

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: BPA FIN Telephone charges

Date: October 19, 2005

Time: 2:54 PM

Location: ACR 207

Participants: John Sanders, Tom Graf, Liliana Mason

Session Lead: Liliana Mason

Narrative/Description: OIT (John Sanders) receives long distances charges electronic file from TEXAN. He processes the file creating and emailing monthly bills for the departments. Also, the FR load file is created and emailed to the FR technical programmer (Liliana Mason). OIT checks the file for accounts with active freeze flag and contacts the accounting department for new/replace accounts. File's information is updated and reformatted to be fed to the FRS system.

Electronic Inputs: TEXAN files and FRS load file.

Manual/Paper Inputs: none

Key Decision Points (list all): TEXAN files are ready to be processed.

Related Policy(s):

Interface to Other Systems: none

Web Features: none

Electronic Outputs: Billing emails for the departments. FRS load file.

Manual/Paper Outputs: none

Customer(s): All departments

Regulatory Items: none

Frequency/Volume: Monthly file

Potential Break Points: TEXAN files are not ready. Determining the correct replacement accounts.

Automation: Night work automation system.

Issues: Grant accounts may change from month to month and departments do not send the new account to OIT.