

Educational Technology Service Genesee Valley Wayne-Finger Lakes

## Request for Security Modification nVision Financial Application

EduTech Staff Only:
Date Received:
Processed By:
Date Processed:

Type: Add New User	☐ Remove User	☐ Change User Permissions ☐ Ch	ange Role Permissions	
Date:	District Name:			
Employee/Role Name:	nVision User ID:			
Job Title:	Phone:			
Email Address:	☐ Replacing Employee Name:			
Administrative Signature to Authorize Security Changes:				
Please Print Name and Job Title:				
2 <sup>nd</sup> Administrative Signature to Authorize Security Changes:				
Please Print Name and Job Title:				
Assign User Role - Place a ✓ next to the role you would like this user to have.  Contact EduTech for additional information regarding permissions for each role.  To change a specific role specify changes in Special Notes section or request additional form.				
Finance Roles	Add Remove	Human Resource Roles	Add Remove	
Accounting Reports and Lookup	)	Attendance Entry		
Account Payable Clerk		Attendance Inquiry		
Accounts Receivable		Employee Lookup		
Business Official		Human Resource Clerk	<del>                                     </del>	
			<del>                                     </del>	
District Clerk		Payroll Clerk	<u> </u>	
ExtraClass Treasurer		Staff Evaluation/APPR		
Requisition User				
Requisition Approver		District Specific Roles	Add Remove	
Treasurer				
Superintendent				
Human Resource Module				
Attendance Code Permissions		Assign Buildings and Departi	ments to User or write "All"	
$\square$ Allow Take From Deduction Attendance Entries		Desil dia se	Danastosanta	
☐ Allow Donation Attendance Entries		<u>Buildings</u>	<u>Departments</u>	
☐ Allow Pay Out Attendance Entries				
☐ Allow Unit Taken Attendance Entries			-	
☐ Allow Earned Accrual Attenda				
☐ Allow Prior Balance Attendance				
□ Allow Leave Request Attendance Entries ————————————————————————————————————				
Employee View Permissions	at are not assigned to a buil	ilding		
☐ Grant access to employees that are not assigned to a building ☐ Grant access to employees that are not assigned to a depart				
☐ Grant access to View/Modify Employee SSN				

## **Accounting Module Journal Entry Type Permissions Approval Permissions** Access to Standard Journal Entries Can Approve Budget Transfers Access to Budgetary Adjustments Can Approve Journal Entries Access to Opening Entries – Ledger Can Approve Cash Receipts Access to Opening Budget Entries – Subsidiaries Requires Budget Transfer Approval Account/PO Balance Overrides Requires Journal Entry Approval Can Exceed Account Balance on PO up to: Requires Cash Receipt Approval Can Exceed Account Balance on CD up to: Can Exceed PO Balance up to: Can Enter Unbalanced Journal Entries **Account Code Permissions** Please enter all account code ranges the user should have access to and check corresponding module checkbox. For additional account ranges attach another sheet. **Appropriations General Ledger** Revenue ☐ Report Only ☐ Accounting ☐ Report Only ☐ Accounting ☐ Report Only ☐ Accounting Receivables □Budgeting Receivables Receivables ☐Budgeting ☐Budgeting Fund: \_\_\_\_\_ to \_\_\_\_ Fund: \_\_\_\_\_ to \_\_\_\_ Fund: \_\_\_\_ to \_\_\_\_ Function: \_\_\_\_\_ to \_\_\_\_ Function: to Function: to Object: \_\_\_\_\_ to \_\_\_\_ Object: \_\_\_\_ to \_\_\_\_ Location: \_\_\_\_\_ to \_\_\_\_ \_\_\_\_ to \_\_\_\_ Fund: \_\_\_\_ to \_\_\_\_ Function: \_\_\_\_\_ to \_\_\_\_ Program: \_\_\_\_\_ to \_\_\_\_ Function: \_\_\_\_\_ to \_\_\_\_ Object: to \_\_\_\_ to \_\_\_\_ Fund: Fund: \_\_\_\_ to \_\_\_\_ Function: \_\_ to Function: to Fund: \_\_\_\_ to \_\_\_\_ \_\_\_\_\_ to \_\_\_\_ Object: Function: \_\_\_\_\_ to \_\_\_\_ Location: \_\_\_\_\_ to \_\_\_\_ Object: \_\_\_\_\_ to \_\_\_\_ Program: to \_\_\_\_ to \_\_\_\_ Fund: Function: to **Special Notes:** Object: \_\_\_\_ to \_\_\_\_ Location: \_\_\_\_\_ to \_\_\_\_ Program: to \_\_\_\_\_ **Requisitioning Module** Approval Path(s)

Requisition Setup Form\*

☐ Allow Account Balances to be Viewed
\*If new Approval Path is needed please fill out