

Accounting Module

Journal Entry Type Permissions

- Access to Standard Journal Entries
- Access to Budgetary Adjustments
- Access to Opening Entries – Ledger
- Access to Opening Budget Entries – Subsidiaries

Account/PO Balance Overrides

- Can Exceed Account Balance on PO up to: \$ _____
- Can Exceed Account Balance on CD up to: \$ _____
- Can Exceed PO Balance up to: \$ _____
- Can Enter Unbalanced Journal Entries

Approval Permissions

- Can Approve Budget Transfers
- Can Approve Journal Entries
- Can Approve Cash Receipts
- Requires Budget Transfer Approval
- Requires Journal Entry Approval
- Requires Cash Receipt Approval

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

- Report Only Accounting
- Budgeting Receivables

Fund: _____ to _____
 Function: _____ to _____
 Object: _____ to _____
 Location: _____ to _____
 Program: _____ to _____

Fund: _____ to _____
 Function: _____ to _____
 Object: _____ to _____
 Location: _____ to _____
 Program: _____ to _____

Fund: _____ to _____
 Function: _____ to _____
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 Location: _____ to _____
 Program: _____ to _____

General Ledger

- Report Only Accounting
- Budgeting Receivables

Fund: _____ to _____
 Function: _____ to _____
 Fund: _____ to _____
 Function: _____ to _____

Fund: _____ to _____
 Function: _____ to _____

Revenue

- Report Only Accounting
- Budgeting Receivables

Fund: _____ to _____
 Function: _____ to _____
 Object: _____ to _____

Fund: _____ to _____
 Function: _____ to _____
 Object: _____ to _____

Fund: _____ to _____
 Function: _____ to _____
 Object: _____ to _____

Special Notes:

Requisitioning Module

Approval Path(s) _____

- Allow Account Balances to be Viewed

If new Approval Path is needed please fill out Requisition Setup Form

**Fax completed form to EduTech at 315-332-7355
 or email to finance@edutech.org.**