

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

DRAFT AP-401

POLICIES AND PROCEDURES GOVERNING PREPARATION OF THE ACCOUNTS PAYABLE MANUAL CHECK RECONCILIATION

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the manual check reconciliation is processed accurately and in a timely manner. This policy sets forth guidelines to ensure that manual checks are requested, processed and submitted to University Employees in a timely manner. Manual check reconciliations should be monitored and maintained on a weekly basis to ensure accurate record keeping and to validate that the Comptroller's Office is in compliance with university regulations.

OVERVIEW

The Disbursement Operations Section of the Comptroller's Office has the vested responsibility for the financial administration of preparing the manual check reconciliation. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accounting personnel within these sections function as the financial liaisons between vendors, faculty, staff, and other campus administrative offices on financial matters related to issuing, maintaining and reconciling manual checks.

DEFINITION

Manual Check Log – Written log that is manually maintained based on the issuance of manual checks to supervisors to type checks.

FRS Screen 114 – Screen with the Financial Reporting System that provides information on all checks that have been issued manually in a sequential order based upon check number.

Manual Check Justification Form – This form is used to authorize the release of a manual check to the Accounts Payable/Payroll Supervisors and requires a written justification to type a manual check. This form must be approved by the Accounts Payable Supervisor or Payroll Supervisor, and/or the Chief Disbursement Officer and the Associate Comptroller for Financial Accounting and Disbursement Operations.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

Preparation of Manual Check Reconciliation

Page -3-

The authority for compliance with these requirements rest with the Office of the Comptroller, Disbursement Operations Section through the Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Associate Comptrollers.

DUTIES AND RESPONSIBILITIES

The Accounting Specialist within the Accounts Payable Section, Comptroller's Office, is responsible for the preparation of the manual check reconciliation and attaching any and all other supporting documentation used to type a manual check and enter the data related to the manual check into the accounting system.

The request to prepare a manual check must be documented, justified and approved by the Associate Comptroller. This method should be used only in the case of emergencies and/or extenuating circumstances.

The steps required for preparing manual check reconciliation are outlined below.

PROCEDURES FOR PROCESSING A VENDOR'S INVOICE USING CHECK BY PHONE:

1. The accounts payable specialist must obtain a copy of the manual check log for the current week from the Chief Disbursement Officer.
2. The accounts payable specialist must obtain copies of all of the manual check justification forms that were completed for the current week from the Accounts Payable Supervisor.
3. The accounts payable specialist must obtain a copy of FRS Screen 114 for the sequential number of checks issued during the current week starting from the last check number on the previous manual check reconciliation.
4. The accounts payable specialist must prepare the manual check reconciliation using an excel spreadsheet. Attach a copy of the manual check log, manual check justification forms and Screen 114.

5. The accounts payable specialist must reconcile the check numbers, check amounts, and batch numbers on the manual check reconciliation, manual check justification forms and Screen 114. Any discrepancies must be resolved immediately through research.
6. The accounts payable specialist must sign and date the manual check reconciliation and submit to the accounts payable supervisor for review and approval.
7. The accounts payable supervisor must submit the manual check reconciliation and supporting documentation to the Chief Disbursement Officer and Associate Comptroller for Financial Accounting and Disbursement Operations for approval.
8. The manual check reconciliation is filed by the accounts payable specialist after obtaining all approvals.

☐ Approved
☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

☐ Approved
☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration