

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Recording Adjustments

Date: August 10, 2005

Time: 8:00 a.m.

Location: ACR 207

Participants: Laura Lannom, Cindy Kennedy, Tanya Romero, Carolyn Todd, Oscar P. Jimenez

Session Lead: Laura Lannom, Visio; Oscar P. Jimenez, Narrative

Narrative/Description: Recording Adjustments. This BPA starts with a correction or something that needs to be recorded. Identification of an item that needs to be corrected or recorded is the first step. Accounting receives documentation to support entry required. Examples are RA meal plans, meal plan sales tax, ARA commissions, ARA lobo bucks, cancel checks, return checks, cancel encumbrances, reimbursement in transit, account expense transfers, fund transfers or corrections. Accounting/VPBA assistant prepares a JE document in excel/lotus. If the item is a budget adjustment, the document is posted in FRS. VPBA office scans budget adjustments in ImageNow. If the item is not a budget adjustment, document is sent to Controller or Assistant Controller for approval. Accounting manually assigns a JE number in sequential order and enters the JE number, description in an excel log. The following JE's are the same number every month: allocate suspense is the first JE number, and second CRSIS, (Cash receipts), the third FRADS (fund raising receipts), fourth one is cancel encumbrances.

Accounting enters adjustments into FRS, and the document is scanned in ImageNow. Accounting verifies accuracy of data entry by comparing system batch total to tape total. Adjustments that are not routine in nature are double checked by Accounting for accuracy. Accounting may contact the submitter to verify document accuracy or review the accounts after JE is posted. For large JE's accounting may verify debits equal credits before data entry.

If the entry is a market value adjustment or endowment interest adjustment, the Accountant prepares monthly spreadsheet and sends to OIT for upload into FRS. Accountant sends copy of entry to Controller or Assistant Controller for signature.

Electronic Inputs: Market Value, endowment interest spreadsheet upload.

Manual/Paper Inputs: JE supporting documentation.

Key Decision Points (list all): Approval requirements, accuracy of entry. The authority of requestor to make request.

Related Policy(s): Only VPBA can approve budget and salary adjustments.

Interface to Other Systems: ImageNow.

Web Features: none

Electronic Outputs: none

Manual/Paper Outputs: JE log, JE document.

Customer(s): Account managers, management.

Regulatory Items: Signature authority and compliance. Legality of using electronic signature or approval queue??

Frequency/Volume: 1400 per year.

Potential Break Points: JE is not approved, not balanced or not correct.

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Automation: none

Issues: Signature authority and compliance with internal policies.