

**Financial Policy & Procedure Instructions Manual**  
**FPI E-2 Related Systems: CIS, HRS**

- I. Related Systems
    - A. Financial Records System
      - 1. Accounts Receivable
      - 2. Campus Information System
      - 3. CashNet
      - 4. Delphi Data Warehouse
      - 5. Human Resource Management System
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I. **Related Systems**

- A. **The Financial Records System (FRS)** is supported by a variety of other computer systems. The Delphi System contains the raw data (is a copy of the data) as maintained in FRS. In addition, FRS is also supported by systems which feed data to FRS. These systems maintain detailed information related to their functionality and feed summary level accounting data to FRS. These systems include:

- 1. **Accounts Receivable**

Management of Accounts Receivable billings is maintained on two systems; Student Accounts Receivable (SARS), and Student Loans (SLS). Billed amounts, descriptions, due dates, funding, payment amounts, and date paid are recorded in the Accounts Receivable systems. The Accounts Receivable systems feed summary level information (funding and amount billed) to FRS on a daily basis.

- 2. **Campus Information System (CIS)**

CIS efforts are directed towards assisting the day to day operations of departmental and central administrative offices. CIS provides a way for users to input, view and report information to central university systems, including FRS. Manual (paper) processes have been automated so that users can efficiently input, via electronic methods, many paper documents. Automated controls ensure documents are prepared in a standardized format. An electronic approval system ensures authorized persons review expenditures and other actions at the appropriate time.

Purchase documents - Requisitions (REQ) and Authorization for Expenditures (AFE), Correcting Journal Entries (CJE) and Intramural Orders (IMO) are created in CIS and fed on a daily basis to FRS.

Reference: CIS User's Guide.

- 3. **CASHNet**

The CASHNet system records all cash receipts/income of the University. Payments received from students, non-student customers and student loan recipients are processed in CASHNet. Deposits that are received at other locations - bookstore, athletic events, etc., as well as state or federal research grant proceeds, are also recorded in CASHNet. CASHNet feeds summary level information (funding and amount received) to FRS on a daily basis.

Reference: Departmental Deposit Manual

- 4. **Delphi Data Warehouse**

Delphi is a data warehouse containing the raw, **detailed** information as recorded in FRS and other mainframe systems. Delphi contains a copy

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or mirror image of the data as recorded in FRS. It is a database designed to distribute central administrative data to individual University departments, allowing users to download data to their PC. It provides a convenient and easy mechanism for adhoc or standard queries and reporting. Delphi is an inquiry system only, and must be accessed with a database product (Microsoft Access). FRS data is updated daily on Delphi.

Reference: FRS Manual-Chapter 25

**5. Human Resource Management System (HRS)**

The HRS contains both Personnel and Payroll related data. The Personnel module maintains biographical information, job assignment and fringe benefits data on each University employee. The Payroll module maintains rate of pay, hours worked, payroll deductions, federal and state income tax reporting, and University accounting/funding information for each University employee. The Payroll module of HRS feeds summary level information (employee name, funding and amount paid) to FRS at each pay period. A new Oracle based HRS system is currently planned, with implementation in January, 2000.

Reference: Human Resource Services Manual