Central Receiving enters FRS acct#'s in UPS WorldShip software when shipping packages.

Central Receiving gets UPS bill via email in MS Access. The bill is printed and sent to Admin. Sec. in Physical Plant.

Admin. Sec. subtotal by dept. and enters amounts in MS Excel to email to Controller.

MS Excel data is converted for upload into FRS by Controller. OIT runs test and then posts after Controller approval.

Dept. places order in person or via email. Central Receiving writes manual ticket.

Handwritten tickets are sorted by acct# and entered into Maximo.

Seagate exports data from Maximo to get report by acct# and product.

Printout is sent to Admin. Sec. in Physical Plant. Totals by acct# are entered into Excel.

Copy of Maximo report by product is sent to Acct. Mgrs. and spreadsheet is emailed to Controller.

MS Excel data is converted for upload into FRS by Controller. OIT runs test and then posts after Controller approval.

Admin. Sec. for Physical Plant receives IT information from various sources.

Info. is summarized by FRS account and then manually input to FRS.

Other dept’s track IT information in various formats.

Once a month the data is summarized by FRS account and manually entered into FRS by each service dept.

Sul Ross State University
Business Process Analysis - Finance Module
IT's - Interdepartmental Chargebacks - UPS

Sul Ross State University
Business Process Analysis - Finance Module
IT's - Interdepartmental Chargebacks - General Stores

Sul Ross State University
Business Process Analysis - Finance Module
IT's - Interdepartmental Chargebacks - Misc. Charges