

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Develop/Build Finance Operating Rules and Security

Date: September 8, 2005

Time: 9:00 AM

Location: ACR207

Participants: Laura Lannom, Patty Roach, Carolyn Todd, Lillian Mason, Tanya Romero

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

Narrative/Description: Develop Automatic Budget Reallocation (ABR) rules for system. The finance group decides in which subcodes the budget will reside. The group will assign ranges of existing subcodes to the budget pools. For example M&O budget is set to subcode 3000 and all expenditures identified in as M&O pool budget from this code. OIT writes rules to match the assignments and enters or uploads the rules into FRS. Each account/subcode in FRS is assigned an ABR rule on screen 35. When new accounts are set up or budgets are posted to subcodes the ABR is set to zero and must be reassigned.

Develop Global Subcode Edit Rules (GSE). The finance group decides which subcodes to set up. The finance group determines which subcodes are valid for use with which accounts (GL & SL). OIT writes GSE rules based on finance group decisions and uploads into FRS. As subcodes are added, OIT updates the rules to accommodate the change. This process may also involve some modifications to USAS subcode translations.

Electronic Inputs: email requests for updates. FRS description file for upload.

Manual/Paper Inputs: Finance group notes or lists.

Key Decision Points (list all): What level will budgets be posted?

Related Policy(s):

Interface to Other Systems: USAS

Web Features: None

Electronic Outputs: FMB097 subcode report; ad hoc reports

Manual/Paper Outputs: None

Customer(s): Finance group, Departments

Regulatory Items: Comptroller manual of accounts

Frequency/Volume: 25 requests a year

Potential Break Points: Ranges not set up properly; data entry errors; ABR rules not properly assigned.

Automation: None

Issues: Revenue budgets are not posted, currently. System limitations for assignment ranges. System automatically resets ABR rule to zero when a budget entry is posted to a subcode.