EBS Financial System Orientation
Financial Onboarding and Roles
Agenda

• EBS Systems
• KFS Roles and Access
• Training Resources
• Business Policies
• Common Financial Tasks
• Contacts for Assistance
EBS Systems

- Financial System – KFS
- HR/Payroll System – SAP
- Business Intelligence (BI) Reporting – IBM Cognos
  - Report Studio – Standardized reports
  - Query Studio – User created reports
- Enterprise Data Warehouse
  - Oracle database for user created queries
KFS Roles and Access

What can a “Person” do?

Active Person in KFS With No Roles

- Stores Orders
- Requisitions
- Group Assignments
- Ad Hoc Routing
- Basic Lookups
KFS Roles and Access
What roles might a person need?

Financial Document Preparer (*most commonly assigned role*)
- Allows a user to initiate financial transaction documents and look up GL balances.
- Allows a user to be assigned as a Fiscal Officer and Account Delegate.
- Has access to run all University Level Finance Reports in BI.

Account Reviewer Level Two
- Approves DV’s over 25K for the organization listed.

Organization Procurement Content Reviewer
- Receives the Requisition document prior to the Fiscal Officer.
- Completes the document if needed.

Organization CAM Processor
- Allows a user to initiate Asset related documents for the organization listed.
# KFS Roles and Access

## What roles might a person need?

### Finance Unit Level ARM Form

[https://aissecuritycontact.ais.msu.edu/ARMs/EBSUnitFINRoles.pdf](https://aissecuritycontact.ais.msu.edu/ARMs/EBSUnitFINRoles.pdf)

<table>
<thead>
<tr>
<th>Select Action</th>
<th>EBS Enterprise Unit Role</th>
<th>Responsible Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Account Reviewer Level Two</td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td>Account Reviewer Level Two</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Organization Procurement Content Reviewer</td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td>Organization Procurement Content Reviewer</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Financial Document Preparer</td>
<td>One assignment per user only. Primary Organization Code listed in KFS will be used as the default. If user is transferring to a new unit please indicate below along with new Primary Organization Code. Field assignment will not limit the users' ability to process documents for other organizations.</td>
</tr>
<tr>
<td>Remove</td>
<td>Financial Document Preparer</td>
<td></td>
</tr>
</tbody>
</table>

### eARM System at:

[https://earm.itservices.msu.edu/](https://earm.itservices.msu.edu/)
Roles and Access

What other access might be needed?

• Access Request Memorandum (ARM) Index
  - [https://aissecuritycontact.ais.msu.edu/arm_index.html](https://aissecuritycontact.ais.msu.edu/arm_index.html)
    - Document Viewer

• EBS Access Request Memorandum (ARM) Index
  - [https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html](https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html)

• Listserv - Accounting, Travel, and Payroll
    - (sign up for each as needed)
Training Resources

• EBS Support Site
  ▪ http://ebs.msu.edu/
    o EBS Support self-training documents

• FO Resources – Accounting Resources
  ▪ http://foresource.msu.edu/
    o Financial Training Provided by the Controller’s Office
Business Policies

• Manual of Business Procedures

• Controller’s Office Website
  ▪ [http://ctlr.msu.edu/](http://ctlr.msu.edu/)
    ▪ Accounting page
    ▪ Travel page
    ▪ Other Controller’s departments
Common Financial Tasks

Initiating Documents

- Reimbursing employee expenses (such as travel and petty cash – Disbursement Voucher)
- Paying honoraria (Disbursement Voucher)
- Providing funding to other units (Budget Reallocation and Transfer of Funds)
- Depositing monies (Cash Receipt)
- Correcting transactions posted with errors (General Error Correction)
- Sharing expenses with other departments (Distribution of Income and Expense)
- Charging for services rendered to campus units (Internal Billing)
- Adding sub-accounting to transactions (Intra-Account Adjustment)
- Requesting purchase orders for goods and services (Requisition)
Common Financial Tasks

Reviewing and Approving Documents
• Is the income or expense properly classified (object code)?
• Is the account number correct? Sub-account?
• Is the transaction appropriate?
• Is there a business purpose on the document?

Reviewing Accounts – Monthly Statements
• Are accounts being reviewed monthly?
• Are accounts maintaining a positive balance?
• Are financial reports getting to the proper departmental individuals?
Contact information

Accounting Office

accounting@ctlr.msu.edu or 355-5000
• Ethel Hatton, Manager
  ▪ hattonet@ctlr.msu.edu or 884-4178
• Susan McKay, Senior Assistant Manager
  ▪ mckaysg@ctlr.msu.edu or 884-4166

Resources

• Controller’s Office http://ctlr.msu.edu/
• EBS Support http://ebs.msu.edu/
• Accounting Resources http://foresource.msu.edu/accounting_resources/index.html