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

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EBS Systems

- Financial System – KFS
- HR/Payroll System – SAP
- Organization of Interest (OOI)
  - University departmental structure
- Business Intelligence (BI) – IBM Cognos
  - Report Studio – Standard reports (FIN500, etc.)
  - Query Studio – User created reports
- Enterprise Data Warehouse
  - Oracle database for user created queries

KFS Roles and Access
What roles might a person need?

<u>Financial Document Preparer (*most commonly assigned role*)</u>

- 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.

<u>Account Reviewer Level Two</u>

- Approves DV's over 25K for the organization listed.

<u>Organization Procurement Content Reviewer</u>

- Receives the Requisition document prior to the Fiscal Officer.
- Completes the document if needed.

<u>Organization CAM Processor</u>

- Allows a user to initiate Asset related documents for the organization listed.

<u>Organization Review</u>

- Optional workflow action requests for documents based on chart, organization, and document type. No ARM needed – members are added to departmental groups.

KFS Roles and Access
What roles might a person need?

Finance Unit Level ARM form

Select Action	EBS Enterprise Unit Role	Responsible Organization(s)
☐ Add ☐ Remove	Account Reviewer Level Two	
☐ Add ☐ Remove	Organization Procurement Content Reviewer	
☐ Add ☐ Remove	Financial Document Preparer	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.

Select Action	EBS Enterprise Unit Role	Responsible Organization(s)	Descends Hierarchy (Yes or No)
☐ Add ☐ Remove	Organization CAM Processor		

eARM System at: 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
    - Document Viewer

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

- Listserv - Accounting, Travel, and Payroll
  - http://ctlr.msu.edu/Join_Listserv.aspx?id=DVIEW-FINANCIAL
    - (sign up for each as needed)

Training Resources

- EBS Site
  - http://ebs.msu.edu/
    - o Related Links

      or

  - http://ctlr.msu.edu/COAccounting/FinancialSystemTrans.aspx
  - FO Resources – Accounting Resources
    http://foresource.msu.edu/
    - o Financial Training Provided by the Controller's Office
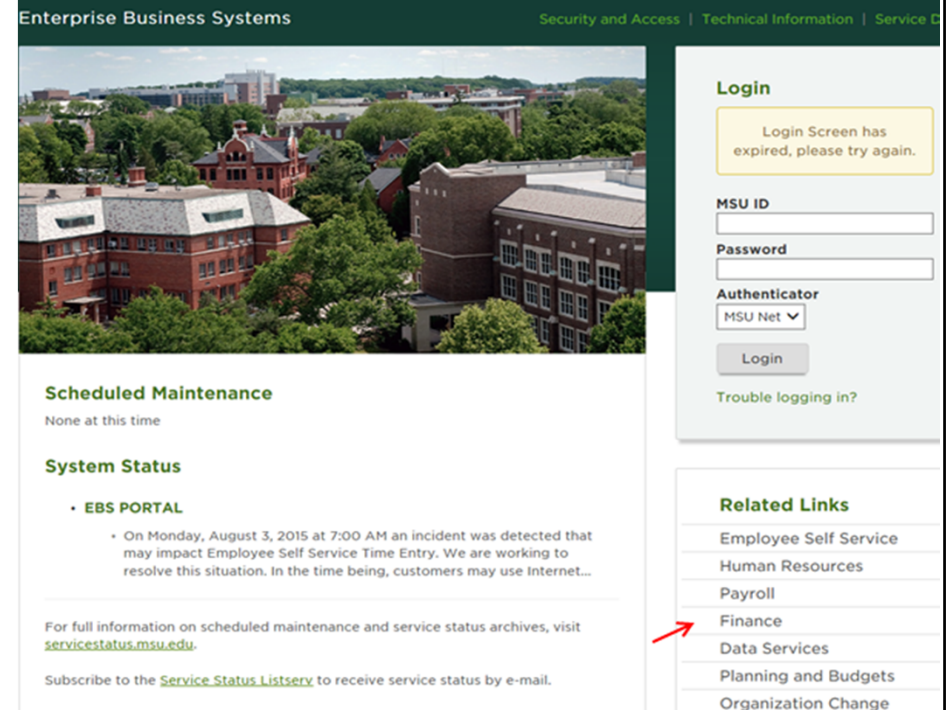
Business Policies

- Controller's Office Website
  - http://ctlr.msu.edu/
    - o Accounting page
      - – Financial System – Information and Documentation
    - o Travel page
      - – Travel at State – Online airfare booking, travel arrangements, etc.
    - o Other Controller's departments
      - – Cashiers
      - – Financial Analysis
      - – Payroll
      - – Student Accounts

Business Policies

- Manual of Business Procedures
  - http://ctlr.msu.edu/combp/Default.aspx
    - Policies of Note:
      - Section 15: Cash Handling, Deposits
      - Section 45: Food, Lodging and Beverages
      - Section 50: Sales and Use Tax
      - Section 53: Moving Expenses
      - Section 55: Payroll Department
      - Section 70: Travel, Section 61: Travel Advances
      - Section 71: Honoraria, Speaker Fees and Performers
      - Section 75: Disbursement Vouchers
      - Section 77: Nonresident Alien Payments
      - Section 270: Purchasing, Section 271: Purchasing Card

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 Mason, 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/
- Manual of Business Procedures http://ctlr.msu.edu/combp/Default.aspx
- EBS Support http://ebs.msu.edu/ or
  http://ctlr.msu.edu/COAccounting/FinancialSystemTrans.aspx
- Accounting Resources http://foresource.msu.edu/accounting_resources/index.html