

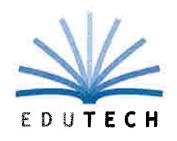
Educational Technology Service Genesee Valley Wayne-Finger Lakes

Application Support-Finance

Timothy S. Keller, Manager

Finance Manager Security Policy and Procedures

- 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.



Educational Technology Service Genesee Valley Wayne-Finger Lakes

Application Support-Finance

Timothy S. Keller, Manager

FM2004 Financial Application Signature Authorization

	Central/City School District request that the following
people be allowed to sign off on Finance M	lanager security changes for our district.
N	
We also require signatures fo	r these changes
Administrative Signature	
Please Print Name and include Job Title	
Telephone number	
 Date	



Educational Technology Service Senesee Valley Wayne-Finger Lakes

Request for Security Modification FM2004 Financial Application

Edutech Staff Only:
Date Received:
Processed by:
Date Processed:
i e

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:		
Please Print Name and include Job Title:		Signature
2 nd Administrative Signature to Authorize Security Changes:_		
Please Print Name and include Job Title:		Signature

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

		0.0.1			
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	Reports W2 Processing		W2 Processing	·	
Manual Checks			Prior To Printing			Check Items		
Disp/Modify			After Checks Printed	Ì		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		

NEGOTIATIONS MANAGER

Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Full Acc
Data Entry			Reports - Con't.			Utilities	!	
Earning Schedules			Earnings Scattergram			Budgetary Interface		
Earnings Projections			Schedule Comparison Earnings Move					
			Account Breakdown			Projection Re-Calc		
Reports			Level Validation			Work Days Diagnostic		
Earnings Schedules			Earnings Projection Letter Custom Reports Menu					
Earnings Projections				Custom Utilities Menu				

HUMAN RESOURCE MANAGER

Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Full Acc
Data Entry			Appointment\Earnings			Reports Con't		
Certification Info			Appointment			Position Menu		
Course Taken			Earnings			Year End Menu	!	
Daily Attendance			Accounts			Finger Print Report		
Time & Attendance			Pay Schedule			Utilities		
Emp Information			Position			Attendance		
Attendance			Civil Service			Global Benefit		
Personal			Analysis			Global Benefit Cover		
Benefits			Notes			Health Event Require		
Dependents			Evaluations			Annual Seniority		
Health			Tenure Information			Interfaces		
Health Notes			Fingerprinting Entry			Custom Report		
Retirement			Reports			Custom Utilities		
Emergency			Attendance			Customizable PE Files		
Finger Printing			Benefits			Maintenance		
Professional			Civil Service			Calendar Maintenance		
Evaluation			Educational Info		Code\Table Maint			
Tenure			Employee Lists	Attendance Rules				
Certification			Evaluations					
Education			Health Menu					
Degree								
Seniority							Ï	

ACCOUNTING MANAGER

Description	View Only	Full	Description	View Only	Fuil Acc	Description	View Only	Full
Data Entry	J	2144	Maintenance		1100	Utilities		1.00
Asset Entry			Chart of Accounts			Open Budget Routines		
Cash Receipts			Funds		· · · · · ·	General Routines		
Cash Disbursements			Acct Group Headings			Supervisor Diagnostic		
Manual Checks			Asset Category Entry			Maintenance Routines		
Computer Checks			Vendors			Check Routines		
Void Checks			Customers			YE Routines		
Print Checks			Buildings		Ì	Fiscal Routines		
PR to GL Distribution			Unit of Meas.			Calendar Rtes – 1099		
T&A Process			User Acct Chart Range			Spec YE Routines		
Reimbursement Pymt			Reports			Outstanding PO Rtes		
Journal Entries			Transaction Reports			Unroll PO		
Purchase Orders			Outstanding PO Reports			Audit Routines		
Manual PO			Vendor Reports			Vendor Name Chg Rpt		
Computer PO		1	Analysis Reports			Vendor Pymt Limit Rpt		
Liquidate PO			Financial Reports			Permissions Report		
Increase PO			State Reports	State Reports Manual Check Review				
Payroll PO Process			Queries			Vend Pymt Above Lmt		
Print POs						Custom Reports		
Budget Transfer						Custom Utilities		
Schedule Maintenance								

BUDGET MANAGER

Description	View	Full	Description	View	Full	Description	View	Full
	Only	Acc	_	Only	Acc		Only	Acc
Budget Administration			Reports			User Account Range		
(allows creation of	XXX	XXX	Approp Status					
Budget entry users)	XXX	XXX	Revenue Status					
			Pivot Table					
Budget Entry			Detail Notes					

GASB 34

* **			1		γ		1	
Description	View	w Full Description	View	Full	Description	View	Fuli	
•	Only	Acc	-	Only	Acc	_	Only	Acc
Data Entry			Reports			Utilities		
Trans & Calc Rpt Total			Accts By ST3/GASB			Import GASB Data Def		
Journal Entry			Journal Entry Listing			Mod Default Codes		
Maintenance			GASB 34 Statements					
Code Maintenance			Adjusted Trial Balance					
Journal Maintenance								

Account Code Authorization

	From	То	Application	n (y or n)	
Fund:			Acct	Req	Bud
Function:			Acct	Req	Bud
Object:	•		Acct	Req	Bud
Location:	·		Acct	Req	Bud
Program:	•		Acct	Req	Bud
Special Notes:					



Educational Technology Service Genesee Valley Wayne-Finger Lakes

<u> </u>
Edutech Staff Only:
Date Received:
Processed by:
Date Processed:

Request for Security Modification FM2004 Requisition Financial Application

Add New User		Re	Remove User		Change Permissions			
District Name:			User	Name:				
Email Address:		Job Ti	Job Title:					
Administrative Signature	to Author	rize Secu	rity Changes:					
Please Print Name and inc	clude Job	Title:				nature		
2 nd Administrative Signate	ure to Au	thorize S	Security Changes:		Sign	nature		
Please Print Name and inc	clude Job	Title:						
Place a checi	View	Full		2-7355	f.	this user to have	View	Full
•	Only	Acc	·	Only	Acc		Only	Acc
Bid Requisition Import			Approve Reqs		<u> </u>	Appropriation Status		
Enter Requisitions	80	<u> </u>	Bus Office Approval			Account Status		
Resubmit Requisitions			Conert Reqs to POs			Ind Account Status		
User Req Printing			Req Status by User	ļ		Rebalance Accounts		
Bus Off Req Printing			Req Status Bus Office			Reassign\Remove Reqs		
Reprint Converted Regs. Name of 1 st level Approve	<u> </u> er:							
Name of 2 nd level Approv	er:							
Name of 3rd level Approv	er:							
			Account Code	e Authori	zation			
		From	То			Application (y or n)		
Fund:						Acct Req	Bud	_
Function:						Acct Req	Bud	_
Object:		•			<u>-</u>	Acct Req	Bud	_
Location:	• • • • • • • • • • • • • • • • • • • •	•				Acct Req	Bud	_
Program:						AcctReq	Bud	_



Educational Technology Service Genesee Valley Wayno-Finger Lakes

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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: Please Print Name and include Job Title:	Signature			
2 nd Administrative Signature to Authorize Security Changes: Please Print Name and include Job Title:	Signature			

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

RECEIVABLE MANAGER

MARIANDE MUINTANI								
Description	View Only	Full Acc	Description	View Only	Full Acc	Description	View Only	Fuli 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					