

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Department Level Budget Monitoring

Date: August 10, 2005

Time: 1:00 PM

Location: ACR207

Participants: Laura Lannom, Patty Roach, Carolyn Todd, Tanya Romero, Maggie Miller

Session Lead: Laura Lannom, Visio; Tanya Romero, Narrative

Narrative/Description: Process begins with department monthly/periodic reconciliation. Department utilizes FRS (screens 19, 23 or MAM-management screens), pivot tables, source documents and spreadsheets to assist them with the reconciliation process. Compares data to departmental records and verifies accuracy of budget (including approved budget adjustments), expenditures and encumbrances posted to system. If records agree process is complete. If records do not agree, account manager researches discrepancy by comparing documents to entries or contacting necessary department for clarification or correction. Once problem is clarified, corrections are made to departmental records or requests for corrections are sent to appropriate department. For example, encumbrance liquidation issues should go to Purchasing; posting issues to Accounting; IT's are returned to issuing department. Account manager verifies corrections have been made.

Electronic Inputs: None

Manual/Paper Inputs: Source documents

Key Decision Points (list all): Does departmental information agree with FRS?

Related Policy(s): None

Interface to Other Systems: Data warehouse (pivot table), Excel.

Web Features: None

Electronic Outputs: Spreadsheets

Manual/Paper Outputs: Departmental reports (optional)

Customer(s): Management, vendors

Regulatory Items: None

Frequency/Volume: Monthly/periodic (optional)

Potential Break Points: No access to system. Loss of departmental records.

Automation: None

Issues: THIS PROCESS IS NOT MANDATORY!!!!!! Monitoring is not done on a regular and consistent basis. Need to look at mandatory on-line requisitions.