

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Third Party Billings

Date: 10/25/05

Time: 8:30 am

Location: ACR 207

Participants: Oscar Jimenez, Terrie Salas, Jim Senneff

Session Lead: Oscar Jimenez

Narrative/Description: Student brings letter of Third Party billing. Cashiers will check to see if Third Party billing is set up in system. If not, Third Party must be set with billing information (address and phone number), then a new payment subcode must be created. Cashiers' will request Registrars to set up a CWID number. TCW table must be updated with the new subcode. When all this is done, Third Party billing subcode is entered and linked to the Student ID. Letter or PO will then be forwarded to collections department. A tuition calc will be done on the student account, thus creating a credit to the student account and a receipt will be generated from SIS. After the 12<sup>th</sup> class day, the collections department will bill the Third Party. When payment is received it is posted to the Third Party account and receipt will be given to the collections department. Collections department will reconcile payment to invoice. If payment does not match invoice, collections department will contact Third Party to correct the payment and if Third Party will not correct the payment, collections department will notify Cashiers to adjust Third Party billing on student account. Cashiers' will send the student a revised billing statement.

If Third Party is set up in the system, Third Party billing subcode is entered and linked to the Student ID. Letter or PO will then be forwarded to collections department. A tuition calc will be done on the student account, thus creating a credit to the student account and a receipt will be generated from SIS. After the 12<sup>th</sup> class day, the collections department will bill the Third Party. When payment is received it is posted to the Third Party account and receipt will be given to the collections department. Collections department will reconcile payment to invoice. . If payment does not match invoice, collections department will contact Third Party to correct the payment. If Third Party does correct payment, the second payment is received by the Cashiers' and posted to the Third Party account and receipt is forwarded to collections department.

Electronic Inputs: none

Manual/Paper Inputs: Authorization Letter or Purchase Order

Key Decision Points (list all): \_ Third party set up in system. If payment agrees with invoice. If bill to agency will correct payment.

Related Policy(s): Collecting non payment of Tuition and Fees.

Interface to Other Systems: None

Web Features: \_\_Web for Students.

Electronic Outputs: none

Manual/Paper Outputs: SIS receipt. Billing invoice.

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Customer(s): Students and 3<sup>rd</sup> party contracts.

Regulatory Items: none

Frequency/Volume: 100 to 200 per long semester.

Potential Break Points: Third party payment is not received. System down time.

Automation: none

Issues: Timely invoice to third party.