

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Check Processing

Date: September 29,2005

Time: 1 pm

Location: ACR207

Participants: Laura Lannom, Gus Cohen, Liliana Mason

Session Lead: Laura Lannom

Narrative/Description: Process begins each day when AP prints the daily AP reports and voucher files. The files were stored in the Controller secretary's home directory the previous night by an OIT script that runs after the AP batch processing cycle. After printing reports and voucher files, AP loads blank 3-part pre-printed checks into the printer, logs into FRS and selects the option to print checks. If checks do not print properly, AP may have to contact OIT to re-start the print job and/or replace check numbers on the daily reports. Once checks are properly printed, AP separates the ones over \$10,000, matches with back-up and sends to Controller for manual signatures. The remaining checks are run through the signature machine, matched with back-up, scanned, linked in Imaging, and sent for electronic approval.

Student refund checks are matched with voucher and receipt and sent to Controller for approval.

Travel checks are separated and given to the travel clerk, who matches check with back-up, scans, links and sends for electronic approval.

Payroll-related checks (payroll vendor checks, not employee paychecks) are matched with the list from HR and sent for Controller approval.

After appropriate approval and/or signature, original checks are mailed or distributed accordingly. The pink copy is filed numerically, and the yellow copy is filed or destroyed. The voucher is sent to the department, and the invoice is put in a holding bin to eventually be destroyed.

Manual checks- advance approval from Controller or Assistant controller is required to process a manual check. A blank check is taken out of the box, run through the signature machine, then typed on a typewriter. The check and a manually typed voucher are sent for approval by Controller/Asst. Controller. The payment is entered in FRS as a cash disbursement. The package is then imaged and distributed.

Replacement checks- Controller/Asst. Controller verifies original check has not cleared the bank and places a stop pay. AP types a replacement check and provides a copy to the Bank Rec Accountant. Notes are made in Imaging and/or the replacement check is imaged and merged with original check image.

Electronic Inputs: \_FRS, check print file, FTP files for vouchers, Word (voucher print file in Word format, Excel (for voucher template), ImageNow

Related Policy(s): \_Manual signatures required for checks over \$10,000

Web Features: none

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Manual/Paper Outputs: Voucher, checks, daily reports

Customer(s): Departments, vendors, students (refunds), employees

Regulatory Items: prompt-pay laws, privacy issues

Frequency/Volume: average around 50 checks per day (much heavier during refund time and at month-end for payroll)

Potential Break Points: System down, no daily reports available, when correct parms (next check number) are not submitted to OIT from AP, printer jams, signature machine jams or is not operational, Imaging system down or not available, controller office network machine (secretary's) down

Automation: FTP of print files, nightly scripts to process the AP jobs and place daily reports into Controller secretary's home directory

Issues: Imaging system needs more seats, manual checks are a pain!, signature machine is archaic, handling of all this paper is time-consuming