

## Account Document: Roles and Responsibilities

Field Name	Tab	Required Field?	Description	KFS/FIS DS Responsibilities	Notes	Other notes
Fiscal Officer	Account Responsibility	Yes	Identifies the individual responsible for the fiscal management of the account.	Approve KFS documents citing the account Complete monthly Analytical Ledger Review (403) in FIS Decision Support (DS)	Set up delegates on one of the Account Delegate documents to ensure documents are approved in fiscal officer absence	The person in this role is automatically granted access to the Cost Share Tracking and Effort Commitment systems (if account assigned to a Contract and Grant fund)
Account Supervisor	Account Responsibility	No	Identifies the individual who will receive an FYI copy of all documents processed against the account after all approvals have been secured.	None	The person indicated as a fiscal officer or account delegate should not be indicated in the Account Supervisor field since documents already route to them as a fiscal officer/ delegate.	
Project Director	Contracts & Grants	No	Identifies the principal investigator of the contract or grant for whom the account has been set up. This field should be completed when working with an account assigned to a Contracts and Grants fund.	Complete the PI Ledger Review (325) in FIS Decision Support (DS)	This individual will receive e-mail notifications sent to departments to facilitate the post award closeout process.	The person in this role is automatically granted access to the Cost Share Tracking and Effort Commitment systems.
Account Associate	Contract & Grants	No	Identifies someone, in addition to the fiscal officer or project director, who is familiar with the award. This is another field that should be completed when the account is assigned to a Contracts and Grants fund.	None	This individual will receive e-mail notifications sent to departments to facilitate the post award closeout process.	The person in this role is automatically granted access to the Cost Share Tracking and Effort Commitment systems.