

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Matching, Reporting & Filing Documents

Date: 10/18/05

Time: 8:00 a.m.

Location: ACR 207

Participants: Laura Lannom, Oscar Jimenez, Gus Cohen & Cindy Kennedy

Session Lead: Laura Lannom & Cindy Kennedy

Narrative/Description: Invoice arrives in accounting. Utility bills, cell phone bills, check with orders, and invoices with no receiving required are entered the same day when possible. Accounting Assistant enters invoice on 104 if state account or forces a local check. Other invoices are filed for six business days before entering because history has indicated that receiving usually does entry six days after received. Accounting Assistant attempts to enter invoices with problems so they will voucher when correction is made. If invoice can not be entered, the problem is faxed to Purchasing first to correct. Once invoice is entered, must determine if receiving is in place. If the invoice comes up no receiving in FRS system, it is scanned and routed to AP-Problems in Imaging and will eventually voucher once it is received. Some invoices may not meet the P0 tolerance. This problem is noted on invoice (usually the freight line) and it is faxed to Purchasing to correct. Once Purchasing corrects the problem the invoice will voucher. These type of problem invoices are kept in a problem folder. Decision must be made-is item a state voucher? If it is the invoice is matched with the voucher that prints the next morning, scanned, linked and sent to Check Approval. Upon approval, invoices are routed back to the state voucher queue. If vendor is on direct deposit the notation of date of the deposit (obtained from daily USAS report) is made on voucher package and routed to Terminal queue. Warrants arrive from the state and are scanned and merged with the voucher package and filed in the terminal queue. See BPA on check processing for steps for check and voucher that prints the next day. If item is not a state voucher, it is scanned, linked and sent to Check Approval. If the vendor is ACH, there is no check so online banking confirmation page is scanned in lieu of check.

Travel reimbursements request arrive in accounting. Accounting verifies receipts, compliance with Comptroller reimbursement rates, mathematical accuracy, proper signatures, and account balances. Request new vendor set up if necessary. Accounting enters in FRS, netting any travel advances outstanding. Next day, item vouchers. Check, voucher, and backup are scanned, linked and routed to Check Approval. Upon approval, item is sent to Terminal queue.

Electronic Inputs: none

Manual/Paper Inputs: invoices, travel reimbursement requests

Key Decision Points (list all): Does vendor need to be set up? Does invoice need to be paid immediately? Is there receiving in the system? Does the invoice match the PO within tolerance? Is item state or local? Is vendor on ACH or direct deposit?

Related Policy(s): Currently, all travel is paid on local bank account and reimbursed if state account. Three way match is required before an invoice will be paid on most orders (not on No Receiving Pos, check requests)

Interface to Other Systems: ImageNow, USAS

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Web Features: online banking for ACH payments

Electronic Outputs: ACH payments, daily FRS reports

Manual/Paper Outputs: checks, vouchers, daily reports

Customer(s): Vendors, students, faculty and staff

Regulatory Items: Prompt pay law, General Appropriations Act regarding expenditure limitations, Comptroller reimbursement rates for travel

Frequency/Volume: daily, average 50 per day

Potential Break Points: Receiving is not in system when invoice is entered, invoice does not match PO within tolerance, system down, misfiled invoices

Automation: none

Issues: Receiving is required for most invoices, but many items do not go through

Central Receiving and so the data isn't entered. ImageNow images aren't always very clear, ImageNow licenses are not sufficient to meet our needs each day. Postal service loses checks (lots of checks don't make it to the vendor)

Accounts Payable barely keeps above water. We believe the reasons are:

*Vendor calls interrupt daily work.

*Distractions for emergency check needs

*Daily processing takes all time, allows no time to research old items which then snowball into emergency issues

*A/P relies on Purchasing and Receiving to timely make necessary adjustments

*A/P is responsible for handling student refunds which on heavy days can totally disrupt the daily A/P work