Enterprise Role Name:
Organization Procurement Content Reviewer

Primary Focus of this Role:
Unit, Finance Role at the Organization Level

Enterprise Role Description:
Organization Procurement Content Reviewers can receive incomplete requisitions for completion, for the Organization. This functionality is determined by the individual organization, and is optional, but highly recommended. Information to be completed may include; accounting line (account, sub-account, object code, sub-object code, project code, and org ref ID), vendor information, etc.

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 Materiel Management
- BI-FIN-PUR-University; University Finance reports for Purchasing

DocView reports included with this role:
- Reports available with group ‘D8000 76200 ACC DEPARTMENTAL ACCOUNTANTS REPORTS’

| A17ACTIV-1 | A17ADFEE-1 | A17LEDG-01 | A17LEDG-02 |
| A17MICRO-1 | A17MNTHY-1 | A17MNTHY-2 | A17MNTHY-3 |
| A17MNTHY-4 | A17MNTHY-5 | A17MNTHY-S | A17WKCHK-1 |
| A37MNTHY-2 | A38VPMTS-1 | A57WKLY-01 | ACNSBILL-1 |
| ACNSCSTR-1 | B189091-01 | B189091-02 | BMBSTORE-1 |
| D63INVOI-2 | FIN001-000 | FIN002-000 | FIN003-000 |
| FIN006-000 | FIN007-000 | FIN027-000 | FIN033-000 |
| FIN036-000 | FIN043-000 | FIN044-000 | FIN049-000 |
| H80MNTHY-3 | H81MNTHY-1 | INVACTIV-1 | INVCERTF-1 |
| INVDISPO-1 | INVMISSNG-1 | INVTRANS-1 | PPLSTMT-01 |
| RTSFBILL-1 | USPURAP-PO | | |
Responsibilities:
- Completion of requisitions that are received with missing information.

Required Knowledge, Skills, and Abilities:
- General understanding of your organizations accounts, and use of the accounting line for each account.
- Knowledge of your organizations preferred vendors.

Role Assignment:
This role is assigned via an ARM form, found at:
http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html