Enterprise Role Name:
Financial Document Preparer

Primary Focus of this Role:
Unit, Finance

Enterprise Role Description:
The Financial Document Preparer can initiate most documents and can conduct inquiries and searches in the financial system. Anyone assigned as a Fiscal Officer must also be assigned to the Financial Document Preparer role.

The assignment of this role will include access to the EBS portal which will include the following portal tabs: Home, Finance and Business Intelligence.

Role Qualifiers:
- Organization

Business Intelligence roles/reports included with this role:
- BI-FIN-AP-University; University Finance reports for Accounts Payable
- BI-FIN-CA-University; University Finance reports for Chart of Accounts
- BI-FIN-CAM-University; University Finance reports for Capital Asset Management
- BI-FIN-CG-University; University Finance reports for Contract and Grants
- BI-FIN-GL-University; University Finance reports for General Ledger
- BI-FIN-MM-University; University Finance reports for Materiels Management
- BI-FIN-PUR-University; University Finance reports for Purchasing

DocView reports included with this role:
- US-BILLRPT; University Services Billing Charges

Responsibilities:
Responsible for initiating documents to transfer funds between accounts (JVE & Budget reallocation). They can initiate disbursement vouchers (DPV, Travel and Reimbursement vouchers), as well as deposits (cash receipts and expense abatements). They can also initiate procurement documents (requisitions).

Required Knowledge, Skills, and Abilities:
- General understanding of MSU’s procurement, reimbursement, and cash handling policies.
- General understanding of appropriate accounting activity based on funding source.
Role Assignment:
This role is assigned via an ARM form, found at:
http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html