

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: BPA FIN –Recording/Closing Sessions etc.

Date: 09/27/05

Time: 1:30 p.m.

Location: ACR 207

Participants: Oscar P. Jimenez, John Young, Anabell Sartain, Joyce Miller, Becky Tharp

Session Lead: Oscar P. Jimenez - BBP-Narrative, John Young - Visio

Narrative/Description:

Student submits application. Returning students before Fall 2004 are exempt from the Application fee. Students after Fall 2004 are required to pay.

A copy of the application fee is given to the undergraduate counselor, or graduate counselor. A student pays the application fee; a letter is mailed to student requesting payment. Students can pay by check or credit card. If student pays by credit card, Administrative Secretary for Recruiting makes a copy of the card and takes information to Cashiers. If credit card is approved, Cashiers will give Administrative Secretary copy of credit card receipt. Administrative Secretary prepares a manual receipt from SRSU receipt book which contains pre numbered receipts.

Students pay by cash or check – Administrative Secretary will prepare a SRSU manual receipt and will forward to student or mail if not present. Administrative Secretary then balances receipt book and takes it to cashiers. Deposit are done weekly, unless \$50.00 or more is collected then the deposit is done the following day. Cashiers will verify the amount of cash, credit cards, and money orders and enters into SIS, using required SIS subcodes in accordance with deposit form. Cashiers will forward a SIS receipt to Administrative Secretary. The Administrative Secretary will file receipt. Cashiers close SIS session at the end of the day. Cashier deposit to bank the following day.

Electronic Inputs: none

Manual/Paper Inputs: application

Key Decision Points (list all): did the student pay with application?

Related Policy(s): Admissions and Records policies

Interface to Other Systems: none

Web Features: online application via TexasCommonApp.org; “How to apply” page on SRSU homepage

Electronic Outputs: none

Manual/Paper Outputs: pre-numbered receipt from Admin. Sec. Recruiting/Admissions, letter to tell student of missing/incomplete documents.

Customer(s): students

Regulatory Items: none

Frequency/Volume: 1,000/year, highly seasonal

Potential Break Points: payment not received

Automation: none

Issues: waiver of fee; NSF checks; credit card declined

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Library Collections- A cash register is used to track library fines, lost books, copies/fax fees, Ill – Inter-Library loans, and Media services. Library determines student must pay fee.

Payment must be a check, money order or cash. If student wants to pay by credit card then they are directed to Cashiers. The front desk employee calculates fee and collects money. The employee enters transaction into the cash register and gives student a receipt. The departmental deposit is done by Administrative Secretary from the library. The register is closed out, and reports are printed, one for cashiers, and two for library files.

From the reports and departmental deposit slip is completed, and money is taken to Cashiers for deposit. Deposits are done weekly or after \$50.00 are collected.

Cashiers processes deposit in SIS after verification. See above.

Electronic Inputs: none

Manual/Paper Inputs: none

Key Decision Points (list all): none

Related Policy(s): Library policies

Interface to Other Systems: none

Web Features: Web for students tells student if they are on hold; SIRSI tells if materials are overdue

Electronic Outputs: none

Manual/Paper Outputs: overdue letters

Customer(s): students, faculty, staff, community

Regulatory Items: none

Frequency/Volume: 200/week with majority being copies/fax, vending machines, media services

Potential Break Points: payment not received, SIRSI is offline

Automation: SIRSI produces fees; cash register

Issues: student ignoring letters / not paying; NSF check; credit card declined