

# Policies & Procedures

January

2014

## Overview of Data Control:

**The Data Control office is responsible for all daily and monthly tasks from all departments. We deal with Creditors, Debtors, Salaries, Student Fees, Research and all General Journals. We aim to provide a defined and reliable service of accuracy and effectiveness with timeless financial information to the whole of the University and our students.**

# Policy & Procedures

**Daily Audit:** This is when we merge or interface stock, creditors, Cashbook and debtors into the general ledger. We do this every morning. All the work from the previous day is in the daily audit. We print and bind the daily audit which gets kept in the Data Control Office. This is available to staff when querying information.

**Capturing of journals:** All Journals are prepared by various departments within the University. They then get sent to the finance department.

Where a finance clerk checks the general ledger numbers and narratives, in turn this gets signed by the clerk and then the supervisor. Data capture will number the Journal and process it. It gets checked the day after and then distributed back to the respected offices where it came from.

## FORM OF PAYMENTS:

**Computerised Cheques:** We do computerise cheques and cash cheques. We only process cheques on receiving a cheque request form.

### **Electronic Transfer is BCP's and EFT's forms:**

**EFT's** are staff, students and creditors that are on the Putty system. We are able to retrieve the information from our Putty system and capture at the same time. This in turn gets pulled into the FNB banking system to be released.

**BCP's** are once off payments or creditors, those are not on our Putty system. This gets loaded by FNB Online Banking and transferred to the various recipients. Once it gets released we print the final audit and capture it onto Putty.

**Collections/Debit Orders:** We receive the debit orders from Student Fees in January. They all get loaded onto the Putty System. We receive them every month for amendments or cancellations.

The batch gets created under Debtors. The file to be imported gets saved, On our home directory and gets loaded onto FNB Online under Collections. The batch under Debtors gets posted the morning of the collection date.

**Printing Ross:** This is all online at [www.ru.ac.za](http://www.ru.ac.za)

Students go online ([www.ru.ac.za](http://www.ru.ac.za)) and request printing credit for them to be able to print in the various computer labs. Once they have requested a printing credit a file is created on ROSS / Jac Lab and emailed to Data capture, we bring this file into Putty and debit the student account and credit the Ross printing ledger. This is done twice a day at ten o'clock (10:00am) and three o'clock (15:00pm) (Not weekends)

**Month ends:** During the month creditors and debtors have their respective runs.

This means that they close off in the middle of the month or near the end of the month. All work needs to be in and processed by certain dates.

The university has a month end at the end of every month. (The last day of every month.) This is when we cut off for the month and roll over to the next month.