

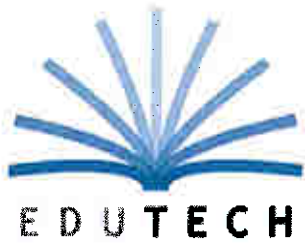
Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Application Support-Finance

Timothy S. Keller, Manager

Finance Manager Security Policy and Procedures

1. The district signs a form as to whether EduTech or district staff will be responsible for security. If EduTech is the responsible party, there is an additional form stating who in the district is to sign off on security changes (i.e. Superintendent or Business Official) and how many signatures are required for changes.
2. For brand new users, we require a security form be filled out and signed by the district.
3. For existing users, we require an email, letter, or new security form with changes made. If it is an email, we check to make sure that all parties required for sign off have seen the email.
4. For users that have left the district, we remove all rights and disable their account, this will allow us to run audit reports on the particular individual without having to run the entire report.
5. Once the district has had their fiscal end of year audit, we can then remove any disabled user from the system.
6. All security forms and emails are retained in a binder, at EduTech, for each district.
7. Sometimes, new permissions are added when an update is done. EduTech will email this information to the Business Officials, or other designated person, asking to whom these permissions should be given. This information will also be retained in our binders.
8. For password resets, we will accept a phone call or email from the user who needs the password reset, a district authorized signer, or district IT department. We will not reset a password requested by anyone else.



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FM2004 Financial Application Signature Authorization

_____ Central/City School District request that the following
people be allowed to sign off on Finance Manager security changes for our district.

We also require _____ signatures for these changes

Administrative Signature

Please Print Name and include Job Title

Telephone number

Date



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Edutech Staff Only:
Date Received: _____
Processed by: _____
Date Processed: _____

Request for Security Modification FM2004 Financial Application

Type (Please Select One):

Add New User

Remove User

Change Permissions

District Name: _____ User Name: _____

Email Address: _____ Job Title: _____

Administrative Signature to Authorize Security Changes: _____

Signature

Please Print Name and include Job Title: _____

2nd Administrative Signature to Authorize Security Changes: _____

Signature

Please Print Name and include Job Title: _____

**Place a check next to permissions you would like this user to have, then fax to
315-332-7355**

***NOTE: FM2004 allows you to limit the access of account codes by user. If you need to limit permissions to account codes, please list all account codes the user can access on a separate attachment.**

SYSTEM MANAGER

Description	Full Acc	Description	Full Acc	Description	Y/N
System Parameters		Email Response Set Up		PO Override - y/n	
PR Distribution Accts		System Audit Analysis	VIEW	GL Override - y/n	
Contact Type Set Up		User Maintenance/User Listing	VIEW	CD Override - y/n	
Address Type Set Up		View SSN - y/n		Access to all accounts in ACM/ARM - y/n	

PAYROLL MANAGER

Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Full Acc
Data Entry			Maintenance			Utilities		
Set PR Parameters			Employee Info			Govt Reporting		
Generate Payroll			Code/Table Maint			941 Worksheet		
Timesheet Entry			Tax tables	VIEW	XXX	NYS Qtr Rep-NYS45		
Additional Earnings			Retirement Codes			Unemp Rep By Bldg		
Calc PR Checks			Payroll Schedules			NY New Hire		
Void and Reissue			Reports			W2 Processing		
Manual Checks			Prior To Printing			Check Items		
Disp/Modify			After Checks Printed			Year To Date Menu		
Print PR Checks			Retirement Reports			Substitute PR		
Custom Reports			Fiscal Reports			Spec Deduction Menu		
Custom Utilities			Diagnostic Reports			Supervisor Utilities		
			Queries			Account Transfer		
			Interfaces (Omni/NYSUT)			Emp Mailing labels		
						Recalc Pay Sched		
						Tax Divisor Utility		



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Wayne-Finger Lakes

Request for Security Modification FM2004 Requisition Financial Application

Edutech Staff Only:

Date Received: _____

Processed by: _____

Date Processed: _____

Type (Please Select One):

Add New User

Remove User

Change Permissions

District Name: _____ User Name: _____

Email Address: _____ Job Title: _____

Administrative Signature to Authorize Security Changes: _____

Signature

Please Print Name and include Job Title: _____

2nd Administrative Signature to Authorize Security Changes: _____

Signature

Please Print Name and include Job Title: _____

Place a check next to permissions you would like this user to have, then fax to 315-332-7355.

REQUISITION MANAGER

Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Full Acc
Bid Requisition Import			Approve Reqs			Appropriation Status		
Enter Requisitions			Bus Office Approval			Account Status		
Resubmit Requisitions			Conert Reqs to POs			Ind Account Status		
User Req Printing			Req Status by User			Rebalance Accounts		
Bus Off Req Printing			Req Status Bus Office			Reassign\Remove Reqs		
Reprint Converted Reqs.								
Name of 1 st level Approver:								
Name of 2 nd level Approver:								
Name of 3rd level Approver:								

Account Code Authorization

	From	To	Application (y or n)
Fund:.....	_____	_____	Acct_____ Req_____ Bud_____
Function:.....	_____	_____	Acct_____ Req_____ Bud_____
Object:.....	_____	_____	Acct_____ Req_____ Bud_____
Location:.....	_____	_____	Acct_____ Req_____ Bud_____
Program:.....	_____	_____	Acct_____ Req_____ Bud_____



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Wayne-Finger Lakes

Request for Security Modification FM2004 Receivable Financial Application

Edutech Staff Only:

Date Received: _____

Processed by: _____

Date Processed: _____

Type (Please Select One):

Add New User

Remove User

Change Permissions

District Name: _____ User Name: _____

Email Address: _____ Job Title: _____

Administrative Signature to Authorize Security Changes: _____
Signature

Please Print Name and include Job Title: _____

2nd Administrative Signature to Authorize Security Changes: _____
Signature

Please Print Name and include Job Title: _____

**Place a check next to permissions you would like this user to have, then fax to
315-332-7355.**

RECEIVABLE MANAGER

Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Full Acc
Data Entry			Cost Basis			Copy Recur Bill Items		
Generate Recurring Billing			Customer Types			Clear Recur Item Amt		
Invoice Adjustments			Item Group Codes			Delete Generated Inv		
Invoice Credit Memo			Home District			Invoice Master Setup		
Invoice Entry			Payment Terms			RePrint Posted Inv		
Payment Adjustment			Student Information					
Print Invoice			Customer Maintenance			Query		
Print Credit Memo			Reports			View Individual Inv		
Print Statement			Recur Bill Analysis			View Invoices		
Receive Payment			Invoice Aging Listing			View Customer Inv Bal		
Recurring Billing Item			Invoice Analysis List			View Cust Payt Hist		
Void and Reissue Invoices			Invoices Wait to Print			View Customer Hist		
Maintenance			A/R Schedules			View Paid Invoices		
Admin Maintenance			Utility			View Open Cred Mem		
Billing Cycles			Apply Unapplied Cr Inv			View Voided Invoices		
Billing Items			Change Item Rates					