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**Overview**

The SMART Finance System’s user security access was updated with the new menu layout. A user’s security access is mostly based on a User Class being assigned to them. Multiple User Classes can be assigned to one user. Also, the ability to add or delete windows or processes is easily done. During this update, new User Classes were developed. This document identifies the User Classes available to district users and what is included/excluded with each one.

**APCLERK – Accounts Payable Clerk**

Overall, this User Class has full access to the Purchase Order menu, Accounts Payable menu, Vendor 1099 and the Fixed Asset menu. There is limited access under the General Ledger-Fin menu, Reports-Standard Finance and Reports-District Custom menu. The user does not have access to the Budget Workpapers. View only access to the General Ledger menu. A user is not able to add/modify Journal Entry records or Chart of Accounts entry. On the Account Analysis and UFARS Account Analysis windows, a user is not able to access the payroll detail of a SHR journal entry.

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### ARCLERK – Accounts Receivable Clerk

Overall, this User Class has full access to the Accounts Receivable menu. There is limited access under the General Ledger menu, Reports-Standard Finance and Reports-District Custom menu. The user does not have access to the Budget Workpapers. View only access to the General Ledger menu. A user is not able to add/modify Journal Entry records or Chart of Accounts entry. On the Account Analysis and UFARS Account Analysis windows, a user is not able to access the payroll detail of a SHR journal entry.

### ASSTBUSMGR– Assistant Business Manager

This User Class is a paired down Business Manager User Class. Users assigned this User Class will have full access to the Accounts Payable menu, Vendor 1099, Accounts Receivable menu, Purchase Order menu, and Fixed Asset menu. There are some restrictions with Administration menu (the user does not have access to the Data Extraction window), Reports-Standard Finance (full access to the Admin) and Reports-District Custom. There is limited access to the Budgets menu (The user does not have access to the Budget Workpapers). Full access to the General Ledger-Fin menu, except the user does not have access to the Subsidiary Ledger button for SHR journal entries on the Account Analysis and UFARS Account Analysis windows.

### AUDITORFIN– Auditor for Finance

This User Class is for auditors reviewing finance data for audit purposes. The security access is view only in all areas. These menus are view only access: Accounts Payable, Vendor 1099, Accounts Receivable, Fixed Assets, and Purchase Orders. Limited access to Reports-Standard Finance (Admin), Budgets (reports only- The user does not have access to the Budget Workpapers) and Reports-District Custom. View only access to the General Ledger-Fin menu. Journal entries cannot be created or edited. The user will have access to the Subsidiary Ledger button for SHR journal entries on the Account Analysis and UFARS Account Analysis windows. This user does have access to the Bank Reconciliation Reports.

### AUDITOR-FJE – Auditor for Finance with Journal Entry

This User Class is for auditors reviewing finance data for audit purposes. The security access is view only in all areas but they will be able to enter, modify, and copy a journal entry. They will not be able to post a journal entry. View only access to the following menus: Accounts Payable, Accounts Receivable, Fixed Assets, and Purchase Orders. Limited access to Reports-Standard Finance (Admin), Budgets (reports only- The user does not have access to the Budget Workpapers) and Reports-District Custom. View only access to the General Ledger-Fin menu. Journal entries cannot be created or edited. The user will have access to the Subsidiary Ledger button for SHR journal entries on the Account Analysis and

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UFARS Account Analysis windows. This user does have view access to the Reconciliation Worksheet and is able to access the Bank Reconciliation Reports.

### BUSMGR – Business Manager

This User Class will have the most access to the full Finance menu.

Full access to the following menus to being able to create new, edit, and delete records: Accounts Payable, Accounts Receivable, Administration Menu which does include access to the Data Extraction window, Fixed Asset, Purchase Orders and General Ledger-Fin menu, including access to the Subsidiary Ledger button for SHR journal entries on the Account Analysis and UFARS Account Analysis windows. There is also full access to Reports-Standard Finance (full access to the Admin), Reports-District Custom. and the Budgets menu (The user does have access to the Budget Workpapers).

### F-Menus – Finance Menu

This User Class will only have access to the Reports-District Custom.

### POCLERK – Purchase Order Clerk

This User Class will have full access to the Purchase Order menu. There is limited access to the Reports-Standard Finance (no access to the Admin Reports), Reports-District Custom and General Ledger menus. This user is not able to add/modify Journal Entry records or Chart of Accounts entry. On the Account Analysis and UFARS Account Analysis windows, a user is not able to access the payroll detail of a SHR journal entry.

### RECLERK – Receiving Clerk

This User Class will have limited access to the Purchase Order menu to be able to do receiving type duties. Full access to the Receiving windows. View only access for all other windows within the PO menu.

### SOCLERK – Sales Order Clerk

This User Class will have full access to the Sales Order menu.

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### SPECEDDIR – Special Education Director

This User Class will have view access to the Purchase Order, and General Ledger-Fin menus.

Under General Ledger-Fin, the user is not able to add/modify Journal Entry records or Chart of Accounts entry. On the Account Analysis and UFARS Account Analysis windows, a user is not able to access the payroll detail of a SHR journal entry. This user does have full access to the Reports-Standard Finance (which does include Admin reports) and then Reports-District Custom.

### SUPERINT – Superintendent/Principal

This user class provides view only access to the following menus: Accounts Payable, Accounts Receivable, General Ledger (A user is not able to add/modify Journal Entry records or Chart of Accounts entry. On the Account Analysis and UFARS Account Analysis windows, a user is not able to access the payroll detail of a SHR journal entry), and Purchase Orders (except the user has full access to the Budget Approval windows).

Full Access to Reports-Finance Standard and Reports-District Custom. The user does not have access to the Budget Workpapers.

### VEN1099 – Agency>Vendor 1099

This user class provides access to the Vendor 1099 area under the Agency menu. This would be for a user processing 1099 information that does not have an APCLERK, ASSTBUSMGR or BUSMGR user class.

### VIEW-AP – View only Accounts Payable Menu

This User Class provides view only access to the Accounts Payable menu. Specific access to vendor information is not included in the User Class.

### VIEW-AR – View only Accounts Receivable Menu

This User Class provides view only access to the Accounts Receivable menu. Specific access to customer information is not included in the User Class.

### VIEW-PO– View only Purchase Order Menu

This User Class provides view only access to the Purchase Orders menu. Specific access to vendor information is not included in the User Class.

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