

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: FIN-BPA Reconciling Student Accounts Receivable

Date: 10/26/05

Time: 1:30 p.m.

Location: ACR 207

Participants: Oscar Jimenez, Terrie Salas, Nieves Kolesar

Session Lead: Oscar Jimenez

Narrative/Description: In SIS, each student has their own account receivable screen under their CWID number. Charges are assessed to the student account when a manual or a global tuition calc is done. All activity done to each student account is shown on the student account in SIS, charges, payments, Financial Aid credits, refunds, and adjustments made by either Cashiers' or Financial Aid. A student A/R can be reconciled by using the snapshot screen in SIS. All SIS activity is uploaded to FRS thru a BR Feed with all night work, end of day batch cycle. Accounting reconciles all daily cash receipts the next business day. Accounts Receivable reconciliation is not currently done.

Electronic Inputs: Electronic Fund Transfers from Financial Aid

Manual/Paper Inputs: checks, state reimbursements, pre-list of checks received by mail, cash, money orders, cashiers checks, departmental deposit slips

Key Decision Points (list all): Term payment is to be applied to.

Related Policy(s): Texas Education Code

Interface to Other Systems: none

Web Features: Web for Students

Electronic Outputs: ACH refunds

Manual/Paper Outputs: refund checks, daily cash out sheets, credit card batch settlement report.

Customer(s): Students, Faculty and Staff

Regulatory Items: TSUS Board of Regents, Texas Education Code

Frequency/Volume: aprox. 6000 per long semester

Potential Break Points: System and telephones down.

Automation: Auto refund program and global tuition calc

Issues: Table exceeded on the snapshot screen for departmental and third party. Researching is time consuming and snapshot screen is difficult to read.