

SECTION J: KFS ACCESS/ROLE REVIEW**J.1. Periodic review of user access:**

Departments are reminded to review the financial system (KFS) user access/role assignments for each employee in their unit for accuracy and appropriateness. The Cognos BI report ***KFS Role Report-FIN166*** can be accessed to assist with this annual assessment. Changes to user access/roles can be initiated by departments via the ARM/eARM process administered by MSU IT.

Fiscal Officers should also review Cognos BI report ***Fiscal Officer Account Delegate-FIN002*** to ensure proper delegates are assigned in KFS. A delegate should be assigned for each account to ensure financial transactions can process with appropriate approvals in the event the Fiscal Officer is unable to do so.