

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: FIN BPA Late Fee Billing

Date: 10/24/05

Time: 2:30 pm

Location: ACR 207

Participants: Oscar Jimenez, Terrie Salas, Mike Denkevitz

Session Lead: Oscar Jimenez

Narrative/Description: Cashiers' notifies OIT to run Late Fee Program after second and final installments are due. OIT will confirm late fee subcodes for Alpine and RGC. The Alpine campus has two subcodes, one for tuition and fees and one room and board and RGC has one subcode, tuition and fees. OIT will set Late Fee program parms and run late fee program with nightwork and will run the datafiles thru batch maintenance.

Electronic Inputs: Datafiles that run thru batch maintenance

Manual/Paper Inputs: none

Key Decision Points (list all): Evening of due date of second and final installments

Related Policy(s): Installment Agreement

Interface to Other Systems: none

Web Features: Web for Students

Electronic Outputs: Late fee report emailed to Head Cashier

Manual/Paper Outputs: none

Customer(s): Students

Regulatory Items: Texas Education Code

Frequency/Volume: Twice per long semester and approx. 100 to 500 per semester

Potential Break Points: Incorrect parms

Automation: Yes, OIT in-house program

Issues: none