

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Finance and Human Resources System Access Control		SOP #: FIN.008.01
Effective Date	4/3/15	
Last Revision/Review	11/17/21	

1. Purpose

To ensure appropriate internal controls over system access into the Finance and Human Resources administration systems.

2. Related Policy/Authority

Policy B3011

3. Faculty/Staff Responsibilities

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of internal controls, and to regularly review all financial reports presented to the Ownership, the Board, the Debt Trustee, and any governmental agency or accrediting body.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

GP = Microsoft Dynamics GP (Great Plains) software system, the central finance and human resources administrative software system

CAMS= The central student information software system, which uploads student business transactions to GP

AMP = The central student application system, which uploads applicants to CAMS

5. Procedural Steps

1. The Vice President of Administration/CFO will have no GP system access. The CFO will instead perform a review of results of system access through preparation of financial statements and budgetary reports. The Vice President of Administration/CFO will approve all disbursements by signing checks or approving ACH disbursements and transfers that are produced as a result of system access. No employee with GP system access will perform these functions of the Vice President of Administration/CFO; the President, who has no GP system access, is the only other position authorized to approve disbursements.
2. The Controller will authorize the Senior Accountant to create departments and accounts within GP, and will develop reports from GP, but will have limited access to originate transactions in GP; the Controller cannot originate cash transactions in GP.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

3. The Assistant Controller will have access to originate cash receipt and cash disbursement transactions, and to transfer funds between operating bank accounts. The Assistant Controller will have access to the student information system as a subledger to GP for cash receipts transactions and will originate cash receipts transactions in GP. The Controller reviews all entries uploaded from CAMS to GP; the VP Administration approves all charges to and disbursements to students.
4. The Senior Accountant and Accountant will have access to initiate journal entries in GP.
5. The Purchasing Technician will have access to initiate in GP both purchase orders from approved purchase requisitions and 3-way match receiving transactions following approval of the Operations Coordinator. The Accountant will serve as the back-up to the Purchasing Technician.
6. The Accounting Aide will have access to enter journal entries created and approved by others.
7. The Accounting Technician will have access to enter invoices and receiving for two-way match payments; the Accounting Aide will serve as back-up.

8. Departmental Administrative Assistants will have access to initiate a purchase requisition through Workflow and no other access in GP.

6. Reports/Charts/Forms/Attachments/Cross References

Summary of primary and secondary duties:

Task	Primary Processor	Secondary Processor	Review/Approval Only
Account and department creation	Senior Accountant	Controller	
Budget creation/revision	Senior Accountant	Controller	
Cash receipts processing:			
Check and cash physical receipt/deposit preparation	Admin Coordinator	Accounting Aide	Controller
SIS System entry by student	Assistant Controller		Controller
FIN system balancing to SIS system	Accounting Aide	Accountant	Assistant Controller
Entry of admissions fees to FIN system	Accountant	Accounting Aide	Controller
Check and cash deposit in bank	HR staff		NA
Bank reconciliation	Accountant	Senior Accountant	Controller
Cash disbursement processing			
Converts approved PRs to POs	Purchasing Tech	Accountant	Senior Accountant
Enters receiving for 3-way match	Purchasing Tech	Accountant	Senior Accountant
Enters receiving for 2-way match	Accounting Tech	Accounting Aide	Senior Accountant
Processes invoices for payment	Accounting Tech	Accounting Aide and Assistant Controller	CFO (President back up)
Payroll processing:			

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Processing HR transactions	HR staff		Executive Director of HR and Hiring Departments
Processing payroll transactions	Accounting Tech	Accounting Aide and Assistant Controller	Controller and CFO (2 levels)
Bank transfers/cash requirements	Assistant Controller		CFO (President back up)
Routine journal entry processing	Accountant	Accounting Aide	Senior Accountant
Special journal entry processing	Senior Accountant	Controller	CFO
Financial Reporting:			
Internal	Senior Accountant		Controller
External	Controller		CFO

7. Maintenance

Office of the Controller; updated whenever an external reporting requirement is added or changed.

8. Signature

Signature on File	11/17/21
VP Administration/CFO	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.17.2021	5	Created table or primary and secondary roles.		12.1.2021
11.17.2021	5	Updated information about approval process.		12.1.2021