UNIVERSITY OF HOUSTON

GRADUATE COLLEGE OF SOCIAL WORK

STUDENT FINANCE TRANSACTIONS AND VERIFICATION
1/08

GENERAL STATEMENT

All UH departments, except for Student Financial Services, that manually enter charges and/or credits in the Student Finance System and/or send spreadsheets to Student Financial Services for charges/credits to be uploaded to student accounts must have written internal procedures.   The following are procedures for GCSW.

I.   **PROCEDURES FOR CHARGING/CREDITING STUDENT'S ACCOUNTS**

A.   **If GCSW is inputting the fee** – The GCSW College Initiated Fee Form must be completed and routed through appropriate channels for approval.

1.   Initiator will complete the GCSW College Initiated Fee Form and route through appropriate channels for approval.
2.   Once approval is secured the Charge/Credit can be entered in Student Finance.
3.   Print screen of the charges/credits and attach to the GCSW College Initiated Fee Form and submit as documentation to the GCSW Business Office.

NOTE: If refunding a fee, first complete an analysis of the student's account to ensure that the student was not previously refunded.

B.   **If GCSW is sending spreadsheet to Student Financial Services to input the fee** – Initiator must complete a spreadsheet and include the following in separate columns:

1. Student ID number
2. Student last name
3. Student first name
4. Amount
5. Item type number
6. Item type description
7. Term number (e.g., 1740 = Spring 2008)
8. Due date (only for charges)

After approval by the Department Head and the College Business Administrator, the College Business Administrator will e-mail the spreadsheet to Chris Durham in Student Financial Services.

Chris will notify the College Business Administrator when the spreadsheet is uploaded.

II. PROCEDURE FOR VERIFYING POSTING OF CHARGES/CREDITS TO APPROPRIATE COST CENTERS

Verification that charges/credits posted to student accounts, on accurate cost centers for the previous period, match their internal records takes place after the close of each accounting period. Verification includes:
1. Run the UHS_PSSA_DETAIL_CC query in the Student System to get a list of student transactions posted to their cost centers and item types.
2. Check off each charge/credit as it is verified against internal records.
3. Investigate and correct any differences between internal records and the query results. Departments should maintain a record of these differences, the correction needed, and the date the correction was completed.

III. PROCEDURES FOR MONTHLY VERIFICATION OF STUDENT TRANSACTIONS

A. Monthly verifications of student transactions, including any corrections needed, are reviewed by the Department Head when they review and sign their monthly cost center reconciliations.

B. The GCSW College Initiated Fee Form and reconciliations related to the verification of student transactions must be maintained in the

department's files (paper or computer) for five (5) fiscal years following the fiscal year in which the charge/credit posted to the cost center. Required documentation includes:

1. The GCSW College Initiated Fee Form
2. The query worksheet that indicates all transactions were verified.
3. Monthly Cost Center Reconcilation
4. Documentation of corrections needed as a result of the verification process, if applicable, and the date the corrections were completed.

NOTE: All student records must be maintained in a secure location and in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

IV. PROCEDURES FOR ANNUAL ACCESS CERTIFCATION

At least once a year, Student Financial Services will help college/division administrators verify that the appropriate people have access to enter charges or credits in the Student Finance System as follows:

1. Student Financial Services will create a list of individuals with access to enter charges or credits in the Student Finance System, along with the item types and cost centers and accounts for which they have access to enter charges/credits, including individuals that email spreadsheets to Student Financial Services rather than enter charges/credits directly.
2. Student Financial Services will email this list to the GCSW College Administrator and ask her to review it.
3. GCSW College Administrator will request security changes needed to enter charges or credits as a result of this review and throughout the year on the Student System Security Form http://www.uh.edu/peoplesoft/security_form.html. In addition, GCSW College Administrator will notify Student Financial Services when an individual should/should no longer have access to email spreadsheets for their item types.