

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Posting Student Revenue/Receivables

Date: September 28, 2005

Time: 8:00 a.m.

Location: ACR 207

Participants: Laura Lannom, Oscar P. Jimenez, Terrie Salas, Liliana Mason, Mike Denkevitz

Session Lead: Laura Lannom-BBP, Oscar P. Jimenez -Narrative

Narrative/Description:

A student registers for the next term. Beginning on the pre-registration day, Cashiers notifies IT to begin nightly global tuition calcs. OIT writes the parm into the nightly script to accomplish the calc before the BR feed program. The nightly feed program feeds the revenue data to the FRS revenue accounts. Next day Accounting reviews the daily BBD reports for problems. Later a student makes a payment. If payment is made online, the payment will be applied to SIS student account per Touchnet and is visible to student on WFS. Through nightly BR fee process revenue / receivable accounts in FRS are updated. Cashiers receive payment over phone, in person or thru the mail. Checks received in the mail are entered on a pre-list, and receipt number is added once posted. Cashiers post payment to student account and receipt is given to the student or mailed.

If payment is in full process is complete. If partial payment is received, installment plan is set up, student signs promissory note and revenue/receivable accounts are updated. Daily accounting will post a journal entry to clear out the collection account and records Cash for all payments received. The JE will have the Bank number to receive the cash. Cashiers daily cash out sheets are reconciled to the daily BR feed report by accounting as part of JE preparation. On rare occasion students will pay by wire transfer, Cashiers will post the payment in SIS Using a wire transfer payment code. Wire payments are updated in the SIS BR feed. Fall semester revenue is shown as deferred revenue. Deferred revenue subcodes are used in the rate tables. (Which feed to deferred revenue accounts in FRS). The tables are changed to regular revenue subcodes on September 1, on the first day of the new year. OIT will run the tuition calc program and the system will reverse all the deferred revenue subcodes and post to the regular revenue subcodes and accounts.

Electronic Inputs:

Related Policy(s): _Veron's Texas Education code- rules for Tuition and fee payments.

Web Features: _Web for students. Touchnet. Students can make payments online with credit cards and can view their account.

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Manual/Paper Outputs: Daily BBD reports. Manual JE prepared by Accounting. Cashier daily cash out sheets.

Customer(s): Students, SRSU Administration, & Staff.

Regulatory Items: Veron's Texas Education Code.

Frequency/Volume: 3500 transaction per semester.

Potential Break Points: System is down. Rate tables are incorrect.

Automation: OIT Tuition Calc, BR feed –scripts written.

Issues: Fall semester reversal of deferred revenue is shown on student account. (Billing Statement of all detail). The history is hard to read. Compiling data for annual write off Is very difficult due to inability to pull historical detail by date.