

ACTTS

TO: File/ADAPT

From: ACTTS/FAD

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Policy and Procedures: Electronic Feeds: Pre-audit Requirement for Non-payroll Disbursements

This policy addresses the requirement that pre-audit functions be performed by local units on all electronic feeds to the central system. This is necessary to ensure that feeds coming into the Center are managed consistently with Web Voucher/Web Expense transactions. Web Voucher and Expense systematically pre-audit transactions \$5,000 and greater.

While all disbursements are subject to adequate segregation of duties and approval, regardless of dollar amount, this policy addresses the need for local units to pre-audit individual transactions within an electronic feed of \$5,000 and greater.

Policy: All non-payroll disbursements \$5,000 and greater in a feed must be pre-audited by the local unit to ensure approval is by an individual other than the transaction preparer.

note: Tubs may be more restrictive and set a lower dollar limit.

This relates to non-payroll disbursements from the following systems/processes:

- *Invoice Import Process*
- *Direct Bottomline System feeds*

Procedures:

Tub responsibility:

- **Tubs using the *Invoice Import Process* or *Direct Bottomline System feeds* must develop a process to ensure compliance with this policy. This process should be documented. At a minimum, this documentation should include procedures to identify and approve invoices \$5,000 and greater in the feeds. Ideally, this should be performed by the local unit system.**

Risk:

Transactions can be processed without appropriate approval.

Definitions:

Direct Bottomline System feeds: Units that send disbursement transactions directly to the Bottomline System (e.g., Student Receivables Office tuition refunds).

Invoice Import Process: An Oracle AP process that allows tubs to electronically submit batches of invoices directly to AP..

Separation of duties: An internal control based on the premise that one employee should not have total control over all aspects of a financial transaction. For example, one employee should not be able to order goods from a vendor, receive the goods and vendor invoice, prepare and approve the Web Voucher and reconcile it to the general ledger.