Sul Ross State University
Business Process Analysis – Finance Module

Process Name: ADS Interface Posting Pledges and Gifts
Date: 10/12/05
Time: 1:00 p.m.
Location: UC Presidents Conference Room
Participants: Marilyn McGhee, Nieves Kolesar, Laura Lannom, Cindy Kennedy, Leo Dominguez
Leo Dominquez, Mike Denkevitz
Session Lead: Laura Lannom and Cindy Kennedy

Narrative/Description: Advancement Office is notified of donation of some sort. Decision is made as to will donation be recurring. Advancement obtains form from donor with relevant information which includes donors bank information, account, amount of donation and frequency and term. The form is given to Accounting and then sent to bank. Bank processes automatic draft. At month-end Accountant notifies Advancement of drafts that showed up on the bank statement. Any reconciling items eventually feed to FRS when reconciling item is found (maybe several months). Advancement records in ADS. Checks usually come in the mail or credit card payment or gift in kind. Gifts in kind are usually entered alone. Copies are made and account number is assigned. Advancement enters into ADS. Next day entry feeds over, initiates a receipt, and money is taken to Cashiers. Thank you letter is sent out to donor. ADS report is given to Cashiers and Accounting and one copy is kept in Advancement. Cashiers enter deposit slip separate from other SRSU deposits. Money is taken to bank. Next day Advancement receives automatic email from OIT with electronic receipt of previous days donation and entry feeds to FRS system. Accounting matches report from Leo to Cashiers cash summary sheet and makes sure entries feed over to FRS ADS GL account. Accounting contacts Leo or Mike to resolve any discrepancies. Journal entries may be required.

Electronic Inputs: Automatic bank drafts for recurring donations
Manual/Paper Inputs: checks, letters
Key Decision Points (list all): is it money or is it a cow? Whether the donation is recurring or not
Related Policy(s): none
Interface to Other Systems: Access database used to track donation information
Web Features: in process- web based donation feature
Electronic Outputs: receipt that goes to donor and file, Access reports
Manual/Paper Outputs: letters, JEs, reports, receipts, deposit slips, mailing lists, donor lists
Customer(s): donors, Accounting
Regulatory Items: IRS requirement to send donor receipt
Frequency/Volume: variable (anywhere from 0 per day to 30 per day)
Potential Break Points: non-monetary donations feeding to Accounting appears the same as monetary. Recurring drafts not being recorded as they occur on the 5^{th} of the month. Loss of Access database information. Loss of hard-copy lists of donations not yet allocated to proper account.

Automation: OIT emails of receipts, automatic drafts done by bank
Issues: The automatic posting and feeding of recurring donations is not working properly. Occasionally donations are received and need to be deposited but account number can not be determined or is not available at that time. In current system this tracking needs to be done on a spreadsheet because we have no other way to track it. It was a major issue in the set up of the system because ADS only accepts five digits for account number, while FRS is 6 digits. Non monetary donations can't be differentiated in ADS and appear as cash donations when fed to FRS. Not able to retrieve lifetime donor total and account information for donations. There is no way to identify and load graduated students into the alumni system directly from SIS (manual process).