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.