

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Manual Check and Check Request Processing

Date: August 10, 2005

Time: 10:00 a.m.

Location: ACR207

Participants: Laura Lannom, Cindy Kennedy, Carolyn Todd, Gus Cohen, Jennifer Ramos, and Ernie Villarreal,

Session Lead: Cindy Kennedy; Viseo, Carolyn Todd; Narrative

Narrative/Description: Two processes are involved.

Check request: Accounting receives check request via hard copy or email. Check requests originating within Accounting do not require these steps (for example: collection agency fees etc.). Accounting Supervisor (AC) reviews check request for supporting documentation and appropriateness of using a check request. If information is not appropriate or accurate, AC returns request to department with “What Form Do I Use” flow chart (explaining any errors or problems) and/or phone call. AC verifies if signature authority and funds are available. If information is appropriate and/or accurate, AC assigns object code and gives the request to the Accounting Assistant (AA) for entry into FRS. Accounting checks system for vendor information. If vendor is not in the system, accounting contacts requester or vendor to complete vendor request form. After information is completed, the form is forwarded to Purchasing for set up in FRS. AA enters data into FRS. (After data entry, this process follows BPA for check processing.)

Manual check request: Accounting receives a (account manager’s) demand for an immediate printed check. Accounting Assistant (AA) obtains approval from Controller and/or Assistant Controller to process request. For supporting documentation, AA prints screen copy for signature approval or account manager sends request via email or fax. AA types and releases check.

If request is not a student refund, (because Cashiers will enter student refunds) Accounting enters data into FRS according to procedure. If the request is a student refund, Accounting receives system generated check the next day. Accounting follows check replacement process (as documented in check processing BPA).

Electronic Inputs: email requests

Manual/Paper Inputs: check requests, supporting documentation

Key Decision Points (list all): Is item appropriate for check request, are funds available, is signature authority present, and is vendor support present?

Related Policy(s): petty cash, refund of fees, non student fees, student awards that are non financial aid and club account expenditures

Interface to Other Systems: ImageNow, SIS

Web Features: none

Electronic Outputs: none

Manual/Paper Outputs: checks and vouchers

Customer(s): students, departments, vendors

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Regulatory Items: Federal and state check processing and spending laws, internal policies, Regent Rules, FERPA, audit control

Frequency/Volume: Daily – average 10-15 requests,

Potential Break Points: Vendor not in the system. Equipment maintenance “challenges”. Documentation is incomplete and/or inappropriate. If vendor is on hold, system generated check does not print the next day. No purchase order entered. For Open Purchase Orders where funds have depleted, manual checks may have to be processed (construction companies are a particular concern). Account manager signature is missing. Club accounts (faculty sponsor and approved student officer) have authorized signatures missing. Customer impatience!

Automation: none

Issues: Alpine campus petty cash request may not be authorized by account manager. RGC does require signature authority on petty cash requests by account managers. Accounting checks for holds on student account if the check does not print. Accounting may sometimes process check request without supporting documentation and follow up is required at a later time. For situations including students winning pool tournaments, departmental awards, etc., supporting documentation is not enforced.