**Chart of Accounts Module**

**System User Role**

The **User Role** document is used to add new users to IU KFS or terminate user access. It is also used to modify existing user’s access. The document can be initiated by any IU user, and routes to an IU KFS user group for final approval. It can be found in the **Chart of Accounts** section of the IU KFS Modules tab.

**Document Layout**

![Document Layout Image]

**Person Tab**

The **Person** tab is unique to the User Role document and enables the initiator to specify whether or not the person should be an active KFS user. Active users will have the “KFS User?” box checked.
**Role Assignments Tab**

The **Role Assignments** tab is unique to the User Role document and enables the initiator to specify what type of IU KFS access the user should have. Additional access is requested by selecting the available boxes labeled: Journal Voucher User, Labor Journal Voucher User, Blanket Approver.

![Role Assignments Tab Image](image)

**Process Overview**

**Business Rules**

- Any current FIS user can initiate a User Role document.
- User Role document routes to FMS User Group for final review and approval.
- Once approved, the new user has immediate access to IU KFS.

**Initiating a User Role Document**

1. Select **User Role** from the **Chart of Accounts** section in the **IU KFS Modules** tab in the **IU KFS Portal**.
2. The User Role Lookup screen appears.
3. Enter the network ID of the person to be added. Otherwise, click the magnifying glass to lookup the user.
4. Click search.
5. Select the person you would like to edit by clicking the “edit” button.
6. Click the radio buttons for the type of access you would like the new user to have.
7. Click **submit**

**Example**

A new user needs to be added to IU KFS. Click the create button to open the System User Role document. Enter the network ID of the person you would like to add and click search.

![System User Role Lookup Image](image)
Click “edit” to add a new user or modify the access of a current user. If the new user is an affiliate, an affiliate indicator will appear.

Click the KFS user box to request that they be activated and select those functions you would like the new user to be able to perform. In the example below, we have given the user Journal Voucher access in addition to standard IU KFS access.

Click Submit.

Routing

After a User Role document is submitted, it routes to the employee’s fiscal officer, unless the Fiscal Officer submitted the document in the first place. The document then might go through an organization hierarchy review. It then routes to the FMS User Workgroup. Once the document is fully approved, the new user is able to access IU KFS immediately.