

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: FIN BPA ACH

Date: October 19, 2005

Time: 2:20 p.m.

Location: ACR 207

Participants: Laura Lannom, Oscar P. Jimenez

Session Lead: Laura Lannom, Oscar P. Jimenez, narrative.

Narrative/Description: Student signs up for direct deposit. A student refund is generated in SIS. Next day the refund shows up on daily report as EFT payment. An automated email is sent by OIT scripts to show EFT refunds and related email addresses.

FTP the student EFT data and upload into online banking system. An online banking cover sheet is prepared in excel and is sent to Controller for signature.

Controller or Assistant Controller approves the refund list.

Vendor requests direct deposit and accounting sets up bank info in FRS. A vendor payment is entered in FRS. Next day the refund shows up on daily report as an EFT payment. Vendor payment is entered into the Online Banking system.

ACH cover sheet is prepared, and set to Controller for signature.

Online banking management is handled by Controller all access is authorized by VPBA and executive management.

During nightly processing OIT script creates the ACH file that will be ready for FTP file the next morning.

Electronic Inputs: FTP file. Web for student's bank info.

Manual/Paper Inputs: AP daily reports, emails from OIT for addresses receiving refunds.

Key Decision Points (list all): none

Related Policy(s): All refunds are approved by Controller/ Assistant Controller.

Interface to Other Systems: online banking

Web Features: none

Electronic Outputs: ACH file

Manual/Paper Outputs: Banking cover sheet.

Customer(s): Students, vendors, Faculty and Staff.

Regulatory Items: none

Frequency/Volume: Daily 2 – 75

Potential Break Points: system down, online banking system down. In accurate bank information.

Automation: OIT night work jobs.

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Issues: Students are hesitant to add bank information on Web for students. Two day delay in processing refunds to student bank accounts. Problem with OIT night work, check Cycle parms in accurate.