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**Preparation of a Manual of Procedures for the Department of Financial Resources of
a Higher Education Institution in the State of Veracruz, Mexico**

Dra. Jazmín Balderrabano Briones





Introduction



The objective of having a Manual is to demonstrate that it has the capacity to provide an educational service that meets the requirements of the students, through the effective application of the system, including the processes for its continuous improvement and the assurance of conformity with the legal and regulatory requirements applicable to students.



Methodology



The research methodology is represented graphically in figure 1, where the different phases that were followed are listed:

1. Establish the structure of the manual
2. Collection of information
3. Integration of information
4. Identification of the process and procedure
5. Preparation of flowcharts
6. Integration of the manual

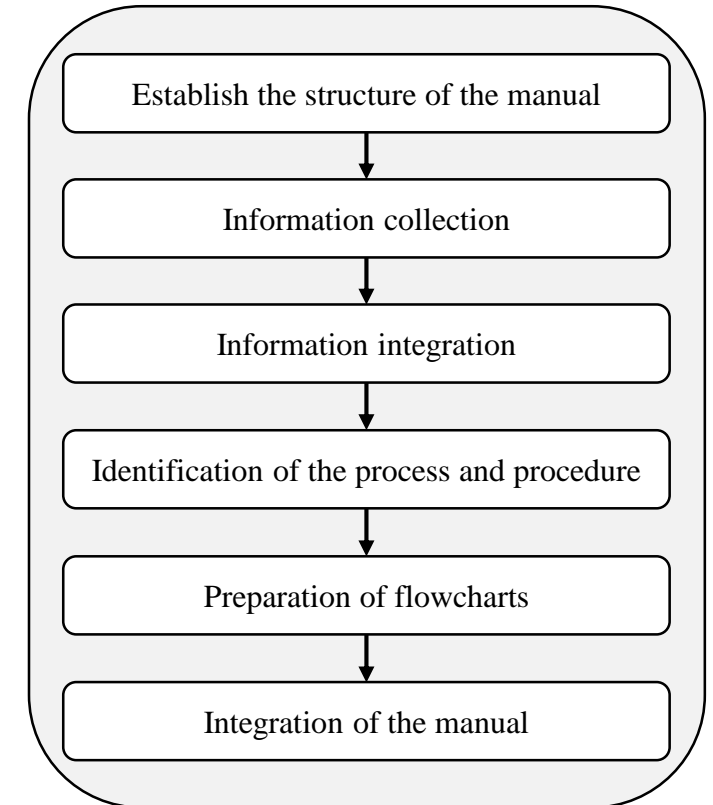


Figure 1 Research methodology. Source: Perception of the author

Results



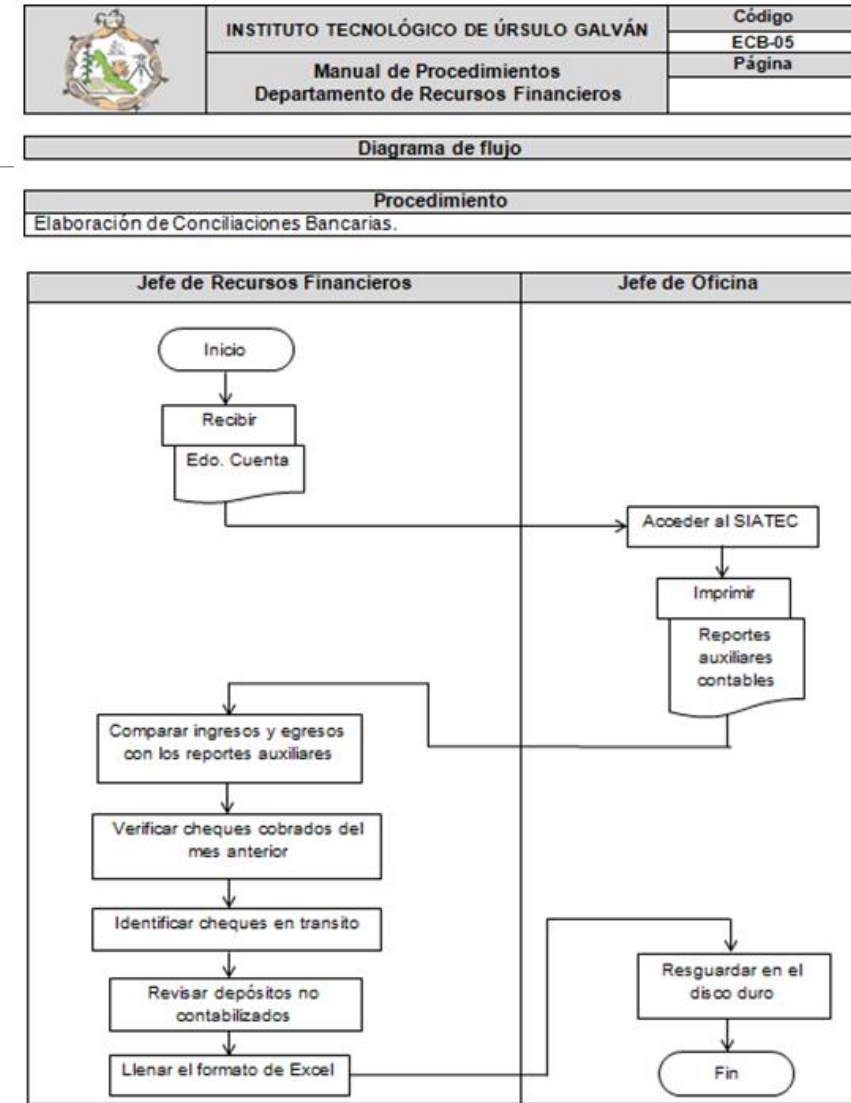
Based on the research techniques implemented, it was possible to identify the procedures that each position in the department entails, due to this, the objective of designing a flowchart that allowed easy understanding of the activities when carrying out bank reconciliations was achieved.

The Procedures Manual for preparing bank reconciliations is shown below:

Figure 3 Design of the Procedures Manual

Source: Perception of the author

	INSTITUTO TECNOLÓGICO DE ÚRSULO GALVÁN	Código
		ECB-05
	Manual de Procedimientos Departamento de Recursos Financieros	Página
Procedimiento		
Elaboración de Conciliaciones Bancarias.		
Responsable		
Jefe del Departamento de Recursos Financieros.		
Normas		
Todo ingreso o egreso de recursos en las cuentas bancarias deberá ser registrado en el SIATEC para su validación mensual contra los estados de cuenta emitidos por el banco.		
Encargado	Actividad	Descripción
Jefe del Depto. de Recursos Financieros.	1	Recibe de la institución bancaria el Estado de cuenta bancario mensual de las cuentas bancarias utilizadas.
	2	Acceder al SIATEC.
	3	Generar e imprimir en el SIATEC los reportes auxiliares contables por cada cuenta bancaria.
	4	Realizar comparación entre los ingresos y egresos registrados los reportes auxiliares con los datos presentados en los extractos bancarios de cada una de las cuentas objeto de análisis.
	5	Verificar que los cheques de los meses anteriores fueron cobrados.
	6	Identificar los cheques en tránsito correspondientes al mes.
	7	Revisar si existen depósitos no contabilizados.
	8	Llenar el formato de Excel del mes correspondiente a la Conciliación Bancaria.
	9	Resguardar en el disco duro la información de la Conciliación Bancaria.





Conclusions



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The procedures manual was prepared according to the needs of the department and taking into account its organic structure, therefore, to gather information, all the department's personnel participated, thanks to this, the most relevant procedures were analyzed and documented.

As a result of this project, it is concluded that the implementation of a procedures manual in an organization is important, because with these the efficiency and effectiveness in achieving objectives can be improved; optimizing processes through the systematization of activities, elimination of duplication of functions and the pertinent assignment of tasks to the workers involved in the performance of their duties.





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Recommendations



Introduce new work methods that benefit the productivity and efficiency of the department by analyzing existing procedures.

Constantly update the procedures manual respecting the format for currently established procedures.

Disseminate the procedures manual to all members of the department, with the aim of standardizing work and increasing customer satisfaction.

It is recommended that the department only receive complete documentation according to the requested requirements, in order to optimize procedures.





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