HR records (if applicable)

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Transaction Type	Key Controls and Other Considerations	Transaction Report Standards		After-the-Fact Transaction Review Recommended ?	Documentation & Retention			
		MONTHLY	QUARTERLY		Source Documents	Departmental Document Retention	Central Office Document Retention	Department Access Instructions
Labor Distribution Adjustments <i>Approved in Department</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must have an authorized approver role in LD System captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory LD training for all users Mandatory "Certification" training is required to approve transactions on sponsored awards PIs on sponsored awards must authorize LD cost transfers LD Cost Transfers on sponsored awards ≥ \$2,500 and/or >90 days are reviewed and approved by GCFA GCFA enforces separation of duties between the Initiator/Preparer, and the Approver on sponsored award transactions System validates PTAE0 when transaction is entered 	Account Holder Report Package		No	Sponsored Awards: System Transaction along with Cost Transfer Justification Form, Statement/report and PI authorization for transfer ----- NON-SPAGR: Electronic Transaction along with statement/report	Department must retain source documentation unless transaction source documents have been scanned into the system See University document retention policies for duration of retention.	GCFA: SPAGR: System Transaction and Cost Transfer Justification Form; images of statement/report, PI request for transfer maintained by General Accounting ----- General Acctg: NON-SPAGR: Electronic Transaction only	Documentation required to be scanned and attached to LDA for Sponsored award transactions >\$2,500 or older than 90 days. It is available in Oracle LD for up to two years if the persons home department is within your access. Older documentation is located in system archive files. For documentation older than two years contact General Accounting @2-5401.
Labor Distribution Adjustments <i>Approved Outside of Department</i>	<ul style="list-style-type: none"> Transaction approval workflow does not require the department being charged to review and approve transaction prior to processing Approver must be an authorized approver role in LD System captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory LD training for all users Mandatory "Certification" training is required to approve transactions on sponsored awards PIs on sponsored awards must authorize LD cost transfers LD Cost Transfers on sponsored awards ≥ \$2,500 and/or >90 days are reviewed and approved by GCFA GCFA enforces separation of duties between the Initiator/Preparer, and the Approver on SPAGR transactions System validates PTAE0 when transaction is entered 	Activity Review Report		Yes	Sponsored Awards: System Transaction along with Cost Transfer Justification Form, Statement/report and PI authorization for transfer ----- NON-Sponsored: Electronic Transaction along with statement/report	Purge documentation 90 days after transaction is processed	GCFA: Sponsored Awards: System Transaction and Cost Transfer Justification Form; images of statement/report, PI request for transfer maintained by GA ----- NON-Sponsored: Electronic Transaction only	Documentation is located centrally as well as with the entering department. Contact the entering department directly for documentation. It is available in Oracle LD for up to two years however older documentation is located in system archive files. For documentation older than two years contact General Accounting @2-5401.
Monthly Payroll-Central Campus <i>Institutional Base Salary</i>	<ul style="list-style-type: none"> Approved by Provost, HR or appropriate Dean Regular review of payroll distribution via the Monthly Payroll Preview Report Provost Office approve all faculty compensation HR Generalist enforces separation of duties between the Initiator/Preparer, and the Approver and forwards M&P compensation to HR Transaction Processing Center System validates HR & PTAE0 when payroll is processed 	Monthly Payroll Preview Report; Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	System Transaction; Personnel Profile Form, Hire Letter or Merit Letter	Retain documentation for 7 years beyond termination of employment.	System transactions (Oracle). Copies and/or original Personnel Profile Form & Hire Letter; Merit Letters are sent inconsistently and they may reside with HR, Provost of departments	Documentation available via System transactions (Oracle). Paper copies/originals available in HR Processing Unit and Provost Office and central HR Records
Monthly Payroll-Central Campus <i>Additional compensation above and beyond Institutional Base Salary (may include Extra Comp, Supplemental and Summer)</i>	<ul style="list-style-type: none"> Approved by Provost, HR or appropriate Dean Regular review of payroll distribution via the Monthly Payroll Preview Report Provost Office approves all faculty compensation HR Generalist enforces separation of duties between the Initiator/Preparer, and the Approver and forwards M&P compensation to HR Transaction Processing Center System validate HR & PTAE0 when payroll is processed 	Monthly Payroll Preview Report; Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	System Transaction; Personnel Profile Form, Hire Letter or Merit Letter	Retain documentation for 7 years beyond termination of employment.	System transactions (Oracle). Copies and/or original Personnel Profile Form, Hire Letter or Merit Letter	Documentation available via System transactions (Oracle) - Paper copies/originals available in HR Processing Unit and Provost Office and central HR Records
Monthly Payroll-YSM <i>Institutional Base Salary</i>	<ul style="list-style-type: none"> Approved by Provost, HR or appropriate Dean Authorized approver in BMS; Authorized approver for paper profiles list with YSM HR BMS captures Preparer & multiple Approvers Regular review of payroll distribution via the Monthly Payroll Preview Report Restricted access and required training for access to BMS BMS System enforces separation of duties between the Initiator/Preparer, and the Approver If paper profiles are used, YSM HR Services enforces separation of duties Review & entry into Oracle by YSM HR Services; Performs reconciliation of Oracle to BMS "Processed Payroll Report" is distributed to all departments for review prior to payroll being generated System validates HR & PTAE0 when payroll is processed 	Monthly Payroll Preview Report YSM Process Payroll Report Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	BMS (Merit & Profile) System Records; Personnel Profile Form, Payroll Adjustment Form, Hire Letter, and/or Merit Letter	Retain documentation for 7 years beyond termination of employment.	System transactions. Copies and/or original Personnel Profile Form, Payroll Adjustment Form, Hire Letter, Merit Letter	BMS and Oracle System records, paper copies maintained in YSM HR Processing Unit and central HR Records and available upon request (if applicable)
Monthly Payroll-YSM <i>Additional compensation above and beyond Institutional Base Salary (may include Extra Comp, Supplemental and Summer)</i>	<ul style="list-style-type: none"> Approved by Provost, HR or appropriate Dean Approver must be an authorized approver in BMS Authorized approver for paper profiles list with YSM HR BMS captures Preparer & multiple Approvers Regular review of payroll distribution via the Monthly Payroll Preview Report Restricted access and mandatory training for access to BMS BMS System enforces separation of duties between the Initiator/Preparer, and the Approver If paper profiles are used, YSM HR Services enforces separation of duties Review & entry into Oracle by YSM HR Services; Performs reconciliation of Oracle to BMS "Processed Payroll Report" is distributed to all departments for review prior to payroll being generated System validates HR & PTAE0 when payroll is processed 	Monthly Payroll Preview Report; YSM Process Payroll Report; Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	BMS (Merit & Profile) System Records; Personnel Profile Form, Payroll Adjustment Form, Hire Letter, Merit Letter and/or incentive calculations	Retain documentation for 7 years beyond termination of employment.	System transactions. Copies and/or original Personnel Profile Form, Hire Letter, Merit Letter	BMS and Oracle System records, paper copies maintained in YSM HR Processing Unit and central HR Records and available upon request (if applicable)
Oracle Student, Casual, 2nd Job Payroll	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed (exception if 2nd job is in another dept) Authorized approver in Oracle Casual and/or Student HR modules Captures Preparer/Approver information, but not the Supervisor name who signed the paper form (if they are different person) The Casual Payment Form must be completed & signed by employee and approved by the supervisor before processing No separation of duties required for system entry and approval The Oracle system validates the PTAE0 and person identifier 	Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	System Transaction; Casual Payment Request Form	Department must retain source documentation. See University document retention policies for duration of retention.	System transaction records;	Local department files.
Timesheet X for Students	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized approver in Timesheet X application (student-specific) Transaction captures Initiator/Preparer/Approver, but does not appear on financial transaction reports System enforces separation of duties between the Initiator/Preparer, and the Approver Hiring department administrator approves initial hiring and setup of the student record in application. Student's Supervisor/Approver is setup in system at the time of initial hire Time Sheet is automatically populated with job, pay rate and PTAE0 PTAE0 and eligibility are validated at time of setup, and when payroll is processed 	Account Holder Report Package	AHR Payee Trend Report or Review Tool Trend	No	System Transaction. Casual Payment Request Form if hours worked are entered by person other than student.	Retain documentation (if applicable) for 7 years beyond termination of employment.	System transaction records	Documentation available via Timesheet X System and Student Affairs Office available upon request

JOURNAL ENTRIES

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Transaction Type	Key Controls and Other Considerations	Transaction Report Standards		After-the-Fact Transaction Review Recommended ?	Documentation & Retention			
		MONTHLY	QUARTERLY		Source Documents	Departmental Document Retention	Central Office Document Retention	Department Access Instructions
Income & Expense Reclasses	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed, but recommended for review due to the criticality and non-routine nature of these transactions Approver must be an authorized approver in Oracle JSA system System captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory JSA training for all users System validates PTAE0 when transaction is entered in JSA 	Activity Review Report	AHR Payee Trend Report	Yes	JSA System Transaction; Supporting documentation may include letters & other correspondence, as well as reports/statements.	<p>Department must retain source documentation unless transaction source documents have been scanned into the system</p> <p>See University document retention policies for duration of retention.</p>	General Acctg: JSA System Transaction.	Local department files.
Institutional Items: Fringe Benefits, F&A charges, and Division assessments <i>Automated & Manual</i>	<ul style="list-style-type: none"> Fringe Benefits & F&A Charges are automatically calculated based upon direct salary charges, and charges to sponsored awards Division assessments and internal department allocations are primarily manual, and are pre-calculated & approved at division/dept level 	Account Holder Report Package	AHR Payee Trend Report	No	System-generated entries.	None	General Acctg: JSA System Transaction Record.	Original documentation accessed via central department/systems upon request
Interfund Transfers	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed, but recommended for review due to the criticality of these transaction types Authorized approver in Oracle JSA system Captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory Oracle JSA training for all users The system validates PTAE0 when transaction is entered in JSA 	Activity Review Report	AHR Payee Trend Report	Yes	JSA System Transaction; Supporting documentation may include letters & other correspondence, as well as reports/statements.	<p>Department must retain source documentation unless transaction source documents have been scanned into the system</p> <p>See University document retention policies for duration of retention.</p>	General Acctg: JSA System Transaction.	Local department files.
Malpractice Expenses	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Department maintains Malpractice Roster information through on-line form Preparer/Approver information appear on financial transaction reports Manual cost allocations are calculated and approved by YSM Financial Operations, and processed through the JSA Actual malpractice insurance payments are made by YSM Financial Operations only 	Account Holder Report Package	AHR Payee Trend Report	No <i>Forward monthly statements to dept's malpractice manager</i>	JSA System Transaction; Malpractice Roster report	Purge documentation 90 days after transaction is processed	YSM FinOps: JSA System Transaction; Malpractice Roster	Malpractice Roster paper copies mailed to departments monthly. Documentation is available via YSM FINOPS upon request.
Manual JSA Batches (includes SFTP / spreadsheet submissions) <i>Approved in Department</i>	<ul style="list-style-type: none"> Transaction is approved by authorized department approver prior to being processed Approver must be an authorized approver role in Oracle JSA system System captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory LD training for all users Mandatory "Certification" training is required to approve transactions on sponsored awards PIs on sponsored awards must authorize LD cost transfers LD Cost Transfers on sponsored awards ≥ \$2,500 and/or >90 days are reviewed and approved by GCFA GCFA enforces separation of duties between the Initiator/Preparer, and the Approver The system validates PTAE0 when transaction is entered in JSA 	Account Holder Report Package		No	<p>Sponsored Awards: JSA System Transaction; Cost Transfer Justification Form, Financial statement with original transaction and PI authorization for transfer</p> <p>-----</p> <p>NON-Sponsored: JSA System Transaction; documentation varies and could include financial statement with original transaction, and/or original transaction source documentation.</p>	<p>Department must retain source documentation unless transaction source documents have been scanned into the system</p> <p>See University document retention policies for duration of retention.</p>	Sponsored Awards: System Transaction and Cost Transfer Justification Form; images of statement/report, PI request for transfer maintained by General Accounting	Documentation required to be scanned and attached to LDA for Sponsored award transactions >\$2,500 or older than 90 days. It is available in Oracle LD for up to two years if the persons home department is within your access. Older documentation is located in System archive files. For documentation older than two years contact General Accounting @2-5401.
Manual JSA Batches (includes SFTP / spreadsheet submissions) <i>Approved in Outside of Department includes Space Allocations</i>	<ul style="list-style-type: none"> Transaction approval workflow does not require department being charged to review and approve transaction prior to processing Authorized approver role in Oracle JSA outside the department Captures Preparer/Approver information Preparer/Approver appear on financial transaction reports Mandatory training for all users PI must authorize any Grant related cost transfer Certified to Approve Sponsored Award transactions through additional mandatory ORA training Sponsored Award Cost Transfers ≥ \$2,500 and/or >90 days must be reviewed and approved in GCFA GCFA enforces separation of duties between the Initiator/Preparer, and the Approver The system validates PTAE0 when transaction is entered in JSA 	Activity Review Report		Yes	<p>Sponsored Awards: JSA System Transaction; Cost Transfer Justification Form, Financial statement with original transaction - PI authorization for transfer</p> <p>-----</p> <p>NON-Sponsored: JSA System Transaction; documentation varies and could include financial statement with original transaction, and/or original transaction source documentation.</p>	Purge documentation 90 days after transaction is processed	GCFA: Sponsored Awards: System Transaction and Cost Transfer Justification Form; images of statement/report, PI request for transfer maintained by GA	Documentation required to be scanned and attached to LDA for Sponsored award transactions >\$2,500 or older than 90 days. Documentation is located centrally as well as with the entering department. Contact the entering department directly for documentation. It is available in Oracle LD for up to two years however older documentation is located in System archive files. For documentation older than two years contact General Accounting @2-5401.
YNHH Payables	<ul style="list-style-type: none"> Transactions are approved centrally by YSM FinOps Transactions reviewed monthly by departments Payments to YNHH may only be made through YSM Financial Operations (wire transfer) The system validates PTAE0 when transaction is entered in JSA 	Account Holder Report Package		No	Excel spreadsheet along with Contract, letter, agreement and/or YNHH Excel File	Purge documentation 90 days after transaction is processed	YSM FinOps: JSA System transaction record, YNHH monthly invoice	All documentation is available via YSM FINOPS upon request. YNHH Excel File sent to departments monthly. Contracts maintained in GCA/GCFA, YNHH Budget and Budget Change Request: Excel Spreadsheet Monthly Invoice & Backup YSM to YNHH: Not electronic, maintained records for 3 years Monthly Invoice & Backup YNHH to YSM: Not electronic, maintained records for 3 years
SELECTED REVENUE TRANSACTIONS								
RIF Deposits - Non-Gifts	<ul style="list-style-type: none"> Initiating department specifies account to post cash Treasury Services must receive funds and approve transaction prior to being processed Initiator/Preparer must be an authorized RIF user, and attend mandatory training System captures Initiator/Preparer/Approver information (<i>Initiator is the Preparer; Approver is Treasury Services</i>) Approver appears on financial transaction reports System validates PTAE0 when transaction is entered 	Account Holder Report Package		No	RIF System Transaction; Supporting documentation examples include Payee letter, Yale Invoice, Contract and/or Agreement.	Purge documentation 90 days after transaction is processed	RIF System transaction; copies of checks. Suspense items handled as follows: RIF done by dept; hard copy backup maintained; RIF done Centrally; backup scanned (<i>does not include YSM yet</i>)	Copies of checks available from Treasury in audit situations only from Treasury Services @2-4100
RIF Deposits - Gifts	<ul style="list-style-type: none"> Initiating department specifies account to post cash Treasury Services must receive funds and approve transaction prior to being processed Initiator/Preparer must be an authorized RIF user, and attend mandatory training Capture Initiator/Preparer/Approver information (<i>Initiator is Preparer; Approver is Treasury after they receive the money</i>) Approver appears on financial transaction reports System validates PTAE0 when transaction is entered 	Account Holder Report Package		No	RIF System Transaction; Donor letter, indentures	<p>Department must retain source documentation.</p> <p>See University document retention policies for duration of retention.</p>	System transaction. Donor Letter images and copies of checks	Copies of checks available from Treasury in audit situations only from Treasury Services @2-4100 Documentation available electronically via ALICE and Contribution Processing upon request Donor Letter images: Contribution Processing (<i>not available to depts.</i>) Indentures: in ALICE (<i>for access to ALICE System contact Funds Management @ 432-8263</i>)