

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Finance and Human Resources System Access Control</b>		<b>SOP #: FIN.008.03</b>
Effective Date	4/3/15	
Last Revision/Review	11/17/21, 5/26/23, 5/31/24	

### **1. Purpose**

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

### **2. Related Policy/Authority**

Policy B3011 Fiscal Management

### **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 BCOM Investment Partners LLC Members, the Board of Trustees, 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**

e-Requestor = Purchase requisition front end system which submits approved requisitions and related transactions to GP. The Purchase Requisition and the Purchase Order are both created in e-Requestor and uploaded to GP

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

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

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

### **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

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

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 Assistant Controller 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.
3. The Associate Controller will have access to originate cash receipt and cash disbursement transactions, and to transfer funds between operating bank accounts. The Associate 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 SIS to GP; the VP Administration approves all disbursements to students.
4. The Assistant Controller and Accountant will have access to initiate journal entries in GP.
5. The Purchasing Agent will have access to initiate in e-Requestor or GP both purchase orders from approved purchase requisitions and the Facilities Coordinator will perform 3-way match receiving.. The Fiscal Specialist will serve as the back-up to the Purchasing Agent.
6. The Accounts Payable Technician will have access to enter invoices and receiving for two-way match payments; the Accountant will serve as back-up.
7. Departmental Administrative Assistants will have access to initiate a purchase requisition through e-Requestor 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	Assist Controller	Controller	
Budget creation/revision	Assist Controller	Controller	
Cash receipts processing:			
Check and cash physical receipt/deposit preparation	Admin Coordinator	Fiscal Specialist	Controller
SIS System entry by student	Associate Controller	Fiscal Specialist	Controller
FIN system balancing to SIS system	Fiscal Specialist	Associate Controller	Controller
Entry of admissions fees to FIN system	Accountant	Senior Accountant	Assistant Controller
Check and cash deposit in bank	HR staff		NA
Bank reconciliation	Accountant	Assist Controller	Controller
Cash disbursement processing:			
Converts approved PRs to POs	Purchasing Agent	Fiscal Specialist	Assist Controller

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

Enters receiving for 3-way match	Facilities Coordinator	Fiscal Specialist	Assist Controller
Enters receiving for 2-way match	Accounts Payable Tech	Fiscal Specialist	Assist Controller
Processes invoices for payment	Accounts Payable Tech	Fiscal Specialist	CFO (President back up)
Payroll processing:			
Processing HR transactions	HR staff		Executive Director of HR and Hiring Departments
Processing payroll transactions	Fiscal Specialist	Accountant	Controller and CFO (2 levels)
Bank transfers/cash requirements	Associate Controller	Controller	CFO (President back up)
Routine journal entry processing	Accountant	Assist Controller	Assist Controller and Controller
Special journal entry processing	Assist Controller	Controller	CFO
Financial Reporting:			
Internal	Assist Controller		Controller
External	Controller		CFO

### **7. Maintenance**

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

### **8. Signature**

Approved by  
VP Administration/CFO

5.31.2024  
Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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
5.26.2023	5	Updated Titles		5.26.2023
5.31.2024		Updated Titles		6.5.2024