

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Maintenance of Chart of Accounts

Date: September 7, 2005

Time: 10:25 a.m.

Location: ACR207

Participants: Oscar Jimenez, Tanya Romero, Nieves Kolesar, Patty Roach, Laura Lannom, Carolyn Todd, Observer: Cesar Valenzuela

Session Lead: Oscar Jimenez; Visio; Carolyn Todd; Narrative

Narrative/Description: Department(s) request VPBA to create, delete, change or freeze accounts. VPBA specifies fund and function. If request is not approved, VPBA notifies Account Manager of the denial of the request. If approved, VPBA sends memo to Controller to add or change account. Assistant Controller (AC) refers to current COA and determines account number range. AC selects account number and enters into (manual) Lotus spreadsheet and FRS system. New information or change in FRS is completed. AC notifies Account Manager of new account number if appropriate along with any other requests.

Electronic Inputs: Lotus spreadsheet

Manual/Paper Inputs: Memo from VPBA

Key Decision Points (list all): VPBA approval, COA account number assignment

Related Policy(s): Account/process as determined by executive management

Interface to Other Systems: none

Web Features: none

Electronic Outputs: updates spreadsheet; emails memo to Account Manager and VPBA

Manual/Paper Outputs: none

Customer(s): Account Managers

Regulatory Items: none

Frequency/Volume: weekly (approximately two per week)

Potential Break Points: Memo is displaced. Loss of spreadsheet documentation.

Automation: none

Issues: spreadsheet needs to be backed up.