Description of KFS Roles

Campus User Roles:

Financial System User: Able to initiate most financial transactions and access the KFS system for document approval. This role does not require a Chart-Org qualifier, the primary Chart-Org will be used as necessary.

AR Biller: Able to initiate Accounts Receivable (AR) invoices for a given Chart-Org. The Chart-Org should be defined as a Billing Chart-Org in the AR Organization Options.

AR Cash Manager: Able to initiate Accounts Receivable (AR) Payment Application and Cash Control documents for a given Chart-Org. The Chart-Org should be defined as a Processing Chart-Org in the AR Organization Options.

AR Processor: Able to initiate Accounts Receivable (AR) Payment Application documents for a given Chart-Org. Also able to serve as a backup for the AR Biller. The Chart-Org should be defined as a Processing Chart-Org in the AR Organization Options.

CAM Processor: Responsible for managing all non-capital assets and initiating all capital assets maintenance documents for a given Chart-Org. The Chart-Org specified will grant access to all organizations that report up to it.

Content Reviewer: Reviews and completes requisitions for a given Chart-Org after the initiator and before the Fiscal Officer. Must complete all required information on the requisition, including the accounting string.

Labor Inquiry: Able to access to the Labor Distribution Inquiry Balance Inquiries to view all labor data within their chart-organization which would include child organizations and non-imposed fringe accounts. The Chart-Org specified will grant access to all organizations that report up to it.

Organizational Purchasing Officer: Reviews, completes and approves purchase orders for a given Chart-Org. The Chart-Org specified will grant access to all organizations that report up to it.

Payment Viewer: Able to access Search for Payment (PDP) screens. This role does not require a Chart-Org qualifier.

Project Director: Role is required to add user as a project director on a contract and grant proposal/award. Allows review of the Effort Certification document. This role does not require a Chart-Org qualifier.

Salary Transfer Initiator: Able to initiate, review, and/or submit Salary Expense Transfer (ST) documents as applicable. Must also have the Labor Inquiry role. This role does not require a Chart-Org qualifier.

Central Office and Special User Roles:

AP Processor: Responsible for initiating Payment Requests and Vendor Credit Memos. Restricted to Disbursing.

AR Manager: Responsible for managing the AR module.

AR Invoice Type Reviewer: Responsible for reviewing invoices for a specified invoice type. Requires invoice type.

Asset Manager: Central Capital Asset staff responsible for restricted actions on Assets. Restricted to PFMO.

Bank Reconciliation User: Responsible for maintaining Bank (Deposit) Reconciliation.

Central Procurement Approver: Central Procurement staff responsible for approving POs outside delegated fiscal authority and for certain restricted cost source codes. Restricted to OPRPM.

Chart Manager: Responsible for reviewing and approving all account maintenance documents for a given chart code. Requires chart code.

Check Recon User: Responsible for maintaining Check Reconciliation and voiding/canceling checks.

Contracts and Grants Agency Administrator: Responsible for maintaining Agency and Letter of Credit Fund Group tables. Restricted to ORS.

Contracts and Grants Manager: Central Contracts and Grants staff responsible for maintaining Effort Certification. Restricted to ORS.

Contracts and Grants Processor: Responsible for approving documents with CG accounts and initiating CGB invoices. Restricted to ORS.

Customer eDoc Reviewer: Responsible for reviewing Customer Maintenance documents based on Responsible Unit. Requires Responsible Unit.

Disbursement Manager: Responsible for reviewing and approving DV payments. Requires campus code(s). Restricted to Disbursing.

Disbursement Method Reviewer: Responsible for reviewing and approving payments for specific payment methods like wires and foreign drafts. Requires disbursement method. Restricted to Disbursing.

GALC Manager: Responsible for initiating restricted Financial Processing transactions, viewing and editing bank codes and blanket approve of Account Maintenance documents. Restricted to GALC.

GALC Processor: Responsible for initiating AV documents and editing the bank code on documents. Restricted to GALC.

Labor Viewer: Able to access to the Labor Distribution Inquiry Balance Inquiries to view all labor data within the system and inquiry access to all Salary Expense Transfer documents.

PDP Manager: Responsible for maintaining the PDP system tables. Able to cancel or hold payments. Restricted to Disbursing.

PDP Processor: Responsible for reviewing PDP batches. Able to format checks and ACH payments. Requires campus code(s). Restricted to Disbursing.

Regional Budget Manager: Able to blanket approve BA and SSBA documents.

Risk Management Approver: Responsible for approving POs containing Risk Management object codes.

Tax Manager: Reviews and approves POs and payments for Non-Resident Aliens or employees.

Treasury Manager: Able to use the Electronic Fund Transfer and edit bank codes on documents.

Vendor Reviewer: Responsible for reviewing and approving vendor maintenance documents. Requires vendor type.