

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

FC-310

### **STEP BY STEP PROCEDURES RECONCILING OF PUR/SESSION BATCHES**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for the preparation of reconciling of PUR/Session Batches in a timely manner. This policy sets forth guidelines to insure that the reconciling of pur/session batches are processed in compliance with the university, state and federal regulations, policies and procedures.

#### **OVERVIEW**

The Comptrollers Office has the vested responsibility for the financial administration for reconciling pur/session batches for the Southern University Baton Rouge Campus. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons between funding agencies, University staff, and other campus administrative offices on financial matters related to reconciling the pur/session batches.

#### **DEFINITION**

None.

#### **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.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager 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: Divisions of General Accounting and Financial Control.

## **DUTIES AND RESPONSIBILITIES**

The Administrative Coordinator III within the Comptroller's Office is responsible for ensuring pur/session batches are reconciled in a timely manner. The steps required for processing are outlined below.

### **SESSION**

<input type="checkbox"/>	Ensure all receipts/invoices are for Southern University.
<input type="checkbox"/>	Ensure name on check agrees to name on invoice.
<input type="checkbox"/>	Ensure all receipts/invoices agree to amount on check.
<input type="checkbox"/>	Ensure invoice number agrees to invoice number on check.
<input type="checkbox"/>	Ensure AP "Entered by", "Compliance", "Duplicate", "W-19" and "1099" stamps are on document as required.
<input type="checkbox"/>	Ensure Mrs. Mealie and Mr. McClinton approve checks written over \$10,000.
<input type="checkbox"/>	Ensure signatures are on DI (Compliance and Funds Available are required).
<input type="checkbox"/>	Ensure that screen 113 or 114 is attached for typed checks.
<input type="checkbox"/>	Ensure vendor remittance address agrees to address on check.
<input type="checkbox"/>	Ensure remittance information is mailed with check as required.

### **PUR**

<input type="checkbox"/>	Ensure all receipts/invoices are for Southern University.
<input type="checkbox"/>	Ensure amount on check agrees to receipt/invoice.
<input type="checkbox"/>	Ensure name on check agrees to invoice.
<input type="checkbox"/>	Ensure invoice number agrees to invoice number on check.
<input type="checkbox"/>	Ensure all screens are attached 220, 223 and 240.
<input type="checkbox"/>	Ensure invoice number agrees to invoice number on check.
<input type="checkbox"/>	Ensure AP "Entered by", "Compliance", "Duplicate", "W-19" and "1099" stamps are on document as required.
<input type="checkbox"/>	Ensure vendor remittance address agrees to check.
<input type="checkbox"/>	Ensure screen print verification is attached for typed checks.


Ensure checks over \$10,000.00 are approved by Mrs. Mealie and Mr. McClinton

Ensure that date of receipt/invoice is not prior to PO origination date.

Ensure remittance information is mailed with check as required.

#### BRS


Ensure BBA 400 report information and check agree.

Ensure VBD 10 report showing documents processed and documents rejected is attached.

Ensure that checks are pulled and submitted for voiding as requested by Bursar personnel.

Ensure that all checks with a dormitory address are pulled and correct address is requested.

Ensure that verification is obtained from Collection/Receivable personnel for all checks over \$10,000.00.

Ensure that checks are mailed unless Mrs. Mealie approvals for pick up.

- ☐ Approved  
☐ Disapproved

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

- ☐ Approved  
☐ Disapproved

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