



Business Procedures Manual

Southeastern Technical College
Internal Control Procedures

TABLE OF CONTENTS

Cash

[Cash Management Policy](#)

[Cash Management For Off Campus Locations](#)

[Cash Receipts Flow Chart](#)

[Change Fund](#)

[Petty Cash Funds](#)

[Disbursing & Reimbursement of Petty Cash Funds Flow Chart](#)

[Bank Account Reconciliation](#)

[Unclaimed Property/Voiding Outstanding Checks](#)

Capital Assets

[Asset Management – Inventory Management Plan](#)

[Disposition of Inventory](#)

[Asset Management Flow Chart](#)

Procurement and Purchasing

Purchasing Process

Statewide Contract Purchases

Bid Purchases

[Purchasing Card Flow Chart](#)

[Purchasing Procedures Flow Chart](#)

Revenue/Accounts Receivable

[TCSG Revenue Request](#)

[Student Tuition and Fees](#)

Tuition and Fees Waiver

[Uncollectible Accounts Receivable](#)

Expense Voucher/Cash Disbursement

[Banner Check Processing](#)

[Banner Check Processing Flow Chart](#)

[Fuel Cards](#)

Employee Compensation/HR

[Recruiting and Hiring](#)

[Leave](#)

[Labor Distribution Procedures](#)

General Ledger/Financial Statements

[Manual Journal Voucher Preparation and Approval](#)

Budget

Financial Statement Preparation

Budget Planning Process

Finance/Accounting

[Year End Close Procedures](#)

[System Security](#)

Campus Store

CASH

Cash Management Policy

Incoming Funds should be deposited and not be used to provide reimbursement for any expenditure. Funds should not be used for making loans of any type and should not be used for the cashing of personal checks. Particular attention should be directed toward safeguarding cash and handling incoming funds in order to minimize theft or misappropriation of such funds. To insure appropriate internal control and separation of duties, Southeastern Technical College will provide assurance that all transactions are properly authorized and accounted for, that access to cash is permitted to only authorized parties for authorized purposes, and records are routinely examined for accuracy and completeness.

General Procedure

Only the Administrative Services staff, or those identified by the VPA, will be allowed to collect incoming funds. If other Southeastern Technical College staff should happen to obtain funds (via mail, etc.) the funds should be immediately routed to the Student Accounts Specialist located in the Business Office for processing.

In the instances where Banner is not used, pre-numbered receipts are used, as it facilitates verification that duplications, skips, or deletions of receipt numbers are avoided and that receipts are properly recorded. Any funds coming by mail are kept in a secure area until such time they can be appropriately logged and processed. Southeastern Technical College should have written guidelines to identify the person responsible for securing those receipts in order to insure correct separation of duties. All incoming checks should be made out to Southeastern Technical College and should be immediately stamped with a restrictive endorsement. All funds, once logged, should be placed in a secure cash box. In a timely manner (at least daily), the cashier(s) should empty cash drawer and balance funds to control totals. A "Cashier Change Fund Balancing Form" is provided in the TCSG Accounting Procedures Manual as a suggested format. All written receipts should be accounted for and balanced to collected funds. The funds, along with completed balancing form, are placed in a vault or safe for security until bank deposit is made and funds are taken to bank. Access to this safe or vault should be restricted to appropriate staff. A pre-numbered deposit slip should be prepared, in triplicate, and verified back to the balancing form(s). The Purchasing Specialist balances the Change Fund and prepares the deposits first thing every morning.

If funds are collected at a de-centralized location (satellite campus, bookstore, etc), Southeastern Technical College should ensure that all receipts are correctly accounted for, deposited to the proper bank accounts in a timely manner, and transferred to the Administrative Services Office for inclusion in the general ledger. Any required forms or reports that must accompany the receipts when transferred from the collection points to the Administrative Services Office must be included.

Any disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items should be subject to above receipts control as well. In addition, these items should be investigated by a person who is independent of the activities of preparation of deposits and the posting of accounts receivable detail.

No checks should be cashed out of receipts. Southeastern Technical College is responsible for ensuring that this does not occur.

Once a deposit is prepared and all balancing is completed for those funds, the information is passed to the Banner AR Specialist who is responsible for writing up the revenue to the correct fund sources and accounts. Payments against receivables are written up by the Accountant. If money is receipted in Banner, the cashier provides the printed Banner receipt to be attached to the deposit slip after deposit of funds. Miscellaneous income and Banner income is then posted into the appropriate general ledger accounts via PeopleSoft by the Accountant or Accounting Technician on the Swainsboro Campus. This should be verified and balanced to the general ledger activity reports of the next day, after overnight processing and initialed as being accurate and complete. Processes must be put in place at Southeastern Technical College to ensure that separation of duties is achieved.

Security of Funds

All funds must be maintained in a locked cash box or drawer and when not in use shall be kept in a secure place, preferably a fireproof safe housed on the premises, to prevent loss. Funds are not to be taken home or stored at a private residence or in a motor vehicle. The person taking deposits to the bank must go directly to the bank when he/she takes possession of the bank bag from the Business Office. Once the bank bag is in this person's custody, he/she must travel directly to the bank. During the first two weeks of a semester, deposits will be taken to the bank twice per day; once at 9:00 am and again at 3:00 pm. Any further questions regarding security should be directed to the VPA.

Audit Procedures

All incoming funds and deposits are subject to audit by the VPA and the external auditors – audits may be scheduled or unscheduled.

Loss of Funds

Overages or shortages of the incoming funds shall be reported to the VPA of Southeastern Technical College or his or her designee so that an investigation can be made of the circumstances involved.

If one or more of the following conditions are identified during Internal Auditing of the cash loss, the custodian of such funds may be held personally responsible for the total loss:

1. The school funds have been commingled with personal funds,
2. An on-going record of activity has not been maintained.

3. The money in the fund has not been properly secured in a locked cash box or drawer or safe.
4. Payments have been made for purposes for which the change fund is not authorized (including, but not limited to: personal check cashing, travel advances, lunches, personal use, or petty cash transactions.)

Documentation

The Business Office shall maintain proper documentation of all funds received. Documentation should include the pre-numbered receipt or log identifying the receipt (date received, payee, amount, and purpose).

The deposit slip should be accompanied by the balancing form, which identifies the receipt/log numbers of all funds deposited. Any electronically generated receipts may also be attached. In many instances, a deposit summary is utilized for entry into general ledger and may also be included.

A permanent record detailing the activity of any overages or shortages must be maintained. The record shall contain the date, any overage or shortage condition and the signature of the custodian. This record should be initialed by the VPA and maintained in a location separate from the change fund.

Cash Management for Off Campus Locations

General

Off campus locations shall accept funds on behalf of the Business Office. Receipt books are obtained from Business Office Personnel. Monies are kept in a secure location, such as a locked cabinet or safe. The key to the cabinet or safe must be kept on the person responsible for the funds.

General Procedure

When funds are received at an off campus site, the white copy of the receipt should be given to the customer, the yellow copy should be paper clipped to the cash/check/money order, and the pink copy is to remain in the receipt book.

An excel spreadsheet must be maintained that lists the receipt numbers, cash, and check amounts, total deposited, and the date it was submitted to the Business Office. Funds should be submitted on a weekly basis or if the total amount equals \$500, whichever comes first.

Documentation

The monies should be presented along with the yellow copies of pre-numbered receipts to the Business Office. A receipt should be obtained from Business Office personnel for the amount of funds submitted for deposit. This receipt is a form entitled "Receipt of Funds from Another Department" and must be filled out completely and signed by both parties.

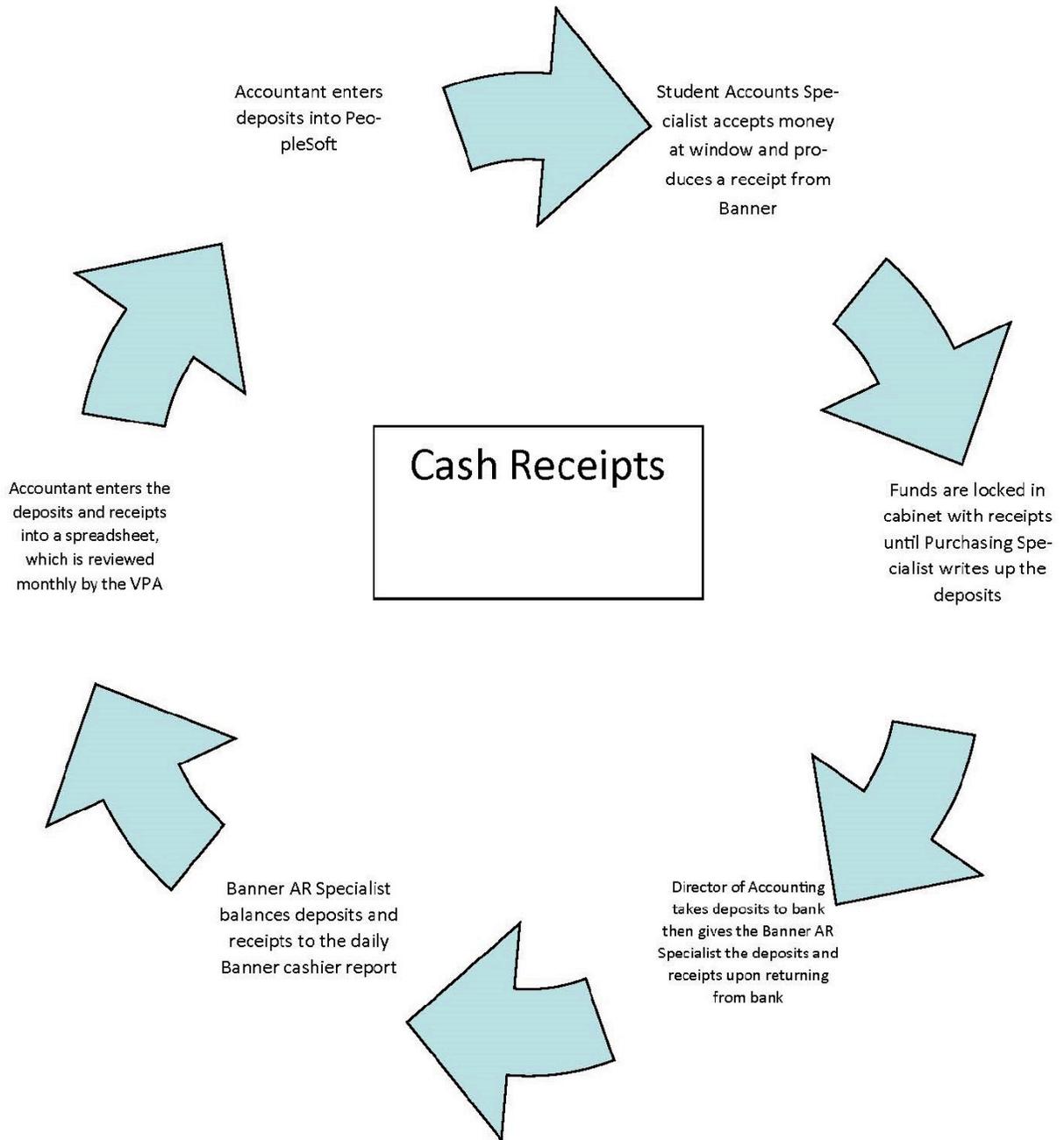
Security of Funds

All funds must be maintained in a locked cash box or drawer and when not in use shall be kept in a secure place, preferably a fireproof safe housed on the premises, to prevent loss. Funds are not to be taken home or stored at a private residence or in a motor vehicle. Any further questions regarding security should be directed to the VPA.

Audit Procedures

All incoming funds and deposits are subject to audit by the VPA and the external auditors – audits may be scheduled or unscheduled.

Cash Receipts Flow Chart



Change Fund

Definition

A change fund is established to make change and shall not be used to provide reimbursement for any expenditure. Change funds are prohibited from being used for making loans of any type and may not be used for the cashing of personal checks.

Increasing Change Funds

Increasing an existing change fund requires the completion of a Cash Fund Increase Form or a requisition. Increases to change funds will be considered by the VPA. Denied requests may be appealed to the VPA in writing.

Termination or Reduction of Change Funds

A change fund will be surrendered if it will not be used for thirty (30) days or more. A change fund account may be eliminated or reduced at any time at the request of the VPA. In addition, the VPA may reduce or eliminate a change fund based on the fund inactivity or violation of change fund handling procedures.

To close a change fund, the change fund must be returned to the Administrative Services Office. If a shortage exists, a Payment Order will be prepared charging the departmental budget for the shortage. If an overage condition exists, an entry will be made crediting the schools miscellaneous income account. The custodian or person handling the change fund shall complete the bottom portion of the Custodial Record.

Security of Funds

All change funds must be maintained in a locked cash box and when not in use shall be kept in a secure place, preferably a fireproof safe at the school, to prevent loss. Funds are not to be taken home or stored at a private residence or in a motor vehicle. Funds, even grouped funds, over \$1,000 must also be locked in a fireproof safe. Any further questions regarding security should be directed to the VPA. The Custodian must sign for the change fund. The Student Accounts Specialist maintains control of the Business Office change fund at all times. The funds are kept in a locked cabinet and the key is kept on her person at all times. There are change funds at the following locations with the custodian of those funds listed beside each:

Location	Amount	Custodian
Business Office-Vidalia	\$200.00	Student Accounts Specialist
Business Office-Swainsboro	\$150.00	Payroll Technician
Bookstore - Vidalia	\$400.00	Bookstore Manager
Bookstore - Swainsboro	\$400.00	Bookstore Coordinator
Petty Cash - Vidalia	\$200.00	Banner AR Specialist
Petty Cash - Swainsboro	\$200.00	Payroll Technician
Cosmetology-Vidalia	\$50.00	Cosmetology Instructor
Cosmetology-Swainsboro	\$50.00	Cosmetology Instructor
Dental Hygiene-Vidalia	\$50.00	Dental Hygiene Instructor

Audit Procedures

All change funds are subject to audit by the Director of Accounting, the VPA and the external auditors—audits may be scheduled or unannounced.

Loss of Schools Funds

Change fund losses shall be reported to the VPA, so that a complete investigation and report can be made of the circumstances involved.

If one or more of the following conditions are identified during Internal Auditing of the cash loss, the custodian may be held personally responsible for the total loss:

1. The creation of the change fund has not been properly registered and approved with the Administrative Services Office.
2. The money in the change fund has been commingled with personal funds.
3. An on-going record of activity has not been maintained.
4. The money in the change fund has not been secured in a locked cash box and /or fireproof safe.
5. Payments have been made for purposes for which the change fund is not authorized (including, but not limited to: personal check cashing, travel advances, lunches, personal use, or petty cash transactions).

Bookkeeping Procedure

The custodian shall maintain a permanent record detailing the activity of the change fund. The record shall contain the date the change fund was used, any overage or shortage condition and the signature of the custodian of the fund. This record must be maintained in a location separate from the change fund.

Assistance

Questions concerning the handling and accounting policies established by the school should be directed to the VPA. Inquiries and assistance pertaining to procedures involving change funds can be obtained from the Administrative Services Office. Information related to the security of funds should be directed to the VPA.

Petty Cash Funds

A petty cash fund has been established by Southeastern Technical College.

The College has set a limit of \$200 for the fund and uses pre-numbered petty cash vouchers. The College has designated the following positions to serve as Petty Cash Custodians for their respective campus:

Banner AR Specialist—Vidalia Campus

Payroll Technician—Swainsboro Campus

Disbursing Petty Cash Funds

Each disbursement made from the petty cash fund shall be approved by the VPA of the college or his/her designee. A petty cash voucher must be completed for each payment. Payment is made in either of the following manners:

Item already purchased:

- (a) The person seeking reimbursement provides a receipt for the item purchased to the petty cash custodian.
- (b) The petty cash custodian completes the petty cash voucher by listing the amount for reimbursement, account number, the employee's organization, fund source, project, and program. The employee is given the petty cash voucher to receive an authorization from his/her Vice President.
- (c) When the employee returns with the signed voucher, the cash is disbursed and the employee and the petty cash custodian must sign the Voucher.

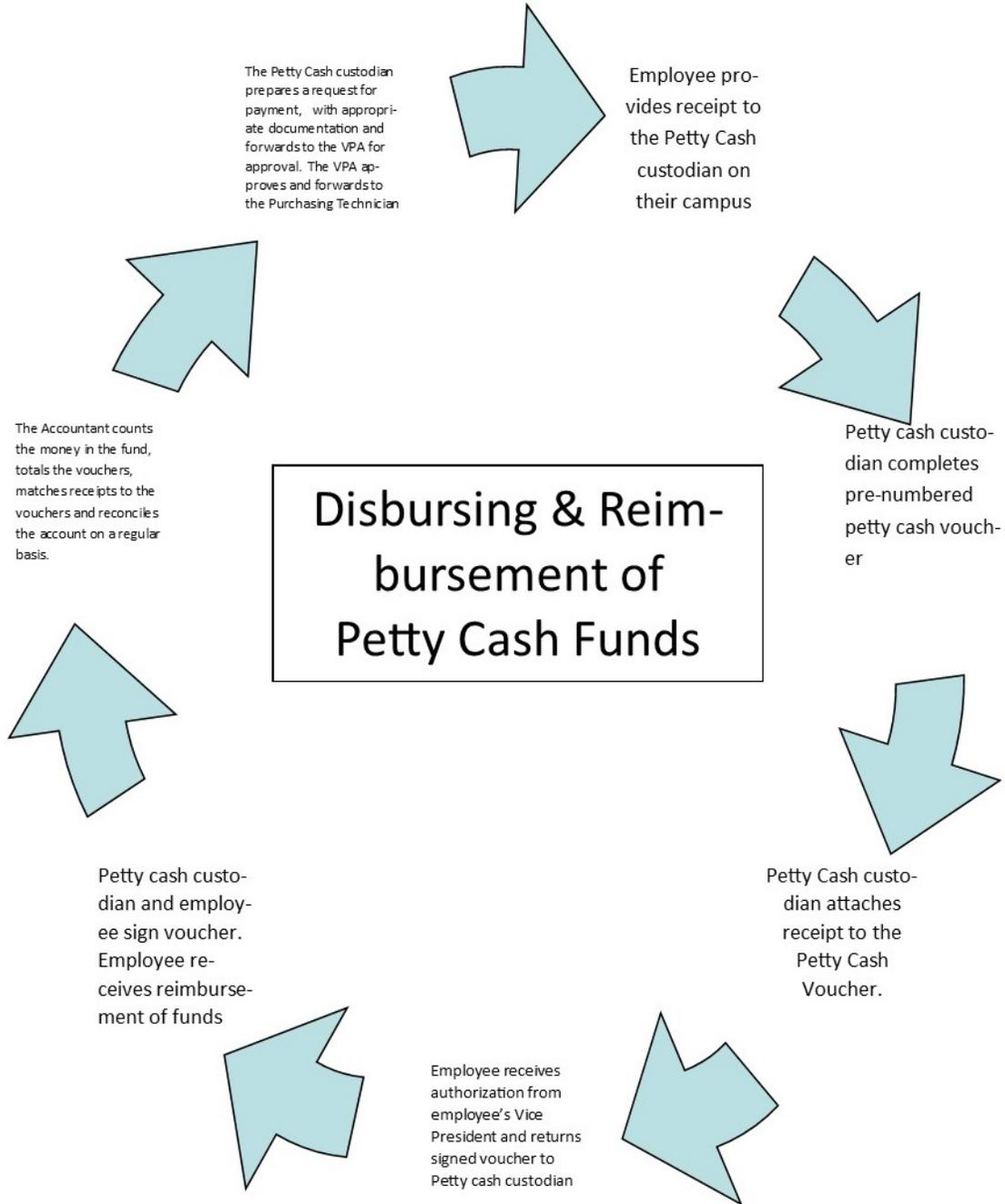
Reconciling the Fund

The Accountant counts the money in the fund, totals the vouchers, matches receipts to the vouchers and reconciles the account on a regular basis.

Replenishing the Fund

After the account is reconciled, the Banner AR Specialist prepares a request for payment, attaches the appropriate documentation and provides these forms to the VPA. The VPA reviews the payments for appropriateness and submits a request to the Purchasing Technician for payment to replenish the petty cash fund.

Disbursing & Reimbursement of Petty Cash Funds Flow Chart



Bank Account Reconciliation

General

Bank reconciliations for all bank accounts are performed monthly. All bank reconciliations are approved and signed by the Vice President of Administrative Services. The person performing the bank reconciliation should also sign the reconciliation. The bank account reconciliation for the Operating Account is completed by the VPA, the payroll account reconciliation is completed by the Director of Accounting and Federal Student Aid Account is completed by the Banner AR Specialist.

Note: When using the People Soft accounting system, prior to performing the reconciliations, the monthly balancing of the AP and AR modules should be done and any reconciling items should be resolved. Also all journal vouchers that hit the cash accounts should be identified.

Deposits

Run Monthly Cash Receipts Journal (AR408) for the month being reconciled. Check off and put the deposit number next to the deposits listed on the bank statement. Any deposits not on the Cash Receipts Journal should be a reconciling item to the GL on the bank recon. Any deposits on the Cash Receipts Journal and not on the bank statement are deposits in transit.

Checks

Run Cash Disbursements (Query AP004) and sort by pay status. Subtract any checks issued in previous period and voided in current period. Omit any checks issued and voided in current period. Balance this amount to the AP transactions on the Trial Balance by Business Unit (GL44M) for the cash account being reconciled.

Account for all the checks cleared on the bank statement on both the Cash Disbursements Query and the previous month's outstanding check list. List all other checks as outstanding. If a check cleared the bank, but was not posted on the Cash Disbursements Query, it should be listed as a reconciling item to the GL on the bank reconciliation.

If checks are run out of the Banner A/R system, obtain the check register for Banner. Check off all checks that cleared the bank and have been recorded in the General Ledger and list all others as outstanding. If a check cleared the bank, but was not recorded in the General Ledger, it should be listed as a reconciling item to the GL on the bank reconciliation.

Account for all manual checks issued through month end to ensure they have been entered into the accounting system. If they have not been entered into the accounting system, the checks should be listed as reconciling items on the bank reconciliation.

See the procedure for Outstanding Checks for instructions on following up on outstanding checks.

Other transactions

Maintain list of returned checks. These should be an adjustment to the GL until cleared up.

Service charges and interest not posted should be an adjustment to the GL until cleared up.

If bank recon is out of balance, verify that all checks cleared the bank in the correct amount and that there were no errors on any journal vouchers. Journal vouchers can be checked on the Trial Balance (GL44M) entries to the cash account.

A copy of the Operating Account Bank Reconciliation is given to the Accounts Payable Technician, the Accountant and the Director of Accounting for necessary timely corrections.

Performing Reconciliations in the Statewide Accounting System

The Accountant performs the manual reconciliation in the People Soft accounting system. See the People Soft Subsystem Reconciliation Procedures for the Accounts Payable Reconciliation.

Unclaimed Property/Voiding Outstanding Checks

General – For Checks Issued Using State Appropriated Funds/Local Funds

The “Disposition of Unclaimed Property Act”, OCGA Section 44-12-190, provides for the procedures to be followed for those holding property for someone else, but contact has been lost with that owner. Outstanding checks to both individuals and vendors are defined by the Act as an example of the type of property to which the Act applies. This Act applies to all Technical Colleges and TCSG System Office.

In general, the “Disposition of Unclaimed Property Act” requires that unclaimed property be reported and remitted to the Georgia Department of Revenue on an annual basis after a defined holding period has expired. The holding period is the time that must elapse before the property is considered abandoned. The duration of the holding period depends on the type of property being held.

For outstanding checks written to individuals for the payment of wages (e.g., personal service expense), the Act defines that a one-year holding period is required before that payment is deemed to be unclaimed property. For all other outstanding checks such as payments to vendors for goods and services rendered or to individuals for travel, etc., the Act defines that a five-year holding period is required before the payment is considered to be unclaimed property.

The forms and instructions for reporting and remitting unclaimed property should be obtained directly from the Georgia Department of Revenue website.

<http://www.etax.dor.ga.gov/ptd/ucp/index.shtml>.

Definition

An outstanding check is defined as any check that has not cleared the bank and that has not been cancelled or voided. Outstanding checks may be one of two types:

1. Uncashed – one that has been mailed or delivered to the payee but which remains outstanding. Uncashed checks are those, which no longer are in the possession of the issuing organization.
2. Unclaimed – one which is pending delivery to the payee; this includes checks that have been mailed out but then returned to the issuing organization. Unclaimed checks are those, which are in the possession of the issuing organization.

Procedure

Southeastern Technical College reviews outstanding checks on each bank account on a monthly basis as a part of their normal bank reconciliation procedures. In addition, during the months of July and August each year, the Director of Accounting attempts to notify the payee by letter at their last known address about any outstanding check written in a previous fiscal year for \$50.00 or greater. If these attempts are not successful in getting the checks to clear the bank, all checks over a year old (both those for \$50.00 and more and those less than \$50.00) should be cancelled or voided.

When voiding these checks, it is essential to keep record of which checks were originally issued for personal services (e.g., wages) separate from all others. The entry to account for the voiding of the checks for personal service expense should be:

Debit Credit

101XXX Cash in Banks

Payroll Acct. \$XXX

262056 Funds Held for Others –

Payroll Checks Uncashed/Unclaimed \$XXX

The sum of the face value of the cancelled or voided checks for personal service expense must be remitted to the Georgia Department of Revenue annually (by November 1) as unclaimed property once they have met the one-year holding period requirement. Funds may need to be transferred from the payroll account to the operating account prior to submitting the check to the Department of Revenue. The entry to record the check to DOR would be:

Debit Credit

262056 Funds Held for Others –

Payroll Checks Uncashed/Unclaimed \$XXX

101XXX Cash in Banks

5XXXXX Expense \$XXX

262056 Funds Held for Others –
Payroll Checks Uncashed/Unclaimed \$XXX

When voiding checks that were originally issued using Federal Funds, the excess funds should be returned to the grantor agency that issued the funds (i.e. TCSG for Carl Perkins, Adult Lit. etc.) The grantor agency should return the funds to the originating Federal Agency.

HOPE REFUNDS TO GEORGIA STUDENT FINANCE COMMISSION

If a school needs to return funds to GSFC on a prior year award for prior year voided checks, the school shall send a remittance to:

GA Student Finance Commission
2082 East Exchange Place
Tucker, GA 30084

The remittance should include the name and social security number of each student, the amount of the voided check, and the period when the refund was originally awarded. The financial aid office must also make the necessary downside adjustment in Surfer and Banner.

If a school has excess cash for a current year award, the school may reduce a current year cash draw for the amount overdrawn. If the excess cash is due to current year checks voided in the current year, the school must provide to GSFC the name and social security number of the student, the amount of the voided check, and the award period for which the award check was written. The financial aid office must also make the necessary adjustment in Surfer and Banner.

TITLE IV REFUNDS TO US DEPARTMENT OF EDUCATION

The Blue Book, which provides procedures for federally funded student financial aid, states “if a school needs to return funds as a result of reducing expenditures on a closed award, the school should return funds promptly via the G5 system.

If the award is not closed and a school simply has excess cash, the school can resolve the excess cash balance by either returning the excess cash to USDOE or by reallocating drawn funds among grant awards in GAPS (Grant Award Payment System) to comply with immediate cash needs.

As set forth in 34 CFR 668.165(a), Student Assistance General Provisions, “Before an institution disburses Title IV funds for any award year, the institution must notify a student of the amount

of funds that the student or his or her parents can expect to receive under each Title IV program, and how and when those funds will be disbursed.”

CAPITAL ASSETS

Asset Management

Purpose

To establish procedures for controlling Southeastern Technical College’s equipment and for assigning and recording property asset inventory decals to this equipment.

Policy

The Accountant, under the Vice President of Administrative Services, coordinates and implements the asset management system. Asset Management personnel utilizes the policies and guidelines as set forth by TCSG and the State Accounting Office in relation to purchasing maintenance, and physical inventory of assets; these policies may be found at:

https://sao.georgia.gov/sites/sao.georgia.gov/files/imported/vgn/images/portal/cit_1210/15/29/173188970AM_CapitalAssetsGeneral_Reformatted.pdf

TCSG Policy II.C.9 requires that technical colleges shall maintain accurate inventory records on the statewide computer system for all property items that:

- Are non-consumable and non-expendable in nature
- Have an estimated useable life expectancy of three or more years
- Have an item acquisition cost of \$1,000 or more

Identifying Inventory Items

Decals are affixed to inventory items when the inventory items are received. Asset management records are maintained in the state asset management system to include information on the asset location, custodian responsible, and the corresponding accounting information.

Southeastern Technical College also tracks assets that are less than \$1,000 in a separate database.

Annual Physical Inventory

The Georgia Department of Audits and Accounts and TCSG recommend a physical inventory of all asset management items to be taken annually. The annual physical inventory is coordinated with the custodians of the inventory items. The Accountant provides the custodians Asset Management reports of the inventory items for which they are responsible both before and after the annual physical inventory.

Both the custodian and the Accounting Technician physically verify the location and existence of assets in the specified custodian's care indicated on the Asset Management records. Any discrepancies in location, custodian, or item status is noted and investigated, and if necessary, changed in the system, with proper documentation. In addition to verifying items on the inventory records to the actual existence, the converse is also performed; items found at a location and not on that location's Asset Management records are researched and adjustments are made with proper documentation.

Inventory Transfers

For transfers to another location, the custodian will complete the Inventory Transfer Form. The transfer forms are routed to the asset management coordinator (Accountant) where changes will be recorded in the inventory system.

Staff Beginning STC Employment

When staff begins employment at STC, an Employee Equipment/Property Assignment form must be filled out by the employee's Vice-President or designee and signed by the new employee. The form lists and describes the equipment and property which will be in the employee's custody throughout his/her employment. The form is to be completed and forwarded to the Accountant to be maintained in the Accountant's office. Before departure from employment, the employee must see the Accountant as part of his/her exit checklist procedures to ensure all items have been properly accounted for.

Physical Disposition of Inventory Items

In compliance with state law, the only way that state property may be disposed of are destruction, transfer to state surplus, transfer to other governmental entities, or sale. Administrative Services is the only department authorized to destroy, sell, transfer to another governmental agency or transfer to State Surplus any property on the Southeastern Technical College inventory. Only items which are no longer of any value or use to the College may be disposed of with the permission of the State of Georgia Department of Administrative Services Surplus Property Division.

Destruction

Before destruction can take place, DOAS must approve an affidavit of destruction and assign an authorization number to it. Administrative Services maintains the affidavit of destruction and it must be witnessed by a responsible party.

Transfer to Other Governmental Entity or Sold

In order to transfer inventory items to other government entities, Administrative Services utilize the Assetworks system. When transferring to another state entity other than TCSG or its colleges, the transfer must be approved by DOAS State Surplus. This approval takes place electronically in the AssetWorks system. If the asset is being transferred to TCSG or another technical college, it still must be completed through the AssetWorks system, but not approved by DOAS State Surplus.

Virtual Disposal

Most surplus property transactions are “virtual disposals”, meaning that the property remains with the custodian agency while it is processed and disposed of. The virtual disposal process is:

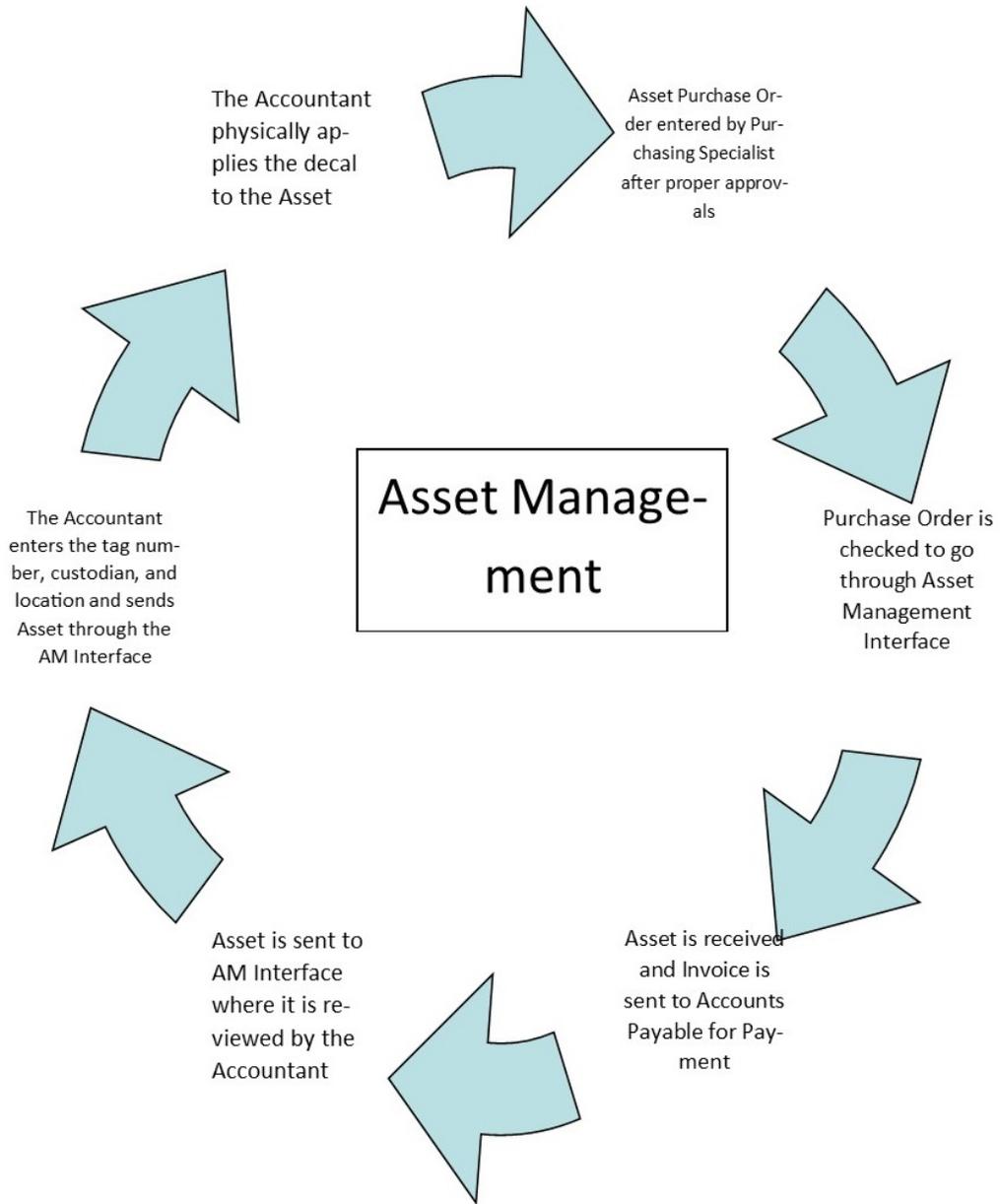
- Cost effective- Reduces transportation and handling costs
- Flexible- Agency determines the disposal start times
- Available statewide- Assets available within the local community

Regardless of the disposal method, the first step in the process is completing the Property Transfer Request in AssetWorks. Since the assets are located throughout the state, the information that is sent to Surplus must be complete and accurate.

- All form fields are required- property has to be identifiable to be sold
- List addresses and contact information where the property is physically located
- Keep like items on single forms- do not mix disposal processes like cars and furniture
- Enter complete “packages” including Property Transfer Request, photos, etc. at one time
- Inform Surplus of convenient inspection and removal times, barriers to, or facilities for removing property
- Administrative Services refers to the photo requirements set forth by DOAS Surplus Property

Note: Unique circumstances may require special handling, additional information and/or photos

Asset Management Flow Chart



PROCUREMENT AND PURCHASING

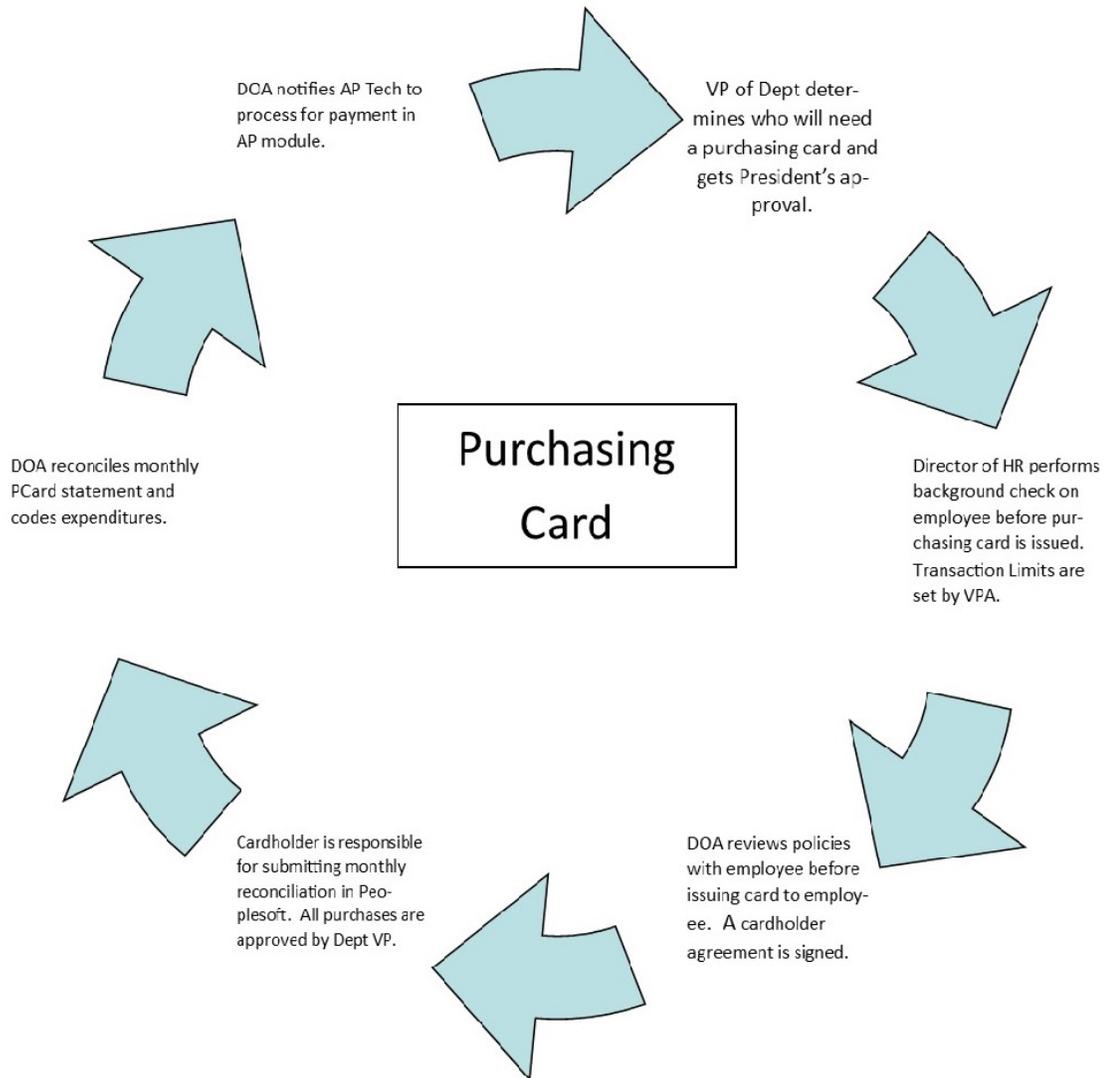
General

Purchasing is the procurement of supplies, equipment, and services at the lowest prices consistent with the quality needed for the effective operations of Southeastern Technical College. In accordance with Georgia law ([O.C.G.A § 50-5-50 et seq.](#)), all purchases made by Southeastern Technical College shall conform to all purchasing laws and all purchasing rules or procedures established by the Technical College System of Georgia and/or the Department of Administrative Services. DOAS purchasing rules and regulations can be found at <http://www.doas.state.ga.us>.

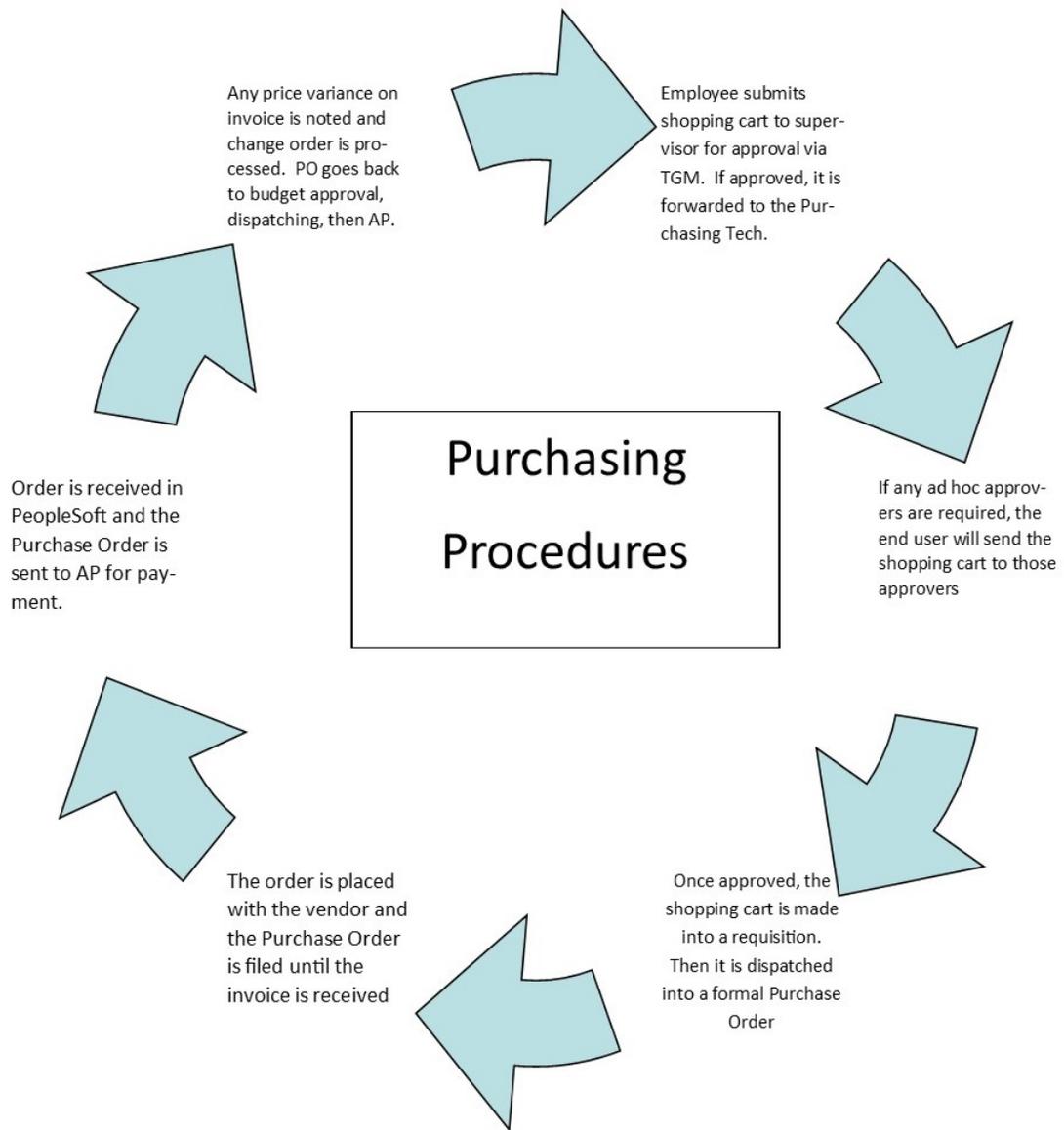
STC Purchasing Procedure can be found in our policy guide at [3.1.16.p](#)

[STC Purchasing Card and Procedures Manual](#) can be found under STC Purchasing

Purchasing Card Flow Chart



Purchasing Procedures Flow Chart



REVENUE/ACCOUNTS RECEIVABLE

TCSG Revenue Request

Cash Requests – All types

Cash request shall be submitted on a monthly basis to the TCSG Central Accounting Office for all state and federal funds that are allocated to Southeastern Technical College through the TCSG Central Office. The VPA of Southeastern Technical College makes this request.

Cash requests made to other agencies for funds that are allocated directly to Southeastern Technical College should be made in accordance with the proper procedures and guidelines of each individual grantor agency.

TCSG Cash Request Schedule

At the beginning of each fiscal year, the TCSG Central Accounting Office shall send a schedule of monthly cash request due dates to Southeastern Technical College along with the dates by which the cash shall be deposited into Southeastern Technical College's account. Cash requests shall be accepted two times per month according to this schedule, one date for schools which have semi-monthly payrolls and another date for schools with monthly payrolls.

All requests for bond money should be requested according to the schedule published by TCSG Central Office.

Submitting Cash Requests to TCSG

At the beginning of each fiscal year, a new electronic form shall be sent to Southeastern Technical College with updated project and program numbers. This form shall be completed for each cash request along with any forms required by other grants for which the schools are requesting money. The forms shall be emailed to the designated individuals according to the TCSG cash request schedule.

Requesting State Funds

All state funds should be requested monthly according to the above mentioned schedule. The amount of these requests should not exceed the percentage of the fiscal year completed. For example, in the month of December, no more than one-half of the state allocation should be requested from TCSG since one-half of the fiscal year is complete.

TCSG receives their state allocations on a quarterly basis from the Office of Treasury and Fiscal Services. When Technical Colleges do not adhere to these guidelines, this can cause the TCSG System Office to have cash flow constraints

Requesting Federal Funds

All federal funds shall be requested on a reimbursement basis. The Technical College shall request the funds in the month following the expenditure of these funds. At the end of each fiscal period, each college should review their expenditure reports. At this time, a cash request may be made for the amount of federal expenditures in each federal program less any encumbrances. The trial balance should be used to determine expenditures (back out encumbrances) before requesting Federal Funds.

Final Year End Cash Requests

For instructions relating to final year end cash requests see the year end close procedures.

New Fiscal Year Constraints

Because budgets are not always entered into PeopleSoft by July of each year, TCSG may request that each school hold any cash requests for several months until budgets are processed. In this case, TCSG will send each school 1/12 of its state allocation each month until monthly cash requests may be resumed. These funds shall be recorded as personal services.

Student Tuition and Fees

[Student Tuition and Fees Policy](#) and [Procedure 6.6.1p](#).

Uncollectible Accounts Receivable

General

The Georgia Constitution, Article III, Section VI, Paragraph VI concerning gratuities prohibits the General Assembly (including all Technical Colleges and Central Office) from having the authority to grant any donation or gratuity or to forgive any debt or obligations owed to the state of Georgia (including all Technical Colleges and Central Office). Furthermore, Georgia code 50-16-18 provides a mechanism for writing off small amounts due the state (\$3,000.00 or less), which have been deemed “uncollectible” per TCSG Collection Procedure (Due Diligence).

Uncollectible Accounts Receivable of \$3,000.00 or less

Pursuant to Georgia Code 50-16-18, Southeastern Technical College and the Central Office, “in order to preserve public funds, are authorized to develop appropriate standards, in conjunction with the Georgia Department of Audits and Accounts, which will provide a mechanism to consider administratively discharging any obligation or charge in favor of such agency or department when such obligation or charge is \$3,000.00 or any lesser amount”. This procedure is not applicable when the obligor has more than one such debt or obligation totaling more than \$3,000.00 in any given fiscal year.

Procedure

Southeastern Technical College should review outstanding accounts receivable and attempt collection on a regular basis. Copies of all supporting documentation related to collection

attempts should be maintained Southeastern Technical College for the purpose of writing off uncollectible accounts receivable for \$3,000.00 or less. Williams & Fudge Collection Agency is part of Southeastern Technical College's collection attempt process.

Annually, Southeastern Technical College will prepare a list of the accounts receivable that have been deemed "uncollectible". The list shall contain information pertinent to the receivable to be written off. (i.e. name, address, amount, description of debt (tuition, fees, etc.), and any other related information.) The listing, along with all supporting documentation related to collection attempts, shall be made available for the State Auditors during the audit.

The Vice President of Administration for Southeastern Technical College and the Director of Accounting for the Central Office shall review, approve and sign the listing therefore authorizing the write off. A copy of the signed listing along with any other pertinent information shall be attached to the journal voucher.

If the receivable is related to a student, a hold must be placed on their account in Banner.

If the receivable was originally recorded with a journal voucher, the accounting entry to write off the receivable will be a journal voucher debiting Surplus (Account #390001) for the prior fiscal year and crediting the original "Accounts Receivable" account for the amount to be written off.

If the receivable was set up in the Accounts Receivable module of People Soft, the receivable should be cancelled in the module. A journal voucher should also be done debiting Surplus (Account #390001) for the prior fiscal year and crediting the original "Revenue" account for the amount that was written off.

If the receivable was related to a student, use the appropriate Banner detail code to record the information in the Banner system.

Uncollectible Accounts Receivable Greater Than \$3,000.00

Pursuant to Georgia Code 50-16-18, uncollectible accounts receivable greater than \$3,000.00 cannot be written off. However, if an outstanding "Accounts Receivable" has been determined to be uncollectible by following the procedures established in steps 1 thru 3 listed above, then Southeastern Technical College must establish a reserve equal to the amount of "Accounts Receivable" over \$3,000.00 that have been deemed uncollectible. This analysis of outstanding "Accounts Receivable" must be performed at least annually prior to the fiscal year end close. Partial "Accounts Receivable" and accounts receivable of \$3,000.00 or less may not be reserved.

The accounting entry to establish the reserve will be a journal voucher debiting Surplus (Account #390001) for the prior fiscal year and crediting the Other Reserves –TCSG Uncollectible Accounts Receivable (Account # 337082) for the amount of the reserve to be established.

Once the reserve has been established, it shall be analyzed and adjusted annually. The reserve shall remain on the books until such time as legislation has been enacted to allow the write-off of the uncollectible accounts receivable. If the reserve is determined at any time to be higher than deemed necessary the additional funds shall lapse.

Southeastern Technical College must fully reserve all outstanding "Accounts Receivable" over \$3,000.00 that has been deemed "uncollectible" as soon as possible. The reserves are subject to the review and approval of the State Auditor.

Examples of Entries and Their Effect

The following are examples of the necessary entries and the possible affect they will have on your books assuming the fiscal years are FY08 and FY09.

Receivables less than or equal to \$3,000.00

Scenario 1 – Accounts Receivable from Prior Years less than or equal to \$3,000.00

The entry to establish the prior year receivable would be:

Debit Accounts Receivable
Credit Surplus

The entry to write off the receivable would be:

Debit Surplus
Credit Accounts Receivable

Note: This entry will have no effect on current year revenue. The debit and credit to surplus should be equal.

Scenario 2 – Accounts Receivable from Current Year (FY09) less than or equal to \$3,000.00

The entry to establish the current year receivable would be:

Debit Accounts Receivable
Credit Revenue

The entry to write off the receivable in FY05 for the receivable set up in FY04 would be:

Debit Surplus
Credit Accounts Receivable

Note: For FY08 additional revenue is recognized by establishing the receivables in Peoplesoft. For FY08, you would have to set aside \$x from your budget to cover the debit to surplus for

writing off the uncollectible receivables that were established in the budget fund (60001, 60015, 60005, 61001, 62006) during FY04.

Receivables More Than \$3,000.00

Scenario 3 – Accounts Receivable from Prior Years more than \$3,000.00

The entry to establish the prior year receivable more than \$3,000.00 would be:

Debit Accounts Receivable
Credit Surplus

The entry to establish the reserve for uncollectible accounts receivable more than \$3,000.00 from prior years would be:

Debit Surplus
Credit Reserve for Doubtful Accounts (337082)

Note: This entry will have no effect on current year revenue. The debit and credit to surplus should be equal.

Scenario 4 – Accounts Receivable from Current Year (FY09) more than \$3,000.00

The entry to establish the current year receivable more than \$3,000.00 would be:

Debit Accounts Receivable
Credit Revenue

The entry to establish the reserve for uncollectible accounts receivable more than \$3,000.00 in FY09 would be:

Debit Surplus
Credit Reserve for Doubtful Accounts (337082)

Note: For FY08 additional revenue is recognized by establishing the receivables in PeopleSoft. For FY09, you would have to set aside \$X from your budget to cover the debit to surplus for adding the uncollectible receivables to the Other Reserves –TCSG Uncollectible Accounts Receivable that were established in the budget fund (60001, 60015, 60005, 61001, 62006) during FY08.

Prior year surplus accounts are calculated cumulatively to determine the net amount (Dr or Cr). The balance in the current year surplus account is calculated separately based on the net amount of the accounting entries for the current year.

Receivables over \$100.00 but less than \$3,000.00 that were previously reserved

Scenario 5 – Writing off reserve for doubtful accounts of 3,000.00 or less

The entry to write off the reserve for doubtful accounts that was recorded in a prior year would be:

Debit Reserve for Doubtful Accounts (337082)
Credit Accounts Receivable

When money is collected for a receivable that was written off in a prior year, the entry in PeopleSoft would be:

Debit Cash
Credit The appropriate current year revenue account.

EXPENSE VOUCHER/CASH DISBURSEMENT

Banner Check Processing

General

Student checks for both Financial Aid refunds and tuition and fee refunds are generated and printed using the Banner System. The system will automatically populate the student's account data in Banner with the appropriate detail code to record the check that has been produced. The check number is also recorded. Financial Aid awards must be released from the Memo field or disbursed to the student accounts through Banner Financial Aid before running this process. Generally, Hope is disbursed to the student's account first, then SWIG, Loan, Pell, SEOG, GED or RetroZell may be disbursed.

Procedures

The Banner AR Specialist performs these procedures.

Student checks are generated from the Banner System by running ZFRCHEK. Checks may be processed by term or by Fiscal Year if checks must be produced for multiple terms. It is recommended to run the process first in Audit Mode which produces a check register, but does not update the students' account. The process may be run in Audit Mode as many times as necessary until the check run is correct and in balance. If Hope and Pell checks are printed from different bank accounts, the process must be run separately for each bank account. When the check run is correct, the process should be run in Update Mode. This populates the students' account with the amount of the check as well as the check number. It also produces a check register including a file name to print the checks.

Separate totals for Hope, Loan, Pell, SWIG, SEOG, etc are shown at the bottom of the check register. These totals are to be used to record the checks into People Soft. The following accounting entries should be used to record the checks into People Soft:
 Manual Journal Vouchers are prepared by the Banner AR Specialist and approved by the VPA. The bank reconciliation for the HOPE account is performed by the Administrative Services Technician and for the PELL account, the Banner AR Specialist.

Hope GED refunds:

Debit Credit

745001 Grants-TCSG-
 HOPE GED \$XXX

101XXX Cash in Banks
 HOPE Account \$XXX

SWIG refunds:

Debit Credit

745001 GRANTS-OTHER \$XXX

101XXX CASH IN BANKS
 HOPE ACCOUNT \$XXX

PELL refunds:

Debit Credit

707013 GRANTS-OTHER \$XXX

101XXX CASH IN BANKS
 PELL ACCOUNT \$XXX

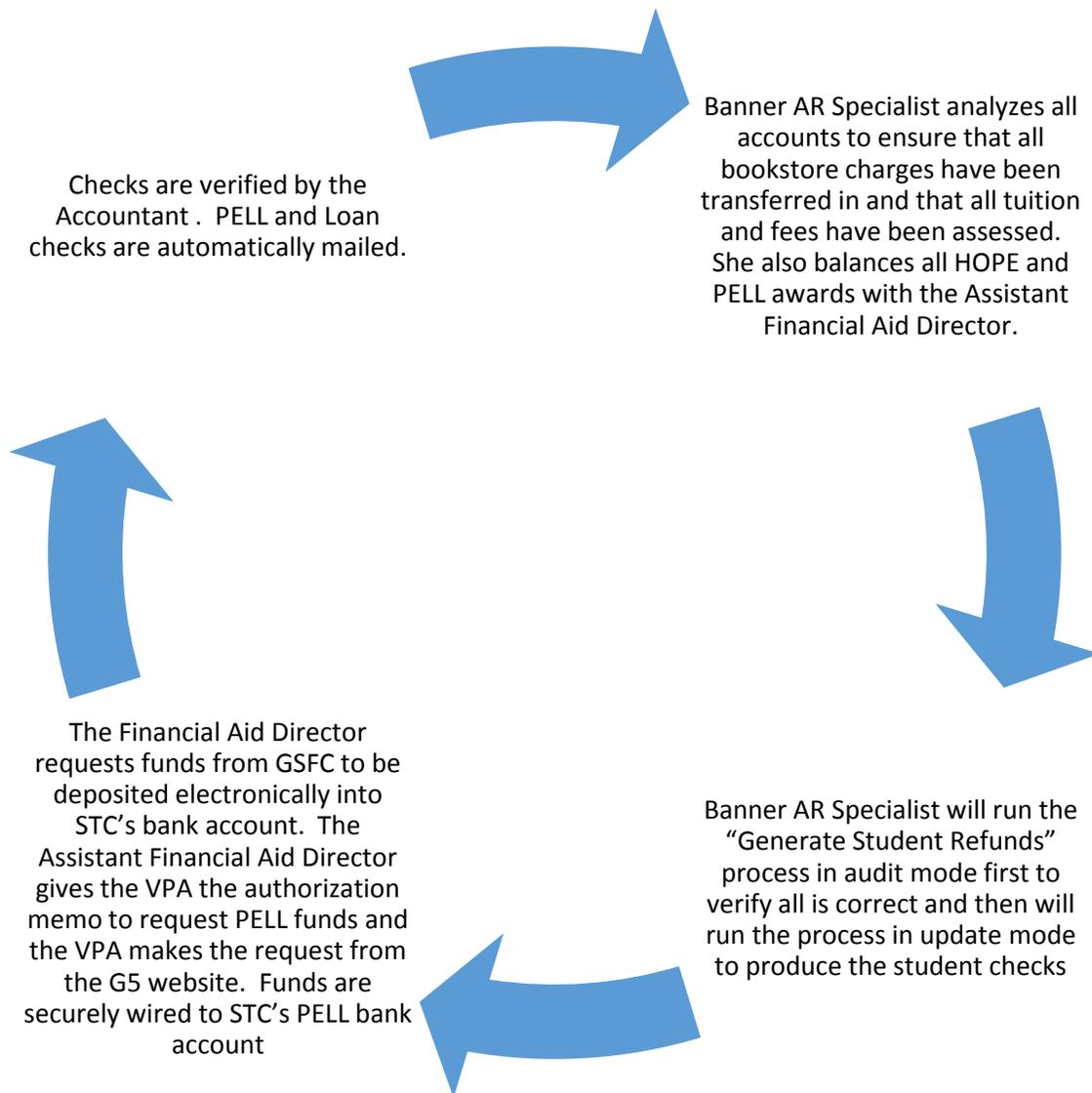
SEOG refunds:

Debit Credit

707013 GRANTS-OTHER \$XXX

101XXX CASH IN BANKS
 PELL Account \$XXX

Banner Check Processing Flow Chart



Fuel Cards

Southeastern Technical College provides fuel cards for use in the State owned vehicles. Each state owned vehicle has its own fuel card and each driver has a unique personal identification number (PIN). These cards shall only be used for the vehicle to which it is assigned. Fuel Cards should be accounted for at all times. If cards are lost, it must be reported immediately to Chief Operating Officer.

Assignment of Cards

Southeastern Technical College has requested a fuel card for each vehicle from Wright Express. These cards are assigned a unique seven-digit number with the first three numbers being the

agency number, and the last four digits correspond to the vehicle number displayed on the state vehicle. In addition, each driver should be assigned a unique PIN. This PIN number is the last four digits of the Employee's ID number. The PIN number is set up with Wright Express by the Director of HR.

Fuel Purchases

The user of the fuel card shall go to any participating gas station when fueling a state vehicle. Repair and maintenance purchases may be allowed if they are pre-approved by Wright Express. When purchasing fuel, regular unleaded gasoline should be used unless diesel or aviation fuel is required. The receipts for the purchases should be submitted to the DOA. Each month, Wright Express will send a statement for the fuel purchases. At that time, the DOA verifies each purchase according to the submitted receipts. After the statement is verified and is correct, Southeastern Technical College will remit payment to Wright Express.

EMPLOYEE COMPENSATION/HR

Recruiting and Hiring

Please refer to STC [Recruiting and Hiring Policy](#) and [Procedure](#)

Leave

Please refer to [Annual, Sick and Personal Leave Procedure 4.5.2p4](#)

Labor Distribution Procedures

General

The State of Georgia currently uses the People Soft software package to process both financial and HRMS (Human Resource Management System) accounting data. The Labor module is housed in the Financials System and allows the data housed in the HRMS Module to flow to the appropriate Financial Modules. A quarterly calendar for payroll processing can be found at http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_43045096,00.html under HRMS > calendars.

STEP 1:

Payroll confirms four days prior to payday. There are separate payrolls for semi-monthly or monthly, and for hourly employees (Ex. SS1, SH1, MS1 and MH1). These payrolls must be processed on different nights. Georgia Technology Authority (GTA) establishes the Payroll Frequency by school. Once payroll is "CONFIRMED", payroll will process that night.

STEP 2:

The next day the following reports are available in Document Direct:

PY8430018H (Payroll Summary Report) is generated to indicate a payroll was processed in HRMS.

Report LD843001 (Labor Distribution Control Totals) is generated with the totals of the payroll that was transmitted to the Financial Module. The purpose of the two reports is to compare totals sent from payroll to totals received by Labor Distribution. The amounts from both reports should agree. If these reports do not balance refer to Report LDXXX006 (Checks without Earnings).

PY8430018H (Payroll Summary Report)

Company	415 Dept. of Technical & Adult Ed.	STATE OF GEORGIA	Report ID:
Pay End Dt:	03/05/2003	Paygroup: SH1	Page No.
Run ID:	A05 Mar 15 Check Semi (401-427)	US PAYROLL SUMMARY REPORT	Run Date 03
		On/Off Cycle CONFIRMED	Run Time 20
Pay Check Summary			
All Checks (Including On-line)			
Count	Total Gross	Total Taxes	Total Deductions Net Pay
-----	-----	-----	-----
19	11222.65	982.91	869.61 9370.13
On-line Checks			
Count	Total Gross	Total Taxes	Total Deductions Net Pay
-----	-----	-----	-----
0	0.00	0.00	0.00 0.00

Report LD843001 (Labor Distribution Control Totals)

State Of Georgia	Report ID: LD4150001
Phoenix System	Print Date: 03/10/2003
Labor Distribution Control Totals	Page: 1
Payroll Summary	PS ID: LDS8002X
DESCRIPTION	AMOUNT
Earnings (513)	10,822.65
ive Adjustment	400.00

TOTAL PAY AMOUNT	11,222.65
DASDI/Dis	20.44
FICA - MHI	162.74
Withholding	535.05
mployees Credit Union	100.00
Withholding	264.68
Defined Contribution	769.61

TOTAL DEDUCTIONS	1,852.52
NET PAY	<u>9,370.13</u>

Report LD8430006 (Checks Without Earnings). This report identifies refunds/adjustments paid in payroll but not processed in Labor Distribution. Corrections to withholdings which resulted

in a payment to the employee when the employee had no earnings **must be entered by manual journal vouchers.**

State Of Georgia Phoenix System Checks Without Earnings										Report ID: LD4150006
41500 - Technical and Adult Education										Print Date: 10/25/2002
Period End: - 31-OCT-2002										Page: 1
Paygroup: - SS1										PS ID: LDS8005X
Frequency: - Semi Monthly										
NAME/ EMPLOYEE ID/ POSITION	CHECK NUMBER	COMPONENT CODE	ACCOUNT	ORGANIZATION	APPROP	FUND	PROGRAM	PROJECT		AMOUNT
Bishop, Dani J. 00751168	24247									
00160871		ERS2	215001	EE_W/H		6	06999	EE_W/H		30.94
		ERS4	515001	4150200058	889	A1	01000	01130005	<	219.87>
		ERS4	215530	4150200058	889	A1	01000	01130005	<	219.87>
		NETCH	101341	EE_W/H		6	06999	EE_W/H	<	30.94>
		TOTAL	196050	EE_W/H		6	06999	EE_W/H		30.94
		TOTAL	196051	EE_W/H		6	06999	EE_W/H	<	30.94>

Report LD8430002 (Labor Distribution Messages). This report identifies Chart field edit errors that were not corrected in Payroll and were sent to Labor Distribution. These errors must be corrected before Labor can be released to GL for posting.

In this example, the message “Effective date not valid for Project” means the project had an end date prior to the date of this payroll. Contact the Central Budget staff.

State Of Georgia Phoenix System Labor Distribution Messages										Report ID: LD4150002
41500 - Technical and Adult Education										Print Date: 02/24/2003
Period End: - 27-DEC-2000										Page: 1
Paygroup: - SS1										PS ID: LDS8001X
Frequency: - Semi Monthly										
Organization - 4150200058										
NAME/ EMPLOYEE ID/ POSITION	CHECK NUMBER	COMPONENT CODE	ACCOUNT		IDENTIFIERS				MESSAGES	
Horton, Lloyd 00355947										
00056058	20256	REG	510001	Project	01130001				Effective date not valid for Project	

Step 3:

The payroll is available in Labor Distribution. Once the payroll is in Labor Distribution changes can be made to the Chart fields only. For example, the project or program can be changed. Even though the Account field is not grayed out, this field should never be changed. The path to access Labor distribution in financial System is: <https://saofn.state.ga.us> –Labor Distribution

If the reports balance, Financial Systems should be notified to release Labor.

The Phoenix Labor Release Form should be emailed to: FSSLABOR@sao.ga.gov. Do not call a FSS employee or send a FAX to release the Labor Distribution. A copy of the Labor Release Form is attached.

Payroll will not be sent to GL or the fringes to AP until the payroll is "Released."

STEP 3 Continued

Once payroll has successfully released Report LD843001 should be checked against Report LD843003 (Labor Distribution Summary) to verify that the payroll sent to you is the same as the payroll that was released. Check all the salary and tax amounts on LD843001 against LD843003. If the two reports are not in balance contact the FSS Staff.

If any corrections to Chart fields (project, program, organization) were made in Labor Distribution, Report LD843004 (Labor Distribution Corrections) will be generated and available in Document Direct.

41500 - Technical and Adult Education						State Of Georgia		Report ID: LD4150003	
Period End: 05-MAR-2003						Phoenix System		Print Date: 03/17/2003	
						Labor Distribution Summary		Page: 2	
						Salary Expenses		PS ID: LDS7003X	
Paygroup: SH1									
Fund: A1 Appropriation A-General Fund									
ORGANIZATION	PROJECT	PROGRAM	SUBCLASS	DEBIT ACCOUNT	AMOUNT				
4150100003	01932	01000	300	513001	1,035.00				
4150100201	01936	01000	300	513001	1,296.00				
4150100202	26112001	26120	300	513001	622.08				
4150100203	26112001	01000	300	513001	673.92				
4150100205	60005	60005	300	513001	1,773.00				
4150100404	31113003	31230	300	513001	3,312.00				
4150100408	32212001	32221	300	513001	1,479.60				
4150100412	37113001	96130	300	513001	631.05				
Account 513001 Total:					10,822.65				
Fund A1 Total Salary Expenses:					11,222.65				

In the example below the two employees were deleted from one program and project and added to a different program and project.

State Of Georgia Technical and Adult Education Labor Expense Detail by Organization Labor Distribution Report Pay Period: 15-MAR-2003							Report ID: LD4150210 Print Date: 03/21/2003 Page: 46 PS ID: LDS7015X
hours	Amount	FICA MEDC	Health	Paid Retirement	Employer Retirement	Total Fringes	Total Expenses
20.00	7075.72	274.45	926.92	0.00	695.30	1896.67	8972.39
80.00	2405.73	184.04	315.15	0.00	256.46	755.65	3161.38
60.00	3492.92	232.31	457.57	94.29	279.45	1063.62	4556.54
80.00	2267.49	30.69	297.04	0.00	209.52	537.25	2804.74
80.00	2222.58	31.51	291.16	0.00	205.37	528.04	2750.62
60.00	7022.94	389.18	920.00	0.00	718.41	2027.59	9050.53
80.00	2457.12	35.63	321.88	0.00	227.04	584.55	3041.67
80.00	1384.64	102.27	181.39	0.00	147.61	431.27	1815.91
40.00	28329.14	1280.08	3711.11	94.29	2739.16	7824.64	36153.78
40.00	28329.14	0.00	0.00	0.00	0.00	0.00	28329.14
0.00	0.00	885.82	0.00	0.00	0.00	885.82	885.82
0.00	0.00	394.26	0.00	0.00	0.00	394.26	394.26
0.00	0.00	0.00	0.00	94.29	1516.58	1610.87	1610.87
0.00	0.00	0.00	0.00	0.00	1222.58	1222.58	1222.58
0.00	0.00	0.00	3711.11	0.00	0.00	3711.11	3711.11
40.00	28329.14	1280.08	3711.11	94.29	2739.16	7824.64	36153.78

Once labor is released the labor distribution panel will not be available.

Once FSS releases the payroll Report LD843005 (Labor Distribution Messages) will be generated only if there are Chart field errors. GTA will call the school regarding the errors. Once the errors are fixed the school would have to email FSS to release Labor again.

State Of Georgia Phoenix System Labor Distribution Messages				Rep: Prd: Pag: PS :
84100 - Period End: - 09-MAR-2003 Paygroup: - M01 EMPLOYEE ID/CHECK	COMPONENT	CHART TYPE	INVALID VALUE	
00700232	11420	RGH	PROJECT_ID	31113003
00813603	11423	RGH	PROJECT_ID	31113003

STEP 4:

Once the payroll is released with no errors the journal goes through overnight processing to Budget check. If the journal clears budget it is transmitted to AP and GL. The journal will then be posted in financials and financial reports will reflect the amounts.

STEP 5:

If there are errors the journal will be in "Process Journals" the next day. Once errors are corrected the journal will process that night. The Journal will no longer be available to view.

LD8430210 (Distribution by Organization). This report runs when Labor is released. It shows the distribution of projects and programs from the Account Code Table.

GENERAL LEDGER/FINANCIAL STATEMENTS

Manual Journal Voucher Preparation and Approval

General

Manual journal vouchers should be used to record accounting transactions that are not recorded in the subsidiary accounting records (AP, AR, and Purchasing Modules) except during period 998. When manual journal entries are made during period 998 that affects the AP, AR, or Purchasing Modules, they should be reversed in the following fiscal period and entered into the correct module. Manual journal vouchers should be used at a minimum in order to maintain a good audit trail.

Procedure

Appropriate Administrative Services personnel (Accountant, Banner AR Specialist, Payroll Technician, and Administrative Services Technician) will prepare any necessary manual journal vouchers. For Southeastern Technical College, the VPA shall review the journal vouchers for validity and appropriateness, to ensure that debits and credits balance, and to ensure that chart field identifiers are valid. The budget is also being reviewed for available balance before any entry is posted to the accounting records by the VPA. Once the journal voucher has the signed approval, the appropriate Administrative Services personnel will then assign the manual journal voucher a unique number and enter it into the financial system.

Note: When using the People Soft accounting system, choose Base Currency as the JV type. For JV's that affect the encumbrance account, the encumbrance button must be checked. For JV's that affect a travel or per diem account, a vendor number must be entered into the reference field.

Numbering

In order for TCSG Central Office and all Technical Colleges to be consistent, this numbering system should be used. Southeastern Technical College will begin using this numbering system during Fiscal Year 2010. Each manual journal voucher will have a unique number assigned in a predetermined format as follows:

First three digits = business unit

Fourth and fifth digits = Month (i.e. January = 01)

Sixth and seventh digit = last two digits of fiscal year (FY03 transactions = 03)

Eighth, ninth and tenth digit = sequential number with each month starting over with 001, 002, 003, etc.

(Example: For business unit 843 entering the fifth manual journal voucher in March 2010 the voucher number would be 8430310005.)

Southeastern Technical College keeps a log of all manual journal vouchers entered into the accounting system in the office of the VPA.

Documentation

The business office shall maintain proper documentation of all journal vouchers. Documentation should include the original written and approved manual journal voucher with any documents that support why the manual journal entry was entered into the accounting system. The system print out of the posted manual journal voucher is also attached.

Financial Statement Preparation

The Director of Accounting calculates and provides all of the entries necessary for the preparation of the College's financial statements. Upon completion, the Director of Accounting submits all of the entries and supporting documentation to the Vice President for Administrative Services (VPAS). The VPAS conducts a thorough review of the entries by validating all accounts and amounts. Both the Director of Accounting and the Vice President for Administrative Services approve each entry and sign off on each entry prior to it being incorporated into the College's financial statements. Upon completion of the review process by the Director of Accounting and the VPAS, the financial statements and supporting entries are sent to the TCSG system office for review. Staff members at TCSG system office review their assigned entries and pull relevant reports/queries to validate the amounts and accounts. Upon this review completion, the TCSG system office notifies the VPAS that the review is complete and that the financial statements and supporting entries are ready for submittal to the Department of Audits and Accounts.

BUDGET

Please refer to [STC Budget Planning Process](#)

Financial Planning

Please refer to [STC Financial Plan](#)

FINANCE/ACCOUNTING

Year End Close Procedures

General

Prior to the end of each fiscal year TCSG System Office will provide Southeastern Technical College with a schedule for completing the year end close procedures.

Prior Year Federal Programs

The VPA analyzes the cash accounts for all prior year Federal programs that come from TCSG using the GL843044N year to date Program Trial Balance. Any excess cash balances resulting from the cancellation of **prior year payables** from TCSG **Federal** programs/projects are remitted

to TCSG System Office by the date specified in the annual schedule. It is very important to include the project, program and sub-class breakdown for each amount being remitted to TCSG System Office. This information should be the same information used when funds were initially requested. All prior year TCSG Federal programs should have \$0.00 balances at the completion of this process.

June Cash Requests

The year end close schedule will reflect the due dates for both the monthly and semi-monthly cash request. It will also reflect the dates Southeastern Technical College will receive the ACH.

The TCSG System Office will e-mail Southeastern Technical College an organizational budget status report which will reflect the current budget and year to date expenses for Southeastern Technical College per the System Office's books. The VPA reviews this report for accuracy and uses it to assist with the June Cash Request. Revenue recorded by Southeastern Technical College should equal the expenses recorded by the System Office for its organization code at this point in time. Also, the budgets recorded by the System Office and Southeastern Technical College should be equal. If there are any discrepancies, the System Office is notified by the VPA and any needed corrections made.

Any remaining balance of State Funds should be requested on the June monthly or semi-monthly cash request. The VPA is responsible for requesting cash.

The TCSG year end close schedule will also include an additional final cash request in July to allow all of the Technical Colleges to draw down the remaining funds needed before the year end close.

Preparing For Close

The VPA will request the following preliminary reports:

GL843044M Business Unit Department Trial Balance

GL843044N Trial Balance by Program Detail

AP8430403 Outstanding Payables

GL843041A thru I GL Activity Detail Reports.

GL843045C Budget Comparison Report

The VPA reviews the GL843045C Budget Comparison report at the program/project level to identify projects that are overspent. The VPA analyzes expenditures for accuracy and re-rates those expenses charged to the wrong program/project combinations. Personal Services need to be re-rated with a Journal Voucher and supported by the appropriate LD843021 report. All other expenditures are to be re-rated using an adjustment voucher or a journal voucher. The VPA issues check to Student Senate to zero out account.

The VPA Orders money for reimbursement projects (18219002, 18219004, Adult Lit) on final cash draw.

The VPA reviews Trial Balance for negative balances in agency funds.

The Accountant prepares the State Sales Tax return; the Accounts Payable Clerk enters the payable and processes the payment.

Accounts Payable

Ensure all transactions have been processed through the AP system and the balances and activity reconcile between AP and the GL. The Accounts Payable Clerk verifies that all vouchers have been posted by reviewing the query: Vouchers Not Posted (OAP042), and verifies that no vouchers are on hold by reviewing the query: Vouchers on Hold (OAP014). The Accountant ensures the liability accounts 200001 - 299999 on the Outstanding Payables (AP403) equal balances on the Trial Balance (GL44M).

The Accountant monitors the daily Budget Exceptions report (AP8430401) and corrects any outstanding items. The Accounts Payable Clerk ensures that all manual or hand-drawn checks are entered and posted into the system before June 30th.

The Accountant performs expense balancing procedures by comparing all expense account number entries in AP, AR, and other journals to expenses in GL by running the following queries: AP Data Expense (OAP005J), AR Data Expense (OAR009A), Journal entered in GL (OGL042), and Ledger Data (OGL041). The Accountant combines these queries, prepares pivot table, analyzes data and corrects all reconciling items.

The Accountant makes sure the travel advances have been reconciled and the travel advance account 125004 should have a zero balance at year-end.

The Accountant runs the OAP005 query, uses filter to find any mis-matched project/program numbers and corrects them with an adjustment voucher.

Ensure that all People Soft check numbers are accounted for prior to the June close. Order a year to date AP0417 Payment Inventory List Report. This report lists all check numbers and amounts entered into the system. Navigation to this report is: Accounts Payable → Reports → Payment Inventory List. Fill in the appropriate bank information. Analyze to determine missing check numbers.

The VPA and the Accountant reconciles salaries, travel and per diem. (See the TCSG procedure for instructions)

Accounts Receivable

The Accounts Payable Clerk runs the following queries to ensure that all AR transactions have posted to the General Ledger: BCM Check (AR001), Items Not Posted (AR003), Direct Journal Check (AR004), & Act Lines Unjournalled (AR010). The Accountant performs the Revenue Subsystem balancing by comparing the revenue accounts on the Trial Balance (GL44M) to

revenue accounts in the following queries: Revenue from Item Activities (OAR008), Revenue from Direct Journals (OAR009), Manual Journal entries (OGL030), and the data with accounts receivable account numbers entered directly in Accounts Payable (OAP005).

For Cash Receipts Reconciliation, compare cash receipts on the trial balance (GL44M) to the cash receipts journal (AR408).

The Accountant performs preliminary bank reconciliation on the operating bank account and the payroll account and corrects any reconciling items.

The VPA makes the appropriate entry to set up a reserve or cover a deficit for all excess revenue in all live work and trust projects.

The VPA sends to GTA any new A/R distribution codes that will be needed to set up year end receivables.

Payroll

The VPA verifies that all payrolls have been released and posted to expense by navigating in P/S to: General Ledger → Journal Entry → Create/Update Journal Entry → Find an Existing Value. In the Source box type in LD and click Search. A list of all LD journals will appear and the VPA verifies that all have a status of posted. The Accounts Payable Clerk verifies that all fringes have been paid and recorded. The DOA verifies that all hand-drawn payroll checks have been entered and posted into the system. The DOA ensures that clearing accounts 196050 & 196051 are zeroed out.

Payroll accruals are entered by the Payroll Technician.

Banner

The Banner AR Specialist verifies Student receivables balances in Banner for validity and accuracy and corrects as needed.

The Banner AR Specialist reviews student receivables over \$100 per individual in Banner that has been deemed uncollectible and records them in People Soft using the allowance for uncollectible receivables account (126001). This is done with a JV. The VPA notifies the Director of Accounting at Central Office of this amount. (For additional information see the Accounting Procedure for Uncollectible Accounts Receivable).

The Banner AR Specialist records all valid student receivables into People Soft.

The Banner AR Specialist performs preliminary reconciliation for all financial aid programs with the amount awarded by financial aid.

The Banner AR Specialist ensures all trust funds are in balance (HOPE, PELL, FSEOG, etc) with Financial Aid office and Banner

Purchasing

The Purchasing Technician analyzes open purchase orders and verifies all PO's against documents in suspense file. The Accountant balances to preliminary GL84344M by the encumbrance SCOA 328001.

The Purchasing Technician runs the Open Purchase Order query (OPO013), uses filter to find any mis-matched project/program numbers and corrects.

Petty Cash

The Banner AR Specialist expenses all petty cash disbursements and reimburses all petty cash accounts.

Asset Management

The Accountant performs the appropriate reconciliation for asset management.

Bookstore

The VPA performs the appropriate reconciliation for the bookstore inventories

System Security

General

TCSG System Office and Southeastern Technical College PeopleSoft Financial, PeopleSoft HCM, Document Direct, Citrix and Flex systems are supported by the State of Georgia. The Banner System is supported jointly by TCSG System Office and the Technical Colleges. Data in these systems will be controlled and safeguarded to ensure accuracy and privacy. A person (user) who demonstrates a need to use the information contained in these systems to perform their job duties should have access to that data. The state of Georgia, TCSG and Southeastern Technical College protects the privacy of this data by limiting access to authorized users for approved purposes. Unauthorized access to the PeopleSoft Financial, PeopleSoft HCM, Document Direct, Citrix, Flex and Banner systems is prohibited.

When data is transferred from a protected environment, the data may be used only for approved purposes. Individuals who transfer and/or receive data are responsible for its security and unauthorized use or distribution is prohibited.

Citrix, Financials and/or HRMS Systems

Financial and/or HCM system users can be added and/or deleted. A users' access may also be modified if needed. All requests are to be completed on the Phoenix Security Application Form which can be found at the SAO website

<http://www.spa.ga.gov/agency/services/recruitment/subAbuseTest/Form-Security%20Application-PeopleSoft.doc>. The completed form should be submitted to the VPA for approval then forwarded to the TCSG System Office security officer for approval and processing. (When requesting access to Citrix, please note this on the top of the PeopleSoft Application Form.) **No applications shall be processed unless the form is signed and approved by the VPA of Southeastern Technical College.** Upon approval by the TCSG System Office security officer, the request will be sent to SAO for processing and completion. The TCSG System Office security officer shall notify the Southeastern Technical Colleges' VPA when the application process is complete. For TCSG System Office, the user and the users' supervisor shall be notified when the application process is complete. A unique user ID and initial password will be given to each approved user. The first time the user accesses the system they will be prompted to change the password. Periodically the system will prompt the user to change the current password. Also, if the system is not accessed periodically, the users' security access will be revoked.

Security Classes for Financials and/or HCM Systems

The Vice President of Administrative Services for Southeastern Technical College is responsible to ensure that employees' access to the Financial or HCM data is limited to only those functions that are necessary to perform the job for which access is required. (Reference the SAO website <http://georgia.gov> for a current list of security classes.) They are also responsible to ensure that employees having access to any of the Financial or HCM data and have terminated their employment with Southeastern Technical College has their system access revoked.

Luminist

Luminist is a software package used by the State of Georgia which allows Financials and/or HCM system users to access reports containing data from both the Financials and/or HCM systems. Luminist also allows users to export data to Microsoft Excel for further manipulation and analysis. Furthermore, the package allows users to review and print the reports from local printers. A recipient ID and password are required to access the system. For Southeastern Technical College, the VPA should maintain and distribute the recipient ID and password to appropriate personnel.

Banner

See the procedure related to Banner for security related issues.

BOOKSTORE POLICIES

Please refer to [6.6.1.p.2 STC Books and Supplies Procedure](#)