

KFS Roles

Kuali Financial System (KFS) roles are given to a set of users designated for eDoc routing who share a common functional business responsibility.

eDocs may be routed at any point in their approval to individuals or roles. Role approvals may require approval of all role members or any one member. The KFS also uses roles to control authorization and restricts certain functions to the members of a given group.

Campus User Roles

Account Approver – The Fiscal Administrator assigned to an account as defined in A8.025. This role is assigned to the person in the Fiscal Officer attribute on the account or the Account Delegate, if applicable.

Account Delegate – An individual assigned by the Fiscal Administrator to approve documents on their behalf. Account delegate roles shall be assigned only to fiscal administrators within the same organizational unit.

Account Manager – An individual who has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. Typically this role is assigned to a fiscal authority at a higher level than the Account Approver.

Account Supervisor - Account Supervisors are the program heads (or equivalent position) of the school or colleges and are accountable to the Dean, Directors (or equivalent position) of organizational units such as institutes, centers and administrative departments.

Account Supervisor Delegate – An individual assigned by the Program Head to approve documents on their behalf. This assignment can only be for a maximum of 30 days.

Accounts Receivable Biller – An individual assigned by the Fiscal Administrator to initiate Accounts Receivable invoices.

Accounts Receivable Processor – An individual assigned by the Fiscal Administrator to initiate Accounts Receivable payments.

Ad Hoc Recipient - Recipients added to a document in addition to the normal workflow routing. Ad Hoc Recipients can be both persons and/or roles. Allowable action requests include Approve, Acknowledge or FYI.

CAM (Capital Asset Management) Processor – An individual assigned by the Fiscal Administrator to initiate CAM maintenance documents.

Fiscal Officer – The individual who is responsible for the financial transactions of a particular account as outlined in A8.025.

Initiator/Requestor – The person who creates (initiates) a new document for routing. Any KFS user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types, e.g., Journal Voucher and Salary Transfer.

KFS Roles

Organizational Purchasing Officer (OPO) - An individual with purchasing authority responsible for reviewing and approving the transaction for proper procurement policies and procedures.

Project Director - The Project Director is an individual who is responsible for the design, conduct and reporting of the sponsored project. This individual is also responsible for budget oversight on related sponsored project accounts. In most cases this is assigned to the Principal Investigator (PI).

Reviewer - A KFS user role that refers to a type of KFS user who acts on a document that has arrived in their action list via an Action Request for a document that has been ad-hoc routed to them for 'Acknowledgment' or 'FYI.' See also Ad Hoc Recipients.

Central Office Roles

Certain financial transactions require review and approval by a system central office. Staff in these system central offices may be assigned specific roles based on their job description and work assignments.

Accounts Payable Processor - An individual within the Disbursing and Payroll Office responsible for reviewing and initiating PO payment and credit memo transactions.

Asset Manager – An individual within the Property & Fund Management Office responsible for creating movable and non-movable assets as well as approving all CAM maintenance documents.

Blanket Approver – An individual with direct authority to act without having to gain approval for each transaction.

Central Procurement Approver – An individual within the Office of Procurement and Real Property Management Office responsible for reviewing and approving procurement transactions that are beyond the Fiscal Administrator's purchasing authority.

Contracts and Grants Processor – An individual within the Office of Research Services responsible for reviewing and approving transactions using contract and grant accounts.

Disbursement Manager – An individual within the Disbursing and Payroll Office responsible for reviewing and approving non-PO payment transactions.

Plant Fund Accountant - The Plant Fund Accountant manages the plant fund functions associated with KFS –CAM for non-movable assets.

Risk Management Approver – An individual responsible for reviewing and approving procurement transactions related to insurance.

Sub Fund Reviewer – An individual responsible for reviewing and approving certain transactions for selected types of accounts.

Tax Manager – An individual within the Disbursing and Payroll Office responsible for reviewing and approving accounts payable transactions related to the University's tax responsibilities.

KFS Roles

<i>Kuali Financial System Role</i>	<i>Functional Role</i>				
	Unit Program Head	Unit Fiscal Administrator	Others	Central System Office	ORS
Account Approver	No	Yes	No	No	No
Account Delegate	No	Yes	No	No	No
Account Manager	Yes	Yes	Yes	No	No
Account Payable Processor	No	No	No	Yes	No
Account Supervisor	Yes	No	Yes	No	No
Account Supervisor Delegate	Yes	No	Yes	No	No
Accounts Receivable Biller	No	Yes	Yes	No	Yes
Accounts Receivable Processor	No	Yes	Yes	No	Yes
Ad Hoc Recipient	Yes	Yes	Yes	Yes	Yes
Asset Manager	No	No	No	Yes	No
Blanket Approver	No	No	No	Yes	Yes
CAM Processor	No	Yes	Yes	No	No
Central Procurement Approver	No	No	No	Yes	No
Contracts and Grants Processor	No	No	No	No	Yes
Disbursing Manager	No	No	No	Yes	No
Initiator/Requestor	Yes	Yes	Yes	Yes	Yes
Organizational Purchasing Officer	No	Yes	No	Yes	No
Plant Fund Accountant	No	No	No	Yes	No
Project Director	Yes	No	Yes	No	No
Reviewer	Yes	Yes	Yes	Yes	Yes
Risk Management Approver	No	No	No	Yes	No
Sub Fund Reviewer	No	No	No	Yes	Yes
Tax Manager	No	No	No	Yes	No
Overall Financial Management					
Federal and State Laws	Yes	Yes	Yes	Yes	Yes
University Policies and Procedures	Yes	Yes	Yes	Yes	Yes
Internal Controls	Yes	Yes	Yes	Yes	Yes