

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Fin BPA Bank Management

Date: October 19, 2005

Time: 1:00 p.m.

Location: ACR 207

Participants: Laura Lannom, Oscar P. Jimenez, Nieves Kolesar

Session Lead: Laura Lannom, Visio, Oscar P. Jimenez, Narrative

Narrative/Description: In FRS bank numbers are utilized, Alpha banks are used for state banks, and number banks are used for local banks. Bank transfers are done to update the alpha banks. Alpha Banks were set up in FRS to tract cash balances by appropriation for the purpose of reconciling cash to USAS.

We do not know how this will work in Banner, but we need to tract cash balance by appropriation in our system. A/P cycle will allow posting to Alpha Banks.

Beginning of a new year, the year has to be changed for all state banks in FRS. For Payroll to be paid out of 262 fund, the default bank field is changed in FRS.

Process to set up new bank accounts. The request for a new bank account has to be approved by VPBA. West Texas National Bank is currently the university bank. FRS is set up on the BNK screen in Data collect. Banks are set up in both campuses.

Daily Cash monitoring. Each morning the secretary calls Uvalde for a daily balance. One line banking is used to record daily cash balance for our GOF, and EFT banks.

A balance of 250,000 to 500,000 is kept on hand for operating purposes. JE's are prepared for all transfers record during the month. RGC banks, Uvalde, Del Rio, and Eagle Pass money is transferred to GOF Alpine routinely.

RGC banks are used for revenue collection only. Disbursements are not allowed.

Electronic Inputs: Online Banking system, Txpool online system.

Manual/Paper Inputs: Journal Entries. Phone calls to banks.

Key Decision Points (list all): Keeping balance between 250,000 to 500,000 levels.

Related Policy(s): Banking and Investment policy.

Interface to Other Systems: none

Web Features: Online Banking & TX pool system.

Electronic Outputs: Wire transfers, ACH

Manual/Paper Outputs: Ach cover sheets.

Customer(s): Staff, Students, Faculty, Banks

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Regulatory Items: Banking laws,

Frequency/Volume: Checking Daily, eleven bank accounts are managed.

Potential Break Points: Server downtime.

Automation: none

Issues: Monitoring of the daily balance, we do not know what checks are going to clear and when.