



**Albert Caponi, C.A.**

Assistant Vice-Principal (Financial Services)  
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November 25, 2009

**SUBJECT: Financial Transactions Feed Policy and Procedures**

Dear colleagues,

Many units across campus submit 'feeds' to upload mass transactions to the accounting ledger. Whether automatically generated or coming from a periphery process or system, these feeds create significant efficiencies in generating financial documents and posting transactions. However, feeds are not subject to the same scrutiny as transactions originating from on-line processing and therefore must comply to rigorous standards.

To address this, we are releasing a new 'Financial Transactions Feed' policy and procedures which can be found at <http://www.mcgill.ca/financialservices/policies/feeds/>. It is meant to address two perspectives:

- If you are a Fund Financial Manager and your funds are impacted by fed transactions, you can be assured of transparency and having the necessary level of details at your disposal for review purposes. This requirement emerged from focus groups conducted by Financial Services.
- If you are a service center who initiates mass transaction feeds, you will have a formal agreement in place with Financial Services to ensure you clearly understand your responsibilities as well as the control processes offered to you by central. We ask for your full cooperation when contacted to finalize a Memorandum of Agreement.

Compliance with this policy will ensure the integrity of the financial information system and accuracy of the University's accounting ledger. We thank you in advance for your cooperation. Should you have any related questions, these may be directed to Unrestricted Accounting in Financial Services: Orsola Sasso, Supervisor, at (514) 398-1513 or [orsola.sasso@mcgill.ca](mailto:orsola.sasso@mcgill.ca) or Tonia Sciannamblo, Financial Officer, at (514) 398-3879 or [tonia.sciannamblo@mcgill.ca](mailto:tonia.sciannamblo@mcgill.ca).

Sincerely,

A handwritten signature in black ink, appearing to be "Albert Caponi", with a long horizontal line extending to the right.

Albert Caponi  
Assistant Vice-Principal (Financial Services)