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

Lee Hunter
Controller’s Office – Accounting
hunteri@ctlr.msu.edu
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?

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.

Organization Review
- 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**

<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></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Organization Procurement Content Reviewer</td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Financial Document Preparer</td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Select Action**
  - Add
  - Remove

- **EBS Enterprise Unit Role**
  - Account Reviewer Level Two
  - Organization Procurement Content Reviewer
  - Financial Document Preparer

- **Responsible Organization(s)**
  - 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.

**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)
    o 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
    o (sign up for each as needed)
Training Resources

- **EBS Site**
  - [http://ebs.msu.edu/](http://ebs.msu.edu/)
  - Related Links
    - [http://ctlr.msu.edu/COAccounting/FinancialSystemTrans.aspx](http://ctlr.msu.edu/COAccounting/FinancialSystemTrans.aspx)
    - FO Resources – Accounting Resources
      - [http://foresource.msu.edu/](http://foresource.msu.edu/)
      - Financial Training Provided by the Controller’s Office
Business Policies

• Controller’s Office Website
  - [http://ctlr.msu.edu/](http://ctlr.msu.edu/)
    - Accounting page
      - Financial System – Information and Documentation
  - Travel page
    - Travel at State – Online airfare booking, travel arrangements, etc.
  - Other Controller’s departments
    - Cashiers
    - Financial Analysis
    - Payroll
    - Student Accounts
Business Policies
• Manual of Business Procedures
  - [http://ctlr.msu.edu/combp/Default.aspx](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/
- EBS Support  http://ebs.msu.edu/ or
  http://ctlr.msu.edu/COAccounting/FinancialSystemTrans.aspx
- Accounting Resources  http://foresource.msu.edu/accounting_resources/index.html