

**Financial Policy & Procedure Instructions Manual  
FPI E-1 FRS Overview**

**I. System Overview**

- A. The Financial Records System (FRS) performs general ledger accounting functions related to the University's financial accounting activities. It maintains data on all accounts & funds of the University, including budgets, encumbrances, cash receipts & disbursements and journal entries. FRS also performs Accounts Payable & Purchasing functions including vendoring, purchase document issuance, voucher/invoice processing, check writing, state & federal tax (1099) reporting and bid processing.

Comprehensive financial reports are provided to management, administrators and researchers, generally, on a monthly basis. On-line, real-time access allows users to view up-to-date information from a variety of inquiry screens.

FRS enables the University and the State Board of Agriculture to meet its legal responsibility to report to the State and Federal government and to meet audit requirements. Examples include monthly reporting of all fund activity to the State of Colorado, support of the indirect cost proposal and support of annual Federal, State & internal audits of institutional financial records.

Information Systems and Business & Financial Services are responsible for design, implementation, enhancement, maintenance, and production services for FRS. FRS is supported by a state-of-the-art IBM mainframe computer (IBM 9672 R21).

**Contacts:**

John Hunter	Tom Van Velson
Accountant	Programmer/Analyst
Business & Financial Services	Information Systems
309 Johnson Hall	6th floor, University Services Center
(970) 491-1956	(970) 491-1584
John.Hunter@ColoState.EDU	Thomas.Van_Velson@ColoState.EDU