Financial
and Administrative
System Services

Oracle EBS

Financial and Administrative System

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- Financial and Administrative Section
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It is the system of oracle for managing the major integrated institutionalized systems which has been developed particularly for King Faisal University to meet the needs of the Saudi Government business represented in the business nature according to the civil service system and its bylaws, to the Ministry of Education, the General Auditing Bureau and also to the business nature characterizing the University, which has been executed in all administration and financial sections in the University.

Personnel's Section

1

Employee Data System

It is a system consisting of all employee basic data such as personal and professional data, qualifications, affiliates, training sessions, experiences, present and previous posts together with all administrative decisions, operations and periodical actions of all sorts such as appointment, vacations, termination of service and enquiry about all data concerning employees.

2

Administrative Decision System

It is a system developed particularly to meet the needs of the Government Section concerning entry of all group or individual administrative decisions related to the employees and all administrative and accounting transactions to be accomplished automatically beginning with decision entry and the succeeding series of approvals and calculation of the financial index related to every decision automatically, and then transferring it to the financial section to begin the procedure of paying the employees.

3

Administrative Formation System and Job-related Decisions

It is a system especially developed to meet the needs of the section of the administrative formations and the effect of the nature of the administrative transactions on the jobs according to the system of the Civil Service and its bylaws in force, regarding entry of all administrative decisions (group or individual) such as events, transfer and modulation related to jobs, as well as executing all administrative effects resulting from it automatically from the time of entry and through a series of approvals related to every decision automatically, and then printing it and retrieving all the detailed decisions.

4

The system of preparing the monthly salaries and individualized

It is the system of preparing and calculating the monthly payment (one employee, group of employees or all employees) through an automated method resulting from a calculation process of the financial effect of all the administrative decisions and then transferring it via an automated method to the financial section and establishing the standing order for it, and then its entry to into a series of automated financial credits on the system which ends up by paying the employee the amount due.

5

Administrative Structure Management System

It is a system particularly developed to deal with the multiplicity of input screens concerning the basic oracle application system regarding introducing the administrative structure represented in the entry of the parties' data and linking it to the affiliated parties, and then appointing every employee to his job in the structure in accordance with the type of decision whether it is appointing, acting or supervising. All this has been summed up to achieve via this automated system which deals with recording whatever related to the administrative structure whether it is establishing, amending, cancelling, merging, separating, linking an affiliated party to the parties and jobs to which it is affiliated, and adding the employee to his post in the structure to produce for us the diagrammatic tree of the administrative structure displayed in the university in an interconnected and integrated manner.

6 Self-service System and Integration with the Internal System

It is the employee self-service system which has been developed by the Apex Language to replace the oracle basic system for self-service due to the great differences between them in terms of easiness of use and flexibility of change where all enquiry services concerning the employee can be provided such as enquires about salaries, balances, vacations, printing certificates, identification etc., as well as all procedural services concerning the employee such as data updating, submitting applications for housing allowance, promotions, attending conferences, allowance for children education, etc. then comes integration with the basic system by transferring all applications via the automated method and their entry into a series of credits assigned for every decision. Then follows the issuing of consequential administrative decisions, calculating the financial effect, and then starting the automated procedures for paying the employee.

Financial and Administrative Section

1 **The System of Expenses and Establishing Inventory Orders**

This is a system for establishing inventory orders and reviewing payment orders transferred via automation from the salary system as well as the warehouse system and all other subsidiary systems that work integratively with it to accomplish the payment procedures, and after completion of the section, financial transactions transfer automatically to the succeeding section, the audit section.

2 **Audit and Follow up System**

This system is responsible for auditing and reviewing all incoming transactions from the sections of expenses and ensuring the validity of the data and the matching of payment orders and payment of salaries as well as through the reports issuing from the system and the methods of exchanging the amount spent on accounting items according to the instructions of the Ministry of Finance. After accomplishing the tasks of this section, the financial transactions are transferred automatically to the succeeding section, the Budget Section.

3   (Budget System (preparation and exchange

This system is responsible for preparing all kinds of budget (cost and cash) and reviewing incoming bank balances and directing exchange items according to the government financial procedures as well as conducting transfers and reinforcement operations that are made on budget items on the part of the Ministry of Finance and making links on budget items according to the needs of parties, differentiation between types of links, maintenance of links in terms of reductions concerning budget items, and exchange rates. And after accomplishing the tasks of this section, the financial transactions transfer automatically to the succeeding section, the accounting department to complete the exchange procedures.

4   Accounting System and Insurance of Exchange Bill and Payment Orders

It is the accrual system which consists of the secondary systems (payment system, receipt system, general ledger system) through which registering and reviewing the accounting instructions (fines, penalties, adjustments revenues), supplier data, transaction export are all done to finalize the payment process, and then payment orders (cheques) are issued as well as adjustments concerning payment operations.

5   Letters of Guarantee System

This system has been developed specially to seal with the supplier bank letters of guarantee. It consists of the major operations, some of which are issuance, amendment and cancellation of the letter of guarantee and the consequential financial effect.

6   Follow up System of Fund and Exchange Procedures

This system has been developed particularly to review the beneficiaries' bank data and deal with the consolidated financial courses deposited in the University bank account to be redistributed automatically to deservers through preparing files for exchange to be sent to the banks as well as preparing cash cheques for beneficiaries.

7   System of Printing All Financial and Statistical Reports

This system allows for issuing reports concerning the financial operations in the financial sector related to the follow up of inventory orders, exchange bills, payment orders, accounting adjustments, receipt notes as well as budget and exchange movements on it, links, transfers and other financial transactions.

8   System of Credit Chain and Financial Authorizations

This system has been developed especially for the follow up of the entire financial and administrative system and the state of the financial operations in the course of its automatic passage to all financial departments as well as determining the time spent on preparing any transaction from the time of entry into the system up to the end of the entire procedures and specifying the persons in charge of them in addition to the delayed transaction and the rate of performance for all employees and the speed of accomplishing financial transactions in the system.

Warehouse and Purchase Section

1 System of Requests for Exchange and Purchase of Materials

This is a system that has been developed to enable the user to make material purchase requests to meet the needs of parties regarding varieties of store materials whether they are in the University warehouse or are to be purchased. The system also provides for a series of administrative credits and approvals concerning the purchase requests or exchange according to the administrative structure found in the University where the warehouse employee receives the exchange requests according to the party to whom the request is addressed on the part of the request maker and then an exchange order of the varieties in the varieties in the request is automatically made. If the varieties are not available in the warehouse, the request is automatically addressed to the purchase section to be received as a purchase request, and a purchase order is made to complete the purchase addressed to the warehouse to receive the varieties. When integration with the administrative system is achieved, an exchange order for the supplier is made in order to complete the rest of the procedures automatically via the financial system until the supplier exchange is complete.

2 (Warehouse System (exchange, inspection, receipt, follow up and inventory of items

This system provides the process of defining the items on different bases such as store and consumer, depending on its nature and geographical distribution of the item locations for every warehouse in the university in order to complete the processes of receiving the items according the purchase and supply orders of the request maker on the part of the purchase administration with a receipt number related to the warehouse administration and its warehouse support. Then follows their transfer to the parties that made the request in the first place, and completion of receipt procedures which includes the procedures of receiving the item as a custody or consumer. The system supports the necessary documents for all these procedures, beginning with requesting it from the parties concerned up to its actual receipt.

3 Inventory Control System

This system, as mentioned earlier in relation to the purchase and exchange system, makes available all screens and reports concerning the movement of all sorts of items requested and supported in the system. The system also consists of the necessary notification about the reduction of the inventory items below a certain level in order to make an effort to speed up requesting them and giving support to the warehouses with it.

4   Custody System for the University Employees

This system supports all procedures concerning the employees' custody with regard to obtainment and extradition of custody considered as a personal custody. The system also supports the administrative custodies and displays all custodies to the employee via the self-service program to know the custodies on it whether it is entered for the employee as well as the custodies to be extradited when one requests clearance from the university.

5   System of Competitions and Contracts

This is part of the purchase system, but it supports the process of entering all the contract data or competition. The system also distributes financial payments for competition, and prepares the time schedule automatically. The system also allows for preparing payment clearances according to a competition or a specific employment contract together with following up the process of approvals and entry of financial data and warehouse data whether it is a receipt number, payment order or otherwise regarding approvals for completing the process of clearance exchange automatically. Hence all data related to contracts and competitions (contract or clearance data) will be available in the system until the time of its retrieval by the top administration.

6   The System of Printing All Inventory and Statistical Reports

The system provides for issuing all reports concerning all operations available at the warehouse and purchase section that have to do with the follow up of the warehouses, items and suppliers. Examples are purchases, supply and delivery requests. Follow up also involves reports about inspection, inventory and administrative and personal custody done at the warehouse as required.

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