System Administration User Guide

PowerSchool

eFinancePLUS

CONTENTS

1: System Overview

The eFinancePLUS System Administration package contains the tools you need to set up, keep track of, and facilitate work within your Financial Systems software. With System Administration, you can:

- Set up a detailed security record for each person who will access eFinancePLUS.
- Define site-specific profile settings for each software package installed.
- Perform database backups, restore pay run data, lock users out of a particular package, and review records showing logged errors.
- Create templates for uploading Excel spreadsheet data, work with the options available as menu items, and set up the printers available for output from eFinancePLUS.

This chapter summarizes the System Administration menu options and focuses on system features.

Preview

Features

System Administration supports the overall flexibility of eFinancePLUS through the following features:

User Security Access

- Allows you to grant user access based on privilege codes, security resources, and security resource functions.
- Allows you to create roles with particular security resources and associate multiple users to the roles.
- Controls user access to ledger account data through user views records.
- Facilitates quick security setup by copying resource and view information from one user to another.
- Limits user access to printers based on work location.
- Lets you base several Human Resources record access on work location or department.
- Allows you to link security resources to attachment groups and grant users full control or view only for attachments based on access level.

Package Profile Settings

Fund Accounting System

- Defines ledger control accounts, account ranges, and full account mask.
- Determines reporting structure for financial and project accounting purposes.
- Establishes numbering protocol for journal entries, vendors, and budget transfers.
- Controls setup for payable entry, vendor check processing, and recording requisitions and purchase orders.
- Allows setup of sorting parameters for reports.
- Lets you create site-specific pages for entry of vendor and project records.

Human Resources System

- Contains settings for processing timecards, attendance, and payroll.
- Creates numbering parameters for employee and applicant records.
- Lets you set up payroll deduction, additional withholding, and direct deposit information.
- Controls federal and state reporting setup, and other state-specific profile settings.
- Allows setup of user-defined employee and applicant pages.
- Defines sequence and entry requirements for pages in the Add Employee process.

Additional Profile Settings

- Contains the setup for accounts used in Warehouse Inventory transactions.
- Determines dollar amount and account ranges that automatically flag requisition and purchase order items as fixed assets.
- Allows you to control aspects of Budget Preparation, Fixed Assets, PCard, Time Entry, and Security.

Administrative Utilities

- Lets you perform a backup of data for individual software packages.
- Allows you to lock users out of a particular package or the entire system.
- Facilitates a restore of pay run table information in the case of a failed payroll process.
- Tracks system errors for easy access and review through an Event Log Viewer.
- Includes the ability to maintain options available through system folders.
- Enables you to generate login and broadcast messages for system users.

System Administration Menus

The ⚙ System Administration menus include options for setting up and maintaining the eFinancePLUS systems and applications used at your site.

Menu Path: ⚙ System Administration > All > select an option

Menu	Options
Add Employee Process	Role Setup User Setup
Backups to Disk	Backup Benefits to Disk Backup Budget Preparation to Disk Backup Fixed Assets to Disk Backup Fund Accounting to Disk Backup Personnel Budgeting to Disk Backup Vendor Bidding to Disk Backup Warehouse Inventory to Disk
Employee App Configuration	Deduction Frequencies Disclaimers Extended Deduction Information News Items Profile Resources Tax Filing Types
Human Resources Purge Options	Check Reconciliation Detail Distribution Employee Activity Employee Timesheets Pay Rate History Purge Position History Terminated Employees
Human Resources Workflow Tables	Approval Groups Employee Groups Posting Groups Tasks
Locks/Unlocks	Lock/Unlock Fixed Assets Lock/Unlock Fund Accounting Lock/Unlock Human Resources Lock/Unlock System
Miscellaneous	Automated Payroll Restore Event Log Viewer

Profiles	Budget Preparation Profile
	Fixed Assets Profile
	Fund Accounting Profile
	Human Resources Profile
	PCard Profile
	Professional Development Profile
	Security Profile Time Entry Profile
	Vendor Bidding Profile
	Warehouse Inventory Profile
	Workflow Configuration Profile
Recruitment Portal Configuration	Email Template Setup
	Employment Checklist Setup
	External Integration
	Hire Process Email Setup
	Hiring Manager View Setup
	Posting Requisition Setup
	Pre-Employment Checklist Setup
Recruitment System Configuration	Email Template Setup
	Employment Checklist Setup
	External Integration
	Hire Process Email Setup
	Hiring Manager View Setup
	Posting Requisition Setup
	Pre-Employment Checklist Setup
Reference Tables	Configuration
	Menu Items
	Spreadsheet Templates
Security	Attachment Security
	Location Codes
	Privilege Codes
	Resources
	Roles
	User Access
	User Views
	Users
Workflow Maintenance	Delegate Maintenance
	FAM/PUR Workflow Log Maintenance
	HRM Workflow Log Maintenance

Another System Administration option is found in e-Forms & Tools > Tools > System Messages.

2: Security

Use the System Administration Security options to define the eFinancePLUS menu items and procedures that can be accessed by users. You control access by building Users records for everyone who will be working with eFinancePLUS applications.

User security is based on Resource codes and Views records:

- Resource code establish access to functions within eFinancePLUS packages and sub-packages.
- Views records let you limit access to Organization Chart, Account List, and Project List records. Separate versions of these tables are used in Fund Accounting and Budget Preparation.

Preview

Overview of Security

The following overview outlines the steps to set up security for eFinancePLUS. For more information, refer to the appropriate sections of this chapter. Note that the Privilege Codes and Resources tables are not described as a part of this outline. These tables, which are defined and loaded into your system prior to installation, are described in their own sections later in the chapter.

Caution

Do not change the Privilege Codes and Resources tables. Contact PowerSchool support if you believe there is a need to modify these tables.

Procedural Overview

1. Use the Location Codes option to define records for grouping eFinancePLUS users based on their work locations:

   Location access is assigned to each record in the Users table. A specific location code is also assigned to each employee in the Human Resources System. The location controls employee access to the following features in Human Resources, provided the Human Resources Profile's Employee Security Zone field is set to L - Location.

   - Posting attendance using Human Resources' Employee Information and Attendance options. Also, printing and viewing information on the Attendance and Substitute Reports.

   - Working with employee timecards in Pay Run Processing.

   - Using other options that access pay-related data. These include Employee Deductions, Earnings by Pay Code, Check History, and Pay Rate History.

   - Printing and viewing information on reports that are accessed through 🔺 Human Resources > Reports > Payroll menu. All options in this menu use the Employee Security Zone setting with the exceptions of the Workers' Comp Rate Study, which is not tied to a specific employee, and the Savings Bond Purchase, which also generates a magnetic media file. The Savings Bond Purchase option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report and magnetic media for all employees, regardless of the Employee Security Zone setting.

   - Printing and viewing information on reports that are accessed through 🔺 Human Resources > Reports > Time Entry menu. All options in this menu use the Employee Security Zone setting.

   - Printing and viewing information on reports that are accessed through 🔺 Human Resources > Reports > Personnel menu. All options in this menu use the Employee Security Zone setting with the exception of the EEO Data, which is used to submit information to the government. The EEO Data option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

   - Printing and viewing information on reports that are accessed through 🔺 Human Resources > Reports > Periodic menu. All options in this menu use the Employee Security Zone setting with the exception of the 941 Quarterly Federal Tax Return, which is used to submit information to the government. The 941 Quarterly Federal Tax Return option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Position Control > Batch Status Detail and Status Detail. A line will print for all employees, but a message, "NO SECURITY," will display for the employees that the user does not have access to based on the Employee Security Zone setting. This is necessary to give an accurate FTE count.

In addition, Location codes provide access to printers for generating reports in all eFinancePLUS systems.

> **Note**
>
> Reports generated for substitutes will use the Employee Security Zone setting for the employee that the substitute is working for.

2. Access the Users option to create a record for each person who uses the eFinancePLUS Financial Systems. The Users record stores location and department access, Database Administrator (DBA) privileges, and email address for each user.

   When you add a Users record, you can copy security resources and viewing privileges from another person's record.

3. Select the Roles option to establish and maintain security roles for groups of users. Users can be associated with multiple security groups based on their work assignments. Also, users can be granted additional security resources not associated with any security roles, through the User Access option.

4. Select the User Access option to grant or revoke a person's access to specific functions.

   The User Access page also gives you the option of copying security resources from one user to another.

5. Select the User Views option to define each person's access to records in the following Fund Accounting and Budget Preparation reference tables: Organization Chart, Account List, and Project List. These settings apply throughout eFinancePLUS applications.

   The User Views page also gives you the option of copying one person's view settings into another person's record.

6. Select the Attachment Security option to link Attachment Groups to security resources and grant users full control or view only based on the access level.

Security Tables

Use the tables on System Administration's Security menu to set up records for use in employees' security records.

Menu Path: ⚙ System Administration > All > Security > select one following tables: Location Codes, Privilege Codes, Resources, Roles, or Attachment Security

Preview

Location Codes

Use this option to assign unique numbers to buildings and other locations. You must set up location records before entering user records in the Users table. Location codes are assigned to employees in the Human Resources System.

The Location Codes page's 🖨 (Print) item generates the Security Location List. The report's default file name is *bld.rpt*.

Menu Path: ⚙ System Administration > All > Security > Location Codes

Location Codes Overview

Location codes are assigned to employees in the Human Resources System. The location controls employee access to the following features in Human Resources, provided the Human Resources Profile's Employee Security Zone field is set to L - Location:

- Posting attendance records through the Human Resources' Employee Information and Attendance options. Also, printing and viewing information on the Attendance and Substitute Reports.

- Working with employee timecards in Pay Run Processing.

- Using other options that access pay-related data. These include Employee Deductions, Earnings by Pay Code, Check History, and Pay Rate History.

- Printing and viewing information on reports that are accessed through 🔺 Human Resources > Reports > Payroll menu. All options on this menu use the Employee Security Zone setting with the exceptions of the Workers' Comp Rate Study, which is not tied to a specific employee, and the Savings Bond Purchase, which also generates a magnetic media file. The Savings Bond Purchase option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report and magnetic media for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through the 🔺 Human Resources > Reports > Time Entry menu. All options on this menu use the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through the 🔺 Human Resources > Reports > Personnel menu. All options on this menu use the Employee Security Zone setting with the exception of the EEO Data, which is used to submit information to the government. The EEO Data option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through the 🔺 Human Resources > Periodic Processing menu. All options on this menu use the Employee Security Zone setting with the exception of the 941 Quarterly Federal Tax Return, which is used to submit information to the government. The 941 Quarterly Federal Tax Return option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through the 🔺 Human Resources > Reports > Position Control > Batch Status Detail and Status Detail Reports. A line will print for all employees, but a message NO SECURITY will display for the employees that the user does not have access to based on the Employee Security Zone setting. This is necessary to give an accurate FTE count.

In addition, Location codes provide access to printers for generating reports in all eFinancePLUS systems.

> **Note**
>
> Reports generated for substitutes will use the Employee Security Zone setting for the employee that the substitute is working for.

Fields

Location Code
> Unique numeric code identifying a work location or building. For more information, refer to the introduction to this section as well as Users. [Character/4]

Location Name
> Name of the location or building identified by the code. [Character/25]

Changed By
> eFinancePLUS user ID of the person who added or last updated a selected Location Code record. The field also includes the date and time when the addition or change occurred. The system displays this information when you select a record in the page's list section or retrieve a record for additional changes.

Street Address
> Address of the district. [Character/20]

City
> City of the district. [Character/20]

State
> Two digit abbreviation of the state of the district. [Character/2]

Zip Code
> District's zip code.

Privilege Codes

The Privilege Codes table stores the codes used to classify security resource records within the eFinancePLUS Financial Systems. Using a hierarchical structure, these codes give the system a way to grant security to multiple functions through a single resource.

To generate the Security Privilege List, use the toolbar's 🖨 (Print) item. The report's default file name is *privilege.rpt*.

Menu Path: ⚙ System Administration > Administration > Security > Privilege Codes

> **Caution**
>
> Do not change the Privilege Codes table. Contact PowerSchool support if you believe there is a need to modify this table.

Fields

Privilege Code
> This code identifies the level of security privileges that apply to the record, ranging from 1 (highest) to 10 (lowest). The following privilege codes are predefined in your system:
>
> *1 - PowerSchool User*
> *2 - System Administrator*
> *3 - Package Supervisor*
> *5 - Package User*
>
> Each security Resource record is assigned a privilege code which identifies the level of user privilege needed. When a user is assigned a resource with a privilege code of 2 (System Administrator) within a package, it is not necessary to assign resources within the same package with lower privilege codes of 3 or 5. The user is granted access to all resources in the package with a privilege code of 2 or lower.

Description
> Full description of the privilege code.

Changed By
> eFinancePLUS user ID of the last person to save updates for a selected Privilege Code record. If a change was made to a code, the system also gives the date and time when the change occurred.

Resources

The Resources table is defined and loaded prior to installation and contains the security resources necessary to access the different options and functionality within the eFinancePLUS applications. For more information, refer to the Resources Table, Security (page 159).

Menu Path: ⚙ System Administration > Administration > Security > Resources

Procedures

> **Caution**
>
> Do not change the resources in this table. If you believe there is a need to modify the resources, contact PowerSchool support. As an alternative, you can add your own resources and assign them to employees as needed. The codes for customer resources must be 50000 or higher.

Adding a new security resource

1. Select ⚙ System Administration > Administration > Security > Resources to display the Resources page.
2. Click ⊕ (Add New).
3. In the Resource field, enter a unique numeric code. Resource codes must be 50000 or higher.
4. In the Package field, select the code for the eFinancePLUS software package that corresponds to the resource. For example, if you are creating a resource for the Fund Accounting System, select FAM - FINANCIAL ACCOUNTING.
5. In the Subpackage field, select the code for the application within the package selected. For example, if you are creating a resource for Purchasing, select PUR - PURCHASING.
6. In the Function field, enter a code to identify the function associated with the resource. Since you are creating your own resource, it is recommended that you enter the same value in the Function field that you entered in the Resource field.
7. In the Privilege Code field, select the lowest privilege level eligible for accessing the resource. This should be 5 - PACKAGE USER if you want supervisors for a particular package and sub-package to automatically have the same privileges.
8. In the Description field, enter the description of this resource code.
9. Click ✅ (OK) to save the resource.

   After you create new resources, you will need to assign them to individual users through the User Access page. For details, refer to User Access (page 31).

Generating the Security Resource List report

The report provides a complete list of all security resources stored in your database.

1. Select ⚙ System Administration > Administration > Security > Resources to display the Resources page.
2. Click 🖨 (Print).
3. In the Print window, select a destination, and click **OK**. The report's default file name is *resource.rpt*.

Fields

Resource
> Numeric code that identifies a particular function of an eFinancePLUS software package or sub-package. You grant or deny resources to users in the User Access table. If you are adding a resource, the code you enter must be 50000 or greater.

Package

    Code and name for the eFinancePLUS software package corresponding to the resource, for example, FAM for Fund Accounting or HRM for Human Resources. Each package can have multiple resources associated with it.

Subpackage

    Code and name for the eFinancePLUS application area that runs within a package. For example, PUR (Purchasing) is a sub-package of FAM (Fund Accounting). Enter an asterisk (*) to indicate the resource applies to all of the subpackages tied to the record's Package.

Function

    Code used to identify this system function. The key combination for a Resource record is formed by the Package, Subpackage, and Function. With these three pieces of information, you can look in the Menu Items table to find the eFinancePLUS menu options each Resource lets the user access.

Privilege Code

    Privilege code that determines the lowest user privileoge level eligible for accessing the resource. Remember that eFinancePLUS uses a security hierarchy with four privilege levels. The level controls a user's ability to access options and features within each package and sub-package.

    For example, if you want to grant a user Package Supervisor privileges for the Purchasing System, you would assign resource 25, Supervisor for Purchasing, to the Users record. This resource has a privilege code of 3 which is higher than the code used for each of the remaining resources for Purchasing. Therefore, the user would have access to all Purchasing options and functions.

Description

    Full description of this resource code. [Character/40]

Changed By

    eFinancePLUS user ID for the last person to save updates for a selected Resource record. If a change was made to a code, the system also gives the date and time when the change occurred.

Sample Security Resource List

```
POWERSCHOOL – SYSTEM ADMINISTRATION                                              PAGE NUMBER:   1
DATE: MM/DD/YY                              YOUR ORGANIZATION'S NAME                     SECURE2
TIME: HH:MM:SS                              SECURITY RESOURCE LIST

SELECTION CRITERIA

PACKAGE      SUBPACKAGE  RESOURCE  DESCRIPTION


FAM          PUR            25  SUPERVISOR FOR PURCHASING
                            26  MAY UPDATE COMMODITY TABLE
                            27  MAY UPDATE SHIPPING TABLE
                            28  MAY ENTER/UPDATE REQUISITIONS
                            29  MAY PRINT REQUISITIONS
                            30  MAY APPROVE REQUISITIONS
                            31  MAY RUN PURCHASING REPORTS
                            32  MAY RUN BID LISTS
                            33  MAY ENTER/UPDATE PURCHASE ORDERS
                            34  MAY PRINT PURCHASE ORDERS
                            35  MAY ENTER/UPDATE CHANGE ORDERS
                            36  MAY PRINT CHANGE ORDERS
                            37  MAY RUN RECEIVE ORDERED MATERIAL
                            38  MAY PURGE CLOSED REQUISITIONS
                            39  MAY PURGE CLOSED PURCHASE ORDERS
                            40  MAY RUN QUERIES FOR PURCHASING
                            41  MAY UPDATE LOCATION TABLE
                            42  MAY ADD NEXT YEAR PURCHASE ORDERS
                            43  MAY UPDATE ACCOUNT APPROVAL TABLE
                            44  MAY APPROVE/DENY PO
                            45  RESERVED FOR FUTURE USE
                            46  MAY UPDATE PURCHASING ACCT APPR. GROUPS
                            47  RESERVED FOR FUTURE USE
                            48  RESERVED FOR FUTURE USE
                            49  MAY RUN DISTRIBUTION TEMPLATE OPTION
                            50  MAY MAINTAIN PURCHASING APPROVAL GROUPS
```

Roles

Use this option to set up groups of users who share the same security based on their work assignments. Users can belong to more than one group. In addition to the security assigned through roles, users can be granted individual resources through User Access (page 31).

Role groups also can be integrated with Active Directory, which provides central authentication for authorizing users. The availability of this feature depends on whether the Integrate with Active Directory field in your Security Profile is selected. If the field is selected:

- Network administrators can assign policies, deploy software, and apply critical updates throughout an organization.
- Network users can access permitted resources anywhere on the network using a single login process.

For more information on Active Directory, contact your System Administrator.

Menu Path: System Administration > Administration > Security > Roles

Tabs

Following is a summary of the tabs on the Roles page:

Role Information	Stores the ID, Description, Status of the role, and if applicable, the Active Directory Group.
Permissions	Stores the security resources associated with the role. This tab does not display when you are adding a role. To update permissions for an existing role, use the Action Bar's Grant item.
Users Tab	Enables you to assign users to a role when roles are not integrated with Active Directory. If your site uses Active Directory, this tab is display only. To view the users in a group, select a record in the List section, and then click the Users tab.

Action Bar Items

The following items display on the Action Bar after you generate a list of records:

Grant	Displays the Resource Lookup page, which allows you to search for and select the security resources to assign to an existing role. The resources are stored in the page's Permissions tab.
Copy	Enables you to copy permissions and users from an existing role to a new role, if your system is not integrated with Active Directory. If your system is integrated with Active Directory, the Users for the new role will be determined by role's Active Directory Group.

The following items display depending on whether your site uses Active Directory:

Assign Users	Displays the Assign Users to Role page, where you can assign users to a selected role.
	This item is only available if the Integrate with Active Directory field on the Security Profile is not selected.

Synchronize	Lets you refresh users based on the current Active Directory settings. You can select this item as follows:

- Prior to generating a list of roles to refresh all users in all roles.
- After generating a list of roles to refresh users for the individual roles displayed. The Synchronize will delete all existing users from the roles prior to the refresh.

We recommend that all users be out of the system before you run the synchronization to avoid interrupting users' access to eFinancePLUS options.

This item is only available if the Integrate with Active Directory field on the Security Profile is selected.

Procedures

Adding a role

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. Click ⊕ (Add New).
3. In the Role Information tab, complete the fields.

   If your system is integrated with Active Directory, this tab does not display during the Add process. In that case skip this step.

4. In the Users tab, enter the User ID of each user who should be associated with the role.

5. Click 🆗 (OK) to save the role and its assigned users.

Copying a role to create a new one

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the role you want to copy, and then click **Find**.
3. In the List section, select the role, and then click **Copy** on the Action Bar.
4. Complete the fields on the Role Information tab.

5. Click 🆗 (OK) to save the role.

   When you save the role, its resources are copied to the Permissions tab.

   - If your system is not integrated with Active Directory, the users from the original role are copied to the Users tab.
   - If your system is integrated with Active Directory, the Users tab will display the users based on the Active Directory Group selected.

Deleting a role

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the role you want to delete, and then click **Find**.

3. In the List section, select the role, and then click 🗑 (Delete).
4. In the confirmation dialog, click **Yes**.

Assigning users to a role when not integrated with Active Directory

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the role you want, and then click **Find**.
3. In the List section, select the role, and then click **Assign Users**.
4. In the Assign Users to Role page, select the users to assign to the role.
   - To select multiple users individually, hold <Ctrl>, and click each user you want to add.
   - To select a range of users in the list, hold <Shift>, click the first user in the range, and then select the last user.
5. Click 🔘 (OK) to assign the selected users to the role.

Assigning resources to a role

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the role you want, and then click **Find**.
3. In the List section, select the role, and then click **Grant** to display the Resource Lookup page.
4. Enter selection criteria in the following fields for the security resources you want to add:

Resource	Code identifying a particular function of an eFinancePLUS software package or sub-package.
Package	Code identifying the software package associated with the security resources you want to add.
Subpackage	Code identifying the application area that runs within a package.

   You can enter a specific code or use the pipe symbol between codes to reference more than one record, for example, 100|225|350.

5. Click 🔘 (OK) to display the Resource Selection page, which lists the records retrieved.
6. Select the security resources you want to assign to the role.
   - To select multiple resources individually, hold <Ctrl>and then click each resource you want to add.
   - To select a range of users in the list, hold <Shift>, click the first resource in the range, and then click the last resource in the range.
7. Click 🔘 (OK) to add the resources.

Delete users from a role when not integrated with Active Directory

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the role associated with the users, and then click **Find**.
3. In the List section, select the role, and then click 🔘 (OK).
4. In the Users tab:
   - To delete an individual user, select the user, and then click **Delete Row** on the Action Bar.
   - To delete all users displayed, click **Delete All** on the Action Bar.
5. Click 🔘 (OK) to save the deletions.

Deleting resources from a role

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the roles containing the resources, and then click **Find**.

3. In the List section, select the role, and click ✅ (OK).
4. In the Permissions tab:

    - To delete an individual resource, select the resource, and then click **Delete Row** on the Action Bar.

    - To delete all of the resources displayed, click **Delete All** on the Action Bar.

5. Click ✅ (OK) to save the deletions.

Synchronizing users and roles based on the current Active Directory settings

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. To synchronize roles and refresh all users, click **Synchronize**, and proceed to Step 5.

    If you are synchronizing individual roles, skip this step.

3. In the Search Criteria section, enter criteria identifying the roles you want to synchronize, and then click **Find**.
4. In the List section, select a role, and then click **Synchronize**.
5. Click **Yes** to run the synchronization and refresh users.

    If you are synchronizing individual roles, repeat Steps 4-5 as needed for each additional role you want to synchronize.

Generating the Security Roles List

1. Select ⚙ System Administration > Administration > Security > Roles to display the Roles page.
2. In the Search Criteria section, enter criteria identifying the roles to include in the report, and then click **Find**.
3. Click 🖨 (Print).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *roles.rpt*.

Fields

The Roles page is divided into three tabs: Role Information, Permissions and Users. Following are the descriptions for the fields in each of these tabs.

Role Information Tab

Information identifying the role and its status. If your system is integrated with Active Directory, this tab does not display during the Add process.

Role ID
    Unique code used to identify the role. [Character/10]

Description
    Description of the role. [Character/53]

Active Directory Group
    The Active Directory group associated with the role. This field displays only if the Integrate with Active Directory field in the Security Profile is selected.

Status
    The status of the role.

Select:

A - Active
I - Inactive

Inactive roles are not used when verifying users' security access.

Permissions Tab

Stores the role's security resources. Resources are defined in Security's Resources table.

Package
Code identifying the eFinancePLUS application area that runs within a package.

Subpackage
Code identifying the application area that runs within a package.

Resource
Code identifying a particular function of a software package or sub-package.

Description
Full description of the resource code.

Users Tab

Displays the users associated with the role. User records are defined in Security's Users table.

- If your site uses Active directory, the tab is display only.

- If your site does not use Active Directory, you add users to the role in this tab.

User ID
Login ID the employee uses to sign into eFinancePLUS. When you enter the ID, the user's name displays in the Name field.

Windows Login ID

Windows Login Name as it appears in the Users page. Use the 🔍 (Lookup) button to access the Active Directory Search page, which displays the Active Directory groups available to associate with the role. This field displays only if the Integrate with Active Directory field on the Security Profile is selected.

Name
Employee's First Name-Last Name as it appears in the Users page.

Sample Security Roles List

```
POWERSCHOOL – SYSTEM ADMINISTRATION                                             PAGE NUMBER:   1
DATE: MM/DD/YY                         YOUR ORGANIZATION'S NAME                  SECROLES
TIME: HH;MM;SS                           SECURITY ROLES LIST

SELECTION CRITERIA: sectb_roles.role_id='PAYROLL'

ROLE ID: PAYROLL    DESCRIPTION: PAYROLL ROLE                         STATUS: ACTIVE

          PACKAGE SUBPACKAGE RESOURCE DESCRIPTION
          HRM     PAY          298 MAY DISPLAY CHECK HISTORY
          HRM     PAY          314 SUPERVISOR FOR PAYROLL
          HRM     PAY          315 MAY ADD PAYROLL DATA FOR NEW EMPLOYEES
          HRM     PAY          316 MAY CHANGE PAYROLL DATA
          HRM     PAY          317 MAY QUERY ON EMPLOYEE PAYROLL DATA
          HRM     PAY          318 MAY UPDATE PAYROLL REFERENCE TABLES
          HRM     PAY          319 MAY UPDATE TAX TABLES
          HRM     PAY          320 MAY RUN PAYROLL REPORTS
          HRM     PAY          321 MAY LOAD TIMECARDS
          HRM     PAY          322 MAY LOAD SUMMER PAY
          HRM     PAY          323 MAY ENTER TIMECARDS
          HRM     PAY          324 MAY RUN PAY EDIT
          HRM     PAY          325 MAY RUN CALCULATIONS
          HRM     PAY          326 MAY RUN PAYROLL JOB STREAM
          HRM     PAY          327 MAY CANCEL PAYROLL CHECKS
          HRM     PAY          328 MAY ENTER MANUAL PAYROLL CHECKS
          HRM     PAY          329 MAY RUN CHECK RECONCILIATION
          HRM     PAY          330 MAY RUN RETROACTIVE PAY PROCESS
          HRM     PAY          331 MAY PROCESS W2'S
          HRM     PAY          364 MAY RUN PAYROLL PROCESSING
          HRM     PAY          369 MAY UPDATE PAY RATE HISTORY
          HRM     PAY          378 MAY DISPLAY PAY RATE HISTORY
          HRM     PAY          381 MAY PURGE PAY RATE HISTORY
          HRM     PAY          382 MAY ADD/CHANGE/QUERY BASE EMPLOYEE SCRN
          HRM     PAY          383 MAY ADD/CHANGE/QUERY PAYROLL/TAX SCREEN
          HRM     PAY          384 MAY ADD/CHANGE/QUERY PAYRATE SCREEN
          HRM     PAY          385 MAY ADD/CHANGE/QUERY LEAVE BANK SCREEN
          HRM     PAY          386 MAY ADD/CHANGE/QUERY DEDUCTION SCREEN
          HRM     PAY          387 MAY ADD/CHANGE/QUERY STATE/RETIREMENT SC
          HRM     PAY          388 MAY ADD/CHANGE/QUERY EARNING SCREEN
          HRM     PAY          398 MAY SAVE PAYROLL HISTORY
          HRM     PAY          399 MAY PURGE PAYROLL HISTORY
          HRM     PAY          465 MAY PROCESS EFFECTIVE DATE CHANGES
          HRM     PAY          471 MAY RUN 1099 PROCESSING
          HRM     PAY          472 MAY DISPLAY PAYROLL HISTORY
          HRM     PAY         1103 MAY USE EMPLOYEE WORKSHEET
          HRM     PAY         1500 MAY CLEAR PAYROLL ACTIVITY FILE
          HRM     PAY         1520 TIMEEASY
          HRM     PAY         1521 TIMEEASY PAYCODE TABLE
          HRM     PAY         1522 TIME AND ATTENDANCE (TIMESHEET) FORMS
          HRM     PAY         1523 TIMEEASY ENTRY LISTING
          HRM     PAY         1524 TIMEEASY TIME ENTRY
          HRM     PAY         1525 TIMEEASY TIME DIST ENTRY
          HRM     PAY         1526 POST AND EXCEPTION REPORT
          HRM     PAY         1527 TIMEEASY EMPLOYEE VIEW
          HRM     PAY        10210 MAY IMPORT BATCH EMPLOYEE TIMECARDS
          HRM     PAY        10211 MAY ADD/UPD BATCH TIME IMPORT MAPPINGS
          HRM     PAY        10212 MAY POST BATCH EMPLOYEE TIMECARDS
          HRM     PAY        10215 MAY PURGE SUMMER PAY FISCAL YEAR ACCRUAL
```

Attachment Security

Use the Attachment Security option to define full control or view only security for attachments in eFinancePLUS applications. Users can be given security based on existing security resources, or new ones can be created and assigned to users specifically for attachments.

> **Important**
>
> If the Use Attachment Security field in the Security Profile page is selected, you must define the additional security parameters in this option. Otherwise, no users will be able to access attachments.

Menu Path: ⚙ System Administration > All > Security > Attachment Security

How to Implement Attachment Security

When eFinancePLUS software is initially installed, all users are able to access attachments in the applications they have security for. To prevent users from accessing attachments until specific security can be defined, select the Use Attachment Security checkbox in the Security Profile (page 123).

Before setting up attachment security, you need to determine which users should have access to attachments and what type of access they should have: either Full Control, View Only, or no access. To generate a complete list of all users in your system and their existing security resources, run the Security Access List report. Review the report to determine if employees have existing security resources that correspond with the levels you want to assign for accessing attachments.

For example, if certain employees have security for entering purchase orders, you may want them to have full access to related documents. In this case, you could set up an Attachment Group that includes the resource for entering purchase orders and assign Full Control to this group. Similarly, you may want to limit attachment access for employees who can only print purchase orders, in which case, you could set up an Attachment Group for this resource and assign View Only to the group.

An alternative to using existing security would be to set up new security resources specifically for attachments, assign these resources on an employee by employee basis, and then create the relevant Attachment Groups. The choice depends on your site's security procedures and organizational needs.

For the procedures for generating the Security Access List report and adding new security resources, refer to Resources (page 16).

Procedures

Following are the procedures for adding and deleting attachment security records. Since each record is defined by the combination of attachment group, access level, and security resource, once a record is added, it cannot be changed. To replace a record, you will need to delete it and then add a new one that includes the appropriate group, level, and resource.

Adding an attachment security link

1. Select ⚙ System Administration > All > Security > Attachment Security to display the Attachment Security Resources Link page.

2. Click ⊕ (Add New).

3. In the Attachment Group field, select an attachment group.

4. In the Access Level field, select:

   F - Full Control - to give users in this group the ability to add, delete, and view attachments.

   V - View Only - to give users in this group the ability to only view attachments.

5. In the Security Resource field, select the security resource to use for the attachment group and access level. To access attachments, users must be granted this resource or have a resource with a higher-level privilege code than the one associated with the access level selected in Step 4.

6. Click ⊗ (OK) to save the record.

Deleting an attachment security link

1. Select ⚙ System Administration > All > Security > Attachment Security to display the Attachment Security Resources Link page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the record you want to delete, and then click 🗑 (Delete).

4. In the Confirmation dialog, click **Yes**.

Fields

Attachment Security Details Section

The following fields are used to create the security link between the Attachment Group, Access Level and Security Resource. These fields are display only for existing records.

Attachment Group
    The group that links a document to a record in the eFinancePLUS software. Attachment groups vary for each software package and may be accessible in more than one option. For example, the attachment group VENDOR can be accessed on the Vendor record, but can also be accessed when entering a payable, purchase order, or requisition.

    Following are the system-defined Attachment Groups you can select from:

Activity	Employee	PO
AP_Check	Encumbrance	Position
Applicant	Fixed Asset	Requisition
Certificate	Invoice	Transaction
Contracts	Journal_Entry	Vendor
Contr_Template	Personnel	

Access Level
    Type of access for the attachment group and security resource.

    Select:

    F - Full Control - Enables users with the associated security resource the ability to add, delete and view attachments for the attachment group.

    V - View Only - Enables users with the associated security resource the ability to only view attachments for the attachment group.

Security Resource
    The eFinancePLUS security resource that a user needs to have in order to access attachments for the attachment group and access level assigned.

Security Resource Information Section

The following display-only fields show information for the resource entered in the Security Resource field.

Package
> Code and name for the eFinancePLUS software package corresponding to the resource, for example, FAM for Fund Accounting or HRM for Human Resources. Each package can have multiple resources associated with it.

Subpackage
> Code and name for the eFinancePLUS application area that runs within a package. For example, PUR (Purchasing) is a sub-package of FAM (Fund Accounting). An asterisk (*) indicates the resource applies to all of the sub-packages tied to the Resource record's Package.

Function
> Code used to identify this system function. The key combination for a Resource record is formed by the Package, Subpackage, and Function. With these three pieces of information, you can look in the Menu Items table to find the eFinancePLUS menu options each Resource lets the user access.

Privilege Code
> Privilege code that determines the lowest user privilege level eligible to access the resource. eFinancePLUS uses a security hierarchy with four privilege levels: 1 - PowerSchool User, 2 - System Administrator, 3 - Package Supervisor, and 5 - Package User. The privilege level controls a user's ability to access options and features within each package and sub-package, depending on the resources assigned.
>
> For example, to grant a user Package Supervisor privileges for the Purchasing System, you would assign resource 25 - Supervisor for Purchasing, to the Users record. This resource has a privilege code of 3 - Package Supervisor which is higher than the level used for the remaining resources in Purchasing (5 - Package User). Therefore, the user would have access to all Purchasing options and functions.

Description
> Full description of the resource code.

Users

Use this option to add, update, delete, and print employees' security records.

When adding a record, you can copy security resources and views from an existing user record into the new one you are creating. If you do not copy views and resources when adding the user, you will need to add this information manually, either with the Grant/Revoke and User Views items or with the following Security tables: User Access, Roles, and User Views.

You also can set up records so users can access the Financial Systems software with their Windows login IDs. For more information, refer to Security Conversion Utility (page 39).

To generate the Security User List, click 🖨 (Print) on the Users page's toolbar. The report's default file name is *user.rpt*.

Important

To work with records in the Users table, your own record must have its DB Administrator field selected.

Menu Path: ⚙ System Administration > Administration > Security > Users

Action Bar Items

The Action Bar displays the following items after you run a search to generate a list of users. Of these, only the Purchasing Defaults item displays before running a search.

Grant/Revoke	Displays the User Access page for the user selected in the List section. In this page, you can view, add, print, and delete the security resources associated with the user. For details, refer to User Access (page 31).
Purchasing Defaults	Displays the Purchasing Defaults page for the user selected in the List section. In this page, you can view the default approval groups and shipping codes the user can access when entering or changing requisitions and purchase orders. You also can change the user's default approval group and default ship code. For additional details, refer to the Purchasing Defaults Table section of your Purchasing manual.
User Views	Displays the User Views page for a user selected in the List section. This page displays the Fund Accounting and Budget Preparation records the user can access in the Organization Chart, Account List, and Project List tables. You can add view information for one of these tables, update existing user view settings, or delete views for a specific table. For details, refer to User Views (page 35).
Print User Roles	Generates the User Roles report, which lists each role a user is associated with and the role's status. The default file name for this report is *UserRoles.rpt*.
Print User Permissions	Generates the User Permissions report, which lists each security resource a user is associated with by Package and Sub-package. The default file name for this report is *UserPerms.rpt*.
Convert Security	Synchronizes users' login credentials for Windows with their eFinancePLUS user IDs. The conversion utility lets people enter the same user name for Windows login and eFinancePLUS access. For additional details, refer to Security Conversion Utility (page 39).

Procedures

Adding a User record

1. Select ⚙ System Administration > Administration > Security > Users to display the Users page.
2. Click ⊕ (Add New).
3. In the User ID field, enter the user's eFinancePLUS login ID.
4. Define the user's Domain and Windows Login ID.
5. Enter the user's name in the Last Name and First Name fields.
6. Complete the page's additional fields. For details, refer to the Fields section below.
7. Select the Continuous checkbox if you are adding a series of records. Otherwise, leave it blank.
8. Click ✅ (OK) to display the Copy Resources and Views page.
9. To copy security resource and view settings from an existing user, complete the next procedure.

   or

   If you do not want to copy resource and view information, leave the User ID field blank, click 🛑 (Back) to save the record and return to the Users page.

   - If you selected the Continuous checkbox, the Users page's detail section refreshes so you can add the next record. Repeat Steps 3-9, or click 🛑 (Back) to return to the Search Criteria section.
   - If the Continuous checkbox is not selected, you return to the User page's Search Criteria section.

   Important

   If you choose not to copy resources and views, the user will not have any security privileges. You will need to add the information using the Grant/Revoke and User Views items, or you can use the User Access and User Views options described later in this chapter.

Copying resources and views while adding a User

The following procedure continues the add process from Step 9 in the previous procedure:

1. In the Copy Resources and Views page's User ID field, enter the eFinancePLUS login ID of the user whose information you want to copy.

   After you enter the ID, the system displays the number of security resources and user view records associated with the user.

2. In the Copy field, select one of the following settings:

Resources	Copies security resources from the existing user's record.
Views	Copies reference table view information from the existing user's record.
Both	Copies both security resources and reference table view information.

3. Select the following checkboxes as needed:

Copy Homepage	Copies the home page settings of the existing user.
Copy Purchasing Defaults	Copies the existing user's approval group and ship code defaults.

4. Click ✅ (OK) to copy the existing user's information.

5. In the confirmation dialog, click **Yes** to save the Users record.

6. Click (Back) to return to the Users page.

   - If the Continuous checkbox is selected, the system refreshes the Users page's detail section so you can

     add the next record. Repeat Steps 3-9 of the original procedure, or click (Back) to return to the Search Criteria section.

   - If the Continuous checkbox is not selected, you return to the User page's Search Criteria section.

Fields

User ID
> Login ID the employee uses to sign into eFinancePLUS. [Character/8]

Domain
> Domain name associated with the user's database login ID. [Character/15]

   - The entries in this field and the Windows Login Name field create a record in the User ID Crosswalk table, which allows the user to enter the same login ID for accessing both Windows and eFinancePLUS.

   - The person identified in the User ID field must be set up as a Windows user and as a database user before you can add the person to the Users table.

   - You cannot access this field when updating an existing user.

Windows Login Name
> Windows login ID for the user. [Character/256]

   - If the proper setup is in place, this ID lets the user log into the Windows operating system, and it works for accessing eFinancePLUS.

   - The entries in this field and the Domain field create a record in the User ID Crosswalk table, which allows the user to enter the same login ID for accessing both Windows and eFinancePLUS.

   - The person must be set up as a Windows user and as a database user before you add the person to the eFinancePLUS Users table.

   - You cannot access this field when updating an existing user.

Last Name
> Employee's last name. [Character/20]

First Name
> Employee's first name. [Character/20]

Location Access
> Location code or codes this user is allowed to access. These codes define the user's access to attendance records, timecard information, and printers. [Character/60]

> You can enter a specific code, grant the user access to all locations by entering >=0, or indicate multiple codes using standard query symbols. For instance, if the user needs access to locations with codes 001, 002, and 003, you would enter 001|002|003.

> For an overview of Security's Location Codes table, refer to Location Codes (page 13).

Department Access
> Department code or codes this user is allowed to access. This setting determines the user's access if you use department code security in the Employee Security Zone field of the Human Resources Profile.
>
> You can enter a specific code, grant a user access to all departments by entering an asterisk (*), or indicate access to several departments. If a user needs to have access to all department codes beginning with 12, then enter 12*.
>
> If you need to grant a user access to several department codes, there is a special convention you must use. For instance, suppose you need to grant access to departments 1010, 2000, and 2020. To do so, you would make the following entry: [1,2]0[0,1,2]0.
>
> This entry indicates the user can access any department with a 1 or a 2 in the code's first position; a 0 in the second position; a 0, 1, or 2 in the third position; and a 0 in the fourth position. This method grants access to the necessary departments, but keep in mind that it will also grant access to other combinations of the above characters, such as 1000 or 1020.

DB Administrator
> Setting determining whether the user has database administrator (DBA) privileges. Select the box to grant DBA privileges. Otherwise, leave the field blank.
>
> An employee with DBA privileges can perform the following actions:
>
> - Export (backup) the database prior to processing month-end, calendar year-end, and fiscal year-end procedures.
> - Access the User Views option in the Security menu for assigning reference table view information to a user's record.
> - Add other employees to the Users table and assign security resources to existing Users records.

E-Mail Address
> User's email address for receiving Executive Information Center notifications. [Character/60]

Employee Number
> Identification number assigned in the Human Resources System when the employee's records were created.

Last Modified By
> eFinancePLUS user ID for the last person to save updates for a selected Users record. If a change was made, the system also gives the date and time when the change occurred. This field does not track changes made to a user's security resources and user views.

User Access

Use this option to add or delete users' access to functions within the system, or to query and print records of users' resources. If you want multiple users to have similar resource access, you can copy resources from one user to another, provided you have database administrator privileges defined in your own Users record.

Menu Path: ⚙ System Administration > Administration > Security > User Access

Action Bar Items

The User Access page's Action Bar displays the following items before you select a user:

Purchasing Defaults	Displays the Purchasing Defaults page for a user selected in the List section. In this page, you can view and print the default approval groups and shipping codes the user can access when entering or changing requisitions and purchase orders. You also can change the user's default approval group and default ship code. For additional details, refer to the Purchasing Defaults Table section of your Purchasing manual.
Copy	Displays the Copy Resources page for copying resources from one user to another. For details, refer to the Procedures section.

After you select a user, the Purchasing Defaults item continues to display, and the following item replaces the Copy item:

Delete All	Enables you to delete all resources assigned to the user selected. For details, refer to the Procedures section.

Procedures

Adding resources to the user's security record

1. Select ⚙ System Administration > Administration > Security > User Access.
2. In the User ID field, enter the user's eFinancePLUS login ID.
3. Click **Find** to list the user's existing resources.
4. Click ⊕ (Add New) to display the Resource Lookup page.
5. In the Search Criteria section, enter criteria in the following fields to identify the security resources you want to add: Resource, Package, and Subpackage.
   - You can enter specific codes in these fields or use query symbols to reference multiple codes, for example, 100|225|350.
   - In most cases, you do not need to use the Description field.
6. Click **Find** to display the search results in the Resource Selection page.
7. Select one or more resources.
   - To select multiple resources, hold <Ctrl> and then click each resource you want to add.
   - To select a range of resources, select the first resource in the range, hold <Shift>, and then click the last resource in the range.
8. Click ⊙ (OK) to return to the User Access page.

9. Review the resources listed.

   - If you duplicated any resources, the system will retain only one instance of each resource upon save.
   - If you need to delete any resources, refer to the Deleting procedure below.

10. Click (OK) to save the updates.

11. In the Confirmation dialog, click **Yes**.

Copying a user's security resources into another user's security record

1. Select System Administration > Administration > Security > User Access to display the User Access page.

2. Review the User Views records of the user whose records are being copied to make sure you are targeting the correct user.

   - To list the user's records, in the User ID field, enter the user's eFinancePLUS login ID, and then click **Find** to list the user's resources.

   - Click (Back) to clear the display.

3. Click **Copy** on the Action Bar to display the Copy Resources page.

4. In the From section, enter the eFinancePLUS login ID of the user whose security records you are copying, and then press <Tab> to access the To section.

   - The Resources field in the From section will display the number of security resources associated with the user.

5. In the To section, enter the eFinancePLUS login ID for the user whose security records are updating.

   - The Resources field in the To section will display the number of resources currently assigned to the user.

6. If you also want to copy the initial user's Purchasing defaults, select the Copy Purchasing Defaults checkbox in the From section.

7. Click (OK).

8. In the Confirmation dialog, click **Yes**.

   - The system displays a message indicating how many resources were copied.
   - If any records are duplicated, the system overwrites the existing records with those being copied.

9. To copy resources to another user's security record, repeat Steps 4-8. Otherwise, click (Back) to return to the User Access page.

Deleting resources from the user's security record

1. Select System Administration > Administration > Security > User Access to display the User Access page.

2. In the User ID field, enter the user's eFinancePLUS login ID, and then click **Find**.

3. To delete an individual resource, select the resource in the List section, and then click (Delete). Repeat this for each resource you want to delete.

   or

   To delete all of the user's resources, click **Delete All**.

4. Click (OK).

5. In the confirmation dialog, click **Yes** to delete the records and return to the User Access page.

> **Important**
>
> The updates to the user's security resources do not take effect until you confirm your actions. You can exit the page without saving your deletions by clicking 🛑 (Back) before completing Steps 4-5.

Generating the Security Access List for a single user

1. Select ⚙ System Administration > Administration > Security > User Access to display the User Access page.
2. In the User ID field, enter the user's eFinancePLUS login ID, and then click **Find**.
3. Click 🖨 (Print).
4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *access.rpt*.

Generating the Security Access List based on additional selection criteria

1. Select ⚙ System Administration > Administration > Security > User Access to display the User Access page.
2. Click 🖨 (Print) to display the Print User Access page.

3. In the Report Criteria section, enter criteria identifying the records to include, and then click 🆗 (OK).

    - To generate a list of all resources for several users, enter their User IDs separated by the pipe symbol (for example, USER1|USER2|USER3), and leave the other fields blank.
    - To generate a list all users and the security resources assigned for a certain Package or Subpackage, leave the User ID field blank, and then enter the specific Package or Subpackage.

4. Click 🆗 (OK).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *access.rpt*.

Fields

User ID
    User's eFinancePLUS login ID. Use the 🔍 (Lookup) button to select the ID. The system uses your entry to display the user's security resource access records.

The following descriptions are for the column headings in the User Access page's list section:

Package
    Code identifying the eFinancePLUS software package associated with the security resource, such as FAM (Fund Accounting) or HRM (Human Resources).

Subpackage
    Code identifying the eFinancePLUS application area that runs within a package. For example, POS (Position Control) is a sub-package of HRM (Human Resources).

Resource
    Code that identifies a particular function of an eFinancePLUS software package or sub-package.

Description
    Text describing the security resource.

Sample Security Access List

```
POWERSCHOOL - SYSTEM ADMINISTRATION                                                      PAGE NUMBER:    1
DATE: MM/DD/YY                          YOUR ORGANIZATION'S NAME                          SECURE2
TIME: HH:MM:SS                             SECURITY ACCESS LIST

SELECTION CRITERIA: SELECT sectb_access.uid, sectb_resource.package, sectb_resource.subpack,sectb_resource.usertype, sec

    LOGIN      NAME                                     PACKAGE  SUBPACKAGE  RESOURCE  DESCRIPTION

    support    SUPPORT, SUPPORT                         AR       *              650  PEI USER FOR A/R
                                                        BEN      *              250  SUNGARD USER FOR BENEFITS
                                                        BNK      FAM             86  MAY VIEW/UPDATE VENDOR BANK ACCOUNT
                                                                                103  MAY VIEW VENDOR BANK ACCOUNT ON REPORTS
                                                                                104  MAY SEARCH ON VENDOR BANK ACCOUNT
                                                        BUD      *              139  SUNGARD USER FOR BUDGET ANALYST
                                                                 PBS            700  SUPERVISOR FOR PERSONNEL BUDGETING
                                                        FAM      *                2  SUNGARD USER FOR FUND ACCOUNTING
                                                        FID      FAM             82  MAY VIEW/UPDATE VENDOR FEDERAL TAX ID
                                                                                101  MAY VIEW VEND FEDERAL TAX ID ON REPORTS
                                                                                102  MAY SEARCH ON VENDOR FEDERAL TAX ID
                                                        FIX      *              400  SUNGARD USER FOR FIXED ASSETS
                                                        HBNK     HRM           1502  MAY VIEW/UPDATE EMPLOYEE BANK ACCT
                                                                               1503  MAY VIEW EMPLOYEE BANK ACCT ON REPORTS
                                                                               1504  MAY SEARCH ON EMPLOYEE BANK ACCOUNT
                                                        HRM      *              300  SUNGARD USER FOR HUMAN RESOURCES
                                                        INV      *              450  PEI USER FOR INVESTMENT MANAGER
                                                        MENU     *              500  SUNGARD USER FOR MENU
                                                        PCD      *             5200  SUNGARD USER FOR PCARD
                                                        PEM      *              800  PEI USER FOR PEIMS
                                                        SEC      *                1  SUNGARD USER FOR SECURITY PACKAGE
                                                                               8002  MAY UPDATE USER VIEWS (MANUALLY ADDED)
                                                        SSN      BEN            259  MAY VIEW/UPDATE SOCIAL SECURITY NUMBER
                                                                                260  MAY SEARCH ON SOCIAL SECURITY NUMBER
                                                                                261  MAY VIEW SOCIAL SECURITY NUM ON REPORTS
                                                                 HRM            295  MAY VIEW SOCIAL SECURITY NUM ON REPORTS
                                                                                296  MAY VIEW/UPDATE SOCIAL SECURITY NUMBER
                                                                                297  MAY SEARCH ON SOCIAL SECURITY NUMBER
                                                        SYS      *              550  SUNGARD USER FOR SYSTEM
                                                        TRE      *             2001  SUPERVISOR FOR TREASURER SYSTEM
                                                        VBS      *              600  SUNGARD USER FOR VENDOR BIDDING
                                                        VEM      *             2300  SUNGARD USER FOR VEHICLE
                                                        WAR      *              201  SUNGARD USER FOR WAREHOUSE
                                                        WKF      *             5000  SUNGARD USER FOR WORKFLOW
```

User Views

Use this option to view and update a user's access to the records in the Organization Chart, Account List, and Project List for the Fund Accounting and Budget Preparation Systems. You can also copy User Views records from one user to another if you have users who need similar access to these system tables.

All eFinancePLUS systems check the User Views table based on an employee's login ID to determine if a user can access records in the above reference tables and if so, which records the user may view and select from each table.

> **Important**
> You must have DBA privileges defined in your own Users record to work with the User Views option.

Menu Path: ⚙ System Administration > Administration > Security > User Views

Procedures

In the User Views page, you can add view information to a user's security record for a specific table, copy view information from one user's record to another, edit a user's existing view settings for a reference table, delete view settings for a table, or print the Security View List.

Typically, you update a view record to limit or change the view a user was automatically given when added to the system. This is only the case, however, if you generally copy view records into a user's security record when adding new records in the Users table. If no views were copied into a user's record through the Users table, then you need to add or copy view information with the User Views option.

Adding view information for a reference table to a user's security record

1. Select ⚙ System Administration > Administration > Security > User Views to display the User Views page.
2. Click ⊕ (Add New) to access the View Information section.
3. In the User ID field, enter the user's eFinancePLUS login ID.
4. In the View Type field, select the reference table associated with the view settings you are adding.
5. In the View Text field, enter an SQL statement to define the user's access to the reference table selected.
   - To give a user access to all records in the table selected, enter a space and then 1=1.
   - For related information, refer below to the procedure on defining the SQL statement.
6. Select the Continuous checkbox if you are adding other view records for this user.
7. To save the record, click 🌐 (OK).
8. If the Continuous checkbox is selected, the View Information section refreshes so you can add the next record. Repeat Steps 3-7. Otherwise, you return to the User Views page's list section.

Defining the SQL statement that determines the user's access to table records

1. Complete Steps 1-4 of the add procedure.
2. Below the View Text field, click the **View Text Criteria** button to display the View Criteria page. The page's fields depend on the table you selected in the View Type field:
   - Organization and Budget Organization both display the Key Organization and its Reporting Structure fields.
   - Account and Budget Account both display the Account field.
   - Project and Budget Project both display the Key Project and its Reporting Structure fields.

3. In the View Criteria page, enter criteria to define the records the user can access.

   For example, if you want to limit the user's Account List access to records from 400 to 450, in Account Code field, use the colon symbol to enter the range, 400:450.

4. Click (OK) to return to the User Views page.

   The system converts your criteria into an SQL statement that displays in the View Text field. Using the example in Step 3, the resulting SQL statement will display as follows: *acct between '400' and '450'*.

5. If needed, you can edit the SQL statement directly in the View Text field.

6. Complete Steps 6-8 of the add procedure.

Copying a user's view information into another user's security record

1. Select System Administration > Administration > Security > User Views to display the User Views page.
2. Review the User Views records of the user whose records are being copied to make sure you are targeting the correct user.
   - To review a user's records, enter the user's eFinancePLUS login ID in the User ID field, and then click **Find** to display the records.
3. Click **Copy Views** to display the Copy Views page.
4. In the page's From section, enter the eFinancePLUS login ID of the user whose security records you want to copy, and then press <Tab> to access the To section.
   - Note that if you reviewed the user's records in Step 2, the user's ID will default to the Copy Views page's From section.
   - After you enter the ID, the system displays the number of view records associated with the Users record.
5. In the To section, enter the eFinancePLUS login ID of the user whose security you are updating.
   - After you enter the ID, the system displays the number of view records associated with the Users record.
6. Click (OK).
7. In the confirmation dialog, select **Yes**.
   - The system displays a message indicating how many view records were copied.
   - If any records are duplicated, the system overwrites the existing view records.
8. To copy views into another user's record, repeat Steps 3-6. Otherwise, click (Back) to return to the User Views page.

Updating a User Views record

You can only update the View Text field.

1. Select System Administration > Administration > Security > User Views to display the User Views page.
2. Enter the User ID of the user whose record you want to update, and then click **Find**.
3. In the List section, select the record being updated, and then click (OK).
4. Update the View Text field for the record you selected.
   - For information on using this field, refer to the Defining View Text procedure above.
   - If you use the View Text Criteria button, the View Criteria page displays without any selection criteria defined. The page does not default criteria corresponding to the SQL statement from the View Text field.

- After you define the View Text field's SQL statement, you can use the View Preview item to see how the system will apply the view setting. This way, you can verify that the user has access to the correct records.

5. Select the Continuous checkbox if you want to update additional User Views records after saving the current update.

   Select the checkbox for continuous updating. Otherwise, leave the checkbox blank.

6. Click (OK) to save the update. If the Continuous checkbox is selected, the system provides the next listed record in the View Information section. Otherwise, you return to the User Views page's list section.

Deleting a User Views record

1. Select System Administration > Administration > Security > User Views to display the User Views page.
2. Enter the User ID of the user whose record you want to delete, and then click **Find** to display the user's records.
3. In the List section, select the record to delete, and then click (Delete).
4. In the Confirmation dialog, click **Yes**.

Generating the Security View List

1. Select System Administration > Administration > Security > User Views to display the User Views page.
2. In the User ID and View Type fields, enter criteria identifying the records to include in the report.
   - To select multiple users in the User ID field, insert the pipe symbol between their ID's, for example, 123456|234567|345678. If you leave the View Type field blank in this case, you will all User Views records for the three employees.
   - To include all User Views records in the report, leave both fields blank.
3. Click **Find** to list the records identified.
4. Click (Print).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *view.rpt*.

Fields

User ID

   User's eFinancePLUS login ID. You can use the (Lookup) button to select the appropriate login ID in the Record Selection page.

View Type

   Reference table where the view record's criteria are applied. This setting combines with the User ID to form the key to identifying the User Views record.

Selection	Reference Table	System
Organization	Organization Chart	Fund Accounting
Account	Account List	Fund Accounting
Project	Project List	Fund Accounting
Budget Organization	Organization Chart	Budget Preparation
Budget Account	Account List	Budget Preparation
Budget Project	Project List	Budget Preparation

The system uses the appropriate view records in tandem to determine a user's access to ledger records. For example, to determine access to budgetary ledgers in Budget Preparation, the system checks the user's view record for both the Budget Organization and Budget Account view types.

View Text

SQL statement defining the user's access to the selected view type. You can enter the statement directly in this field, or you can use the **View Text Criteria** button to add a statement using your selection criteria.

The **View Text Criteria button** displays the View Criteria page, which provides one or more search fields associated with the reference table identified in the View Type field. You enter selection criteria in the search fields to identify the records the user can access in the specified table.

After you finish your entries in the View Criteria page, the system creates the corresponding SQL statement in the View Text field of the User View page. You can edit the statement as needed.

> **Note**
>
> To give a user access to all records in the table selected in the View Type field, enter a space and then 1=1.

Sample Security View List

```
POWERSCHOOL - SYSTEM ADMINISTRATION                                          PAGE NUMBER:   1
DATE: MM/DD/YY                               YOUR ORGANIZATION'S NAME         SECURE2
TIME: HH:MM:SS                                 SECURITY VIEW LIST

SELECTION CRITERIA: sectb_usrviw.viewcode='ACCT'

  USER ID        VIEW TYPE    VIEW TEXT

  andresam         ACCT         1=1
  azurebev         ACCT         1=1
  bartivin         ACCT         1=1
  bendemax         ACCT         1=1
  bishofra         ACCT         1=1
  bollemar         ACCT         1=1
  burkeali         ACCT         1=1
  butlebre         ACCT         1=1
  chaketad         ACCT         1=1
  chandgeo         ACCT         1=1
  eisenela         ACCT         1=1
  folchtim         ACCT         1=1
  geistell         ACCT         1=1
  gerchjam         ACCT         1=1
  hallekat         ACCT         1=1
  haydemik         ACCT         1=1
  kotterut         ACCT         1=1
  milleamy         ACCT         1=1
  millecha         ACCT         1=1
  novatsus         ACCT         1=1
  orlosreb         ACCT         1=1
  pobudale         ACCT         1=1
  pyshenic         ACCT         1=1
  reichkat         ACCT         1=1
  remindia         ACCT         1=1
  senicgeo         ACCT         1=1
  sinnesta         ACCT         1=1
  vandetod         ACCT         1=1
  zartlbar         ACCT         1=1
```

Security Conversion Utility

The Action Bar in the Users page includes the Convert Security item. This item displays the Security Conversion Utility page, which you can use to synchronize users' Windows login IDs with their eFinancePLUS user IDs.

The Security Conversion Utility page lets you work with data in the User ID Crosswalk table. You can view records already in the table, run the security conversion utility for crosswalk records as needed, and make changes to individual crosswalk records when appropriate.

Menu Path: ⚙ System Administration > Administration > Security > Users > click **Convert Security**

Caution

Do not run the conversion utility more than one time for any individual user. The only exception is if the user's eFinancePLUS ID or Windows login name has changed.

User ID Crosswalk Table

The User ID Crosswalk table associates a person's eFinancePLUS user ID with his or her Windows login name. This allows the person to access the software with same login name he or she uses to log into the Windows operating system.

The user needs to have a valid Windows login, a database login (for SQL servers), and a record in Security's Users table if you want him or her set up in the crosswalk table as well. Following are some basic guidelines on creating crosswalk records:

- If you already have your Users table set up, you can run the Security System's database update program, which loads crosswalk records when the system finds users meeting the appropriate criteria. The update program is run when you install eFinancePLUS to build the crosswalk table into your database.
- You can enter additional users into the crosswalk table when you create new Users records. To do so, enter the appropriate Windows domain, and then assign the user's Windows login ID.

Once records are in the crosswalk table, you will use the Security Conversion Utility page's Convert Security item to synchronize pages and eFinancePLUS IDs for each user so that:

- Users can enter their Windows login for operating system and eFinancePLUS access.
- The system recognizes the user's Windows login without case sensitivity, which means an ID of FrostMar could be entered and accepted as FROSTMAR or frostmar, among other variations.
- The system can translate the Windows login into the appropriate eFinancePLUS ID for the purpose of applying security resources and user views.

For details, refer to the following Procedures section.

Procedures

Two situations are covered for synchronizing your users' Windows login names with their eFinancePLUS user IDs: initial User ID Crosswalk table setup with the Convert Security item and crosswalk information updates for existing users.

Before using the security conversion utility, keep the following cautions in mind:

- You should never use the Convert Security item more than once for the same user. Only repeat security conversion processing for a user if there was a change to his or her Windows domain or login name.
- Make sure users are logged out of eFinancePLUS before processing security login conversions for their accounts.

Synchronizing User IDs for Existing Users

Three basic actions are required to enable eFinancePLUS user IDs to work together with employees' Windows login IDs: the User ID Crosswalk table needs to be created, crosswalk records need to be added for the appropriate users, and the security conversion utility must be run for those users.

1. Make sure you have the appropriate records set up in the Security Users (*sectb_user*) table and that these users have valid operating system and database logins.

2. Run the Security System's database update program when you are installing your eFinancePLUS software. This update is performed in cooperation with PowerSchool.

   - The program builds the User ID Crosswalk table.

   - For users with the correct setup in place, the program automatically adds User ID Crosswalk records.

   - For users that were not added automatically, you can create crosswalk records by adding the appropriate Users Table records.

3. Select ⚙ System Administration > Administration > Security > Users, and then click **Convert Security**.

4. Search for and list the records in the User ID Crosswalk table.

5. Review the domain names and Windows login IDs for the listed users. If needed, make changes to this information for the appropriate users following the Update procedure provided later in this section. Return to the listed records when you finish updating.

6. With the crosswalk records listed in the Security Conversion Utility page, click the **Convert Security** item.

7. In the Confirmation, acknowledge that you are abiding by the following cautions:

   - You are not performing the conversion to any user account for the second time. This can cause problems unless a change to the user's crosswalk information necessitates repeating the conversion processing for that user's account.

   - You made sure the listed users are logged out of eFinancePLUS.

   Click **Yes** if these conditions are met.

8. The system processes the security conversion. If errors are encountered, the Process Status displays, listing the errors and eFinancePLUS user ID's of the accounts that could not be converted.

Updating User ID Crosswalk Table records

If a user's Windows domain or login ID changes, you need to update the appropriate crosswalk table record with the new information. Then, you need to run the security conversion utility for the updated user account to synchronize eFinancePLUS and Windows user IDs and to enable correct application of Security Resources and User Views.

1. Select ⚙ System Administration > Administration > Security > Users > **Convert Security** to display the Security Conversion Utility page. List the accounts that need to be updated. List only the accounts you need to change.

2. Select the first listed record, and then click ✅ (OK).

3. Make the appropriate changes to the user's crosswalk record.

4. Keep the Continuous checkbox selected.

5. Click ✅ (OK).

6. Follow Steps 3 to 5 until you changed the users' crosswalk information.

7. In the List section, review the listed records to make sure the information is correct and that you have the correct users listed.

8. Remember, you should not repeat security conversion processing for an account that is working properly and required no changes to its crosswalk record.

9. Click the **Convert Security** item.

10. In the Confirmation, acknowledge that you are abiding by the following cautions:

   - You are not performing an unnecessary conversion for any users.
   - You made sure the listed users are logged out of eFinancePLUS.

11. Click **Yes** if these conditions are met.

12. The system processes the security conversion. If a user's account was not successfully processed, an error page lists the account's eFinancePLUS user ID.

Fields

The Security Conversion Utility page's User Login Data section includes the following fields. For the steps to follow in changing this information, refer to the procedure on Updating User ID Crosswalk Table Records.

User ID
: eFinancePLUS user name tied to a selected crosswalk record. This ID comes from Security's Users table. The system refers to this login for applying Security Resources, User Views, and other settings defined in the user's record. This is a display-only field.

Domain
: Domain name associated with the user's database access information. This field is required if you want to synchronize the user's Windows login with his or her eFinancePLUS login ID. [Character/15]

: If you change the existing domain for a user, make sure you run the Security Login Conversion Utility for that user, as described in the previous Procedures section.

Windows Login Name
: Windows login ID for the user. If the proper setup is in place, this ID lets the user log into the Windows operating system, and it works for accessing eFinancePLUS. [Character/256]

: If you change the existing login name for the user, make sure you run the Security Login Conversion Utility for that user, as described in the previous Procedures section.

3: System Profiles

eFinancePLUS software uses profile records to tailor individual systems to your organization's requirements. In setting up the profiles, you can choose to use functions, such as automatic vendor payments and accounts payable approval. You can also set system dates, define account ranges and record numbering, create user-defined pages and fields, customize data entry, and enter other settings that apply to everyone using a particular system.

One of the first steps in implementing eFinancePLUS is to establish profile settings for the systems you use. These settings are defined during the installation and training process.

Caution

Changes to profile records should be made with caution. Access to a system's profile is determined by employee security resources and should be limited to the System Administrator and other key personnel.

Preview

Budget Preparation Profile

Use the Budget Preparation Profile to establish, keep track of, and access the following aspects of the Budget Preparation System:

- General system information, such as organization name and budget year.
- Expenditure and revenue account ranges.
- Method and, if needed, formatting used for entering ledger records.
- Field labels for each level in your Organization Chart and, if applicable, Project List.
- Settings for the Budget Request Center, if you use this module.

Caution

To enable the proper transfer of records when extracting and posting budget data, the Budget Preparation Profile must include the same account ranges, reporting structure, and ledger entry format as the Fund Accounting Profile. If you anticipate any changes affecting these elements, contact PowerSchool support for direction.

Menu Path: ⚙ System Administration > Administration > Profiles > Budget Preparation Profile

Preview

Budget Analyst Profile Page

Use this page to define general system information, set up expenditure and revenue account ranges, establish the method for entering ledger records, and add the titles used for financial reporting and project accounting levels.

- If you use the eFinancePLUS Budget Request Center, then you will perform additional setup with the Web Budgeting tab.
- If you use a full account mask for ledger record entry, you need to set up the appropriate formatting through the Translation item.
- After initial setup of the Budget Preparation Profile, you will rely on the new year budget extraction process to update the budget year information.

Menu Path: ⚙ System Administration > Administration > Profiles > Budget Preparation Profile

Tabs

Following are summary descriptions for the profile page's tabs:

Funds/Accounts	Stores expenditure and revenue account ranges and method for entering ledger records.
Titles	Establishes field labels for each level in your financial reporting and project accounting structures.
Web Budgeting	Holds setup information for the eFinancePLUS Budget Request Center.

Fields

General Section

Year
Fiscal year for the budget currently in progress in the Budget Preparation System. This field is incremented annually to the next fiscal year based on running the New Budget Year Extract Type through Budget Preparation's Extract Information option. [Character/4]

Start Date
Fiscal year start date for the budget currently in progress. This calendar date's year is incremented annually based on running the New Budget Year Extract Type through Budget Preparation's Extract Information option.

End Date
Fiscal year end date for the budget currently in progress. This calendar date's year is incremented annually based on running the New Budget Year Extract Type through Budget Preparation's Extract Information option.

Client
Your organization's name as it should appear in Budget Preparation reports. [Character/40]

System
Title of the software package. [Character/40]

Company
Software vendor that supplied this package. [Character/40]

Funds/Accounts Tab

Use this tab to define the account ranges that apply to your expenditure and revenue account codes. Also, there are checkboxes for indicating how Expenditure and Revenue Ledger records should be entered and stored.

If you use a full account mask for entering your ledger records, you will need to define the appropriate formatting with the profile page's Translation item.

> **Caution**
>
> To enable the proper transfer of records when extracting and posting budget data, the Budget Preparation Profile must include the same account ranges, reporting structure, and ledger entry format as the Fund Accounting Profile. If you anticipate any changes affecting these elements, contact PowerSchool support for direction.

Fields

Expenditure
> Range of account numbers for expenditure accounts. The system checks the range during data entry to validate that an expenditure account is entered where appropriate and necessary. Make sure your Budget Preparation range is within the Expenditures range from Fund Accounting.

Revenue
> Range of account numbers for revenue accounts. The system checks the range during data entry to validate that a revenue account is entered where appropriate and necessary. Make sure your Budget Preparation range is within the Revenue range from Fund Accounting.

Full Account Expense
> Checkbox determining the method to use for entering Expenditure Ledger records. Select the checkbox if you use a full account mask for entering Expenditure Ledger records. Leave the checkbox blank if you keep the budget unit and expenditure account codes separate during data entry.
>
> A full account mask defines the format you use for combining a budget unit and account into a single code for recording accounting information in Budget Preparation. The format is set up using the Budget Analyst Profile page's Translation item.
>
> > **Important**
> >
> > Your setting here should be the same as the Full Account Expense setting in the Fund Accounting Profile.

(Full Account) Revenue
> Checkbox determining the method to use for entering Revenue Ledger records. Select the checkbox if you use a full account mask for entering Revenue Ledger records. Leave the checkbox blank if you keep the budget unit and revenue account codes separate during data entry.
>
> A full account mask defines the format you use for combining a budget unit and account into a single code for recording accounting information in Budget Preparation. The format is set up using the Budget Analyst Profile page's Translation item.
>
> > **Important**
> >
> > Your setting here should be the same as the Full Account Revenue setting in the Fund Accounting Profile.

Titles Tab

Use this tab to define the number of levels in your financial and project accounting reporting structures. For each level, you will establish the appropriate naming convention which the system then applies as a field name whenever the accounting level appears in Budget Preparation.

You can use up to 10 reporting levels for your financial accounting structure. There are eight levels available for project accounting.

Caution

To enable the proper transfer of records when extracting and posting budget data, the Budget Preparation Profile must include the same account ranges, reporting structure, and ledger entry format as the Fund Accounting Profile. If you anticipate any changes affecting these elements, contact PowerSchool support for direction.

Fields

All fields in the Titles tab allow up to 15 characters. Following are the descriptions of the field labels you are defining. These titles only apply to the Budget Preparation System. They should match the titles in the Fund Accounting Profile unless you are making a change in your overall reporting structure for the upcoming fiscal year.

Fund
    Title for the first level in your financial reporting structure. Accounting information is summarized at this level, and offsetting transactions are recorded in the General Ledger using these Level 1 Organization Chart records in combination with records from the Account List.

Orgn 1 - 9
    Names of the remaining levels in your financial reporting structure, such as Function, Location, Program, and Department. You can use up to 10 levels (Fund plus Orgn 1 through Orgn 9).

    The titles you enter display in Budget Preparation's Organization Chart and elsewhere throughout the system, for instance, when you use table-help to select an Organization Chart record. The number of levels you define is based on your financial accounting conventions.

Low Orgn
    Title for the lowest level in your financial reporting structure. This field label appears wherever you are entering or viewing a budget transaction. Budget projections and financial transactions are recorded at this level.

Proj 1
    Title for the highest level in your project accounting structure. This would be the title you use to describe projects that you track for accounting purposes. Expenditures and revenue tied to a project are totaled at this level.

Proj 2 - 8
    Names of the remaining levels in your project reporting structure, such as Phase, Task, and Materials. You can use up to eight levels, depending on your project accounting conventions.

    The titles you enter display in the Project List and elsewhere throughout the system, for instance, when you use table-help to select a Project List record.

Low Proj
    Title for the lowest level in your project reporting structure. This field label appears wherever you are entering or viewing a budget transaction for projects. Budget projections and financial transactions are recorded at this level.

Translation Item

The Budget Analyst Profile page's Translation item lets you define the full account mask to use for formatting ledger records. This is required if you select either or both of the following checkboxes in the Funds/Accounts tab: Full Account Expense and (Full Account) Revenue.

A full account mask represents the placement and length of the organizational and account codes in your ledger records. You can use up to 35 characters in the format, including dashes between each individual reporting unit.

With the Translation item, you can define the format based on your requirements. If you do not use a full account mask for entering Expenditure or Revenue Ledger records, you do not need to use the Translation item.

Menu Path: ⚙ System Administration > Administration > Profiles > Budget Preparation Profile > click **Translation**

Setting Up a Full Account Mask

The full account mask lets you format codes for budgetary ledger records based on your specifications and the setup in the Titles tab of the Fund Accounting Profile The setup affects the way you enter ledger information for budget transactions in Budget Preparation. Instead of entering key organization and account codes in separate fields, you will enter the ledger records using a concatenation of codes as defined in the full account mask.

Consider the following example:

- You use a full account mask for entering Expenditure Ledger records, in which case, the Budget Preparation Profile's Full Account Expense checkbox must be selected.

- You use five levels of reporting in the Organization Chart. Level 1 is the Fund level, Levels 2 through 4 are the intermediate levels which track totals, and Level 5 is where budget transactions are recorded.

- Your reporting levels are named as follows: Fund (Level 1), Function (Level 2), Cost Center (Level 3), Program (Level 4), and Account (Level 5).

- You need to include as the second code in the mask, based on your state reporting requirements.

In the Update Translate Account Record page, you would define the order and character length to accommodate the first four levels of your reporting structure and the account code for an Expenditure Ledger record. To do this, you enter the following information:

- In the Number of Organization Levels field, elect 4. After you make this selection, the system displays the titles for the first four reporting levels in the Organization Levels section.

- In the Organization Levels section, you set up the Start and End positions for each of the four reporting levels.

- In the Account Level section, you define the Start and End positions for the ledger record's Object (account code).

At this point, you need to know exactly where each code should appear. Also, when you enter start and end positions, you need to allow for a dash between codes. In our example, four dashes are needed to separate the levels.

In addition to the placement of codes in the mask, you need to know the maximum character length allotted for each code. The following chart shows a sample format and the specific field entries based on requirements outlined above:

Code	Account Mask Position	Code Length	Start Position	End Position
Fund	1	2	1	2
Function	3	2	8	9
Cost Center	4	4	11	14
Program	5	2	16	17
Account	2	3	4	6

In this arrangement, the Fund forms the first part of the full account mask, and it takes up two characters. The second part is the Account code, followed by Function, Cost Center, and Program. Dashes are used between the codes, as defined by the Start and End positions.

Using this full account mask, an Expenditure Ledger record with Budget Code 1011011020 and Account 232 would be formatted based on the Fund and intermediate level codes. When entered for a budget transaction, the ledger record would be expressed as 10-232-11-0110-20. Note that the Account follows the Function in our example, but its placement could be different in the mask you set up for your site.

> **Caution**
>
> The format of the full account mask must match the setup in the Fund Accounting Profile. If you anticipate a change in the format, contact PowerSchool support.

Fields

Following are descriptions for the Update Translate Account page's formatting fields and the display-only Account Mask. Again, take note that this information should be the same as the setup in the Fund Accounting Profile.

Number of Organization Levels
> Number of levels in your reporting structure for financial and budget transactions. Do not include the lowest reporting level. For example, if you use six levels in the Organization Chart, budget and financial transactions are likely recorded at Level 6. In this case, you would select 5 as your Number of Organization Levels when setting up the full account mask.

Organization Levels Section

Use this section to determine the position and character length allotted in the full account mask for each level in your Organization Chart. The section displays the title for each level based on your selection in the Number of Organization Levels field. The titles are taken from the Budget Preparation Profile's Funds/Accounts tab.

The section provides a Start and an End field for each reporting level. Keep the following points in mind when defining full account mask format for Organization Chart levels:

- Make sure the End position for one level does not overlap the Start position for another.
- Between sections of the full account mask, skip a number to account for the dash used by the system to separate each level and code.
- Enter Start and End positions of zero (0) for all levels you do not use.
- For a sample format, refer to the previous section, Setting Up a Full Account Mask.

Start
> Starting position in the full account mask for the Organization Chart reporting level. To determine the appropriate number, think of where the reporting level should appear in the full account mask, then look at the End position for the reporting level or account code preceding it.

Add two (2) spaces to the previous code's End position. If the reporting level comes first in the full account mask, simply enter 1 in the Start field.

End

Ending position in the full account mask for the Organization Chart reporting level. This value is determined based on the number of characters the level occupies. Do not include the dash between levels when setting the End position for a level or code.

Account Level Section

Use this section to define the start and end positions for the account code in the full account mask.

Object/Start

Starting position in the full account mask for the account code. To determine the appropriate number, think of where the account should appear in the full account mask, then look at the End position for the reporting level preceding it.

Add two (2) spaces to the previous code's End position. If the account code comes first in the full account mask, simply enter 1 in the Start field.

Object/End

Ending position in the full account mask for the account code. This value is determined based on the number of characters the code occupies. Do not include the dash between levels when setting the End position for the account code.

Account Mask

Format of the full account mask with X's representing the positions in each reporting level and dashes separating the levels. The segments are based on the Start and End positions entered, while the dashes represent the positions omitted.

Example: A format has five organization levels with 1-3, 5-8, 10-10, 12-15, and 17-19 as Start and End positions and an account object with 21-25 as Start and End positions. With these settings the account mask would be:

XXX-XXXX-X-XXXX-XXX-XXXXX

Note that the missing numbers in the Start-End entries (4, 9, 11, 16, and 20) correspond to the positions of the format's dashes.

Fixed Assets Profile

Use the Fixed Assets Profile to set up, access, and track the following aspects of the eFinancePLUS Fixed Assets System:

- General information such as your organization's name and the fiscal year.

- Parameters for numbering your Fixed Assets records.

- Settings for automatically flagging a requisition or purchase order item as a potential fixed asset based on distribution account and dollar amount ranges. This applies to non-purchase order payments entered in Post Accounts Payable and Batch Accounts Payable.

- User-defined field and page setup for tracking information beyond what is stored in standard Fixed Assets records.

Menu Path: System Administration > Administration > Profiles > Fixed Assets Profile

Preview

Fixed Assets Profile Page

The Fixed Assets Profile page enables you to set up basic information required for running the Fixed Assets System. This includes numbering options, fiscal year information, labels for user-defined fields, and defined ranges for the automatic creation of fixed assets from requisition and purchase order line items, as well as non-purchase order payments.

The Defined Windows item lets you create extra data entry pages for Fixed Asset records based on your organization's information needs.

Menu Path: ⚙ System Administration > Administration > Profiles > Fixed Assets Profile

Acquisition Interface Option

The Fixed Assets Profile enables you to set up ranges for distribution accounts and dollar amounts. The system uses these ranges to determine whether requisition and purchase order line items and non-purchase order payments should be flagged as potential fixed assets. Once these transactions are posted, they can be processed in Fixed Asset's Acquisition Interface option.

How the system determines this depends on whether the transaction relates to the entry of a requisition or purchase order in Purchasing or the payment of a non-purchase order in Fund Accounting.

Purchase Orders and Requisitions

When a requisition or purchase order line item uses a distribution account in the minimum-maximum account range in the Fixed Assets Profile, the system checks the item's unit price. If the price is within the minimum-maximum amount range, the item is flagged as a potential fixed asset. In this case, the transaction is saved to the Acquisition Interface table, when the purchase order is posted. (This also applies to requisitions that have been converted to purchase orders.)

Non-Purchase Orders

The process for non-purchase order items is the same as purchase order items with one difference. Since these records do not include unit prices, the system uses the payment's full amount in determining whether the item should be flagged as a potential fixed asset and saved to the Acquisition Interface table. This occurs when payments are recorded in Post Accounts Payable and Batch Accounts Payable.

When you define the account and amount ranges in the profile, you can also designate account and amount ranges for capital (depreciable) assets. The distinction between ranges for a capital asset and non-capital (inventory) asset is determined in the Fixed Assets Profile page's Capital field.

For details on how potential fixed asset items are processed, refer to Chapter 4, Acquisition Interface, in your Fixed Assets manual.

Fields

The Fixed Assets Profile page has four sections: Client Information, General Information, User Defined, and Capital Accounts. Following are descriptions of each section's fields.

Client Information Section

Use this section to enter basic identifying information for use in Fixed Assets reports:

Client
> Your organization's name as it should appear in the header of Fixed Assets reports. [Character/40]

System
> Title of the software package. [Character/40]

Company
> Software vendor that supplied this package. [Character/40]

General Information Section

Use this section to define the numbering of asset records and enter fiscal year information:

User Assigned Asset ID
Checkbox determining whether asset IDs are assigned manually by the user or automatically by the system. Select the checkbox for user-assigned ID numbers. For system-assigned IDs, leave the box blank.

Next Asset ID
Number that will be assigned to the next asset record added, if you use system-assigned asset IDs. This is generally a system-maintained field. You will enter a starting number upon initially setting up the Fixed Assets Profile, but otherwise, as long as the User Assigned Asset ID checkbox is not selected, this field updates automatically as asset records are created.

Current Fiscal Year
Current fiscal year. This setting is used to determine the year the system updates in the GASB table for tracking asset costs.

Fiscal Year Start Date
Starting date for the current fiscal year. This date is used for calculating asset depreciation. You will update it through the Fixed Assets Year End Processing option.

Fiscal Year End Date
Ending date for the current fiscal year. This date is relevant for Fixed Assets report options.

User Defined Section

This section lets you set up titles for the five user-defined fields available in the Asset Detail Information page's General tab:

User Defined Field Title (1 - 5)
Titles for each of the five user-defined fields available in standard Fixed Assets records. [Character/15]

If you use the Fixed Assets Communicator module, then you should label the first user-defined field with the title Room #, and the fifth user-defined field should have the title Old Asset ID #. The corresponding columns in the Asset Upload file are defined to store this data.

Room # is often tracked in third-party auditing software, and the Old Asset ID # lets you keep track of cases where an asset record's number changes when you transfer its information from an outside system into Fixed Assets.

Capital Accounts Section

Use this section to set up ranges for accounts and corresponding dollar amounts to flag purchase order items and non-purchase order payments as potential fixed assets and save them to the Acquisition Interface table. For each range, you can also decide whether certain asset records should be considered capital (depreciable) or non-capital (inventory) assets.

To access this section, click (OK) while you are in one of the Fixed Assets Profile page's other three sections.

Important

For information on how the following fields are used, refer to the Acquisition Interface Option section, which precedes the Fields section.

Minimum Account
Account code at the low end of the account range being defined. For example, if the account range is 410 to 450, enter 410.

Maximum Account
Account code at the high end of the account range being defined. For example, if the account range is 410 to 450, enter 450.

Minimum Amount
Low dollar amount associated with the account range. For example, if the dollar range for an account range is $500 to $5,000, enter 500.00.

Maximum Amount
High dollar amount associated with the account range. For example, if the dollar range for an account range is $500 to $5,000, enter 5000.00.

Capital
Capital asset setting that applies to records in the defined account and amount ranges.

- Select Yes, if the asset record's Capital Asset checkbox should be selected by default.

- Select No, if the asset record's Capital Asset checkbox should be blank.

A capital asset is any item that needs its depreciation tracked. These assets also must be tracked in the GASB table. Non-capital assets are not depreciated and do not update the GASB table.

Defined Windows Item

Use this item to set up pages for recording user-defined asset information beyond the data tracked in the standard Fixed Assets record. You can define the following aspects of the pages:

- Page title and field names.
- Format and validation for fields.
- Data entry requirements for the page and each of its fields.

Menu Path: ⚙ System Administration > Administration > Profiles > Fixed Assets Profile > click **Defined Windows**

Action Bar Items

The following items display on the Action Bar when you access the page's tabs:

Help Text	Enables you to define a help message for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Help Text**, enter the message in the window that displays using up to 55 characters, and then click **OK**.
Validate Text	Enables you to define valid entries for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Validate Text**, enter the values in the window that displays using up to 40 characters, and then click **OK**. For additional details, refer to the Validated field in the Fields section below.

Procedure

Adding a user-defined Fixed Assets page

1. Select ⚙ System Administration > Administration > Profiles > Fixed Assets Profile to display the Fixed Assets Profile page.
2. Click **Defined Windows** on the Action Bar to display the Defined Windows page.
3. Click ⊕ (Add New).
4. Complete the header section. For details, refer to the Fields below.
5. Click 🗸 (OK).
6. In the Non-Verified tab, define parameters for each of the asset page's non-verified fields. You can create up to 10 fields.

   Each row in the tab represents a field in the user-defined page you are creating.

   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To insert a blank field in the page between two data-entry fields, leave the appropriate row blank.

7. Click 🗸 (OK).
8. In the Table-Verified tab, set up fields that require codes from Fund Accounting's User-Defined Codes table. You can define up to 10 fields, including both table-verified and non-verified fields.
   - To define table-verified fields, the appropriate codes must be set up the User-Defined Codes table in Fixed Assets.

- To define a help message for a field, use the Action Bar's Help Text item.
- To define valid entries for a field, use the Action Bar's Validate Text item.
- To insert a blank field in the page between two data-entry fields, leave the appropriate row blank.

9. Click (OK).
10. Use the Comment Labels section to enter labels for the two free-text fields at the bottom of the user-defined page.

- To define a help message for a comment field, use the Action Bar's Help Text item.

11. Click (OK) to save the page setup.

Fields

The Defined Windows page has a detail section comprised of four parts: Header section, Non-Verified tab, Table-Verified tab, and Comment Fields section. Following are descriptions for each section's fields.

Header Section

Use these fields to define general information for the user-defined page:

Page
    Unique page number identifying this user-defined page.

Title
    Title of the user-defined page. This entry displays in the page's title bar when accessed through the Asset Detail Information page. [Character/45]

Required
    Checkbox determining whether the page requires input when adding an asset record to the database. Select the box if the page is required. Otherwise, leave the field blank.

eFinancePLUS Defined
    Checkbox determining whether the page was defined by PowerSchool. Select the box if this page was defined by PowerSchool. Otherwise, leave the field blank.

Non-Verified Tab

Use this tab to set up fields that are not table-verified. You can add up to 10 fields. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
    Field title as it should appear in the user-defined page. [Character/14]

Type
    Setting indicating the type of data that can be entered in the field in the user-defined page.

    Select:

    D - Date
    N - Numeric
    C - Character

Required
    Setting indicating whether the field being added is required.

    Select:

    Y - Yes - If the field requires an entry.
    N - No - If the field is optional.

Help
>
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
>
> Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.
>
> Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]
>
> When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Table-Verified Tab

Use this tab to set up fields that are verified against the User-Defined Codes table in Fixed Assets. You can add up to 10 fields, including fields that are not table verified. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
>
> Field title as it should appear in the user-defined page. [Character/14]

Table
>
> Code identifying the User-Defined Codes table for validating entries in the user-defined field. If this is a non-verified field, leave the Table field blank. [Character/2]
>
> - Table-verified fields are required during data entry.
>
> - To set up user-defined verification tables, use the following option: Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.

Type
>
> Setting indicating the type of data that can be entered in the field in the user-defined page.
>
> Select:
>
> *D - Date*
> *N - Numeric*
> *C - Character*

Help
>
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
>
> Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.

Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]

When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

Value to default in the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the asset page, if necessary. [Character-/40]

Comment Labels Section

Use the following untitled fields to set up two text fields for the bottom of the user-defined page:

Label

Title of the comment field. [Character/40]

Help

Display-only field indicating whether a help message was added for the comment field. H (for Help) displays here if a help message was added. Otherwise, the field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate Label field, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Fund Accounting Profile

The eFinancePLUS Fund Accounting Profile establishes important accounting elements that apply throughout all Financial Systems software packages, such as your organizational structure for budgeting and recording ledger transactions and the account code ranges reserved for specific purposes.

As you set up the profile, keep the following considerations in mind:

- You will want your account codes divided into ranges that distinguish a record in the Account List as an asset, fund equity, liability, revenue, or expenditure account. The profile includes fields for defining each account range.
- Your account ranges should follow the guidelines provided in the current edition of Governmental Accounting, Auditing, and Financial Reporting (GAAFR) or, if applicable, your state-mandated structure.
- One method for organizing your account codes is to preface every code with a letter to identify the range where it belongs. Using this approach, you might define asset accounts in the range A1000 to A9999, liability accounts as L1000 to L9999, fund equity accounts as F1000 to F9999, expenditure accounts as E1000 to E9999, and revenue accounts as R1000 to R9999.
- The Fund Accounting System uses alphabetic sequencing for codes in the Organization Chart and Account List, as opposed to numeric sorting. In the alphabetic sort sequence, the first character of a code is of primary importance. For example, code 100 sorts ahead of code 20. Also, codes beginning with a digit will always sort ahead of a code beginning with a letter.
- In the profile page's Fund/Accounts tab, you will need to define the account numbers for the control accounts which are used in tandem with fund (Organization Chart level 1) records to form the General Ledger. For each fund you use to record financial transactions, you need to add records to the General Ledger tying the fund to each of the profile's control accounts.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile

Preview

Fund Accounting Profile Page

Use this page to establish the following parameters for using the eFinancePLUS Fund Accounting System and related modules: account ranges, control accounts, financial and project reporting structures, auto-assigned numbering options, available system modules, and settings for accounts payable, requisition, purchase order, and vendor check records.

Using the page's action items, you can set up the format for entering ledger account information if your organization uses a full account mask. You also can, define formatting to apply when printing detail reports and create user-defined pages to supplement your Project and Vendor records.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile

Section and Tabs

Following is a summary of the Fund Accounting Profile's main sections and tabs:

General Section	Contains settings for transaction date, fiscal year, fiscal year start date, fiscal year end date, and fiscal year period. This section also lets you define information to include in your report headers. For details, refer to the Fields section below.
Funds/Accounts Tab	Contains fields for defining control accounts, disbursement and payroll funds, and account ranges. For details, refer to Funds/Accounts Tab (page 62).
Titles Tab	Lets you set up number of levels to use for your financial and project reporting structures. You also define the title for each reporting level in your Organization Chart. For details, refer to Titles Tab (page 65).
System Options Tab	Determines the system modules you have installed, options for numbering journal entries, vendor records, and budget transfers, and settings for ledger accounts. For details, refer to System Options Tab (page 66).
Accounts Payable Tab	Lets you define parameters for accounts payable entry, including overpayment and approval processing settings. You can also define the cash account for batch payables from payroll and printing and formatting settings for vendor checks. For details, refer to Accounts Payable Tab (page 70).
Requisitions/PO's Tab	Contains fields for setting up requisition and purchase order numbering, establishing approval parameters, and selecting several other purchase order settings. For details, refer to Requisitions/PO's Tab (page 75).

Action Bar Items

The Fund Accounting Profile page's Action Bar displays the following items.

Translation	Lets you define formatting for ledger account codes if you use a full account mask to encode these records when recording financial transactions. For details, refer to Translation Item (page 80).
State Window	Lets you set up your system to print your detail reports with sorting, totals, and page breaks based on specific levels in your financial reporting structure. Options are also available to base format rules on project levels. For details, refer to State Window Item (page 83).

Project Windows   Lets you create user-defined pages for tracking project-related information beyond the fields available in the Project List. For details, refer to Project Windows Item (page 84).

Vendor Windows   Lets you create pages for tracking vendor-related information beyond those available in the Vendor List. For details, refer to Vendor Windows Item (page 88).

Fields

Following are descriptions for the fields in the Fund Accounting Profile page's General section:

Transaction Date
    Current date, which is included in all transaction records generated. Most systems update this field automatically each day using a cron job.

Period
    Current fiscal year period, which is included by default in transaction records generated. If January begins your fiscal year, then January equals 1, February equals 2, etc. If July begins your fiscal year, then July equals 1, August equals 2, and so forth. There is a maximum of 13 periods.

- This field is updated each month when you use the Period End option in Fund Accounting's Periodic Routines > Periodic Processing menu.

- The Period is reset to 1 when you run the Update Ledgers option in Fund Accounting's Fiscal Year End Processing center.

Year
    Current fiscal year, which is included in all transaction records generated. If you are in fiscal year 2017-2018, you would select 2018 in this field. The year is updated when the Update Ledgers option is run in Fund Accounting's Fiscal Year End Processing center.

Fiscal Year Start
    Start date of the current fiscal year. If January begins your fiscal year and your current fiscal year is 2017, then enter 01/01/2017. If July begins your fiscal year and your current fiscal year is 2017-2018, then enter 07/01/2017. This field is updated when the Update Ledgers option is run in Fund Accounting's Fiscal Year End Processing center.

Fiscal Year End
    End date of the current fiscal year. If December ends your fiscal year and your current fiscal year is 2018, then enter 12/31/2018. If June ends your fiscal year and your current fiscal year is 2018-2019, then enter 06/30/2019. The year is updated when the Update Ledgers option is run in Fund Accounting's Fiscal Year End Processing center.

Client
    Your organization's name as you would like it to appear in pages and report headers. [Character/40]

System
    Name of the system. [Character/40]

Company
    Software vendor that supplied this package. [Character/40]

Funds/Accounts Tab

Use this tab to define important fund and account settings necessary for establishing the General Ledger, default disbursement fund for issuing vendor checks, payroll fund to use for paychecks, and account ranges for categorizing your records in the Account List.

You will use all the control accounts you enter on this tab to associate with your fund (Organization Chart level 1) records in the General Ledger. Doing so makes it possible to use budget units (lowest Organization Chart level) tied to the fund. Budget units are used for recording financial transactions throughout your Financial Systems software.

> **Important**
>
> You must tie all the accounts from this tab to each Fund you are tracking through Fund Accounting's General Ledger. To do so, access the following option: 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet. For details, refer to your Fund Accounting manual.

Account Range Setup

This tab includes five sets of fields for establishing account code ranges used for classifying records from Fund Accounting's Account List. The ranges distinguish between asset, liability, fund equity, revenue, and expense accounts (objects). They can be entered as either numbers or a combination of alphabetic characters and numbers. For example:

Assets	0001 - 0999		A0001 - A9999
Liabilities	1000 - 1999		L0001 - L9999
Fund Equity	2000 - 2999	OR	F0001 - F9999
Expenses	3000 - 6999		E0001 - E9999
Revenues	7000 - 9999		R0001 - R9999

The system reads account codes from left to right, as you would in alphabetizing a list. Based on this, the code 1000 sorts ahead of 200, even though it is a larger number. To ensure proper sorting, maintain a uniform length by using leading zeroes to fill any codes that are shorter than your longest codes. For example, if your longest account codes are four digits long, add zeros to the front of any codes that are three digits or less (100 becomes 0100).

Uniformity also prevents account ranges from overlapping. For example, if you define your Expenditures range as 100 to 999 and the Revenue range as 1000 to 1999, the system will mix revenue accounts with expenditure accounts, since it reads the codes from left to right. An Expenditures range of 0100 to 0999 would keep the ranges separate.

Fields

Disburse(ment) Fund
> Fund (Organization Chart level 1 record) which represents the system default for distributing cash. Accounts payable checks are recorded against this fund unless the system is otherwise directed when vendor checks are processed.

Payroll Fund
> Fund (Organization Chart level 1 record) from which payroll checks are written. Deduction and fringe benefit amounts are recorded against this fund as well. It may be the same as the record entered in the Disburse Fund field.

Cash
> General Ledger cash account where accounts payable checks, manual checks, and receipts are recorded. The cash account must be a code from the range identified in the Funds/Accounts tab's Assets fields.

Payroll Cash
> General Ledger payroll cash account where paychecks are recorded. This must be a code from the range identified in the Funds/Accounts tab's Assets fields. You can use the same account as the one entered in the Cash field.

Accts Payable
> General Ledger account where accounts payable transactions are credited. This must be a code from the range identified in the Funds/Accounts tab's Liabilities fields.

Budget FB (Fund Balance)
> General Ledger budget fund balance account for tracking the offset of (difference between) the expenditure budget and revenue budget control accounts for the current fiscal year. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Exp Bud Control (Expenditure Budget Control)
> General Ledger expenditure budget control account which provides a summary, by fund, for the budgets posted to records in the Expenditure Ledger. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Rev Bud Control (Revenue Budget Control)
> General Ledger revenue budget control account which provides a summary, by fund, for the budgets posted to records in the Revenue Ledger. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Fund Balance
> General Ledger fund balance account which tracks the difference between expenditures and revenues for all transactions tied to a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.
>
> When the Final Close option is run for a fiscal year, the system updates the appropriate fund balance records with the difference between expenditures and revenues for Period 13 transactions from the year that was closed.

Enc(umbrance) Control
> General Ledger encumbrance control account which tracks encumbrance amounts posted in the Encumbrance Ledger for records tied to a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Important
The account codes in the following profile fields must be unique: Pay Res for Enc, Res for Enc, and Pay Enc Control.

Pay Res for Enc (Payroll Reserve for Encumbrance)
> General Ledger payroll reserve for encumbrance account. This account provides an offset for transactions debited in a fund's Payroll Encumbrance Control account. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Res for Enc (Reserve for Encumbrance)
> General Ledger reserve for encumbrance account. This account provides an offset for transactions debited in a fund's Encumbrance Control account. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Exp(enditure) Control
> General Ledger expenditure control account. This account tracks the expenditures charged in the Expenditure Ledger for records tied to a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Rev(enue) Control
> General Ledger revenue control account. This account tracks the revenue received in the Revenue Ledger for records tied to a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Pay Enc Control (Payroll Encumbrance Control)
> General Ledger payroll encumbrance control account reflects the payroll encumbrance amounts posted to the Expenditure Ledger for a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Equities fields.

Tax Payable
> General Ledger tax payable account tracks the vendor use tax amounts charged in the Expenditure Ledger for records tied to a specific fund. This must be a code from the range identified in the Funds/Accounts tab's Liabilities fields.
>
> If a use tax is not assessed on your vendor payments, you can make one of the following entries in this field:
>
> - Use the entry from the Accts Payable field.
> - Enter an account in the Liabilities range that you are not otherwise using.

Important

Before establishing account ranges in the following fields, read the Account Range Setup section above.

Assets
> Range of account numbers for asset accounts, such as your Cash and Payroll Cash accounts. This range must be unique from those defined for Equities, Liabilities, Revenue, and Expenditures. The system checks the range during data entry to validate that an asset account is entered where appropriate and necessary.

Equities
> Range of account numbers for equity accounts, specifically the control accounts set up in the General Ledger. This range must be unique from those defined for Assets, Liabilities, Revenue, and Expenditures. The system checks the range during data entry to validate that an equity account is entered where appropriate and necessary.

Liabilities
> Range of account numbers for liability accounts, such as the Accounts Payable and Tax Payable accounts used in the General Ledger. This range must be unique from those defined for Assets, Equities, Revenue, and Expenditures. The system checks the range during data entry to validate that a liability account is entered where appropriate and necessary.

Revenue
> Range of account numbers for revenue accounts. This range must be unique from those defined for Assets, Equities, Liabilities, and Expenditures. The system checks the range during data entry to validate that a revenue account is entered where appropriate and necessary.

Expenditures
> Range of account numbers for expenditure accounts. This range must be unique from those defined for Assets, Equities, Liabilities, and Revenue. The system checks the range during data entry to validate that an expenditure account is entered where appropriate and necessary.

Titles Tab

Use the Titles tab to define the number of levels in your organization's financial and project accounting reporting structures. For each level, you will establish the appropriate naming convention which the system then applies as a field name whenever the accounting level appears in the Financial Systems software.

- You can use up to 10 reporting levels for your financial accounting structure. There are eight levels available for project accounting.

- This tab also lets you define the field label for encumbrance records added and accessed in Fund Accounting. This title appears in payable records referencing encumbrances as well.

Fields

All fields in the Titles tab allow up to 15 characters.

Fund
Title for the first level in your organization's financial reporting structure. Accounting information is summarized at this level, and offsetting transactions are recorded in the General Ledger using these Level 1 Organization Chart records in combination with records from the Account List.

Orgn 1 - 9
Names of the remaining levels in your financial reporting structure, such as Function, Location, Program, and Department. You can use up to 10 levels (Fund plus Orgn 1 through Orgn 9).

The titles you enter display in Fund Accounting's Organization Chart and elsewhere throughout the system, for instance, when you use table-help to select an Organization Chart record. The number of levels you define is based on your organization's financial accounting conventions.

Low Orgn
Title for the lowest level in your organization's financial reporting structure. This field label appears wherever you are entering or viewing a budget or financial transaction in Fund Accounting and related packages. Budget projections and financial transactions are recorded at this level.

Proj 1
Title for the highest level in your organization's project accounting structure. This would be the title you use to describe projects that you track for accounting purposes. Expenditures and revenue tied to a project are totaled at this level.

Proj 2 - 8
Names of the remaining levels in your project reporting structure, such as Phase, Task, and Materials. You can use up to eight levels, depending on your organization's project accounting conventions.

The titles you enter display in Fund Accounting's Project List and elsewhere throughout the system, for instance, when you use table-help to select a Project List record.

Low Proj
Title for the lowest level in your organization's project reporting structure. This field label appears wherever you are entering or viewing a budget or financial transaction for projects in Fund Accounting and related packages. Budget projections and financial transactions are recorded at this level.

Encumb
Title to use for encumbrance records entered and accessed in the Fund Accounting System (as opposed to Purchasing). This field label is also used in payable records that reference encumbrances.

System Options Tab

Use this tab to determine the system modules that should be interfaced with Fund Accounting, the numbering conventions to apply for journal entries, vendors, and budget transfers, the method for recording Expenditure and Revenue Ledger records in financial transactions, and settings for balancing journal entries between multiple funds.

Fields

The System Options tab is divided into three sections: System Modules Installed, Numbering Options, and Miscellaneous. Following are descriptions for each section's fields.

System Modules Installed Section

The following checkboxes determine the modules you have installed that should be interfaced with the Fund Accounting System.

Purchasing
> Checkbox determining whether the Purchasing System is installed. Select the box if your site uses Purchasing.

Fixed Assets
> Checkbox determining whether the Fixed Assets System is installed. Select the box if your site uses Fixed Assets.

Inventory Control
> Checkbox determining whether the Warehouse Inventory System is installed. Select the box if your site uses Warehouse Inventory.

Vendor Bidding
> Checkbox determining whether the Vendor Bidding System is installed. Select the box if your site uses Vendor Bidding.

Numbering Options Section

The following fields determine numbering options for journal entries, vendors, and budget transfers:

User Assigned JE Number
> Checkbox determining whether journal entry numbers are user or system-assigned. Select the box for user-assigned journal entry numbers. For system-assigned journal entry numbers, leave the field blank.

Next JE Number
> Number the system will use for the next journal entry added in the current fiscal year. This setting only applies if the User Assigned JE Number checkbox is not selected.
>
> After you run Fund Accounting's fiscal year-end procedures, update this field with your new-year numbering sequence if necessary.

Sep Seq for Last Yr JE Nums
> Checkbox determining whether to use a separate numbering sequence for journal entries entered in the current fiscal year versus those entered in Period 13 of the previous fiscal year. Select the box if you want to keep the current year's numbering sequence separate from last year's.
>
> - If you select the box, you can reuse numbers in the previous fiscal year that were already assigned to current year journal entries.
> - If the box is blank, the system refers to the current year sequence, but this is only if you use system-assigned numbering for journal entries.

Next JE Number Last Yr
> Number the system will use for the next journal entry added in the previous fiscal year. This setting only

applies if the Sep Seq for Last Yr JE Nums checkbox is selected, and you use system-assigned journal entry numbers.

Following is the procedure for maintaining your journal entry numbering sequence when you start a new fiscal year in Fund Accounting:

1. Before running procedures in the Fiscal Year End Processing center, make note of the value in the Fund Accounting Profile's Next JE Number field.

2. If you have not already done so, run a Final Close for the previous fiscal year.

3. Complete year-end procedures in Fund Accounting to create the new fiscal year.

4. In the Fund Accounting Profile's Next JE Number Last Yr field, enter the value that was in the Next JE Number field.

User Assigned Vendor Numbers
Checkbox determining whether numbers are user or system-assigned for records added to the Vendor List. Select the box for user-assigned vendor numbers. For system-assigned vendor numbers, leave the box blank.

Next Vendor Number
Number the system will use for the next vendor added to the Vendor List. This setting only applies if the User Assigned Vendor Numbers checkbox is not selected.

User Assigned BT Numbers
Checkbox determining whether numbers are user or system-assigned for budget transfer records. Select the box for user-assigned numbers. For system-assigned numbers, leave the box blank.

Next Budget Transfer Number
Number the system will use for the next budget transfer that is added. This setting only applies if you use system-assigned budget transfer numbering, as determined by the User Assigned BT Numbers checkbox.

After you run Fund Accounting's fiscal year-end procedures, update this field with your new-year numbering sequence if necessary.

Miscellaneous Section

The following fields determine the method for recording Expenditure and Revenue Ledger records in financial transactions and settings for balancing journal entries between multiple funds:

Full Account Expense
Checkbox determining how Expenditure Ledger records are entered in financial transactions. Select the box if you use a full account mask for entering Expenditure Ledger records. Leave the field blank if you keep the budget unit and expenditure account codes separate during data entry.

A full account mask defines the format you use for combining a budget unit and account into a single code for recording accounting information throughout eFinancePLUS applications. The format is set up using the Fund Accounting Profile page's .

Full Account Revenue
Checkbox determining how Revenue Ledger records are entered in your financial transactions. Select the box if you use a full account mask for entering Revenue Ledger records. Leave the box blank if you keep the budget unit and revenue account codes separate during data entry.

A full account mask defines the format you use for combining a budget unit and account into a single code for recording accounting information throughout eFinancePLUS applications. The format is set up using the Fund Accounting Profile page's Translation item.

Key Organ. Sum of Parts
Checkbox determining whether the system checks the code for each Organization Chart record at your lowest reporting level to see if it has the correct combination of higher-level codes tied to it.

Select the box if the system should check Key Organization codes in this manner. Otherwise, leave it blank.

Example: The Key Organ Sum of Parts field is selected checked, and your Organization Chart uses five reporting levels. You want to add a record at the lowest level that is associated with code 110 at Level 1, 10 at Level 2, 100 at Level 3, and 4000 at Level 4. When you add the Level 5 record, you mistakenly enter a Key Organization of 100101004000. The system prevents you from saving the record because the code does not match the combination of higher level records tied to it. The first three digits should be 110, not 100.

Auto Balance Journal Entries
Checkbox determining whether you use automatic interfund balancing for journal entries. If you select the box, the system creates balancing journal entries automatically using the To/From Account field whenever you add a journal entry between multiple funds.

If you leave the box blank, the system requires you to enter the appropriate balancing debits and credits manually.

To/From Account
Account used for debits and credits when balancing interfund journal entries are created by the system. This must be a valid asset or liability account. If the Auto Balance Journal Entries field is not selected, you do not need to enter an account in this field.

If a balancing entry is needed for a fund that is not already tied to the To/From Account in the General Ledger, the system will also automatically create the necessary General Ledger record. For batch and template journal entries, the General Ledger record is created when you post the journal entry.

Budget Transfer/Adjustment Approvals
Checkbox determining whether approvals are required for batch budget transfers and adjustments. Select the box to require approvals. Otherwise leave it blank.

If the box is selected, approvers and approval levels must be defined in the Approval and Account Approval tables shared by Fund Accounting and Purchasing. This information is entered in the Batch Transfer-/Adjustment tabs of the Approval Information and Account Approval Table pages.

When a batch transfer or adjustment is posted in this case, the batch will be routed to an approval process similar to the one used in Accounts Payable and Requisitions/Purchase Orders. Once final approval is granted to an adjustment or transfer, the system posts the batch record.

For details on the Approval and Account Approval tables, as well as the approval process, refer to Chapter 2, Reference Tables, in your Fund Accounting manual.

Exceed Payroll Budget
Checkbox determining whether a payroll expense can exceed budget when the budget unit's Check Budget Balance field in the Organization Chart is set to F - Fatal.

- If the box is selected, the system provides a warning in the Automated Payroll Interface option but allows the expenditure to be charged to the budget unit (low organization).
- If the box is not selected, the system will not allow a payroll expense to exceed budget, in which case either another budget unit/account combination must be entered or a budget transfer or adjustment needs to be made in order to post the automated payroll interface batch.

For more information on the Check Budget Balance field, refer to the Fund Accounting manual: Organization Chart section, Chapter 2, Reference Tables, and Automated Payroll Interface section, Chapter 15, Periodic Processing.

Initiate Budget Transfer
Checkbox allowing users to transfer funds when an expense in Purchasing or Accounts Payable exceeds budget and the Organization Chart's Check Budget Balance field (purchase orders) or Pre-encumber Requisitions field (requisitions) is set to W - Warning or F - Fatal.

- If the box is selected and the setting is W - Warning, a message displays when the expense is entered, asking if the user wants to run the Batch Budget Transfer option to transfer funds to the budget unit/account being charged. With the W - Warning setting, users can still save a transaction that exceeds budget. They can also change the budget unit/account, if needed.

- If the box is selected and the Check Budget Balance field is set to F - Fatal, the result is the same as when the field is set to W - Warning, except the user cannot save an expense that exceeds budget. Instead, a new budget unit/account must be entered.

Leaving the box blank disables the budget transfer feature in Purchasing and Accounts Payable for all users.

Important

To access the Budget Transfer option, users must have security for budget transfers.

Accounts Payable Tab

The Accounts Payable tab contains settings for entry of accounts payable and manual check records and for formatting and printing your AP checks. You will set up the following aspects of payable entry and vendor check processing:

- Default payment type for payable and manual checks.
- Purchase order overpayment controls.
- Duplicate invoice checking.
- Default information for non-purchase order payments.
- Approvals for accounts payables, including default approval groups for payables generated from pay runs and CommunityPLUS refunds.
- Formatting for vendor check amounts and additional information that prints on check stubs.
- Sort order for printing vendor checks.
- Charging payables against the payroll cash account or standard cash account.

Controlling Overpayments

If you have the Fund Accounting Profile's Overpayment Control Level set to either F - Fatal or W - Warning, the system checks the payment amount entered for each purchase order line item to ensure the overpayment limit is not exceeded.

The overpayment limit is determined by the purchase order line item's remaining balance and the profile's Overpayment Control Type. Following are three examples showing how the Overpayment Control Type's three field settings would affect the same hypothetical purchase order payment.

For the examples, we will use these circumstances:

1. You are making payment for a purchase order line item originally encumbered for $200.
2. A change order for another $100 was added to the original encumbrance amount for the line item.
3. A payment of $50 has already been made against the line item.

Amount Overpayment Limit

Suppose the following settings are made in the Fund Accounting Profile:

Overpayment Control Level	F - Fatal
Overpayment Control Type	A - Amount
Overpayment Amount Limit	$10.00

A user attempts to make a $265 payment against our purchase order line item. This amount is compared to the overpayment limit for the item, which is calculated as follows:

(Original Encumbrance Amount + Change Order Amount + Overpayment Amount Limit) - Payments to Date = Overpayment Limit

(200 + 100 + 10) - 50 = 260

The $265 payment exceeds the overpayment amount. The system places a payment hold on the line item, unless the user has the security resource allowing overpayment of purchase order items. If the item is placed on hold, it can be accessed through Fund Accounting's Change Accounts Payables option.

Percentage Overpayment Limit

Suppose the following settings are made in the Fund Accounting Profile:

Overpayment Control Level	F - Fatal
Overpayment Control Type	P - Percentage
Overpayment Percentage Limit	0.05

Again, the user attempts to enter a $265 payment for the purchase order line item. This amount is compared to the overpayment limit for the item, which is calculated as follows:

[(Original Encumbrance Amount + Change Order Amount) x (1.00 + Overpayment Percentage Limit)] - Payments to Date = Overpayment Limit

[(200 + 100) x (1.00 + 0.05)] - 50 = 265

The $265 payment does not exceed the overpayment limit in this case. The record is allowed to post as long as AP approval is not otherwise required.

Amount and Percentage Overpayment Limit

Suppose the following settings are made in the Fund Accounting Profile:

Overpayment Control Level	F - Fatal
Overpayment Control Type	B - Both
Overpayment Amount Limit	10.00
Overpayment Percentage Limit	0.05

The user enters the $265 payment for our sample purchase order line item. To determine overpayment, the system applies the profile's amount limit to the remaining encumbrance balance, then compares the result to the amount calculated when the profile's percentage limit is applied. The higher of the two amounts is the overpayment limit.

From our earlier examples, you will remember that the profile's amount limit yields a result of $260 when applied to the PO line item. The percentage limit yields a result of $265. The system uses $265 as the overpayment limit.

The $265 payment does not exceed the overpayment limit, so the record is allowed to post as long as AP approval is not otherwise required.

Fields

The Accounts Payable tab's fields are divided into two sections: Accounts Payable and Vendor Checks. Following are descriptions for each section's fields.

Accounts Payable Section

The following fields pertain to entry of accounts payable and manual check records:

Default Partial/Final Flag
> Default value for the Partial/Final field when purchase order payments are entered using the following options: Post Accounts Payable, Batch Accounts Payable, Standard Payables, Manual Checks, and Batch Manual Checks.
>
> Select:
>
> *P - Partial* - Payment Type field defaults the Partial Payment setting for purchase order payments.
>
> *F - Final* - Payment Type field defaults the Final Payment setting for purchase order payments.
>
> *N - Null* - No selection defaults in the Payment Type field. The user needs to choose the appropriate setting when entering the payable.

Overpayment Control Level
> Setting determining whether you allow overpayment of purchase order line items. Overpayment is determined based on the Overpayment Control Type and the amount or percentage limits that are set.

Select:

F - Fatal - System does not allow overpayment of a line item. It issues a warning and places the item on hold, unless the user has the security resource allowing an override of the overpayment control.

W - Warning - System issues a warning in the case of line item overpayment, but it allows posting of the item.

N - None - System does not check for line item overpayment.

Overpayment Control Type
    Setting determining the method the system will use to calculate a purchase order line item's payment limit. The calculated limit is compared to the payment amount entered for any given purchase order line item.

    Select:

    A - Amount - System determines overpayment based on profile's Overpayment Amount Limit.

    P - Percentage - System determines overpayment based on profile's Overpayment Percentage Limit.

    B - Both - System calculates overpayment based on comparing the amount-based overpayment limit to the percentage-based overpayment limit. The higher of the two amounts is used as the overpayment limit for a given line item.

    N - None - Overpayment limit is not calculated.

    For examples of how each control type is applied, refer to the Overpayment Calculation section following the field descriptions.

Overpayment Amount Limit
    Maximum overpayment allowed for a purchase order line item, based on a dollar amount if you are using an Overpayment Control Type of A - Amount or B - Both.

Overpayment Percentage Limit
    Maximum percentage overpayment allowed for a purchase order line item, based on Overpayment Control Type of P - Percentage or B - Both. Enter the percentage in decimal format. For instance, to apply a five percent overpayment maximum, enter 0.05.

    Example: If the maximum overpayment percentage is five percent and payment is made for a purchase order line item of $100.00, the system calculates the overpayment limit as follows:

    [100 x (1.00 + 0.05)] = 105

    A payment amount over $105.00 would be considered an overpayment, based on the profile's Overpayment Control Level.

Pay Prior to Receive
    Setting determining whether you can make final payment for purchase order items that have not been fully received.

    Select:

    F - Fatal - Prevents final payment if the PO item is not fully received. This setting can only be overridden if the user has the appropriate security resource.

    W - Warning - Warns the user if the PO item is not fully received, but allows entry of final payment.

    N - No Checking - Does not check if the item is fully received.

Duplicate Invoice Checking
    Setting determining whether the system allows entry of duplicate payable records referencing the same vendor and invoice number.

Select:

F - Fatal - Prevents entry of a payable if the vendor and invoice number are already assigned to another payable.

W - Warning - Warns the user if a duplicate invoice exists for the vendor, but allows entry of the payable.

N - No Checking - Does not check if duplicate exists invoice for the vendor.

Use Payroll Cash Account
Checkbox determining whether to use the Payroll Cash Account or standard Cash Account for vendor payments created during pay run processing. Select the box to specify the Payroll Cash Account. Otherwise, the Cash Account is used. These accounts are defined in the profile's Funds/Accounts tab.

Default No PO Payment Info
Checkbox determining whether field information should default when you enter consecutive non-purchase order payments. The following fields default information based on the values from the previous entry: Vendor, Invoice, Invoice Date, and Due Date.

Select the box if you want information to default for non-purchase order payments. Otherwise, leave the box blank. This setting applies to the Post Accounts Payable and Batch Accounts Payable options.

Approval for PO Payments
Checkbox determining whether you use an approval process for accounts payable records that reference purchase orders. Select the box if you use approval for purchase order payments. Otherwise, leave it blank.

For details, refer to the Payable Entry Features section of Chapter 6, Payable Entry, in your Fund Accounting manual.

Approval for PO Payments Overpayment Only
Checkbox determining whether you use approval processing for purchase order payments only for line items meeting overpayment criteria defined in the profile. Select the box if you use approval for overpayment of purchase order items. Otherwise, leave it blank.

- This box is not available if the Approval for PO Payments box is selected.
- For examples of how the system determines purchase order overpayment, refer to the Overpayment Calculation section following the field descriptions.

Approval for Non-PO Payments
Checkbox determining whether you use approval processing for non-purchase order payments. Select the box if approval applies to non-PO payments. Otherwise, leave it blank.

For details, refer to the Payable Entry Features section of Chapter 6, Payable Entry, in your Fund Accounting manual.

Important

If you enter information in the following fields, be sure to add the corresponding records in Fund Accounting's Approval table. These fields are only used if the Approval for Non-PO Payments checkbox is selected.

Default Approval Group for Payroll
Code for the approval group to use as the default for automatic vendor payments generated through payroll processing in Human Resources.

Default Approval Group for Community
Code for the approval group to use as the default for payables interfaced from the CommunityPLUS Utility Billing System when refunds are issued. This only applies if you use CommunityPLUS applications.

Vendor Checks Section

Use the following fields to determine the format of your vendor checks:

Check Amount Format
> Setting determining whether monetary amounts on your vendor checks print as words or numbers.
>
> Select:
>
> *D - Dollar* -Monetary amounts print in numeric format.
>
> *V - Verbose* - Monetary amounts print as words.

Format of Detail Line
> Setting determining the default format for the detail information that prints on vendor checks and vouchers and the Cash Requirements in Check Format report.
>
> Select:
>
> *D - Detail* - Check stubs, vouchers, and the Cash Requirements in Check Format report include the payment's vendor, budget unit, expenditure account, invoice, description, and if applicable, purchase order.
>
> *S - Summary* - Check stubs, vouchers, and the Cash Requirements in Check Format report include only the vendor and invoice number.
>
> You can change the default setting when printing vendor checks or the Cash Requirements in Check Format report.

Check Sort
> Setting determining how checks are sorted during a vendor check run.
>
> Select:
>
> *A - Vendor Name* - Sorts checks by the Search Name from the Vendor List.
>
> *U - Vendor Number* - Sorts checks by the vendor's code.

Create Attachments?
> Checkbox determining the default for the Create Attachments? checkbox in the Vendor Checks page. The box indicates whether you want the system to create PDF attachments of the information on the vendor checks issued during the printing process. This field is only available if you have the appropriate Optio software installed on your server.
>
> Select the box if the Create Attachments? field should be selected by default when the user prints vendor checks. If you leave the profile's checkbox blank, the field in the Print Checks page will be blank by default. Users can change the default setting when printing checks.

Use Forms Manager for AP Checks
> Checkbox to use the Forms Manager feature to print vendor checks.

Check Form Type
> Determines the type of form for printing checks.
>
> Select:
>
> *R - Regular*
>
> *E - Extended Mailer*

Requisitions/PO's Tab

The Requisitions/PO's tab contains fields for setting up the following aspects of the eFinancePLUS Purchasing System:

- Determining the numbering of requisitions and purchase orders in the current and upcoming fiscal years.
- Establishing approval settings, such as the default in a purchase order's Status field and using approval groups from Organization Chart records.
- Providing Purchasing's email address.
- Specifying the default method for encumbering payment amounts in Fund Accounting.
- Setting the default method for distributing purchase order costs.
- Repeating budget/unit account distributions from one requisition or purchase order to the next to facilitate data entry.
- Selecting the format for printing purchase orders.
- Allowing or disallowing taxes on freight shipments.

Fields

The Requisitions/PO's tab's fields are divided into three sections: Numbering Options, Requisition/Purchase Order Approval, and Miscellaneous. Following are descriptions for each section's fields.

Numbering Options Section

These fields determine how your requisitions and purchase orders are numbered:

Zero-Fill Length of Req Number
  Number of character positions the system should ensure are filled for each requisition number, using leading zeroes. For example, if requisition numbers should be zero-filled up to six character spaces, select 6 in this field. In this case, an entry of requisition number 302 would be saved, stored, and displayed as 000302.

  Zero-filling lets you maintain sequential requisition numbers since it converts all numbers to the same character length. If you do not want to use the zero-filling feature for requisitions, select 0 in this field.

Zero-Fill Length of PO Numbers
  Number of character positions the system should ensure are filled for each purchase order number, using leading zeroes. For example, if PO numbers should be zero-filled up to six character spaces, select 6 in this field. In this case, an entry of purchase order number 302 would be saved, stored, and displayed as 000302.

  Zero-filling lets you maintain sequential purchase order numbers since it converts all numbers to the same character length. If you do not want to use the zero-filling feature for purchase orders, select 0 in this field.

User Assigned Req Numbers
  Checkbox determining whether requisition numbers are user or system-assigned. Select the checkbox for user-assigned requisition numbers. For system-assigned requisition numbers, leave the checkbox blank.

Next Requisition Number
  Number or letter/number combination for identifying the next requisition added in Purchasing for the current fiscal year. [Character/8]

- If you use letters in your requisition numbers, make sure they are at the beginning or end of the character string. The system refers only to the numeric characters to determine the next sequential requisition number.
- If you use zero-filling for requisition numbers, the system automatically provides the appropriate number of leading zeroes.

This field is updated with the Next New Year Req Number value when you run fiscal year-end processing for Fund Accounting.

Sep Seq for Next Yr Req Numbers
Checkbox determining whether you use a separate numbering sequence for requisitions entered in the current fiscal year versus those entered using the Next Year's Requisitions option. Select the checkbox if you want to keep the sequences separate. Otherwise, leave it blank.

- If you select the checkbox, the system refers to the next year sequence, but this is only if you use system-assigned numbering for requisitions.

- If the checkbox is blank, the system refers to the current year sequence, but this is only if you use system-assigned numbering for requisitions.

Next New Year Req Number
Number the system will use for the next requisition added with the Purchasing System's Next Year's Requisitions option. This setting only applies if the Sep Seq for Next Yr Req Numbers checkbox is selected, and you use system-assigned requisition numbers. [Character/8]

After you run Fund Accounting's fiscal year-end procedures, update this field with your new-year numbering sequence if necessary.

User Assigned PO Numbers
Checkbox determining whether purchase order numbers are user or system-assigned. Select the checkbox for user-assigned PO numbers. For system-assigned numbers, leave the checkbox blank. This setting applies only to encumbrances entered in the Purchasing System.

Next PO Number
Number or letter/number combination that will be used to identify the next purchase order added in Purchasing for the current fiscal year. [Character/8]

- If you use letters in your PO numbers, make sure they are at the beginning or end of the character string. The system refers only to the numeric characters to determine the next sequential number.

- If you are using zero-filling for purchase orders, the system automatically provides the appropriate number of leading zeroes.

This field is updated with the Next New Year PO Number value when you run fiscal year-end processing for Fund Accounting.

Sep Seq for Next Yr PO Numbers
Checkbox determining whether you use a separate numbering sequence for purchase orders entered in the current fiscal year versus those entered using the Next Year Purchase Orders option. Select the checkbox if you want to keep the sequences separate. Otherwise, leave it blank.

- If you select the checkbox, the system refers to the next year sequence, but this is only if you use system-assigned numbering for purchase orders.

- If the checkbox is blank, the system refers to the current year sequence, but this is only if you use system-assigned numbering for purchase orders.

Next New Year PO Number
Number the system will use for the next purchase order added with the Purchasing System's Next Year Purchase Orders option. This setting only applies if the Sep Seq for Next Yr PO Numbers checkbox is selected, and you use system-assigned purchase order numbers. [Character/8]

After you run Fund Accounting's fiscal year-end procedures, update this field with your new-year numbering sequence if necessary.

Requisition/Purchase Order Approval Section

Use this section to determine several settings relating to approval processing for requisitions and purchase orders:

Approvals by Organization
> Checkbox determining whether approval parameters are assigned to requisitions and purchase orders based on levels from your financial reporting structure (Organization Chart) or user-defined approval groups. Select the checkbox to base approval on key organization codes from the Organization Chart. For user-defined codes, leave the checkbox blank.

Group Title
> Field label to use for the approval parameters assigned to requisitions, purchase orders, and if applicable, accounts payable records. [Character/15]

> This field is used in the Approval table, as well as in pages where requisitions and purchase orders are processed. It is also a part of payable entry if you use AP approval.

> Use a name that reflects on how approvals are handled. If approval is based on the Organization Chart, then Key Orgn would appropriate. Likewise, if approval is based on work location, you could enter Location as the title.

Buyer PO Approval
> Checkbox determining the default value in the purchase order header's Status field. Your selection applies to records entered with the Purchase Orders option as well as those generated by the Mass Convert Reqs to POs option and Vendor Bidding's Convert Bid to PO option.

> - Select the checkbox if you want the header to default a Status designation of I - Incomplete. This value indicates that a data entry supervisor or buyer must review the purchase order and manually change the Status setting to C - Complete. This needs to happen before the PO can go through approval processing, posting to Fund Accounting, or printing.
> - Leave the checkbox blank if you want the header to default a Status designation of C - Complete. This value indicates that the purchase order is valid for approval processing, posting to Fund Accounting, and printing.

Miscellaneous Section

Use this section's fields to determine settings for encumbering purchase order costs, distributing encumbrance amounts, and formatting printed purchase orders:

Purchasing Encumbrance Flag
> Default setting to apply in the purchase order header's Encumber field. The Encumber field determines how the system handles encumbering of purchase order costs in Fund Accounting. The default setting you select in the profile applies to purchase orders entered manually in the Purchasing System as well as those converted from requisitions and vendor bids.

> The default value can be changed upon entry of a purchase order. The setting takes effect when the purchase order is fully approved and posted to Fund Accounting. Select one of the following options:

> *Y - From Purchasing* - Updates Encumbrance, General, and Expenditure Ledgers in Fund Accounting when a purchase order is fully approved and posted.

> *N - No Update* - Does not update Fund Accounting with encumbrance amounts when purchase orders are posted.

> *R - Review* - Sends encumbrance amounts to a batch file in Fund Accounting for review when purchase orders are posted.

Alternate Portrait PO
> Setting determining the print orientation for your purchase orders. Select one of the following options:

P - Portrait - Prints purchase orders in portrait orientation, a vertical rectangle with the narrow edge at the top.

L - Landscape - Prints purchase orders in landscape orientation, a horizontal rectangle with the wider edge at the top.

S - Portrait Summary - Prints purchase orders in portrait orientation. With this selection, accounting distribution information is summarized at the bottom of purchase orders. When two or more line items pertain to the same budget unit/account (and project/project account, if used), the charges will be added together, and only one distribution line will appear. Line item numbers will not be included.

Purchasing Distribution Method
Setting determining the default method for distributing the costs of requisition and purchase order line items. If needed, the user can select another method during requisition or purchase order entry. Select one of the following options:

A - By Amount - Allows distributing charges by dollar amount for each Expenditure Ledger record.

P - By Percentage - Allow distributing charges by a percentage of the total dollar amount for each Expenditure Ledger record.

Q - By Quantity - Allows distributing charges by assigning the number of units from a line item to each Expenditure Ledger record.

Create Attachments?
Checkbox determining the default for the Create Attachments? checkbox in the Print Purchase Orders page. The checkbox indicates whether you want the system to create PDF attachments of printed purchase orders as part of the printing process. This profile setting is only available if you have the appropriate Optio software installed on your server.

Select the checkbox if the Create Attachments? field should be checked by default when a user prints purchase orders. If you leave the profile's checkbox blank, the field in the Print Purchase Orders page will be blank by default. The user can change the default setting when printing POs.

User Forms Manager for POs
Checkbox to use the Forms Manager feature to print the purchase orders.

Tax on Freight?
Checkbox determining whether taxes should be applied to freight charges. Select the checkbox to allow taxes to be applied. Otherwise, leave it blank.

Purchasing Email Address
Email address of your Purchasing Department or a comparable location for emailing purchase orders or change orders to vendors.

Copy Charges?
Checkbox determining whether the budget unit/account combination used on a requisition or purchase order should be copied to the next one when a user is using continuous add. This feature saves the user time in entering distribution charges.

If desired, the user can change the default distribution from the previous requisition or purchase order. In this case, the new distributions will be copied to the next record being added.

Select the box to allow the distribution codes to default. Otherwise, leave it blank, in which case, users must look up and enter the codes

Create Purchase Orders for Fully Approved Requisitions Only
Checkbox determining the output of purchase orders. To create purchase orders for fully approved requisitions only, select the box. Otherwise, leave it blank.

Prevent Updates to Converted Requisitions
Checkbox that enables or disables updates to converted requisitions. To prevent updates to converted requisitions, select the box. Otherwise, leave it blank.

Translation Item

Use this Action Bar item in the Fund Accounting Profile page to define the full account mask for formatting ledger records used in financial transactions. This is required if one or both of the following checkboxes are selected in the System Options tab: Full Account Expense and Full Account Revenue.

A full account mask represents the placement and character length of organizational and account codes in your ledger records. With the Translation item, you can define the format based on your requirements.

- You are allowed up to 35 characters for the full account mask, including dashes between each individual reporting unit.
- If you do not use a full account mask for entering Expenditure or Revenue Ledger records, then you do not need to use the Translation item.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile > Translation

> **Caution**
> The full account mask is set up as part of the installation process. If you need to change this format, contact PowerSchool support for direction.

Setting Up a Full Account Mask

The full account mask lets you format codes for budgetary ledger records based on your specifications and the setup in the Titles tab of the Fund Accounting Profile The setup affects the way you enter ledger information for budget transactions in Budget Preparation. Instead of entering key organization and account codes in separate fields, you will enter the ledger records using a concatenation of codes as defined in the full account mask.

Consider the following example:

- You use a full account mask for entering Expenditure Ledger records, in which case, the Budget Preparation Profile's Full Account Expense checkbox must be selected.
- You use five levels of reporting in the Organization Chart. Level 1 is the Fund level, Levels 2 through 4 are the intermediate levels which track totals, and Level 5 is where budget transactions are recorded.
- Your reporting levels are named as follows: Fund (Level 1), Function (Level 2), Cost Center (Level 3), Program (Level 4), and Account (Level 5).
- You need to include as the second code in the mask, based on your state reporting requirements.

In the Update Translate Account Record page, you would define the order and character length to accommodate the first four levels of your reporting structure and the account code for an Expenditure Ledger record. To do this, you enter the following information:

- In the Number of Organization Levels field, elect 4. After you make this selection, the system displays the titles for the first four reporting levels in the Organization Levels section.
- In the Organization Levels section, you set up the Start and End positions for each of the four reporting levels.
- In the Account Level section, you define the Start and End positions for the ledger record's Object (account code).

At this point, you need to know exactly where each code should appear. Also, when you enter start and end positions, you need to allow for a dash between codes. In our example, four dashes are needed to separate the levels.

In addition to the placement of codes in the mask, you need to know the maximum character length allotted for each code. The following chart shows a sample format and the specific field entries based on requirements outlined above:

Code	Account Mask Position	Code Length	Start Position	End Position
Fund	1	2	1	2
Function	3	2	8	9
Cost Center	4	4	11	14
Program	5	2	16	17
Account	2	3	4	6

In this arrangement, the Fund forms the first part of the full account mask, and it takes up two characters. The second part is the Account code, followed by Function, Cost Center, and Program. Dashes are used between the codes, as defined by the Start and End positions.

Using this full account mask, an Expenditure Ledger record with Budget Code 1011011020 and Account 232 would be formatted based on the Fund and intermediate level codes. When entered for a budget transaction, the ledger record would be expressed as 10-232-11-0110-20. Note that the Account follows the Function in our example, but its placement could be different in the mask you set up for your site.

Fields

Following are descriptions for the Update Translate Account page's formatting fields and the display-only Account Mask:

Number of Organization Levels
> Number of levels in your reporting structure for financial transactions. Do not include the lowest reporting level. For example, if you use six levels in the Organization Chart, budget and financial transactions are likely recorded at Level 6. In this case, you would select 5 as your Number of Organization Levels when setting up the full account mask.

Organization Levels Section

Use this section to determine the position and character length allotted in the full account mask for each level in your Organization Chart. The section displays the title for each level based on your selection in the Number of Organization Levels field. The titles are taken from the Fund Accounting Profile's Titles tab.

The section provides a Start and End field for each reporting level. Keep the following points in mind when defining the full account mask format for Organization Chart levels:

- Make sure that a level's End position does not overlap the next level's Start position.
- Between segments of the full account mask, skip a number to account for the dash the system uses to separate each level.
- Enter Start and End positions of zero (0) for any levels you do not need.
- For a sample format, refer to the previous section, Setting Up a Full Account Mask. Also refer to the example in the description of the Account Mask field.

Start
> Starting position of the Organization Chart reporting level in the full account mask. To determine this value, add two (2) to the previous level's End position, which accounts for the dash and the level's first character. For the first reporting level, enter 1.

End
> Ending position of the Organization Chart reporting level in the full account mask. To determine this value, add the number of characters in the level to the End position of the previous level, plus one (1) for the dash separating the levels. Do not include the dash that follows the level. For the first reporting level, use the number of characters in the level.

Account Level Section

Use this section to define the start and end positions of the account code in the full account mask.

Object/Start
> Starting position of the account code in the full account mask. To determine this value, add two (2) to the previous code's End position. This accounts for the code's first character and the dash. If the account code begins the full account mask, enter 1 in the Start field.

Object/End
> Ending position of the account code. To determine this value, add the number of characters in the level to the End position of the previous level, plus one (1) for the dash separating the levels. If the account code begins the full account mask, enter the number of characters in the code, and do not count the dash that follows it.

Reporting Structure Section

The following field determines whether the structure you specify should apply as the default for all accounting distributions.

Default Reporting Structure
> Checkbox for using the defined structure as the default when adding a new organization to Fund Accounting's Organization Chart. Select the box to use the format as the default. Otherwise, leave the field blank.

Default Mask Section

The following field is display only:

Account Mask
> Format of the full account mask with X's representing the positions in each reporting level and dashes separating the levels. The segments are based on the Start and End positions entered, while the dashes represent the positions omitted.

> Example: A format has five organization levels with 1-3, 5-8, 10-10, 12-15, and 17-19 as Start and End positions and an account object with 21-25 as Start and End positions. With these settings the account mask would be:

> XXX-XXXX-X-XXXX-XXX-XXXXX

> Note that the missing numbers in the Start-End entries (4, 9, 11, 16, and 20) correspond to the positions of the format's dashes.

State Window Item

Use this Action Bar item in the Fund Accounting Profile page to define the sort order, totaling, and page breaks for detail reports in the Fund Accounting and Budget Preparation systems. The parameters you set up here will apply to report options that include the Sort item.

The State Window page lets you customize these detail reports based on your Organization Chart reporting levels, project accounting levels, and account subtotal structure. For example, if your reporting structure has five levels, you might want your reports to provide totals and page breaks at Level 3.

The Sort item in Fund Accounting and Budget Preparation report pages allows you to change the default settings from the State Window page, if needed. The changes only apply to the report you are currently printing and do not affect the default settings for subsequent reports.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile >click **State Window**

Procedure

Defining the default sort order, totaling, and page breaks for detail reports

1. Select ⚙ System Administration > Administration > Profiles > Fund Accounting Profile , and then click **State Window** to display the State Window Page.

2. In the page's Financial Accounting, Budget Preparation, Project - Financial Accounting, and Project - Budget Preparation sections:

   - Use the Sort First By field to select the primary Organization Chart, Account List, or Project List level for sorting detail reports.

   - Use the Total? and Page Break? checkboxes to indicate whether the detail reports should provide totals and page breaks based on the level you chose as the primary sort.

   - Use the Sort Then By fields to determine lower priority Organization Chart, Account List, or Project List levels for sorting.

3. To save the report settings, click 🌐 (OK).

Project Windows Item

Use this Action Bar item in the Fund Accounting Profile page to set up pages for recording user-defined project information beyond what is tracked in Fund Accounting's Project List. You can define the following aspects of the pages:

- Page title and field names.
- Format and validation for fields.
- Data entry requirements for the page and each of its fields.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile >click **Project Windows Item**

Action Bar Items

The following items display on the Action Bar when you access the page's tabs:

Help Text	Enables you to define a help message for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Help Text**, enter the message in the window that displays using up to 55 characters, and then click **OK**.
Validate Text	Enables you to define valid entries for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Validate Text**, enter the values in the window that displays using up to 40 characters, and then click **OK**. For additional details, refer to the Validated field in the Fields section below.

Procedure

Adding a user-defined project page

1. Select ⚙ System Administration > Administration > Profiles > Fund Accounting Profile , and then click **Project Windows** to display the Project Defined Windows page.

2. Click ⊕ (Add New).

3. Complete the header section, and then click 🌐 (OK).

4. In the Non-Verified tab, set up the page's non-verified fields. You can add up to 10 fields. Each row in the tab represents a field in the page you are creating.

   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

5. Click 🌐 (OK).

6. In the Table-Verified tab, set up fields that require codes from Fund Accounting's User-Defined Codes table. You can define up to 10 fields, including both table-verified and non-verified fields.

   - To define table-verified fields, the appropriate codes must be set up in Fund Accounting's User-Defined Codes table.
   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

7. Click (OK).

8. Use the Comment Labels section to enter labels for the two free-text fields at the bottom of the user-defined page.

    - To define a help message for a comment field, use the Action Bar's Help Text item.

9. Click (OK) to save the page setup.

Fields

The Project Defined Windows page has a detail section comprised of four parts: header section, Non-Verified tab, Table-Verified tab, and Comment Labels section. Following are descriptions for each section's fields.

Header Section

Use these fields to define general information for the page you are creating:

Page
> Unique page number identifying this project page.

Title
> Title of the user-defined page. This entry displays in the page's title bar when accessed through the Project List. [Character/45]

Required
> Checkbox determining whether the page requires input when adding a record to the database. Select the box if the page is required. Otherwise, leave the field blank.

eFinancePLUS Defined
> Checkbox determining whether the page was defined by PowerSchool. Select the box if this is the case. Otherwise, leave the field blank.

Non-Verified Tab

Use this tab to set up fields that are not table-verified. You can add up to 10 fields. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
> Field title as it should appear in the user-defined page. [Character/14]

Type
> Setting indicating the type of data that can be entered in the field in the user-defined page.
>
> Select:
>
> *D - Date*
> *N - Numeric*
> *C - Character*

Required
> Setting indicating whether the field being added is required.
>
> Select:
>
> *Y - Yes* - If the field requires an entry.
> *N - No* - If the field is optional.

Help
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated

Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.

Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]

When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

Value to default in the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the project page, if necessary. [Character-/20]

Table-Verified Tab

Use this tab to set up fields that are verified against Fund Accounting's User-Defined Codes table. You can add up to 10 fields, including fields that are not table verified. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label

Field label or title, as it should appear in the user-defined page. [Character/14]

Table

Code identifying the User-Defined Codes table for validating entries in the user-defined field. If this is a non-verified field, leave the Table field blank. [Character/2]

- Table-verified fields are required during data entry.

- To set up user-defined verification tables, use the following option: Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.

Type

Setting indicating the type of data that can be entered in the field in the user-defined page.

Select:

D - Date
N - Numeric
C - Character

Help

Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated

Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.

Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]

When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

Value to default to the project page field. For example, if the field is State, enter the state abbreviation you use most. The value can be changed by the user, if necessary. [Character/20]

Comment Labels Section

Use the following untitled fields to set up two text fields for the bottom of the user-defined page:

Label

Title of the comment field. [Character/40]

Help

Display-only field indicating whether a help message was added for the comment field. H (for Help) displays here if a help message was added. Otherwise, the field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate Label field, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Vendor Windows Item

Use this Action Bar item in the Fund Accounting Profile page to set up pages for recording user-defined vendor information beyond what is tracked in a standard Vendor List record. You can define the following aspects of the pages:

- Page title and field names.
- Format and validation for fields.
- Data entry requirements for the page and each of its fields.

Menu Path: ⚙ System Administration > Administration > Profiles > Fund Accounting Profile > click **Vendor Windows**

Action Bar Items

The following items display on the Action Bar when you access the page's tabs:

Help Text	Enables you to define a help message for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Help Text**, enter the message in the window that displays using up to 55 characters, and then click **OK**.
Validate Text	Enables you to define valid entries for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Validate Text**, enter the values in the window that displays using up to 40 characters, and then click **OK**. For additional details, refer to the Validated field in the Fields section below.

Procedure

Adding a user-defined vendor page

1. Select ⚙ System Administration > Administration > Profiles > Fund Accounting Profile , and then click **Vendor Windows** to display the Vendor Defined Windows page.
2. Click the action bar's ⊕ (Add New).
3. Complete the header section, and then click 🌐 (OK).
4. In the Non-Verified tab, set up the page's non-verified fields. You can add up to 10 fields. Each row in the tab represents a field in the page you are creating.
   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To include a blank field between two data-entry fields, leave the appropriate row blank.
5. Click 🌐 (OK).
6. Use the **Table-Verified** tab to set up vendor page fields that require values from Fund Accounting's User-Defined Codes table. You can define up to 10 fields, including non-verified fields.
   - To define table-verified vendor page fields, the appropriate codes must be set up in the User-Defined Codes table.
   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

7. Click 🌐 (OK).

8. Use the Comment Labels section to enter field labels for the two free-text fields at the bottom of each user-defined page.

   To define a help message for a comment field, use the **Help Text** item while you are accessing the appropriate field label.

9. Click 🌐 (OK) to save the record.

Fields

The Vendor Defined Windows page has a detail section comprised of four parts: header section, Non-Verified tab, Table-Verified tab, and Comment Labels section. Following are descriptions of each section's fields.

Header Section

Use these fields to define general information for the user-defined page:

Page
> Unique page number identifying this user-defined page.

Title
> Title of the user-defined page. This entry displays in the page's title bar when accessed through the Vendor List. [Character/45]

Required
> Checkbox determining whether the page requires input when adding a record to the database. Select the box if the page is required. Otherwise, leave the field blank.

eFinancePLUS Defined
> Checkbox determining whether the page was defined by PowerSchool to meet your data entry needs. Select the checkbox if this page was defined by PowerSchool. Otherwise, leave it blank.

Non-Verified Tab

Use this tab to set up fields that are not table-verified. You can add up to 10 fields. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
> Field title as it should appear in the user-defined page. [Character/14]

Type
> Setting indicating the type of data that can be entered in the field in the user-defined page.

> Select:

> *D - Date*
> *N - Numeric*
> *C - Character*

Required
> Setting indicating whether the field being added is required.

> Select:

> *Y - Yes* - If the field requires an entry.
> *N - No* - If the field is optional.

Help
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.

Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]

When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default
Value to default to the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the vendor page, if necessary. [Character-/20]

Table-Verified Tab

Use this tab to set up fields that are verified against Fund Accounting's User-Defined Codes table. You can add up to 10 fields, including both table-verified and non-verified fields. To include a blank field between two data-entry fields in the vendor page, leave the appropriate row blank.

Label
Field title, as it should appear in the vendor page. [Character/14]

Table
Code identifying the User-Defined Codes table for validating entries in the user-defined field. If this is a non-verified field, leave the Table field blank. [Character/2]

- Table-verified fields are required during data entry.

- To set up user-defined verification tables, use the following option: Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.

Type
Setting indicating the type of data that can be entered in the field in the user-defined page.

Select:

D - Date
N - Numeric
C - Character

Help
Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
>Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.
>
>Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]
>
>When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default
>Value to default to the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the vendor page, if necessary. [Character-/20]

Comment Labels Section

Use the following untitled fields to set up two text fields for the bottom of the user-defined page:

Label
>Title of the comment field. [Character/40]

Help
>Display-only field indicating whether a help message was added for the comment field. H (for Help) displays here if a help message was added. Otherwise, the field is blank.
>
>The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate Label field, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Human Resources Profile

Use the Human Resources Profile to establish, keep track of, and access the following aspects of the Human Resources System:

- General system information, such as your organization's name and the current transaction date.
- Related eFinancePLUS system modules you have installed.
- Settings for processing timecards, attendance, and payroll.
- Field labels and record numbering parameters.
- Payroll deduction, additional withholding, and direct deposit information.
- Federal and state reporting setup, and other state-specific profile settings.
- Code for enabling site-specific customized programming.
- User-defined pages for adding employee and applicant records.
- Sequence and entry requirements for pages in the Add Employee process.

Menu Path: ⚙ System Administration > Administration > Profiles > Human Resources Profile

Preview

Human Resources Profile Page

Use this page to define general system information, establish payroll, deduction, additional withholding, timecard, and attendance settings, track system modules that are installed, enter direct deposit setup data, add federal and state reporting information, and access other parameters that apply throughout the Human Resources System.

You also can use Action Bar items to create user-defined pages for employee and applicant records, adjust state-specific profile settings, and tailor page order and data requirements for the Add Employee procedure.

Menu Path: ⚙ System Administration > Administration > Profiles > Human Resources Profile

Sections and Tabs

Following are descriptions of the sections and tabs in the Human Resources Profile page:

General Section	Enables you to set the date for Human Resources transactions and define client, system, and company (software) titles for Human Resources pages and reports. For details, refer to the Fields section below.
System Modules Section	Determines the systems used at your site, including Payroll, Personnel, Position Control, Benefits, Applicant Tracking, and Fund Accounting. For details, refer to the Fields section below.
Local System Options Tab	Specifies the options for numbering employee and applicant records, titles for low organization and project code fields, and settings for payroll, timecard, and attendance processing. For details, refer to Local System Options Tab (page 95).
Payroll Tab	Contains setup information for additional salary entry, payroll deductions, and direct deposit transactions. For details, refer to Payroll Tab (page 100).
Federal/State Reporting Tab	Stores key information for federal and state reports, such as your organization's name, address, and tax ID numbers. For details, refer to Federal/State Reporting Tab (page 104).
Direct Deposit Voucher Email Tab	Enables you to set up information for sending direct deposit vouchers in PDF format to employees via email as part of payroll processing. To use this feature, you must have Optio software for printing paychecks and vouchers. For details, refer to Direct Deposit Voucher Email Tab (page 105).
Miscellaneous Tab	Stores the code used to identify the custom programming in your baseline application programs. For details, refer to Miscellaneous Tab (page 106).

Action Bar Items

The Human Resources Profile page's Action Bar includes the following items:

Defined Windows	Enables you to add user-defined pages for employee information beyond data tracked in the standard Human Resources employee record. For details, refer to Defined Windows Item (page 107).
Applicant Windows	Lets you create user-defined pages for applicant information beyond the data tracked in the standard applicant record through Applicant Tracking. For details, refer to Applicant Windows Item (page 112).
State Window	Stores information required by your state for tracking Human Resources data. This page is created specifically for your organization. For details, refer to state documentation provided by PowerSchool. For details, refer to State Window Item (page 116).

| Employee Add Setup | Determines the order and type (required or optional) of data entry pages in adding employees. For details, refer to Employee Add Setup Item (page 117). |

Fields

General Section

Transaction Date
> Current date which is applied to records created through Human Resources. Usually, this field is updated automatically each day through a cron job.

Client
> Your organization's name as it should appear in reports and some system pages. [Character/60]

System
> Title of the software package. [Character/40]

Company
> Software vendor that supplied this package. [Character/40]

Following are description for fields in the Human Resources Profile page's System Modules Section:

System Modules

Payroll
> Checkbox determining whether the Human Resources System's Payroll module is installed. Select the box if your site uses Payroll.

Personnel
> Checkbox determining whether the Human Resources System's Personnel module is installed. Select the box if your site uses Personnel.

Position Control
> Setting indicating how your organization uses the eFinancePLUS Position Control System.
>
> Select:
>
> *Y - Use Position Control* - The system requires position assignments for employees in Position Control job classes. Positions cannot be filled past the levels defined in Position Control.
>
> *N - Do No Use Position Control* - Position Control is not in effect.
>
> *T - Tracking Mode* - The system requires position assignments for employees in Position Control job classes. The system provides a warning if you over-fill a position, but does not prevent over-filling.

Benefits
> Checkbox determining whether the Employee Benefits System is installed and sharing data with Human Resources. Select the box if your site uses Employee Benefits.

Applicant Tracking
> Checkbox determining whether the Applicant Tracking module is installed. Select the checkbox if your site uses Applicant Tracking.

Fund Accounting
> Checkbox determining whether the Fund Accounting System is installed. Select the checkbox if you have Fund Accounting.

Local System Options Tab

The Human Resources Profile's Local System Options tab lets you set up numbering for employee and applicant records, and create field labels to apply throughout Human Resources. The tab also contains settings controlling:

- Method for recording employee attendance.
- Security for accessing employee Social Security and bank account numbers.
- Format for masking Social Security and bank account numbers as a security measure.
- Interface of net payroll, worker's compensation, and vendor charges to Fund Accounting.
- Default sort order for the Payroll Journal generated during a pay run.
- Default EEO report setting for employee records.
- Use of history records for positions and position rates.

Fields

System Options Section

Attendance
>Checkbox determining how employee attendance is entered.

>>- Select the checkbox to allow entry of attendance and leave information through either timecards or the Human Resources Attendance option.
>>- Leave the checkbox blank if attendance and leave information should only be entered through the Attendance option.

Disable Auto Dock
>Checkbox determining whether automated docking should occur when attendance is posted to timecards.

>>- Select the checkbox to prevent automated docking for an attendance record posted to timecard that was entered for a leave code set to charge as leave without pay and the calendar validation was disabled.
>>- Leave the checkbox blank to generate automated docking for attendance entered for a leave code set to charge as leave without pay regardless of the calendar validation setting.

Worker's Compensation Charging
>Checkbox determining whether worker's compensation charges are interfaced to the Fund Accounting System. Select the checkbox if worker's compensation should be interfaced. Otherwise, leave it blank.

Create Vendor Payments
>Checkbox determining whether the system creates vendor payments during payroll processing for taxes and employer-paid benefits. The vendor payments are sent to a batch file accessed through Fund Accounting's Batch Accounts Payables option.

>To enable automatic creation of vendor payments, select the checkbox. Otherwise, leave the checkbox blank.

>For details, refer to the Deduction Table > Automatic Vendor Payments section of Chapter 2, Payroll Tables, in your Human Resources manual.

Summer Pay Fiscal Year Accruals
>Setting determining if your organization will be processing summer pay fiscal year accruals.

>Select:

>*E - Encumbrance Only* - Summer pay fiscal year accruals will be processed for employees using only payroll and benefit encumbrances.

P - Encumbrance and Personnel Flag - Summer pay fiscal year accruals will be processed for employees that have the Include in Summer Accruals checkbox on their personnel tab of Employee Information selected, in addition to using payroll and benefit encumbrances.

N - Not Using - Your organization is not processing summer pay fiscal year accruals.

EEO Report Default

Setting determining the Equal Employment Opportunity (EEO) Report type that applies to your employees. Your selection determines the default setting in the Personnel Information page's EEO Reported field during the Add Employee procedure. It also limits the field's selections based on whether your organization is a school, municipality, or one that uses eFinancePLUS to track both school and municipal employees.

Select:

N - Not Reported - Neither EEO Report type applies. The EEO Reported field does not appear when adding employees.

4 - EEO4 - Municipality EEO Report is used. The EEO4 report type can be assigned when adding employees.

5 - EEO5 - School EEO Report is used. The EEO5 report type can be assigned when adding employees.

B - Both EEO4/EEO5 - You have both education and municipal employees. When adding an employee, you can select either the EEO4 or EEO5 report type, depending on which one applies.

Employee Security Zone

Setting indicating the security method used for controlling employee access to the following features in Human Resources:

- Posting attendance records through the Human Resources' Employee Information and Attendance options. Also printing and viewing information on the Attendance and Substitute Reports.

- Working with employee timecards in Pay Run Processing.

- Using other options that access pay-related data. These include Employee Deductions, Earnings by Pay Code, Check History, and Pay Rate History.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Time Entry menu. All options in this menu use the Employee Security Zone setting with the exceptions of the Workers' Comp Rate Study, which is not tied to a specific employee, and the Savings Bond Purchase, which also generates a magnetic media file. The Savings Bond Purchase option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report and magnetic media for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Time Entry menu. All options in this menu use the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Personnel menu. All options in this menu use the Employee Security Zone setting with the exception of the EEO Data, which is used to submit information to the government. The EEO Data option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Periodic menu. All options in this menu use the Employee Security Zone setting with the exception of the 941 Quarterly Federal Tax Return, which is used to submit information to the

government. The 941 Quarterly Federal Tax Return option requires a separate security resource. Any user with that resource or a resource equal to or higher than supervisor will be able to generate this report for all employees, regardless of the Employee Security Zone setting.

- Printing and viewing information on reports that are accessed through ⛰ Human Resources > Reports > Position Control > Batch Status Detail and Status Detail. A line will print for all employees, but a message NO SECURITY will display for the employees that the user does not have access to based on the Employee Security Zone setting. This is necessary to give an accurate FTE count.

Note

Reports generated for substitutes will use the Employee Security Zone setting for the employee that the substitute is working for.

Security in eFinancePLUS is based on one of two fields in System Administration's Users table: Department Access or Location Access. In the Employee Security Zone field, you can determine which of these should be used to control security.

Select:

N - No Checking - Security is not used for Human Resources' features.

D - Department - Security is based on the Department Access field in the Users table.

L - Location - Security is based on the Location Access field in the Users table.

Auto Assign Employee
Checkbox determining how Employee Numbers are assigned when new employee records are added.

- For system-assigned Employee Numbers, select the checkbox, and then complete the next Employee Start Number and Employee Increment fields.
- To allow your users to assign Employee Numbers, leave the checkbox blank.

Employee Start Number
Next available Employee Number, if you use the auto-assign feature. This field is required if you selected the Auto Assign Employee checkbox.

When you first set up the Human Resources Profile to auto-assign Employee Numbers, you will enter the appropriate number to use as the starting point. The system uses this number for the next employee added to your database. After the record is added, the Employee Start Number is incremented based on the Employee Increment field.

Important

If you decide to start a new sequence of employee numbering after you already have a sequence in place, take care not to overlap with numbers that have already been used.

Employee Increment
Number the system will add to the Employee Start Number each time an employee record is created. This field is required if you selected the Auto Assign Employee checkbox.

Pay Code Dropdown List in Edit Employee Time

Checkbox determining whether the system should provide a drop-down or 🔍 (Lookup) button for selecting pay codes in the Edit Employee Time option in Pay Run Processing.

- Select the checkbox to provide a drop-down button in the Edit Employee Time's Pay Code field. A drop-down field displays the list of all records in a table.
- Leave the field blank to provide a 🔍 (Lookup) button. A lookup field accesses a page for querying and selecting a record from the table.

Use Drop-Down Lists in Employee Pay Rates
Select if job class, pay code, calendar and position fields on the pay rate pages of Human Resources should display as a dropdown to select the value instead of table help.

Net Pay Charging
Checkbox determining whether net payroll charges are interfaced to the Fund Accounting Automated Payroll Interface option when payroll is processed, manual checks are issued, paychecks are voided, or a refund is issued.

Select the checkbox to enable the interface of net payroll charges to Fund Accounting. To disable this interface, clear the checkbox.

Default SSN
Checkbox determining whether the system defaults the Employee Number in the Social Security Number field during the Add Employee procedure. Select the checkbox to use the Employee Number as a default Social Security Number. Otherwise, leave it blank.

> **Important**
> If you use system-assigned employee numbering, make sure the Default SSN checkbox is not selected.

SSN Masking Method
Selection controlling access to employees' Social Security and bank account numbers in Human Resources, in combination with the security resources assigned through System Administration. This field also affects access to employees' and dependents' Social Security numbers in Employee Benefits. However, it does not prevent users from entering these numbers when adding employees in Human Resources.

Select:

H - Hide Social Security Number - Hides Social Security and Bank Account fields from users in data entry and search pages, as well as reports, if they do not have the proper security resources.

M - Mask Social Security Number using XXX-XX-9999 - Hides the leading characters in Social Security and bank account numbers in displays and reports, so only the last four can be viewed by users who do not have the proper security resources.

Leaving the field blank has the same effect as M - Mask Social Security Number using XXX-XX-9999.

Pay Journal Sort Order
Setting determining the sort order for the Payroll Journal when it is printed automatically through the Run All Activities option during a pay run.

Select:

C - Check Location - Sort based on Check Location from employee's Payroll record.

O - Department - Sort based on employee's Department.

N - Name - Sort based on employee's last name.

Blank - You do not use the Run All Activities feature to process the Payroll Job Stream automatically.

Net Pay Account
Account code to credit for net payroll charges interfaced to Fund Accounting. This must be a liability account from the Account List. This field is required if you selected the Net Pay Charging checkbox.

Rate & Position History
Checkbox determining whether the system should retain history records for positions and position pay rates in the Position Control System. Select the checkbox to retain these history records. If you do not want to keep position and position rate histories, leave the checkbox blank.

Auto Assign Applicant
> Checkbox determining how Applicant IDs are assigned when new applicant records are added.

> - For system-assigned Applicant IDs, select the checkbox, then complete the next two fields.
> - To allow your users to assign Applicant IDs, leave the checkbox blank.

Applicant Start Number
> Next available Applicant ID, if you use the auto-assign feature. This field is required if you selected the Auto Assign Applicant checkbox.

> When you first set up the Human Resources Profile to auto-assign Applicant IDs, you will enter the appropriate number to use as the starting point. The system uses this number for the next applicant added to your database. After the record is added, the Applicant Start Number is incremented based on the Applicant Increment field.

> **Important**
>
> If you decide to start a new sequence of applicant numbering after you already have a sequence in place, take care not to overlap with numbers that have already been used.

Applicant Increment
> Number the system will add to the Applicant Start Number each time an applicant record is created. This field is required if you selected the Auto Assign Applicant checkbox.

Default Titles Section

Low Organization
> Title used for the lowest level in the Organization Chart reporting structure. This title will be used throughout Human Resources in pages and on reports. [Character/15]

Low Project
> Title used for the lowest level in the Project List reporting structure. This title will be used throughout Human Resources in pages and on reports. [Character/15]

Payroll Tab

Use the Human Resources Profile page's Payroll tab to set up direct deposit information for the bank that handles your payroll account.

The tab also has fields for determining the following aspects of payroll processing:

- Use of Additional Salary records in association with an employee's pay rate.
- Reporting of vendor payments created for payroll deductions.
- Appearance of direct deposit information in the employee's pay stub.
- Withholding of additional amounts defined in an employee's tax record.
- Accrual of employee leave.

Fields

The Payroll tab has four sections: Additional Salary, Pay Check Print Options, Pay Run Processing Options, and Direct Deposit Setup.

Additional Salary Section

Use this section to determine whether Additional Salary records are assigned to employees' primary pay rates:

Addl Salary Window
Checkbox determining whether Additional Salary records can be associated with an employee's primary pay rate. Additional Salary records reference codes from the Additional Duty table in Human Resources.

- Select the checkbox to allow assigning of Additional Salary records to an employee's primary pay rate. In this case, users can access the Additional Rates page when adding or updating an employee's primary pay rate.
- To disable this feature, clear the checkbox.

Salary amounts entered in the Additional Rates page are added to the annual salary calculated in the base Pay Rate record. However, additional salary records can only be added for primary pay rates that have a Job Class with one P - Pay Period and R - Range/Step Pay Per pay methods.

Dollar Round
Setting determining whether calculated Additional Salary rates are rounded to the nearest dollar before they are added to the pay rate's annual salary total. To round each Additional Salary amount to the nearest dollar, select the checkbox. To disable the rounding feature, leave it blank.

Pay Check Print Options Section

Use this section to set up parameters for reporting deductions during payroll processing:

Dir. Dep. Deduction on Vouchers
Checkbox determining whether direct deposit amounts should appear as deductions on employees' vouchers. Select the checkbox to list the amounts as deductions. Otherwise, leave it blank. For details, refer to the description of the Zero Net Pay on Vouchers field.

Zero Net Pay on Vouchers
Checkbox determining whether to include direct deposit amounts in the calculation of net pay shown on vouchers. Select the checkbox to reduce the net pay amount by the direct deposit amount. For employees who deposit their full net pay amounts, if this checkbox is selected, their net pay amounts will be zero. Otherwise, leave it blank, in which case, the amount of direct deposit deductions will also be included in the amount of net pay.

> **Note**
> If you select Dir. Dep. Deduction on Vouchers and do not select Zero Net Pay on Vouchers, the direct deposit amount will be included as both a deduction and part of the employee's net pay.

YTD Deductions
Checkbox determining whether employees' year-to-date deduction totals appear on their paycheck stubs. To show the deduction totals, select the checkbox. Otherwise, leave it blank.

Paycheck Form
Specifies the type of paycheck forms you use.

Select:

O - Continuous - Continuous forms

L - Laser - Laser printed forms

M - Mailer - Mailer-style forms

E - Extended - Laser printed forms with additional detail

R - Extended with Rate - Laser printed forms with additional detail, including pay rate amount

Use Forms Manager
Checkbox to determine use of the Forms Manager feature to print the pay checks.

Pay Run Processing Options Section

Use this section to determine how additional tax withholding amounts are handled when a pay run is calculated:

Always Take Additional Withholdings
Checkbox determining when the system applies the additional withholding amounts from an employee's tax record. A separate additional withholding amount can be defined at the federal, state, and local levels for each employee.

- To have additional withholding amounts assessed every time the employee is paid, select the box.
- To apply additional withholding amounts only when the employee receives payment under the primary pay rate, leave the box blank.

Leave Processing
Setting determining how leave should be accrued during pay run processing.

Select:

1 - Accrue leave first, up to maximum allowed; then process leave taken

2 - Process leave taken first; then accrue leave up to maximum allowed

3 - Accrue leave beyond maximum; then process leave taken; then reduce leave balance to maximum

For details, refer to the Leave Table section in Chapter 2, Payroll Tables, of your Human Resources manual.

Deduction by Vendor
Checkbox determining whether the system will print the Deduction Register by Vendor report as part of the Payroll Job Stream. This report shows information for vendors receiving payment in association with the processed pay run.

To have the report print when an employee selects the Pay Run Processing center's Run All Activities option, select the checkbox. If the report should not print automatically in the Payroll Job Stream, leave the box blank.

Retro Pay Code
Pay code to use for increasing an employee's contract limit during the calculation of pay runs and posting

of manual checks. Using this pay code increases the amounts in a contracted pay rate's Contract Limit and Paid fields by the amount paid.

The following conditions must be met to enable this function:

- The job class from the employee's contracted pay rate must be entered on the timecard. A pay rate is considered a contracted rate if its Contract Position checkbox is selected.
- The pay code from the profile's Retro Pay Code field must be entered in lieu of the pay rate's default pay code.
- The pay code must be defined in the Pay Code table. It cannot be associated with leave without pay (pay codes 090-099), nor can it have a leave code stored in its Leave To Subtract Time From field.

The Retro Pay Code can be used in any pay run involving manual timecard entry or retroactive time loads. It also applies to manual check processing.

The pay code in the Retro Pay Code field should not be entered in an employee's pay rate record. Also note that the entry in this field is not verified against the Pay Code table.

Child Support Reduction Allocation
Setting determining how the system will distribute child support garnishments among multiple court orders for an employee if there is not enough disposable income to deduct the entire amount.

Select:

0 - Not using child support garnishment

1 - Prorate by allocating a percentage to each order based on dollar amount

2 - Share equally by dividing allowable disposable income by number of orders

3 - Prioritize in chronological order of garnishment order date

You should choose the distribution that is required by the state or agency that will be processing the child support garnishments. For details, refer to Child Support Garnishments in the Deduction Table section in Chapter 2, Payroll Tables, of your Human Resources manual.

Adjust Negative Gross
Checkbox indicating how to handle negative amounts when docking an employee's pay. Select the box to allow negative gross pay to be set to zero and reduce contract limits s when the system is unable to fully dock the employee's pay.

Direct Deposit Setup Section

Use this section to set up information for the bank interface file generated when direct deposit transactions are processed in a pay run.

> **Important**
> Contact your bank regarding the entries required in these fields.

Bank Destination Name
Full name of the financial institution where you send your direct deposit information. [Character/23]

Header Company ID
Company identification number for the direct deposit file's batch header record. This number is usually 1 followed by the federal tax ID number. [Character/10]

Bank Destination Number
Unique number identifying the bank where you send your direct deposit data, generally the ABA routing number. [Character/10]

Control Company ID
Company identification number for the direct deposit file's batch control record. This number is usually 1 followed by the federal tax ID number. [Character/10]

Employer Bank Routing Number
Routing number of the bank you use for direct deposit transactions. [Character/9]

Originating DFI ID
Originating depository financial institution (DFI) identification number for the direct deposit file. This number is usually the first eight digits of the bank routing number. [Character/8]

Employer Bank Account
Number identifying the bank account supplying funds for direct deposit transactions. [Character/17]

Transaction Description
General description of the type of transactions contained in the direct deposit file. [Character/10]

Immediate Origin(ating) Name
Name of your organization or a third party that is sending the direct deposit transactions to the bank. [Character/23]

Bank Debit
Code indicating how to handle the account debit for transactions recorded in the direct deposit file.

Select:

N - None - File has a credit entry for each employee but no debit entry for the bank.

C - Check to Bank - A check is issued to your bank for the debit amount.

D - Debit Entry on Tape - File includes a total debit entry for your bank account.

Immediate Origin(ating) Number
Unique number identifying your organization or a third party that is sending the direct deposit transactions, usually a federal tax ID. [Character/10]

Optional 1st Transmission Record
Additional information your bank requires as the leading row in the direct deposit file. [Character/80]

Optional 2nd Transmission Record
Additional information your bank requires as the second row in the direct deposit file. [Character/80]

Federal/State Reporting Tab

Use this tab to define key information used in federal and state reports, such as federal tax and state employer IDs, your organization's name and address, and the calendar year that applies to your reports.

Fields

Employer Fed Tax ID
Your organization's federal tax identification number. Make your entry without using dashes. [Character/9]

Employer Name
Your organization's name as it should appear in federal, state, and local reports. [Character/50]

Employer Address
Your organization's street address as it should appear in federal, state, and local reports. [Character/40]

Employer City
City name from your organization's address, again to be used in federal, state, and local reporting. [Character/25]

Employer Zip Code
Five or nine-digit zip code as it should appear in federal, state, and local reports. The system provides a hard-coded dash after the first five digits.

State
State abbreviation that applies for your address.

Report Year
Calendar year that applies to your federal, state, and local reporting. You must update this four-digit year at the beginning of each new calendar year.

State Employer ID
Identification number that applies to your organization's state reporting. Enter the number without dashes. [Character/12]

Direct Deposit Voucher Email Tab

Use this tab to provide payroll vouchers to employees using your email system. If the Send E-Voucher checkbox in the Employee tab of an employee's Employee Information page is selected, a voucher will be sent to the employee via email based on the information in the Direct Deposit Voucher Email tab.

Fields

Following are descriptions of the fields in the Direct Deposit Voucher Email tab's Email Header Information and Email Body sections.

Email Header Information Section

This section includes fields for sending the email voucher:

Email Sender Address
> Email address of the department (or individual) responsible for sending vouchers. The address's format is the user and domain names separated by the @ symbol, for example, payroll@westdistrict.edu or treasurer-@middletown.gov. Note that no spaces appear between the names or symbols. [Character/50]

Blind Copy Address
> Email address for verifying that the voucher was sent. The term "blind copy" indicates the copy address will be hidden from the receiver, as will the fact that a copy was sent. For examples of the format to use, refer to the description of the Email Sender Address field. The blind copy address can be the same as the sender address. [Character/50]
>
> Example: If direct deposit vouchers are sent to 100 employees and you include this address in the profile, separate email verifications will be sent to this address for each of the employees (100 total). Note that the verification does not ensure that the vouchers are actually received. If an employee's email address is wrong or discontinued, you will still receive the blind copy response.

Email Subject
> Text that will appear in the email's Subject line, for example, Payroll Voucher or Direct Deposit Confirmation. [Character/50]

Attach PDF Voucher
> Checkbox determining whether a PDF (portable document format) copy of the employee's voucher should be attached to the email. Select the checkbox to include the attachment. Otherwise, leave it blank.

Email Body Section

This section includes a field for entering the email message accompanying the voucher.

Email Body
> Standard message to include with the email. Press <Enter> to break for a new paragraph or to include a blank line between paragraphs. You may use as many lines as you want. Note that each use of the <Enter> key counts as a character. [Character/1,990]

Miscellaneous Tab

This tab stores the code used to identify custom modifications within the baseline eFinancePLUS programs. Whenever you run an application with features tailored specifically for your requirements, the appropriate eFinancePLUS program references this Customer Site Code to run the modifications within the baseline framework.

Caution

Do not change the code in this tab unless instructed to do so by PowerSchool support.

Defined Windows Item

Use this Action Bar item in the Human Resources Profile page to set up pages for recording information beyond what is tracked in standard Human Resources employee records. You can define the following aspects of the pages:

- Page title and field names.
- Format and validation for fields.
- Data entry requirements for the page and each of its fields.

The eFinancePLUS Human Resources System allows up to 32,000 user-defined pages. Two of these pages are already set up for you as part of the installation process: Employee Group Life Over 50K (page 31999) and State Retirement (page 32000). Additional employee pages may be set up for your site, depending on your information management needs.

If your site uses Applicant Tracking, you can set up user-defined pages for applicants and then roll over the applicant information to the corresponding user-defined employee pages.

Menu Path: ⚙ System Administration > Administration > Profiles > Human Resources Profile >click **Defined Windows**

Action Bar Items

The following items display on the Action Bar when you access the page's tabs:

Help Text	Enables you to define a help message for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Help Text**, enter the message in the window that displays using up to 55 characters, and then click **OK**.
Validate Text	Enables you to define valid entries for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Validate Text**, enter the values in the window that displays using up to 40 characters, and then click **OK**. For additional details, refer to the Validated field in the Fields section below.

User-Defined Employee Pages and Applicant Tracking

If you use the Human Resources System's Applicant Tracking module, you can load applicant data into an employee record upon hiring the applicant. If you have user-defined employee pages that are meaningful for job applicants as well, you can create corresponding pages in Applicant Tracking.

Creating employee pages with counterparts in Applicant Tracking

Add the user-defined employee pages with the Human Resources Profile's Defined Windows item. Make note of the Page numbers for all employee pages you want available in Applicant Tracking.

Use the profile's Applicant Windows item to access the Applicant Tracking Screens page.

Add the user-defined pages that you need for carryover of applicant information into employee records.

- For each applicant page, enter the appropriate corresponding employee page's Page number.
- Select the Carryover checkbox for each page you need to transfer to an employee's record upon hiring an applicant.

When you tab past the Carryover field, the setup information defaults from the existing user-defined employee page. Save the applicant page with the setup from the employee page.

Procedure

Creating a user-defined employee page

1. Select ⚙ System Administration > Administration > Profiles > Human Resources Profile, and then click **Defined Windows** to display the Employee Defined Windows page.

2. Click ⊕ (Add New).

3. Complete the header section, and then click ✅ (OK).

4. In the Non-Verified tab, set up the page's non-verified fields. You can create up to 10 fields. Each row in the tab represents a field in the page you are creating.

    - To define a help message for a field, use Action Bar's Help Text item.
    - To define valid entries for a field, use the action bar's Validate Text item.
    - To insert a blank field in the page between two data-entry fields, leave the appropriate row blank.

5. Click ✅ (OK).

6. In the Table-Verified tab, set up fields that require codes from the User-Defined Codes table in Human Resources. You can define up to 10 fields, including both table-verified and non-verified fields.

    - To define a help message for a field, use Action Bar's Help Text item.
    - To define valid entries for a field, use the action bar's Validate Text item.
    - To insert a blank field in the page between two data-entry fields, leave the appropriate row blank.

7. Click ✅ (OK).

8. Use the Comment Labels section to enter labels for the two free-text fields at the bottom of the user-defined page.

    - To define a help message for a comment field, use the Action Bar's Help Text item.

9. Click ✅ (OK) to save the employee page setup.

Fields

The Employee Defined Windows page has a detail section comprising four parts: header section, Non-Verified tab, Table-Verified tab, and Comment Labels section. Following are descriptions for each section's fields.

Header Section

Use these fields to define general information for the employee page:

Page
>   Unique page number identifying this employee page.

Title
>   Title of the employee page. This entry displays in the page's title bar when accessed during an add or update of an employee record. [Character/45]

Required
>   Checkbox determining whether the page requires input when adding an employee record. Select the checkbox if the page is required. Otherwise, leave it blank.

> **Important**
>
> If you want user-defined employee pages to be required during the Add Employee procedure, you also need to use the Employee Add Setup item and make the individual user-defined employee pages required. If you do not do this, the system allows users to bypass user-defined pages, even those with the Required checkbox selected in the Employee Defined Windows page. For additional information, refer to Employee Add Setup Item (page 117).

eFinancePLUS Defined
> Checkbox determining whether the page was defined by PowerSchool to meet your data entry needs. Select the checkbox if this page was defined by PowerSchool. Otherwise, leave it blank.
>
> As part of the baseline Human Resources System, the following user-defined employee pages are provided: Employee Group Life Over 50K (page 31999) and State Retirement (page 32000). Additional employee pages may be set up for your site, depending on your information management needs.

Non-Verified Tab

Use this tab to set up fields that are not table-verified. You can add up to 10 fields. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
> Field title as it should appear in the user-defined page. [Character/14]

Type
> Setting indicating the type of data that can be entered in the field in the user-defined page.
>
> Select:
>
> *D - Date*
> *N - Numeric*
> *C - Character*

Required
> Setting indicating whether the field being added is required.
>
> Select:
>
> *Y - Yes* - If the field requires an entry.
> *N - No* - If the field is optional.

Help
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
> Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.
>
> Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]
>
> When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

> Value to default in the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the employee page, if necessary. [Character/20]

Table-Verified Tab

Use this tab to set up fields that are verified against the User-Defined Codes table in Human Resources. You can add up to 10 fields, including fields that are not table verified. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label

> Field label or title as it should appear in the user-defined employee page. [Character/14]

Table

> Code identifying the User-Defined Codes table for validating entries in the user-defined field. If this is a non-verified field, leave the Table field blank. [Character/2]

- Table-verified fields are required during data entry.

- To set up user-defined verification tables, use the following option: 🔺 Human Resources > Reference Tables > Personnel > User Defined Codes.

Type

> Setting indicating the type of data that can be entered in the field in the user-defined page.
>
> Select:
>
> *D - Date*
> *N - Numeric*
> *C - Character*

Help

> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated

> Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.
>
> Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]
>
> When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

> Value to default in the field in the user-defined employee page. For example, if this is a field for State, you can enter the state abbreviation you use most. The value can be changed in the employee page, if needed. [Character/20]

Comment Labels Section

Use the following untitled fields to set up two text fields for the bottom of the user-defined page:

Label
> Title of the comment field. [Character/40]

Help
> Display-only field indicating whether a help message was added for the comment field. H (for Help) displays here if a help message was added. Otherwise, the field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate Label field, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Applicant Windows Item

Use this Action Bar item in the Human Resources Profile page to set up pages for recording user-defined applicant information beyond what is tracked in the standard Applicant Tracking System. You can define the following aspects of the pages:

- Page title and field names.
- Format and validation for fields.
- Data entry requirements for the page and each of its fields.

You can also set up user-defined pages to carry over into a hired applicant's employee record. However, for this feature to work, you must have a user-defined employee page set up that exactly matches the user-defined page. The setup for user-defined employee pages is handled with the Human Resources Profile's Defined Windows item.

Menu Path: ⚙ System Administration > Administration > Profiles > Human Resources Profile > click **Applicant Windows**

Action Bar Items

The following items display on the Action Bar when you access the page's tabs:

Help Text	Enables you to define a help message for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Help Text**, enter the message in the window that displays using up to 55 characters, and then click **OK**.
Validate Text	Enables you to define valid entries for a user-defined field. Access the field's row in the Non-Verified or Table-Verified tab, click **Validate Text**, enter the values in the window that displays using up to 40 characters, and then click **OK**. For additional details, refer to the Validated field in the Fields section below.

Procedure

Following is the general procedure for adding a user-defined applicant page. If you have applicant pages that you want to carry over into the employee record when an applicant is hired, then you should set up the corresponding user-defined employee pages first. For details, refer to .

Adding a user-defined applicant page

1. Select ⚙ System Administration > Administration > Profiles > Human Resources Profile,and then click **Applicant Windows** to display the Applicant Tracking Windows page.

2. Click ⊕ (Add New).

3. Complete the header section, and then click 🗹 (OK).

4. In the Non-Verified tab, set up the page's non-verified fields. You can add up to 10 fields. Each row in the tab represents a field in the page you are creating.

   - To define a help message for a field, use the Action Bar's Help Text item.
   - To define valid entries for a field, use the Action Bar's Validate Text item.
   - To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

5. Click 🗹 (OK).

6. In the Table-Verified tab, set up fields that require codes from Applicant Tracking's User-Defined Codes table. You can add up to 10 fields, including both table-verified and non-verified fields.

- To define a help message for a field, use the Action Bar's Help Text item.

- To define valid entries for a field, use the Action Bar's Validate Text item.

- To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

7. Click (OK).

8. Use the Comment Labels section to enter labels for the two free-text fields at the bottom of the user-defined page.

- To define a help message for a comment field, use the Action Bar's Help Text item.

9. Click (OK) to save the page setup.

Fields

Following are descriptions of the fields used to create a user-defined page in Applicant Tracking.

Header Section

Use these fields to define general information for the applicant page:

Page
> Unique page number identifying this applicant page.

> **Important**
>
> If you are adding an applicant page corresponding to a user-defined employee page, then enter the page number assigned to the employee page already set up with the profile's Defined Windows item. In this case, if you select the Carryover checkbox, the setup information will default to the existing employee page. The applicant page's data must be exactly the same as the data for the employee page if you want to use Applicant Tracking's carryover feature. For additional information, refer to the Carryover field description below.

Title
> Title of the applicant page. This entry displays in the page's title bar. [Character/45]

Carryover
> Checkbox determining whether applicant data from this user-defined page carries over into the employee record created in Human Resources when an applicant is hired. To enable carryover of data for the user-defined page, select the checkbox. To disable carryover for this page, leave it blank.

> **Important**
>
> For the carryover feature to work in Applicant Tracking, you must also create a user-defined employee page that is an exact copy of the user-defined applicant page. To create the employee page, use the Human Resources Profile's Defined Windows item. For additional information, refer to Defined Windows Item (page 107), as well as Chapter 18, Applicant Tracking, in your Human Resources manual.

Required
> Checkbox determining whether the page requires input when adding a record to the database. Select the box if the page is required. Otherwise, leave the field blank.

eFinancePLUS Defined
> Checkbox determining whether the page was defined by PowerSchool to meet your data entry needs. Select the checkbox if this page was defined by PowerSchool. Otherwise, leave the field blank.

Non-Verified Tab

Use this tab to set up fields that are not table-verified. You can add up to 10 fields. To include a blank field between two data-entry fields in the user-defined page, leave the appropriate row blank.

Label
> Field title as it should appear in the user-defined page. [Character/14]

Type
> Setting indicating the type of data that can be entered in the field in the user-defined page.
>
> Select:
>
> *D - Date*
> *N - Numeric*
> *C - Character*

Required
> Setting indicating whether the field being added is required.
>
> Select:
>
> *Y - Yes* - If the field requires an entry.
> *N - No* - If the field is optional.

Help
> Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.
>
> The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated
> Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.
>
> Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]
>
> When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default
> Value to default to the field in the user-defined page. For example, if this is a field for State, you can enter the state abbreviation you use most. Users can change the value in the applicant page, if needed. [Character/20]

Table-Verified Tab

Use this tab to set up user-defined page fields that are verified against Applicant Tracking's User-Defined Codes table. You can add up to 10 fields, including fields that are not table verified. To include a blank field between two data-entry fields in the applicant page, leave the appropriate row blank.

Label
> Field title as it should appear in the applicant page. [Character/14]

Table
> Code identifying the User-Defined Codes table for validating entries in the user-defined field. If this is a non-verified field, leave the Table field blank. [Character/2]

- Table-verified fields are required during data entry.

- To set up user-defined verification tables, use the following option: ⛰ Human Resources > Reference Tables > Applicant Tracking > User Defined Codes.

Type

Setting indicating the type of data that can be entered in the field in the user-defined page.

Select:

D - Date
N - Numeric
C - Character

Help

Display-only field indicating whether a help message was added for the user-defined field. H - Yes displays here if a help message was set up. Otherwise, this field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate row, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

Validated

Display-only field indicating whether validation values have been specified for the user-defined field. V - Yes displays here if values were set up. Otherwise, this field is blank.

Validation values identify the specific entries accepted in the field in the user-defined page. To set up the entries, access the appropriate row, click the Action Bar's **Validate Text** item, enter the values, and then click **OK**. [Character/40]

When setting up the validation values, use commas to begin and end the entry and to separate the values. For example, if you are defining values for a field labeled Contract Months, you might enter September, October, November, and December as follows: ,9,10,11,12,

Default

Value to default to the field. For example, if the field is State, you can enter the state abbreviation you use most. The value can be changed in the user-defined page, if needed. [Character/20]

Comment Labels Section

Use the following untitled fields to set up two text fields for the bottom of the user-defined page:

Label

Title of the comment field. [Character/40]

Help

Display-only field indicating whether a help message was added for the comment field. H (for Help) displays here if a help message was added. Otherwise, the field is blank.

The help message provides text at the bottom of the user-defined page instructing the user on what to enter in a given field. To assign help text, access the appropriate Label field, click the Action Bar's **Help Text** item, enter the help message, and then click **OK**. [Character/55]

State Window Item

Use this Action Bar item in the Human Resources Profile page to access Human Resources setup information specific to the state where your organization is located. The fields in the State page were created by PowerSchool based on your state's information-tracking requirements. For details on the page's fields, refer to your state regulatory documentation.

Employee Add Setup Item

Use this Action Bar item in the Human Resources Profile page to set the order in which employee pages display during the Add Employee procedure. In addition to defining the page order, you can:

- Determine the employee pages that must be completed when an employee record is being created. These pages are designated as Required.

- Assign "roles" to pages to group them according to the personnel who will be using them. Standard roles include Payroll and Personnel. Others can be defined in the Role Setup table in Human Resources.

- Set up the add process to allow users to save an employee record after saving only one page (Base Employee Information). In this case, the system designates the employee as Pending, and the additional pages can be completed in the Pending Employee Center. Pending employees can be paid and accrue leave, as long as pages tied to these functions are completed.

Menu Path: ⚙ System Administration > Administration > Profiles > Human Resources Profile > click **Employee Add Setup**

Employee Page Overview

Following are brief descriptions of the standard pages that display in the Employee Add Screen Setup page. Your system may include additional pages, depending on whether you have any pages that are user defined or custom programmed.

Base Employee Information	Basic employee data, such as name, ID and Social Security numbers, birth date, department, and home and email addresses. This page must be first in the add sequence. Also, it is the only page that cannot be omitted.
Personnel Information	Basic personnel data, such as Workers' Compensation code, demographic information, emergency contacts, and Equal Employment Opportunity codes.
Payroll	Information needed for processing pay runs, such as timecard and FLSA calculation settings, pay frequency, federal, state, and local tax data, and special pay amounts, if applicable.
Pay Rates	Data for calculating an employee's pay. Much of this information comes from the Job Class code assigned to the primary pay rate. If appropriate, you can set up additional duties. You can also assign positions, if you use Position Control.
Deductions	Individual deduction and benefit records that apply to an employee. Each deduction is added in a separate instance of the Deductions page.
Leave Banks	Leave codes and accompanying accrual amounts that apply to an employee.
Earnings	Earnings and tax information. Completion of this page is usually not necessary, unless you are adding information for someone who moved within the current tax year.
State/Retirement	Retirement and other reporting information required by your state.
Job Skills/ Other Interests	Codes identifying an employee's job skills and relevant outside interests.
Job Class History	Current and previous job classes assigned to an employee. The page also stores percentage changes that have been applied to an employee's primary pay rate.

Degree Information	Educational history in terms of the academic degrees earned by an employee.
Certifications	Certifications, licenses, and other credentials earned by an employee.
Assignments	Job assignments performed by an employee, including the percentage of time spent on each assignment. In school districts, this information is used in EEO-5 reports.
Time Entry	Department, password, and supervisor settings for the Time Entry application.

Setup Considerations

While the Add Employee procedure allows considerable flexibility, there are several things you need to understand to make data entry easier for those who will be adding new employees:

Sequence for Employee Pages

You are free to set up pages in any order you wish, with two exceptions:

- The Base Employee Information page must always be the first page in the Add Employee process.
- The Pay Rates page should be before the Deductions and Leave Bank pages. For additional information on this, refer to the next sub-section.

These restrictions aside, you can use two criteria for deciding the best order to display pages during the Add process:

- Review the list of pages and consider ordering them by system functions. For example, it may make sense to group payroll-related pages first, followed by the personnel data page. Within each grouping, set up the pages in some logical order within these larger functions.
- The second criteria is your users. If one or two people are responsible for adding employees, then the system-based approach would be ideal. However, if more than two people enter records and are only able to complete pages related to their specific functions, then you may want to consider additional groupings. For details on this approach, refer to the Grouping Pages by Roles sub-section.

You may have other criteria to take into account, depending on the responsibilities of users, the way your departments are structured, and similar considerations. Before setting up the order, you also may want to consult with the appropriate department heads and key users on what would best serve their requirements regarding workflow, record-keeping, and data entry.

Job Class Default Deductions and Leave Codes

If deduction and leave bank information should default to employee records based on the employees' primary pay rate Job Class codes, you need to arrange the page order so that Pay Rates is before the Deductions and Leave Banks pages. This enables the system to know which job class to reference for pulling default values.

Also, if you use default deductions and leave codes, we recommend you designate the Pay Rates, Deductions, and Leave Banks pages as Required. The system only adds the default codes during the Add Employee procedure.

Grouping Pages by Roles

The Employee Add Setup Screen page's Type column fields categorize pages according to the types of personnel who will be using them. This feature enables you to restrict access to employee add pages based on users' individual roles.

If, for example, you have Payroll and Personnel departments and users will be responsible for pages specific to their departments' functions, you can use the Type column's standard 1 - Payroll and 2 - Personnel selections to categorize these pages. You can then assign users accordingly in the User Setup reference table in Human Resources. During the Add Employee process, users designated for Payroll will only be able to access pages for Payroll. Similarly, Personnel users will be restricted to Personnel pages.

The Human Resources' Role Setup table enables you to create additional categories. These categories will appear in drop-down lists in both the Employee Add Screen Setup page's Type column and User Setup table's Role field. For example, if you add a record in the Role Setup table with the title Benefits, this selection will be available in the Employee Add Setup Screen page's Type column when you set up your Human Resources pages. Users who have the Benefits category assigned in the User Setup table will then be restricted to Benefits pages, unless they have more than one role defined.

This categorization also affects users in the Pending Employee Center, which accesses records for employees whose required pages are not completed. The center lists the pages according to the roles that have been assigned to them. Users can only access pages associated with their assigned roles.

Omitting Employee Pages

The Employee Add Setup Screen page's Type column also enables you to omit pages that you do not need. In addition to standard and user-defined (Role Setup table) selections, the drop-down lists for these fields include a blank. Assigning the blank to a page prevents the page from displaying during the Add Employee process. For example, if you do not need to track employees' skills and interests, you can omit the Job Skills/Other Interests page by selecting the blank in the page's Type field.

Besides being able to omit standard pages, you can assign a blank in the Type column for any user-defined pages that you no longer use or plan to use sometime in the future. If needed, you can activate or re-activate a page at any time by assigning one of the Type field's other selections. You can also assign roles to user-defined pages, the same as with standard pages.

> **Caution**
>
> Do not omit any of the pages required for processing employees' pay. These include Payroll, Pay Rates, Leave Banks, Deductions, and Personnel Information. The Base Employee Information page is also referenced during pay runs, but this page cannot be omitted.

Procedure

Setting up the page sequence for the Add Employee procedure

1. Select ⚙ System Administration > Administration > Profiles > Human Resources Profile, and then click **Employee Add Setup** to display the Employee Add Screen Setup Page.

2. To designate a page as Required, select it, and then click **Required**.
   - If a page is already marked as Required, clicking Required removes the designation.
   - You cannot remove the Required designation for the Base Employee Information page.

   Keep in mind that all required pages and required fields must be completed during the Add process to add the employee's records to the database. If not, the employee is designated as Pending. The required information can then be completed using the Pending Employee Center in Human Resources.

   For details, refer to Chapter 4, Adding Employees, in your Human Resources manual.

3. In the Type column, select the category that applies to the page. The field's standard selections include:

1 - Payroll	Page is completed by Payroll users
2 - Personnel	Page is completed by Personnel users
Blank	Page is omitted in the Add Employee process

   Additional selections may display, if categories have been created in the Human Resources' Role Setup table. These categories enable you to assign roles to pages in the Add process and designate the employees who use them.

   For details, refer to the previous sub-sections on Grouping Pages by Roles and Omitting Employee Pages.

4. Use the **Move Up** and **Move Down** items to arrange the employee pages in the order that best suits your data entry needs.

   If you categorize pages by roles (Step 3), you may want to group them together in a logical order.

5. Click (OK) to save the setup information.

PCard Profile

Use this option to enter settings related to receipt entry, encumbrances, and reconciliations. The settings in the PCard Profile page can be changed at any time should your procedures change. However, all unfinished reconciliations must be completed before the profile's encumbrance setting in the PCard SubSystem Options section can be changed.

Menu Path: ⚙ System Administration > Administration > Profiles > PCard Profile

Procedure

Setting up your PCard Profile

1. Select ⚙ System Administration > Administration > Profiles > PCard Profile to display the PCard Profile page.
2. Complete the page's fields.
3. Click 🆗 (OK) to save the record.

Fields

PCard SubSystem Options Section

The fields in this section are required.

Employees will enter PCard receipt data
 Checkbox determining whether employees will be entering and reconciling receipts. This allows access to the PCard Receipt Entry and PCard Entry Reconciliation options. Select the checkbox to enable employees to run these options.

Site will encumber PCard purchases
 Setting indicating when PCard transactions should be encumbered in the Fund Accounting System.

 Select:

 N - No Encumbrance of PCard Data
 E - When Users Enter PCard Data
 R - When PCard Data Is Reconciled

Default Partial/Fixed Flag
 Setting that determines the default status (Payment Type) of PCard purchase order payments when posted to Fund Accounting:

 Select:

 P - Partial
 F - Final
 N - Null

 This field is only relevant if you encumber payments by either receipt entry or reconciliation.

 > **Important**
 >
 > With the Null selection, the Payment Type will have to be updated in Batch Accounts Payable to either Partial or Final for every purchase order payment posted.

Reconciliation Factor Section

This section only applies if employees enter PCard receipts. These fields enable the system to account for possible discrepancies in dates and amounts when users search for transactions in reconciliations.

Match purchase dates within how many days +/-
> Number of days before and after transactions that the system should allow in matching dates. For example, if you enter 5 here and you are looking for a transaction from June 10, the system will display receipts with dates ranging from June 5 to June 15.

Match purchase amounts within what percent +/-
> Percentage the system should allow for matching transaction amounts in searches. For example, if you enter 0.05 (5%) and later look for a 100.00 transaction, the system will retrieve all receipts ranging from 95.00 to 105.00, a $5 (100 x 0.05) variance. This helps users find records where receipts were entered incorrectly or accounts were charged the wrong amounts.

Security Profile

Use the Security Profile to establish settings for attachment security and role-based security using Active Directory in eFinancePLUS. Role-based security can be maintained by using individual groups within the eFinancePLUS software or integrating with Active Directory. Besides the security for the group or Active Directory, individual users can be granted security resources through User Access (page 31).

Menu Path: ⚙ System Administration > Administration > Profiles > Security Profile

Fields

The Security Profile is divided into four sections: Backup to Disk Setup, Attachment Security, Active Directory Setup and Active Directory Groups. The Active Directory Groups section only displays when the Integrate with Active Directory checkbox is selected.

Backup to Disk Setup Section

The following field is used for running the backup to disk options in eFinancePLUS. For details, refer to System Backups (page 133).

SQL Server Name
> The server name that identifies the server computer on the network where this database is stored. Contact your System Administrator for assistance on what should be entered in this field.

Attachment Security Section

This section defines security for attachments. For details, refer to Attachment Security (page 24).

Use Attachment Security

> Checkbox indicating that you will be using security for the 📄 (View Attachments) item on the toolbars of certain eFinancePLUS pages.

> - To set up security for using attachments, you must use the Attachment Security option to establish the link between the attachment groups, access levels, and security resources.

> - If the box is blank, attachment security will not be used, and no additional setup is required for using attachments.

Active Directory Setup

This section determines whether your site will be integrating security based on Active Directory.

Integrate with Active Directory
> Checkbox determining if security will be integrated with active directory.

> - If you select the checkbox, all fields on this page will become accessible and the Active Directory Groups section will appear.

> - If the checkbox is blank, click 🆗 (OK) to save the security profile. Nothing else needs to be completed on this page.

Validate Active Directory Groups
> Checkbox determining if the system should verify the Active Directory Group entered in the security profile or in the security roles page is a valid active directory on the server. Select the checkbox to validate the information. Otherwise, leave it blank.

> This field is only accessible if the Integrate with Active Directory check box is selected.

Limit Active Directory Groups
> Checkbox determining whether to limit the Active Directory Groups which can be associated to security roles.

- If you select the box, you must enter at least one active directory in the Group Name field of the Active Directory Groups section. When creating security roles, only the groups listed in the Active Directory Groups section of the Security Profile can be entered in the Active Directory Groups field of the Role page.

- If the box is blank, any Active Directory Group can be entered in the Active Directory Groups field of the Role page.

This field is only accessible if the Integrate with Active Directory checkbox is selected.

Synchronize User's Active Directory Groups
Enter the amount of time, in minutes, needed to lapse before refreshing the Active Directory groups a user is associated with. Enter 0 to refresh each time the user logs into eFinancePLUS.

This field is only accessible if the Integrate with Active Directory checkbox is selected.

Active Directory Group

The following field is used to select active directory groups from the server.

- The Active Directory Groups section only displays when the Integrate with Active Directory checkbox is selected.

- The entries in this section apply only when the Limit Active Directory Groups checkbox is selected.

Group Name
Enter the active directory groups to be used in the Active Directory Groups field of the Role page.

- You are required to enter at least one Group Name if the profile's Limit Active Directory Groups field is selected.

- The group names entered will be the only groups available in the Role page's Active Directory Groups field if the Limit Active Directory Groups is selected.

- The group names entered by users in the Role page will be verified if the Validate Active Directory Groups field is selected.

Time Entry Profile

If your site uses the Human Resources System's Time Entry module for maintaining employee timecard information, you will need to set up the Time Entry Profile before using the module.

The profile contains settings controlling the following aspects of Time Entry:

- Day of the week when timecards begin and end.
- Maximum hours an employee can enter per day and per week.
- Character length of Time Entry passwords.
- Method for reversing approvals of employee time.
- Usage of records in the Shift Scheduling table.
- Employee sort order for a supervisor's Time Entry department listing.

Menu Path: ⚙ System Administration > Administration > Profiles > Time Entry Profile

Fields

Week Starting
Setting identifying the day of the week to use as the starting day for Time Entry timecards. For instance, if you select 1 - Sunday, then employees can enter their weekly time based on a week running from Sunday through Saturday.

Max Hours Per Day
Maximum number of hours an employee can enter for a single workday.

Max Hrs/Day
Setting determining how the system responds if an employee's time for a workday exceeds the profile's daily maximum.

Select:

F - Fatal - Prevents entry of workday time exceeding the profile's daily maximum.

W - Warning - Warns the employee if workday time exceeds the profile's daily maximum but relies on the employee to make the necessary adjustment. The system allows entries exceeding the daily maximum.

N - None -Ignores the daily maximum setting for Time Entry timecards.

Max Hours Per Week
Maximum number of hours an employee can enter for a full week.

Max Hrs/Week
Setting determining how the system responds if an employee's weekly time exceeds the profile's weekly maximum.

Select:

F - Fatal - Prevents entry of weekly time exceeding the profile's hours-per-week setting.

W - Warning- Warns the employee if weekly time exceeds the profile's hours-per-week setting. The system relies on the employee to make the necessary adjustments. It allows entries exceeding the weekly maximum.

N - None - Ignores the weekly maximum setting for Time Entry timecards.

Min Password Length
> Setting determining the minimum number of characters for employees' Time Entry passwords. An employee's Time Entry password is accessed through the Time Entry item in the Payroll Information group on the Employee Information's Action Bar.

Max Password Length
> Setting determining the maximum number of characters for employees' Time Entry passwords. An employee's Time Entry password is accessed through the Time Entry item in the Payroll Information group on the Employee Information's Action Bar.

Unapproval
> Setting determining how department supervisors reverse approval of an employee's time.
>
> Select:
>
> *C - Unapproval Codes* - Requires supervisor to select a code from Time Entry's Unapproval table when reversing previously approved time for an employee.
>
> *R - Specify Reasons* - Requires supervisor to enter a description explaining why he or she is reversing approval of an employee's time.

Use Scheduling
> Setting determining whether you want Time Entry to apply records from the Shift Scheduling table to employees' Time Entry timecards. This setting also determines how the Shift Scheduling records are applied.
>
> Select:
>
> *N - Not Used* - Indicates you do not use shift scheduling.
>
> *Y - Use Shift Scheduling* - Applies Shift Scheduling records to employees' Time Entry timecards. For this setting, shift scheduling only applies to employees in Time Entry departments tied to records in the Shift Scheduling table. Also, the shift schedule hours only default in the employee's Time Entry page. They do not default in the summary page used by Time Entry supervisors for timecard approval. The supervisor can see the default hours by selecting a specific employee's timecard using the Employee Detail button.
>
> *D - Use and Default* - Applies shift scheduling to all employees' Time Entry timecards. If an employee's Time Entry department is not tied to a Shift Scheduling record, the system applies the record marked as the default. With this setting, the shift schedule hours default both in the employee Time Entry page and the supervisor's Time Entry summary page.

Default Sort Order
> Setting determining how employees sort in the summary page that displays when a supervisor logs into Time Entry.
>
> Select:
>
> *1 - Employee Number* - Sorts employees by employee number.
>
> *2 - Department Code* - Sorts employees by Time Entry department.
>
> *3 - Employee Name* - Sorts employees by last name.

Vendor Bidding Profile

Use the Vendor Bidding Profile to set up aspects of the eFinancePLUS Vendor Bidding System. The page's settings affect the following functions:

- Method for awarding bids
- Numbering of vendor bids
- Pre-encumbering of bid items
- Formatting of Commodity Codes
- Updating of awarded bid items

Menu Path: ⚙ System Administration > Administration > Profiles > Vendor Bidding Profile

Fields

Award Recommendation
> Setting indicating the bid award method your site uses. Your selection determines the default sort order for the Bid Award Recommendation report.
>
> Select:
>
> *T - Total Price* -Unit Price x Number of Units
>
> *U - Unit Price* -Cost per unit of commodity measurement

Minimum Bid Amount
> Lowest price required to convert requisition items to a bid for a particular commodity. When converting requisition items into bids, the system combines the amounts for all items referencing the same Commodity Code. The total is compared with the profile's Minimum Bid Amount to determine whether a bid is needed.
>
> If you do not have a bid minimum, enter 0.00 in this field. In this case, bids are generated regardless of the total price for a Commodity Code's requisition items.

User Assigned Bid Number
> Checkbox determining whether bid numbers are entered by your personnel or if they are system-generated. Select the box to allow user-assigned bid numbers. For system-assigned numbers, leave the field blank.

Next Bid Number
> Number that will be assigned to the next bid created. If you left the User Assigned Bid Number field blank, then you need to enter a starting number. The system increments the number for subsequent bids.

Pre-Encumber Bid Requisition
> Checkbox determining whether the system should pre-encumber bid requests entered in Vendor Bidding and Purchasing requisition line items in the bidding process.
>
> - Select the checkbox if the system should pre-encumber bid requests entered in Vendor Bidding and Purchasing requisition line items undergoing bidding.
> - If you do not want bid items pre-encumbered, leave the box blank.
>
> You cannot access this field if there are open bid requests or requisition items undergoing bidding.

Alter Awarded Items
> Checkbox determining whether users can make changes to a bid item even after it has been awarded. The ability to make this kind of change also depends on whether the user has the proper security resource. Select the box to allow changes for awarded bid items. To prevent this, leave the field blank.

Format Commodity Code
Checkbox determining whether the system should automatically format your Commodity Codes with dashes, as in the following pattern: xxx-xx-xx-xxx. For instance, the code 1001111100 would be formatted as 100-11-11-100.

Select the checkbox to allow the automatic formatting. If you do not want system-formatting, leave the box blank.

- If you already format your Commodity Codes in the exact manner explained above, select the box.
- If you do not use dashes and your codes are 10 or less characters in length, leave the box blank.

Warehouse Inventory Profile

Use the Warehouse Inventory Profile to establish, access, and keep track of the following in the eFinancePLUS Warehouse Inventory System:

- General information such as your organization's name and the fiscal year.
- Parameters for numbering material requests and request-fill transactions.
- Accounts for tracking markup profit on stock items and offsetting journal entry debits and credits for inventory requests with inter-fund allocations.
- User-defined fields for tracking information in Inventory Catalog records.
- Settings for maintaining inventory accounts, tracking discontinued stock items, and requiring purchase orders for receiving goods.

Menu Path: ⚙ System Administration > Administration > Profiles > Warehouse Inventory Profile

Offsetting Interfund Transactions

The Warehouse Inventory Profile's Interfund Account field is used to create balancing debit and credit journal entry transactions for situations where inventory associated with a specific fund gets requested and distributed to locations that report under different funds.

Consider an example using the following data and system settings:

- The profile's Interfund Account field is defined as 0171.
- You have an Inventory Catalog record for Warehouse 100, Stock Item 520.
- Inventory transactions for Warehouse 100 are written against Fund 100.
- Inventory transactions for the Inventory Catalog record are tracked in the General Ledger using Fund 100 and Account 0180.
- A request is submitted to Warehouse 100 for Stock Item 520. The request is for four (4) total units at $100.00 per unit.
- Two units are charged against Budget Unit 2002018800 (tied to Fund 200), Account 400. The other two units are charged against Budget Unit 1001070200 (tied to Fund 100), Account 400.

When the request is filled and warehouse charges are interfaced to Fund Accounting, a batch journal entry is created with the following information:

Line	*Budget Organization*	Account	Debit	Credit
1	1001070200	400	200.00	
2	2002018800	400	200.00	
3	100	0180		400.00
4	100	0171	200.00	
5	200	0171		200.00

Line 3 shows a $400.00 credit for the Inventory Catalog item's General Ledger record. However, since half of the stock was distributed to Fund 200, you need the interfund debit and credit in Line 4 and Line 5 to make the financial reporting accurate.

Fields

The Warehouse Profile page has a General section where most of the system settings are defined. The User Defined Field Titles section lets you set up labels for user-defined Inventory Catalog fields.

General Section

Use this section to define the majority of the Warehouse Inventory System's profile settings:

Client
Your organization's name as it should appear in reports. [Character/40]

System
Title of the software package. [Character/40]

Company
Software vendor that supplied this package. [Character/40]

Period
Current fiscal period.

- If January begins your fiscal year, then you enter 1 for January, 2 for February, and so on.
- If July begins your fiscal year, then enter 1 for July, 2 for August, and so on.

You can update this field as needed. The field is updated automatically when you run Warehouse Inventory's Year End Procedures option.

Year
This field is updated when you run Warehouse Inventory's Year End Procedures option. [Integer/2]

Auto Number Requests
Checkbox determining whether inventory requests are automatically numbered by the system or manually numbered by the requester. Select the box for system-assigned request numbers. For manual numbering, leave the field blank.

Next Request Number
Number the system will assign to the next inventory request entered. Only use this field if the Auto Number Requests checkbox is selected.

Profit Account
Revenue account used for tracking markup profit for a stock item. Markup profit is calculated based on a Stock Number record's Markup Factor.

Interfund Account
Asset account used for recording offsetting journal entry debits and credits for interfund inventory transactions. The system uses this account for cases where an Inventory Catalog item is requested by and distributed to a location that reports under a different fund than the one defined for the warehouse where the item is stored.

For a details, refer to the Offsetting Interfund Transactions section above.

Next Fill ID
Next number the system will assign to an inventory transaction in which a request is filled, either through the Fill Requests option or the Update Request page's Exception Fill item.

Approve Requests
Checkbox determining whether inventory requests require approval before they can be filled. Approval is processed with Warehouse Inventory's Approve Requests option. Select the box to require approval for inventory requests. For requests to receive automatic approval, leave the field blank.

Fiscal Year Start/End
> Starting and ending dates for the current fiscal year. After initial setup of your Warehouse Inventory Profile, you will update these dates each year using the Year End Procedures option. The dates are referenced by Warehouse Inventory reports to determine yearly warehouse activity.

Discontinued Stock Items
> Setting allowing users to control how discontinued stock items are processed for new and existing purchasing requisitions, purchase orders and change orders, as well as for warehouse requests, including batch requests.
>
> Select:
>
> *A - Allow* - Allows processing the discontinued item without any warning.
>
> *W - Warn* - Issues a warning, but allows the item to be processed.
>
> *P - Prevent* - Issues a warning and prevents the item from being processed.

Require Valid PO When Receiving Inventory
> Checkbox determining whether users must enter a valid purchase order number from the Purchasing System to receive stock. Select the checkbox if valid purchase order numbers are required. Otherwise, users can enter any number or leave the Purchase Order/Item fields blank in the Receive Stock page.

Receive in Warehouse if PO Has Stock Number
> Checkbox to prevent users from using the Purchasing System's Received Ordered Materials option if there is a stock number associated with a purchase order line item. In this case, users will only be allowed to receive goods in the Warehouse Administrator's Receive Stock option.
>
> Select the checkbox to prevent the use of the Receive Ordered Materials option and require the use of the Receive Stock option for purchase order line items with stock numbers. Otherwise, leave the checkbox blank, in which case, either option can be used.

> **Note**
>
> The Inventory Catalog in Warehouse Inventory can only be updated with the Receive Stock option.

Inventory Accounts
> Two fields for defining the range of Warehouse accounts for charging inventory costs. In the first field, enter the range's lowest account number. In the second, enter the range's highest account number.

> **Important**
>
> If accounts are entered in these fields, the Stock Number field will be required to save a purchasing requisition that uses an account in this range.

User-Defined Field Title Section

Use this section to setup field labels for user-defined Inventory Catalog fields:

Field 1-5
> Field labels for use with the five user-defined fields available in the Inventory Catalog page's Location tab. [Character/15]

4: Backups, Locks, and Logs

eFinancePLUS System Administration includes utility options for managing your Financial Systems database. These options let you process large scale database backups, freeze user activity within a specific application, restore payroll tables if you need to process a pay run over again, and access a log of system messages generated in the case of a processing error.

Menu Path: ⚙ System Administration > All > select an option from the Backups to Disk, Locks/Unlocks, or Miscellaneous menu

Preview

System Backups

eFinancePLUS provides a Backup to Disk option for several Financial Systems packages. With a Backup option, you can save a copy of all records in a particular application's tables. This data is saved to a predefined directory location on your eFinancePLUS server.

You can perform backups for the following systems:

Fund Accounting	Personnel Budgeting	Fixed Assets	Warehouse Inventory
Budget Preparation	Benefits	Vendor Bidding	Equipment Manager

The procedure for restoring a saved backup file depends on the type of database engine you use. Database restoration procedures are handled by your system administrator.

> **Important**
>
> Users must remain out of the system when a backup is run and until the processes performed have been verified as successful. This includes the use of Workflow eForms and Attachments. Also, the fields and layout for the Backup to Disk page are the same no matter which option you select.

Menu Path: ⚙ System Administration > All > Backups to Disk > select an option

Procedure

Backing up all of the database tables for a selected package

1. All users should be logged out of the package you are backing up.

2. Select ⚙ System Administration > All, and then select an option from the Backups to Disk menu.

3. In the Confirmation dialog, click **Yes**.

4. In the Backup to Disk page, make note of the Backup Location for the tables you are copying.

5. In the Backup confirmation, select **Yes**. The system displays a message when the backup is complete.

Fields

The Backup to Disk page includes the following display-only fields:

Backup Type
    The software package you are backing up.

Backup Desc
    Product code for the software package you are backing up. For example, Fund Accounting has a code of FAM and Budget Preparation has a code of BUD.

Engine Type
    Code indicating the database engine used for running eFinancePLUS, such as MSV for Microsoft SQL Server.

Engine Desc
    Full description for the database engine.

Bckp Loc
    Directory location on your eFinancePLUS server where the backup table data will be copied. Make note of the directory path and file name.

> **Important**
>
> If a backup file already exists in the indicated location, the system overwrites the file when you perform a subsequent backup.

Automated Payroll Restore

This option lets you restore your Human Resources Payroll tables in a case where you need to correct and recalculate a pay run. In addition to restoring pay run tables from a backup file, the system reverses manual and void check entry based on the check numbers you provide. This is necessary for any manual and void checks you may have entered after the pay run was calculated.

> **Caution**
>
> You must run this option as soon as possible after a failed pay run to restore your database to its pre-calculation state. The restoration process updates tables associated with the last calculated pay run. However, the longer you wait to run the restore, the greater the chance other Human Resources tables could change, thus affecting the pay run you are restoring. If you are unsure about running this option, review the following information. If you are still uncertain, contact PowerSchool support.

Menu Path: ⚙ System Administration > Administration > Miscellaneous > Automated Payroll Restore

System Processing

When you run the Automated Payroll Restore option, you return your pay run-related Human Resources tables to the state they were in just prior to the last pay run calculation. As long as you run the option shortly after a failed pay run and you account for manual and void checks, the system takes care of the rest using the pay run number and the backup file created prior to pay calculation.

- The restore process moves data from the following backup tables into your Human Resources database:

Backup Table Database Name	Human Resources Table Updated
bk_adv_pay	Advanced Pay
bk_attend	Attendance
bk_dedtable	Deduction Table
bk_deduct	Employee Deductions
bk_empuser	Employee User-Defined Windows
bk_pay2file	Pay Run Employee Information
bk_paycode	Employee Pay Code
bk_payfile	Pay Run Payroll Detail
bk_paygroups	Pay Run Pay Groups
bk_payrate	Pay Rate Detail
bk_payroll	Employee Payroll
bk_position	Position Information
bk_posn_data2	Additional Position Information
bk_predist	Pre-Calculation Gross Distribution
bk_sumdetdist	Summer Pay Fiscal Year Accrual Detail Distribution Table
bk_sumfiscdist	Summer Pay Fiscal Year Accrual Table
bk_timecard	Pay Run Timecards
bk_wrkdept	Workers' Comp Department Data
bk_wrktable	Workers' Comp Reference

In the updated Human Resources tables, evidence of the faulty pay run is completely erased.

- Based on pay run number, the restore deletes Detail Distribution (*detdist*), Check History (*checkhis* and *checkhi2*), and Check Reconciliation (*checkrec*) records.

- The Automated Payroll Interface file and batch payables generated from the pay run are deleted as long as they have not been posted yet in the Fund Accounting System.

- Based on your entry in the Automated Payroll Restore page, the system deletes manual check records from the Check History table and clears the Void setting for void checks.

- If you have state or custom tables that are backed up prior to payroll calculation, these tables are restored as well.

Procedure

Important

All other users should be logged out of Human Resources before you run this procedure.

Running the automated payroll restore

1. Select ⚙ System Administration > Administration > Miscellaneous > Automated Payroll Restore to display the Automated Payroll Restore page.

   If there are no manual or void checks to enter, you can skip ahead to Step 4.

2. If there are manual checks you need to delete, click the Manual Checks section's **Add** button.

- Use the Manual Checks section to enter the appropriate numbers for all manual checks added after the last pay run was calculated, and then click ![icon] (OK).

- If any of the manual checks either do not exist or were not a part of the last calculated pay run, a message displays noting this. Click **Continue** to close and proceed.

3. If there are void check entries you need to reverse, click the Voided Checks section's **Add** button.

- Use the Voided Checks section to enter the appropriate numbers for all checks that were voided after the last pay run was calculated, and then click ![icon] (OK).

- If any of the void checks either do not exist or were not part of the last calculated pay run, a message displays noting this. Click **Continue** to close and proceed.

4. Click ![icon] (OK) when you are satisfied with all entries.

5. In the confirmation dialog, click **Yes** to run the restoration process.

Fields

Restore Information Section

This section displays detailed information on the last calculated pay run:

Pay Run
Code and description for the last calculated pay run. The restore will use this code to delete records from the Check History, Detail Distribution, and Check Reconciliation tables.

Start Date
Default start date for the last calculated pay run.

End Date
Default end date for the last calculated pay run.

Calced By
User ID for the person who calculated the identified pay run.

Date/Time
System date and time stamp applied when the pay calculation occurred. This information could be useful for identifying manual and void checks that need to be cleared.

Checks
Range of checks printed in the last calculated pay run. This range does not include numbers for any manual checks that might have been entered.

Vouchers
Range of direct deposit vouchers created in the last calculated pay run.

Email Vouchers
Range of direct deposit email vouchers created in the last calculated pay run.

Payroll Interface
Control number for the Fund Accounting Interface file associated with this pay run. If a control number displays, then you know the interface file has not yet been posted in Fund Accounting. The restore process deletes the interface file. If the interface file was already posted in Fund Accounting, the restore cannot delete the record and thereby reverse the processing.

Batch Payables
> Control number for the batch file where automatic vendor payments from the pay run are stored in Fund Accounting. If the batch file's records have not yet been posted in Fund Accounting, the restore process deletes the entire batch.
>
> If the batch was already posted, the restore cannot reverse the ledger updates.

Manual Checks Section

Use this section to enter numbers for manual checks that were added after calculation of the indicated pay run. Click the section's **Add** button to access the accompanying fields.

Manual Checks
> Numbers for all manual checks that were added after the indicated pay run was calculated. You can enter up to 20 manual checks in this section. The restore process will then delete the appropriate Check History records.
>
> You can select manual checks associated with any pay run, but make sure that all the records you indicate were actually added after the pay run was calculated.

Voided Checks Section

Use this section to enter numbers for checks that were voided after calculation of the indicated pay run. Click the section's **Add** button to access the accompanying fields.

Voided Checks
> Numbers for all checks that were voided after the indicated pay run was calculated. You can enter up to 15 check numbers in this section. The restore process clears each check record's Void setting in the Check History table.
>
> The voided checks do not have to be associated with the displayed pay run, but make sure that all records you indicate were actually voided after the pay run was calculated.

Lock/Unlock Options

eFinancePLUS has several options that let you lock users out of the system to prevent them from changing data when certain processes are run. Once a package is locked, it can only be accessed by the user who performed the lock procedure.

System Administration's Locks/Unlocks menu includes the following options:

Lock/Unlock Fixed Assets   Lock/Unlock Human Resources

Lock/Unlock Fund Accounting   Lock/Unlock System (all packages)

> **Important**
>
> If you want to run an option within a locked package, you must first select the option, then run the appropriate lock procedure. These steps are described in the Procedures section.

Menu Path: ⚙ System Administration > All > Locks/Unlocks > select an option

Procedures

In the following procedures, the same steps apply no matter which Lock/Unlock option you choose.

Locking an eFinancePLUS package or the entire system

1. Select the option you will need to access during the lock. You must do this before locking the package or system.

2. Select ⚙ System Administration > All > Locks/Unlocks, and then select an option to lock either a package (Fixed Assets, Fund Accounting, or Human Resources) or the entire system (Lock/Unlock System).

3. In the Lock/Unlock page that displays, click the **Lock** button.

4. In the confirmation dialog, click **Yes** to proceed with the system lock.

   - If there is no user activity that needs to be cleared, the system performs the lock. In this case, the procedure is complete. Be sure to run the Unlock procedure when you finish your work.

   - If there is user activity, the system lists the appropriate User IDs, options that are running, and date/time information. Proceed to Step 5.

5. If there is user activity, The system lists all user activity that needs to be cleared before it can perform the lock, including the User IDs, options that are running, and date/time information.

   - Verify the date/time information for each listed user.

   - For users currently accessing the system, contact the people directly and request that they exit all system options as soon as possible.

   - There may be activity logged for inactive users. These are users with past sessions that remain open because of an improper exit from eFinancePLUS. To clear this user activity, select **Clear**. A message displays indicating what the Clear will do. Click **Yes** to clear the users in the list.

6. Once you clear all user activity, you can run the Lock procedure as described in Steps 1-4.

Unlocking a eFinancePLUS package or the entire system

1. Select ⚙ System Administration > All > Locks/Unlocks, and then select an option to lock either a package (Fixed Assets, Fund Accounting, or Human Resources) or the entire system (Lock/Unlock System).

2. In the Lock/Unlock page that displays, click the **Unlock** button.

3. In the confirmation dialog, select **Yes** to proceed with the system unlock. A message displays, indicating the system is unlocked and ready for use.

Event Log Viewer

Use this option to view specific details on any system errors that occur in eFinancePLUS Financial Systems. The error details that show up here are the same as those found in the log files the system generates in the case of fatal errors.

The Event Log Viewer page gives you a quick way to find a particular error message and correlate the problem with the date and time when the error occurred. The viewer also provides the key information you can report to PowerSchool support for resolving the issue.

The option uses the standard search procedure for listing event log records. After generating a list of events, you can view full information for a particular event by selecting the record in the List section and clicking ⊛ (OK) to display the Event Log Viewer - Event Detail page.

Menu Path: ⚙ System Administration > Administration > Miscellaneous > Event Log Viewer

Fields

Search Parameters Section

The following fields also display in the Event Log Viewer page's List Section, as well as in the Event Log Viewer - Event Detail page.

Date/Time (From and To)
   Two sets of fields which let you define a date/time range for selecting event log records. Enter a beginning calendar date and time in the From fields and an ending calendar date and time in the To fields.

- To list all records created after a specific date and time, enter the date and time information in the From fields, then leave the To fields blank.

- To list all records created before a specific date and time, enter the date and time information in the To fields, leaving the From fields blank.

- Enter dates in the MM/DD/YYYY format. Enter time in HH:MM:SS format.

Source
   Name of the actual 4gl program that generated the event log record. You can select a specific program or leave the search field blank.

Line
   Specific line in the 4gl program that generated the event log record. The system provides this information in a display when a fatal error occurs.

Error
   Text providing the type of error that occurred. This field generally contains a numeric identifier. When an error occurs, the system displays a message indicating the error type. If you remember a portion of the error type, you can enter this as search text to list all occurrences of that particular problem.

Description
   Detailed information for the event log record. You can search for occurrences of an error if you enter a meaningful portion of the descriptive text as search criteria.

5: Reference Tables

System Administration's Reference Tables menu includes the following options for setting up eFinancePLUS software for your site:

Configuration	Store's your organization's name for display in eFinancePLUS pages and reports.
Menu Items	Stores the location, path, program call, and if applicable, security information for each menu option available in eFinancePLUS.
Spreadsheet Templates	Stores the format for importing the Microsoft Excel spreadsheets used for budget worksheets.

Menu Path: ⚙ System Administration > All > Reference Tables > select an option

Preview

Configuration Table

Use this option to define the title that appears in the title bar of your eFinancePLUS application pages. This is helpful for identifying information such as your organization's name and the database you are using.

To generate the Data in Table Configuration report, click 🖶 (Print). The report's default file name is *SearchList.rpt*.

Menu Path: ⚙ System Administration > All > Reference Tables > Configuration

Fields

Customer
> Your organization's name as it should display in each application page's title bar. [Character/47]

> This field displays in the page's Search, Record List, and Record Information sections.

Last Modified By
> eFinancePLUS user ID for the last person to save updates to the Configuration record. If a change was made, the system also gives the date and time when the change occurred.

> This field displays in the page's Change Stamp section.

Menu Items Table

Use this option to view the menu structure, program references, and security information for the options available in the eFinancePLUS software. You can also add menu selections for site-specific programs.

You can use the Menu Items page to:

- Add, update, and delete sub-menus, groups, and group (menu) items.
- Move group and group (menu) items using drag-and-drop.
- Generate a report listing the entire menu structure.
- View the security resources associated with packages, sub-menus, groups, and group (menu) items.

Menu Path: System Administration > All > Reference Tables > Menu Items

Terms

The following terms are used to identify the elements of the menu structure in eFinancePLUS software:

Package	A system application, such as the Fund Accounting System or Human Resources System.
Sub-Menu	A sub-menu within an application's menu, such as the Periodic Routines sub-menu in the Fund Accounting package.
Group	A menu within a sub-menu, such as the Periodic Processing group in Fund Accounting's Periodic Routines sub-menu.
Group Item (or Item)	An item within a group, also referred to as a menu item or option, such as the 1099 Processing option in the Periodic Processing sub-menu of Fund Accounting's Periodic Processing group.

The order of these elements in the Menu Items page is referred to as a "tree structure," with Package as the highest element in the structure, followed by Sub-Menu, Group, and then Group Item.

Action Bar Items

The Menu Items page's Action Bar displays the following action items:

Security Resources	Displays the Associated Resources window, which lists the security resources that grant access to a selected element, such as a package, sub-menu, group, or group (menu) item.

The following action items display depending on whether a package, sub-menu, or group is selected in the Menu Option list:

Add Sub-Menu	Displays when a package is selected. Click this action item to display the Add Sub-Menu window for adding a sub-menu to the package's menu.
Add Group	Displays when a group is selected. Click this action item to display the Add Group window for adding a group to the sub-menu.
Add Group Item	Displays when a sub-menu is selected. Click this action item to display the Add Group Item window for adding a menu item to a sub-menu.

Procedures

> **Important**
>
> When adding a sub-menu, you must add at least one group to the sub-menu to save it. Similarly, you must add at least one group (menu) item to a group to display the sub-menu and its group in a package's menu.

Viewing packages, sub-menus, groups, and group (menu) items

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.
2. To view a package's sub-menus, groups, and group (menu) items:
   - Expand a package, sub-menu, or group by clicking its ► (Expand) button.
   - Collapse a package, sub-menu, or group by clicking its ▼ (Collapse) button.
3. To view details on a package, sub-menu, group, or group (menu) item, select it. The details display in the Menu Item Information section. For descriptions of the section's fields, refer below to the Fields section.
4. To view the security resources associated with a package, sub-menu, group, or group (menu) item, select it, and then click **Security Resources** to display the Associated Resources window. Click **OK** to close the window.

Adding a sub-menu to a package

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.
2. Select the package, and then click **Add Sub-Menu** on the Action Bar to display the Add Sub-Menu window.
3. In the Sub-Menu field, select a sub-menu. The field's drop-down list displays sub-menus that are not currently used by the package.
4. Click **OK** to add the sub-menu to the package's tree structure.

   You must add a group to the empty sub-menu. Otherwise, clicking 🖫 (Save) generates an error.

Adding a group to a sub-menu

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.
2. Click ▶ (Expand)'for a package to display its sub-menus.
3. Select the sub-menu where you want to add the group, and click **Add Group** on the Action Bar.
4. In the page's Menu Item Information section, complete the fields.
5. Click 🗸 (OK).
6. Click 🖫 (Save) to save the group.

   You must add menu items to the empty group. Otherwise, the group will not display in the package's menu.

Adding menu items to a group

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.
2. As needed, use ▶ (Expand) to display the sub-menu and group you want to access.
3. Select the group where you want to add the item, and click **Add Group Item** on the Action Bar.
4. In the page's Menu Item Information section, complete the fields.
5. Click 🗸 (OK).
6. Click 🖫 (Save) to save the items to the group.

Adding a menu option to launch a Cognos Report URL

Users will need the appropriate security to run Cognos reports in order to run a Cognos report directly from the eFinancePLUS menu. If desired, enter the appropriate security restrictions in the Package, Subpackage or Function in the Menu Item Information section.

1. Launch Cognos by selecting the Cognos link in My eFinancePLUS.

2. Locate the specific report you want to add to the menu.

3. Right-click on the report, and then select Properties.

4. Copy the Address (URL).

5. In eFinancePLUS, select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.

6. As needed, use ▶ (Expand) to display the sub-menu and group you want to access.

7. Select the group where you want to add the report, and then click **Add Group Item** on the Action Bar.

8. In the Program Call field, enter the following information in this order:

   - Enter the text: clientURL

   - Paste the copied URL address

   - Enter the text: &CAMNamespace=efp&spi_db_name=

   - Enter the Cognos Datasource name referencing the eFinance database that the report will access

   Example: clientURLhttp://cog1:80/cognos/cgi-bin/cognos.cgi?&CAMNamespace=efp&spi_db_name=finplus52

9. Complete the rest of the fields.

10. Click 🔘 (OK).

11. Click 💾 (Save) to save the item.

Updating groups and group (menu) items

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.

2. As needed, use ▶ (Expand) to display the group or item you want to access.

3. Select the group or item, and then click 🔘 (OK).

4. In the Menu Item Information section, change the fields as needed.

5. Click 🔘 (OK).

6. Click 💾 (Save) to save the updates.

Deleting sub-menus, groups, and group (menu) items.

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.

2. As needed, use ▶ (Expand) to display the sub-menu, group, or menu item you want to delete.

3. Complete the following:

- To delete a sub-menu, delete all of its groups.

- To delete a group and all of its menu items, select the group, click 🗑 (Delete), and then click **Yes** in the confirmation dialog.

- To delete a menu item, select the item, click 🗑 (Delete), and then click **Yes** in the confirmation dialog.

4. Click 💾 (Save) to save the deletions.

Moving groups and group (menu) items

Group items can be moved to any group in the page, even within another package or sub-menu.

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.

2. As needed, use ▶ (Expand) to display the group and menu items you want to access.

3. To drag and drop groups and items, click and hold title of the group or item, and then drag it to the desired location on the page.

4. Click 💾 (Save) to save the changes.

   Note that group items will be re-ordered alphabetically when saved.

Generating the Menu Item Listing report

1. Select ⚙ System Administration > All > Reference Tables > Menu Items to display the Menu Items page.

2. Click 🖨 (Print).

3. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *menuitem_list.rpt*.

Fields

Menu Item Information Section

Title
: Name of the package, group, sub-menu, or item selected from the Menu Option list. [Character/50]

Program Call
: Informix program executable name, shell script or other program call, such as a report writer, which will run when the item is clicked. Only accessible for menu items. [Character/1000]

Program Directory
: Server location of the program or script specified in the Program Call field. Enter the directory in the appropriate operating system format or through an environment variable such as $famx. [Character/45]

Package
: Code identifying the eFinancePLUS software package associated with this menu item. This code is used in combination with the Subpackage and Function for applying Security Resources to the Menu Items record. For package codes and descriptions, refer to the Resources Table, Security (page 159). [Character/6]

Subpackage
: Code identifying the eFinancePLUS software subpackage associated with this menu item. This code is used in combination with the Package and Function for applying Security Resources to the Menu Items record. For subpackage codes and descriptions, refer to the Resources Table, Security (page 159). [Character/6]

Function
: Number for the Security function associated with this menu item. This code is used in combination with the Package and Subpackage for applying Security Resources to the Menu Items record. Use the appropriate combination to match the menu item with the Security Resource that grants access to it. [Integer/5]

eFinancePLUS Reserved

    Checkbox to indicate this is a program installed by PowerSchool. Programs are installed by PowerSchool for your organization will have this checkbox selected. If adding custom menu items, this should be blank, unless directed by PowerSchool.

Sample Menu Item Listing

```
                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                                        MenuMaint
TIME: HH:MM:SS                          MENU ITEM LISTING

SELECTION CRITERIA: menutb_items.choice='1' and menutb_items.package='FAM'

ITEM PATH   CHOICE DESCRIPTION                 PACKAGE SUB-PACKAGE FUNCTION PROGRAM
---------   ------ -----------                 ------- ----------- -------- -------
1.1         1      Fund Accounting             FAM
1.1.1       1      General Ledger              FAM
1.1.1.1     1      Balance Sheet               FAM                          buildgl1
1.1.1.2     1      Expenditure Ledger          FAM                          postapp1
1.1.1.3     1      Post Accounts Payable       FAM     AP          68       venpay1
1.1.1.4     1      Vendor Checks               FAM     AP          69       venchk1
1.1.1.5     1      Post Receipts               FAM     REC         90       receipt1
1.1.1.6     1      POs/Encumbrances/Commitments FAM    ENC         52       addenc1
1.1.1.7     1      Encumbrances                FAM     DIS         207      display_enc
1.1.1.8     1      Automated Payroll Interface FAM     GL          118      ct3intr1
1.1.1.A     1      General Ledger              FAM     *           12       mainte31 1
1.1.1.D     1      Account List                FAM     *           6        updacct1
1.1.1.D.F   1      Bank Codes                  FAM     AP          66       paytab13 1 F
1.1.2.2     1      Requisitions                FAM     PUR                  updRequisit 1
1.1.2.4     1      Purchase Orders             FAM     PUR                  updPurchase 1
1.1.2.8     1      Purge Closed Requisitions   FAM     PUR         38       purgepo1 1
1.1.V.2     1      Backup Fund Accounting to Disk FAM  *           14       backup_p F Y
1.3.3       1      Report Launcher             FAM                          launcher R FAM
1.3.3.3     1      Expenditure Budget Activity FAM     ACT         139      daily11
1.3.3.4     1      Cash Requirements           FAM     RPT         128      acctpay1 1
1.3.3.5     1      Balance Sheets              FAM     FIN
1.3.3.5.1   1      Print Balance Sheets by Fund FAM    FIN         153      statmnt1 11
1.3.3.5.2   1      Expenditure Status Report   FAM     FIN         156      expstat1 1
1.3.3.5.3   1      Expenditure Comparison Report FAM   FIN         159      expcomp1 1
1.3.3.5.4   1      Revenue Status Report       FAM     FIN         162      revstat1 1
1.3.3.5.5   1      Revenue Comparison Report   FAM     FIN         165      revcomp1 1
1.3.3.5.6   1      Project Status Report       FAM     FIN         168      prostat1 2
1.3.3.5.7   1      Budget Control Status       FAM     FIN         171      budstat1 1
1.3.3.6     1      General Ledger Audit Trail  FAM     AUD         182      audit21.42r
1.3.3.7     1      Check Ledger Balances       FAM     *           10       mainten1.42r 1
1.3.4       1      Report Launcher             FAM     PUR         31       launcher R FAM-PUR
```

Spreadsheet Templates Table

eFinancePLUS allows your users to upload budget ledger data directly into the appropriate system tables from Microsoft Excel spreadsheets. To facilitate this feature, you need to create spreadsheet templates which correlate the spreadsheet columns with the appropriate database fields for the budget ledger record.

Each spreadsheet template consists of a header and then mapping information tying the spreadsheet columns to specific database fields. The header identifies the type of data that will be mapped: expenditure/revenue budget or project budget.

As system administrator, you can either allow user access for updating spreadsheet templates by assigning the appropriate security resource, or you can handle this setup yourself.

Menu Path: ⚙ System Administration > All > Reference Tables > Spreadsheet Templates

Planning Template Formats

When setting up template records, be sure to get feedback on how your colleagues format their budget ledger spreadsheets. This will help establish standards for the applications the template formats support.

You will need to consider the following questions for each template you set up:

What name should be assigned to the template?

Choose a descriptive Template Name. This is what the user sees when selecting the template for an Excel spreadsheet upload.

What file format should apply to the template?

Your selection of File Format determines the way users will need to save their spreadsheets in Excel. If the template is Comma-Delimited, then users need to save their spreadsheets with the .csv file extension. For a Tab-Delimited template, spreadsheets must have a .txt file extension.

What database fields need to be mapped?

No matter what type of template you create, there will be several fields that must be included in the source spreadsheet and therefore need to have columns assigned in the template format. Beyond the required fields, there are likely other pieces of data you need to map for a given template. This depends on your record-keeping and data entry practices.

What column position will each field occupy in a given spreadsheet row?

This is another important topic to coordinate with your user base. Once you know which fields to map, you will assign each one to a spreadsheet column. Note that there cannot be any blank columns within an import row, so your template needs to follow this rule. If six fields are defined, then the template must map six consecutive columns.

Procedures

Adding a spreadsheet template format

1. Select ⚙ System Administration > All > Reference Tables > Spreadsheet Templates to display the Spreadsheet Templates page.
2. Click ⊕ (Add New).
3. In the Header Information section, complete the Template Name, Template Type, and Fire Format fields, all of which are required.
4. Click 🌐 (OK).

5. For the template type's required columns, which display by default, assign the appropriate Column Numbers where the information will actually appear in the spreadsheet.

6. Map the remaining fields users need defined in the template. For each field, select the appropriate Column Name, and then assign the spreadsheet Column Number.

   - You can enter the fields in any order.
   - Be sure to assign consecutive Column Numbers to the fields you are defining. For instance, if the template includes six fields, use six sequential spreadsheet columns.

7. Click (OK) to save the template format.

Updating an existing spreadsheet template

1. Select System Administration > All > Reference Tables > Spreadsheet Templates to display the Spreadsheet Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the template to update, and then click (OK) to display the Upload Template page.

4. In the Header Information section, you can change only the File Format field.

5. Change the Column Number fields as needed.

   - Remember, each Template Type has required fields that must be mapped. For budget ledger records, only Budget Unit and Account Code are required.
   - To remove a non-required field from the template, select the appropriate row, and then click **Delete Row**.
   - Be sure to keep the template's fields associated with sequential spreadsheet columns.

6. Click (OK) to save the template changes.

Copying a spreadsheet template format

Some template records may differ only in terms of a few minor settings. The Spreadsheet Templates page lets you copy formatting from one record into a new one. You can then make changes without having to re-enter the template's other data.

1. Select System Administration > All > Reference Tables > Spreadsheet Templates to display the Spreadsheet Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the template you want to copy, and then click **Copy** on the Action Bar to display the Copy Template page.

4. In the New Template Name field, enter a description for the template you are creating from the indicated source template. [Character/25]

5. Click (OK) to create the new template and return to the Spreadsheet Templates page.

6. Change to the new template as needed following the update procedure above.

Deleting spreadsheet templates

1. Select System Administration > All > Reference Tables > Spreadsheet Templates to display the Spreadsheet Templates page.

2. In the Search Criteria section, enter criteria identifying the template to delete, and then click **Find**.

3. In the List section, select the template.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

Generating the Spreadsheet Template report

1. Select ⚙ System Administration > All > Reference Tables > Spreadsheet Templates to display the Spreadsheet Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. Select the desired spreadsheet template, and then click the action bar's 🖨 (Print) .

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *upload.rpt*.

Fields

The Add Spreadsheet Template page has two sections: Header Information and column information (untitled). Following are descriptions for each section's fields.

Header Information Section

Use this section to identify the spreadsheet template format:

Template Name
Description of the spreadsheet template format. This is what users see when selecting the template to apply during the Excel upload procedure, so make sure you assign a significant title. [Character/25]

Template Type
Setting indicating the type of spreadsheet information this template maps in the column information section. Your selection determines the available entries in the Column Name field.

Select:

Budget Prep Expenditure/Revenue Ledger

Budget Prep Project Ledger

File Format
Format convention for reading and uploading spreadsheets processed by this template. The template can only be applied to Excel spreadsheets saved with the correct file extension. Based on the File Format setting, the system discerns where one piece of data ends and the next one begins in a spreadsheet.

Select:

C - Comma-Delimited - Spreadsheet must have .csv file extension.

T - Tab-Delimited - Spreadsheet must have .txt file extension.

Column Information Section (untitled)

Use this section to associate database columns with the spreadsheet columns where they will appear for files read by this template format:

Column Name
Database field the system will upload based on reading the Excel spreadsheet. For each field you select, you assign the Column Number where the information is saved for all spreadsheets read by this template format.

Based on the record's Template Type, some Column Name entries are required and must be mapped. For budget ledger record templates, Budget Unit and Account Code are required.

After you complete the required fields, which display by default, you can select additional fields from the drop-down list. Determine the additional fields to map for a given template by consulting the appropriate personnel within your organization.

Column Number

Column position within the Excel spreadsheet row for the database field identified in the Column Name field. For example, if the Account Code appears in the fifth spreadsheet column, you would select 5 - E.

- You can assign any one of 52 column numbers. Selections 1 through 26 are associated with columns A through Z. Selections 27 through 52 represent columns AA through AZ.

- The template's upload area cannot have blank columns. To account for this, make sure you assign consecutive column numbers to the fields you map. If the template includes six fields, use six sequential column numbers.

Sample Spreadsheet Template Report

```
POWERSCHOOL                                                             PAGE NUMBER:    1
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME          MODULE: upload.4gl
TIME: HH:MM:SS                        SPREADSHEET TEMPLATE REPORT

SELECTION CRITERIA:

TEMPLATE NAME           TEMPLATE TYPE          TEMPLATE FORMAT  COLUMN NAME                        COLUMN #

BUDGET TEMP TEST        Budget Prep Expenditu  Comma-Delimited
                                                                Budget Unit                           1
                                                                Account                               2
                                                                Department New Prog Request           3
                                                                Recommended Base Request              4
                                                                Approved Base Request                 5
                                                                Budget Fiscal Year                    6
                                                                Freeze Budget Level Flag              7
                                                                Budget Orgn                           8
                                                                Budget Account                        9


BPEXPEND                Budget Prep Expenditu  Tab-Delimited
                                                                Budget Unit                           1
                                                                Account                               2
                                                                Department Base Request               3
```

6: System Messages

Use the System Messages option to generate login and broadcast messages for eFinancePLUS users. You must have resources for the Security package to access this option.

Menu Path: e-Forms & Tools > Tools > System Messages

Preview

System Messages Page

Use this page to set up messages, including the title, text, and start and end dates and times. As needed, you can:

- Limit messages to specific databases or apply them to all databases.
- Schedule messages to run on different parts of the day, different dates, or indefinitely.

For additional information, refer to Scheduling Messages (page 157).

Menu Path: e-Forms & Tools > Tools > System Messages

Action Bar Items

The Action Bar on the System Messages page Bar displays the following items:

Preview	Displays the results of your entries in the Message Title and Message Text fields. You should click this item before saving a record.
About	Displays a window that identifies the system, application, and database being used.
Help	Displays a window providing descriptions of the page's fields.
Refresh	Refreshes the list of records in the Message List section to reflect any additions, changes, or deletions by other users during your current session in the System Messages page.

Message Types

The System Messages option supports two types of messages, as determined by the radio button selected in the Message Type field:

Login	Displays a message as soon as users log into the eFinancePLUS system. Clicking Continue gives users access to their home page.
Broadcast	Displays a message to current eFinancePLUS users. Clicking Continue allows users to resume what they were doing.

Changes to login messages will not be seen by current users of the system until they log in the next time. To convey information to all current users as well as those who subsequently log in, use a broadcast message instead.

Procedures

Creating a message

1. Select e-Forms & Tools > Tools > System Messages to display the System Messages page.
2. Click ⊕ (Add New).
3. In the Message section, complete the fields. For information, refer below to the Fields section.
4. Click (OK) to save the message.

Previewing a message

1. Select ⬚e-Forms & Tools > Tools > System Messages to display the System Messages page.
2. Click **Preview** on the Action Bar to see the results of your entries before or after saving a message:
   - To preview a message before saving it, enter the message in the Message Text box, and then click **Preview**.
   - To preview a message that has already been saved, select the message in the Message List section, and then click **Preview**.
3. Click **Continue** or **Exit** (depending on the type of message) to close the preview message.

Changing a message or its settings

1. Select ⬚e-Forms & Tools > Tools > System Messages to display the System Messages page.
2. Select the record you want to change, and then click ⬚ (OK).
3. Change the fields as needed.
4. Click ⬚ (OK) to save your changes.

Deleting a message

1. Select ⬚e-Forms & Tools > Tools > System Messages to display the System Messages page.
2. In the list section, select the message you want to delete.
3. Click ⬚ (Delete).
4. In the Confirmation dialog, click **Yes**.

Fields

Message Type
   Radio buttons determining whether the message is a login message or broadcast message.

   Select:

   Login - to set up a login message. An active login message displays as soon as a user logs into the eFinancePLUS system, depending on the message's date and time settings.

   Broadcast - to set up a broadcast message. If you do not enter any Date and Time settings, this type of message displays shortly after you save it.

Status
   Radio buttons determining whether the message is active or inactive.

   Select:

   Active - to allow a message to display as scheduled.

   Inactive - to prevent a message from displaying, regardless of its other settings. Use this selection to place a "hold" on a message, for example, if you are setting up a series of messages that you plan to schedule later or if you want to disable a current message.

Close Menu
   Checkbox for locking out current users and preventing others from logging in. When you select the box, a message displays to warn you of the possibility of locking yourself out of the system. For details, refer to the following Caution.

   When the Close Menu box is selected, messages display with an **Exit** button instead of a **Continue** button.

System Administration User Guide

- For broadcast messages, select this field to close users' eFinancePLUS pages, when they click **Exit**. Other system pages will remain active, so that users can complete their current activities. However, they will not be able to access additional eFinancePLUS options.

- For login messages, select this field to prevent users from logging into eFinancePLUS. Usually, you do not need to create a separate login for a lockout, since the broadcast message to current users will combine with the existing login message for new users logging in. For details, refer to Scheduling Messages (page 157).

> **Caution**
>
> To avoid being locked out, you must keep the System Messages page displayed. When you are ready to let users access eFinancePLUS again, clear the Close Menu checkbox in the lockout message, and then save the message. If you created separate login and broadcast messages for the lockout, be sure to clear the checkboxes in both messages. You will then need to log into the system, as will other users. The messages used for the lockout will now have **Continue** buttons instead of **Exit**. Clicking **Continue** will give you and other users normal access to eFinancePLUS.

Message Name
　　Text identifying the message. The field accepts an unlimited number of characters, both upper and lower case. However, you should only use as many characters as needed to distinguish the message from other messages. Also keep in mind that the system does not check if the name you enter is used by other messages.

System
　　Checkboxes for indicating the systems the message applies to:

eFinancePLUS　　　　Select this box for messages to eFinancePLUS users.
eCommunityPLUS　　Select this box for messages to eCommunityPLUS users.

At least one of the boxes must be selected for the message to display. Select both boxes if the message applies to both systems.

Database
　　List of databases whose users will see the message. If the list is left blank, the message displays for all users, regardless of the databases they use.

Enter the names of the databases separated by commas (with no spaces in between). You can also use the field's 🔍 (Lookup) button to select from the databases available.

Select the appropriate checkboxes.

- To select all checkboxes, click **Check All**.
- To clear all checkboxes, click **Uncheck All**.

When you complete your selections, click **OK**. The databases you selected will appear in the Database field with the commas already entered.

The following optional fields are used to schedule when messages should start and end. If you leave these fields blank, the message will take effect immediately and run indefinitely. For related details, refer to Scheduling Messages (page 157).

Start Date
　　Date that the message should take effect.

Leaving this field blank for a message that has the Active radio button selected has the following effects:

System Messages Page　　　155

- For a broadcast message, the message will display as soon as you save the record.
- For a login message, the message will display the next time users log in. Current users will not see the message until then.

End Date

Last date that the message will display. For example, a message with an end date of 12/31/2017, will display on that date, but not on 01/01/2018.

Start Time

Hour and minute when the message will take effect. Use military time in digital format. For example:

For...	Enter...
8 a.m.	08:00
Noon	12:00
4:15 p.m.	16:15
Midnight	00:00

If you enter four digits without using a colon, the system inserts the colon when you save the record. Similarly, if you enter one to three digits to express a time, the system converts this to the correct format. For example, 8 converts to 08:00 and 930 to 09:30.

End Time

Last hour and minute when the message is in effect. For example, if you set the field to 16:00, the message will still be active at 4 p.m. but not at 4:01 p.m.

Use military time in digital format, as indicated in the examples in the description of the Start Time field. For related information, refer to Scheduling Messages (page 157).

Message Title

Title to display in the title bar of the login or broadcast message.

- You can use as many characters as needed. However, the width of the message display – and subsequently, the width of the title bar – depends on the length of the message. With very short messages, the title bar can only display about 15-20 characters, including the spaces between words. Therefore, it is usually best to use a short title.
- You can use both upper and lower case letters in the title, as well as characters. For example, "good morning" could be entered as Good Morning or GOOD MORNING.

If two or more messages are combined, the system uses the title from the last message displayed.

Message Text

Text to display in the login or broadcast message window.

- If you type a continuous line that wraps to the next line, the entire message will display as one line. For better results visually, use the <Enter> key to break your message into shorter lines of about equal length.
- If two or more messages are combined based on their Date and Time settings, the system inserts a line between each message. For more information, refer to Scheduling Messages (page 157).

Caution

Do not use the following characters or character combinations in your messages: < (left angle bracket), > (right angle bracket), \n (back slash with lower case "n"), or \t (back slash with lower case "t"). The System Messages option is programmed in XML, which reserves these characters for special uses.

Scheduling Messages

The System Messages page's Date and Time fields incorporate several unique features. Using these fields, you can:

- Issue special announcements of system events, such as periodic maintenance, backups and payroll calculations.

- Schedule routine notifications on a daily, weekly, and monthly basis.

- Set up messages for different times of day, for example, to wish users good morning or good afternoon when logging into the system.

- Combine several different broadcast and login messages in one display.

- Combine login and broadcast messages to reach current users immediately and notify everyone else as they log in.

This section explains how to set up and schedule messages for various purposes.

Scheduling Standard Messages

The Date and Time settings for scheduling standard messages are fairly straightforward, though you need to be aware of a few things regarding the effects of these fields.

Broadcast Messages

- To issue a broadcast message immediately, leave the Start Date and Start Time fields blank. You can also achieve this by entering the current Date and Time.

- To prevent a broadcast message from running indefinitely, enter an End Date and End Time. Keep in mind that when the Date and Time settings of broadcast and login messages overlap, the system combines the two types messages, so that incoming users see the messages too.

- To prevent users from seeing a broadcast message one day and encountering it again when they log in the next day, enter the same date in the broadcast message's Start Date and End Date fields and use an End Time that is later than the end of a regular workday.

Login Messages

- To schedule the start of a login message, enter the appropriate Start Date and Start Time.

- To allow a login message to run indefinitely, leave the End Date and End Time fields blank.

- To replace an existing login message with a new message, set the existing message's End Date and End Time to coincide with the new message's Start Date and Stop Time. Because of time delays built into the system, there should be a one minute difference between the end time and start time.

Issuing Special Announcements

Special announcements are broadcast messages that address unanticipated events, for example, early closings forced by inclement weather or system shutdowns required for emergency maintenance. These messages are usually issued immediately and have a limited time span; therefore, they do not require a Start Date or Time, but do need an End Date and Time.

Make note of the following settings in the Message section:

- Start Date and Start Time are blank so that the message will generate within 30 seconds of being saved. However, if today's date and the current time were entered, the effect would be the same.

- End Date and End Time are required in this case, so that the message will not display after the event being announced.

- Database is specified so that the message will display only for those currently using that database.

- Close Menu checkbox is not selected, because the shutdown will not start immediately. This field should be used with care, since you could lock out certain users unnecessarily. You could also lock out yourself, which will prevent you from logging in again. For details on this field, refer the Fields section in System Messages Page (page 153).

Note that the message was broken into two lines in the Message Text field by pressing <Enter> after the word "for." Otherwise, the message would have been a single line, and its display would have been nearly twice as wide.

> **Important**
>
> Broadcast messages combine with login messages when their Date and Time settings overlap. This ensures users will receive the broadcast message as soon as they log in. For details, refer to Combining Messages section below.

Scheduling Login Messages

Following are two scheduling issues to consider when setting up login messages: replacing current login messages and setting up different login messages for different times of day.

Adding a New Message to Replace Your Current Login Message

A login message does not need Date and Time settings if you want the message to take effect immediately and run indefinitely. However, if you are currently using a login message, you should include a Start Date and Start Time for the new message and add a corresponding End Date and End Time to the message it replaces. Based on these entries, the new message will start when the current message ends. This also prevents the two messages from combining, which happens when two or more messages have scheduling settings that overlap.

Setting Up Different Login Messages for Different Times of Day

You can set up different login messages to greet users based on the time of day.

To create the afternoon greeting - for example, Good Afternoon - enter the same settings as those used for the morning message, except for the values in the following fields:

	Enter...	for...
Start Time	12:00	12 noon
End Time	17:59	5:59 p.m.

Note that the Start Time for the afternoon message would be one minute later than the End Time (11:59) for the morning message.

For the evening greeting - for example, Good Evening - enter the same settings as in the afternoon login, except in the Start Time, End Time, and Message Title fields:

	Enter...	for...
Start Time	18:00	6 p.m.
End Time	23:59	11:59 p.m.

Combining Messages

When the Date and Time settings of two or more messages overlap, the system combines the messages into a single page, inserting a line between them. The system's ability to combine messages applies to broadcast and login messages alike. You can combine broadcast messages, as well as login messages. You can also combine broadcast messages with login messages. The result all depends on the Start/End Time and Date fields.

> **Note**
>
> If a broadcast message is combined with a login message, the broadcast message will display again in its own display about 30 seconds after the login display is closed.

Appendix: Resources Table, Security

This appendix provides the package and sub-package abbreviations from the Resources table used in Security. The Resources table provides the numeric codes used to identify different functions in eFinancePLUS applications. Resource codes are assigned in the Roles and User Access options to grant or revoke a user's access to specific system features and menu options. The table's resources are sorted first alphabetically by package and sub-package abbreviations, and then numerically by the resource codes for each package/sub-package combination. For additional information on security, refer to Chapter 2, Security (page 9).

Finding Resource Codes

To grant or revoke a user's access to a specific eFinancePLUS menu option, you must know the appropriate resource code. You may need multiple codes in a case where the option is in a sub-menu. The following procedure describes how to find this information:

1. Using the main menu in eFinancePLUS, find the menu option you want the user to access, and note its menu path.

   For example, the menu path for the Deductions table in Human Resources would be:

   ⛰ Human Resources > Reference Tables > Payroll > Deductions

2. Display the Menu Items page by selecting ⚙ System Administration > All > Reference Tables > Menu Items.

   The page's listing mirrors the menu structure in eFinancePLUS.

3. Find the option you want by following the menu path you made note of in Step 1.

   Click ► (Expand) to expand an application and display its initial options, and then do the same to drill down to the option you want.

4. When you find the option, select it.

   The option's information will display in the Menu Item Information section on the right, including the Package and Subpackage. This will help you find the option in the tables that follow.

5. Click **Security Resources** on the Action Bar to display the Associated Resources window.

   The window displays a list of security resources associated with the option, as well as descriptions of their functions.

6. Find the appropriate resource code to add to the user's security record.

7. Click **OK** to close the window, and then click 🔴 (Back) to close the Menu Items window.

For information on adding resources to a user's security record, refer to User Access (page 31).

Package and Subpackage Abbreviations

PACKAGE/SUBPACKAGE	DESCRIPTION
BEN	Benefits
BNK/FAM	Bank Account Security in Fund Accounting
BUD	Budget Preparation
BUD/PBS	Personnel Budgeting
BUD/WBP	Web Budget - PBS
BUD/WBR	Web Budget Requests
CRN	Cognos Reporting
DEL/WKF	Delegates for Workflow
FAM	Financial Accounting
FAM/ACT	Activity Reports
FAM/AP	Accounts Payable
FAM/AUD	Audit Trails
FAM/DIS	Displays and Queries
FAM/ENC	Encumbrances
FAM/FIN	Financial Statements
FAM/GL	General Ledger
FAM/PUR	Purchasing
FAM/REC	Receivables
FAM/RPT	Reports
FID/FAM	Federal Tax ID Security in Fund Accounting
FIX	Fixed Assets
FIX/FXC	Fixed Assets Communicator
HBNK/HRM	Bank Account Security in Human Resources
HRM	Human Resources
HRM/ACA	Affordable Care Act
HRM/APP	Applicant Tracking
HRM/ATT	Attendance
HRM/CNT	Contracts
HRM/ETS	Employee Timesheets
HRM/NEG	Salary Negotiations
HRM/PAT	Personnel Activity Tracker

PACKAGE/SUBPACKAGE	DESCRIPTION
HRM/PAY	Payroll
HRM/PER	Personnel
HRM/POS	Position Control
HRM/W2	W2 Processing Center
HRM/WKF	Workflow in Human Resources
MENU	Menu Manager
MENU/LRN	eLearning
MENU/UVC	eFinancePLUS Feedback Profile
PCD	Purchasing Card Interface
SEC	Security
SSN/ACA	Social Security Number Security in Affordable Care Act
SSN/BEN	Social Security Number Security in Employee Benefits
SSN/HRM	Social Security Number Security in Human Resources
SYS	System Administration
TRE	Treasurer System
VBS	Vendor Bidding
VEM	Equipment Maintenance
WAR	Warehouse Inventory
WKF	WorkFlow
WKF/FAM	Fund Accounting Workflow
WKF/HRM	Human Resources Workflow

Employee Benefits

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BEN	*	250	SUPER USER FOR BENEFITS
BEN	*	251	SYSTEM ADMINISTRATOR FOR BENEFITS
BEN	*	252	SUPERVISOR FOR BENEFITS
BEN	*	253	MAY UPDATE BENEFIT TABLES
BEN	*	254	MAY UPDATE EMPLOYEE INFORMATION
BEN	*	255	MAY PRINT/QUERY EMPLOYEE INFORMATION
BEN	*	256	MAY UPDATE/PROCESS COBRA INFO/BILLS/PMTS

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BEN	*	257	MAY PRINT COBRA REPORTS
BEN	*	258	MAY BACKUP BENEFITS TO DISK
BEN	*	31201	MAY RUN BENEFITS COGNOS REPORTS

Bank Account Security: Fund Accounting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BNK	FAM	86	MAY VIEW/UPDATE VENDOR BANK ACCOUNT
BNK	FAM	103	MAY VIEW VENDOR BANK ACCOUNT ON REPORTS
BNK	FAM	104	MAY SEARCH ON VENDOR BANK ACCOUNT
BUD	PBS	700	SUPERVISOR FOR PERSONNEL BUDGETING
BUD	PBS	701	MAY EXTRACT PERSONNEL DATA FROM HRM
BUD	PBS	702	MAY UPDATE PERSONNEL TABLES
BUD	PBS	703	MAY PRINT PERSONNEL TABLES
BUD	PBS	704	MAY QUERY PERSONNEL TABLES
BUD	PBS	705	MAY UPDATE POSITIONS/RATES
BUD	PBS	706	MAY QUERY POSITIONS/RATES
BUD	PBS	707	MAY UPDATE EMPLOYEE DEDUCTIONS
BUD	PBS	708	MAY AUTO-STEP SCHEDULED EMPLOYEES
BUD	PBS	709	MAY UPDATE NON-SCHEDULED INCREASES
BUD	PBS	710	MAY CALCULATE SALARY AND FRINGES
BUD	PBS	711	MAY DISTRIBUTE SALARY AND FRINGES
BUD	PBS	712	MAY APPLY EXPENDITURE PROJECTIONS
BUD	PBS	713	MAY RUN EMPLOYEE/POSITION REPORTS
BUD	PBS	714	MAY RUN DISTRIBUTION DETAIL REPORTS
BUD	PBS	715	MAY RUN PBUD STATUS REPORTS
BUD	PBS	716	MAY RUN EXPENDITURE BUDGET REPORT
BUD	PBS	717	MAY RUN POSN/RATE INCREASE REPORT
BUD	PBS	718	MAY POST POSITIONS TO HUMAN RESOURCES
BUD	PBS	719	MAY BACKUP PERSONNEL BUDGETING TO DISK
BUD	PBS	31203	MAY RUN PERSONNEL BUDGETING COGNOS RPTS

Budget Preparation

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	*	139	SUPER USER FOR BUDGET ANALYST
BUD	*	140	SYSTEM ADMINISTRATOR FOR BUDGET ANALYST
BUD	*	141	SUPERVISOR FOR BUDGET ANALYST
BUD	*	142	MAY EXTRACT ACCOUNTING DATA
BUD	*	143	MAY EXTRACT POSITION DATA
BUD	*	144	MAY UPDATE ORGANIZATION CHART
BUD	*	145	MAY UPDATE CHART OF ACCOUNTS
BUD	*	146	MAY UPDATE PROJECT INDEX
BUD	*	147	MAY UPDATE POSITION TABLE-BUDGET ANALYST
BUD	*	148	MAY RUN BUDGET PROCESS
BUD	*	149	MAY APPLY DEPARTMENTAL PROJECTIONS
BUD	*	150	MAY PRINT DEPARTMENTAL WORKSHEET
BUD	*	151	MAY POST BUDGET TO ACCOUNTING SYSTEM
BUD	*	152	MAY RUN BUDGET REPORTS
BUD	*	153	MAY RUN USER DEFINED REPORTS
BUD	*	154	MAY UPDATE BUDGET PROFILE
BUD	*	155	MAY APPLY RECOMMENDED PROJECTIONS (EXP.)
BUD	*	156	MAY RUN EXPENDITURE BUDGET REPORT
BUD	*	157	MAY RUN DETAIL EXPENDITURE BUDGET REPORT
BUD	*	158	MAY RUN SUMMARY EXPENDITURE BUDGET REPOR
BUD	*	159	MAY RUN REVENUE BUDGET REPORT
BUD	*	160	MAY RUN DETAIL REVENUE BUDGET REPORT
BUD	*	161	MAY RUN SUMMARY REVENUE BUDGET
BUD	*	162	MAY RUN TASK BUDGET REPORT
BUD	*	163	MAY RUN PROJECT BUDGET REPORT
BUD	*	164	MAY RUN TASK BUDGET SUMMARY REPORT
BUD	*	165	MAY RUN 5 YEAR EXPENDITURE REPORTS
BUD	*	166	MAY RUN 5 YEAR REVENUE REPORTS
BUD	*	167	MAY RUN 5 YEAR PROJECT REPORTS
BUD	*	168	MAY APPLY RECOMMENDED PROJECTIONS (REV.)
BUD	*	169	MAY PRINT RECOMMENDED PROJECT WORKSHEET

Budget Preparation (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	*	170	MAY APPLY FUTURE YEAR PROJECTIONS
BUD	*	171	MAY PRINT FUTURE YEAR PROJECT WORKSHEET
BUD	*	172	MAY APPLY APPROVED PROJECTIONS
BUD	*	173	MAY PRINT APPROVED BUDGET WORKSHEET
BUD	*	174	MAY PRINT FINAL EXPENDITURE BUDGET
BUD	*	175	MAY RUN EXPENDITURE BUDGET PROCESS
BUD	*	176	MAY RUN REVENUE BUDGET PROCESS
BUD	*	178	MAY RUN PROJECT BUDGET PROCESS
BUD	*	178	MAY PRINT RECOMMENDED PROJECT. WORKSH. (R
BUD	*	179	MAY APPLY FUTURE YEAR PROJECTIONS (REV.)
BUD	*	180	MAY PRINT FUTURE YEAR PROJECT. WORKSH.(R
BUD	*	181	MAY APPLY APPROVED PROJECTIONS (REV.)
BUD	*	182	MAY PRINT APPROVED BUDGET WORKSHEET (REV.
BUD	*	183	MAY PRINT FINAL REVENUE BUDGET
BUD	*	184	MAY POST BUDGET TO ACCTNG. SYSTEM (REV.)
BUD	*	185	MAY DISPLAY REVENUE BUDGETS
BUD	*	186	MAY APPLY DEPART. PROJECTIONS (REV.)
BUD	*	187	MAY PRINT DEPART. PROJECT. WORKSH. (REV.)
BUD	*	188	MAY DISPLAY PROJECT BUDGETS
BUD	*	189	MAY APPLY DEPART. PROJECTIONS (PROJ.)
BUD	*	191	MAY PRINT DEPART. PROJECT. WORKSH. (PROJ.
BUD	*	192	MAY APPLY RECOMMENDED PROJECTIONS (PROJ.)
BUD	*	193	MAY PRINT RECOMMENDED PROJECT. WORKSH.(P
BUD	*	194	MAY APPLY FUTURE YEAR PROJECTIONS (PROJ.)
BUD	*	195	MAY PRINT FUTURE YEAR PROJECT. WORKSH.(P
BUD	*	196	MAY APPLY APPROVED PROJECTIONS (PROJ.)
BUD	*	197	MAY PRINT APPROVED BUDGET WORKSH. (PROJ.)
BUD	*	198	MAY PRINT FINAL PROJECT BUDGET
BUD	*	199	MAY POST BUDGET TO ACCTNG. SYSTEM (PROJ.)
BUD	*	200	MAY DISPLAY EXPENDITURE BUDGETS
BUD	*	1200	MAY UPDATE PHASE TABLE

Budget Preparation (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	*	1201	MAY UPDATE ITERATION TABLE
BUD	*	1202	MAY PRINT ITERATION STATUS REPORT
BUD	*	1203	MAY PRINT ITERATION AUDIT REPORT
BUD	*	1204	MAY PURGE OLD ITERATIONS
BUD	*	1205	MAY SAVE EXPENDITURE ITERATION
BUD	*	1206	MAY LOAD EXPENDITURE ITERATION
BUD	*	1207	MAY EDIT EXPENDITURE ITERATION
BUD	*	1208	MAY CLOSE EXPENDITURE PHASE
BUD	*	1209	MAY SAVE REVENUE ITERATION
BUD	*	1210	MAY LOAD REVENUE ITERATION
BUD	*	1211	MAY EDIT REVENUE ITERATION
BUD	*	1212	MAY CLOSE REVENUE PHASE
BUD	*	1213	MAY SAVE PROJECT ITERATION
BUD	*	1214	MAY LOAD PROJECT ITERATION
BUD	*	1215	MAY EDIT PROJECT ITERATION
BUD	*	1216	MAY CLOSE PROJECT PHASE
BUD	*	1217	MAY PRINT GENERIC EXPENSE REPORT
BUD	*	1218	MAY PRINT GENERIC REVENUE REPORT
BUD	*	1219	MAY PRINT GENERIC PROJECT REPORT
BUD	*	1220	MAY BACKUP BUDGET PREP TO DISK
BUD	*	2101	MAY ENTER REQUESTED BUDGET (EXP.)
BUD	*	2102	MAY ENTER ALL BUDGET FIELDS (EXP.)
BUD	*	2103	MAY ENTER REQUESTED BUDGET (REV.)
BUD	*	2104	MAY ENTER ALL BUDGET FIELDS (REV.)
BUD	*	2105	MAY ENTER REQUESTED BUDGET (PROJ.)
BUD	*	2106	MAY ENTER ALL BUDGET FIELDS (PROJ.)
BUD	*	2325	MAY IMPORT SPREADSHEET INTO BP
BUD	*	2326	MAY UPDATE SPREADSHEET TEMPLATES

Budget Preparation: Budget Request Center - Personnel Budgeting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	PBS	700	SUPERVISOR FOR PERSONNEL BUDGETING
BUD	PBS	701	MAY EXTRACT PERSONNEL DATA FROM HRM
BUD	PBS	702	MAY UPDATE PERSONNEL TABLES
BUD	PBS	703	MAY PRINT PERSONNEL TABLES
BUD	PBS	704	MAY QUERY PERSONNEL TABLES
BUD	PBS	705	MAY UPDATE POSITIONS/RATES
BUD	PBS	706	MAY QUERY POSITIONS/RATES
BUD	PBS	707	MAY UPDATE EMPLOYEE DEDUCTIONS
BUD	PBS	708	MAY AUTO-STEP SCHEDULED EMPLOYEES
BUD	PBS	709	MAY UPDATE NON-SCHEDULED INCREASES
BUD	PBS	710	MAY CALCULATE SALARY AND FRINGES
BUD	PBS	711	MAY DISTRIBUTE SALARY AND FRINGES
BUD	PBS	712	MAY APPLY EXPENDITURE PROJECTIONS
BUD	PBS	713	MAY RUN EMPLOYEE/POSITION REPORTS
BUD	PBS	714	MAY RUN DISTRIBUTION DETAIL REPORTS
BUD	PBS	715	MAY RUN PBUD STATUS REPORTS
BUD	PBS	716	MAY RUN EXPENDITURE BUDGET REPORT
BUD	PBS	717	MAY RUN POSN/RATE INCREASE REPORT
BUD	PBS	718	MAY POST POSITIONS TO HUMAN RESOURCES
BUD	PBS	719	MAY BACKUP PERSONNEL BUDGETING TO DISK
BUD	PBS	31203	MAY RUN PERSONNEL BUDGETING COGNOS RPTS

Budget Preparation: Budget Request Center - Web Budget Requests

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	WBR	1700	SUPERVISOR FOR WEB BUDGET REQUESTS
BUD	WBR	1701	MAY EDIT WEB BUDGET REQUESTS - LEVEL 0
BUD	WBR	1702	MAY DELETE WEB BUDGET REQUESTS - LEVEL 0
BUD	WBR	1703	MAY EDIT WEB BUDGET REQUESTS - LEVEL 1
BUD	WBR	1704	MAY EDIT WEB BUDGET REQUESTS - LEVEL 2
BUD	WBR	1705	MAY UPDATE ESTIMATED BUDGET IN WBR
BUD	WBR	1706	MAY UPDATE WEB BUDGET ENTRY TYPE TABLE

Budget Preparation: Budget Request Center - Web Budget Requests (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
BUD	WBP	1730	SUPERVISOR FOR WEB BUDGET – PBS
BUD	WBP	1731	MAY EDIT WEB BUDGET POSITIONS - LEVEL 0
BUD	WBP	1732	MAY DELETE WEB BUDGET POSITIONS - LEVEL 0
BUD	WBP	1733	MAY EDIT WEB BUDGET POSITIONS - LEVEL 1
BUD	WBP	1734	MAY EDIT WEB BUDGET POSITIONS - LEVEL 2
BUD	WBP	1735	MAY EDIT WEB BUDGET VACANCIES
BUD	WBP	1736	MAY DELETE WEB BUDGET VACANCIES
BUD	WBP	1737	MAY REASSIGN WEB BUDGET POSITIONS
BUD	WBP	1738	MAY UPDATE WEB BUDGET BENEFITS
BUD	WBP	1739	MAY REASSIGN VACANCIES

Cognos Reporting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
CRN	*	899	MAY RUN COGNOS REPORTING

Delegates for Workflow

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
DEL	WKF	5051	MAY BE A DELEGATE FOR WORKFLOW TASKS

Fund Accounting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	*	2	SUNGARD USER FOR FUND ACCOUNTING
FAM	*	3	SYSTEM ADMINISTRATOR FOR FAM
FAM	*	4	SUPERVISOR FOR FUND ACCOUNTING
FAM	*	5	MAY UPDATE ORGANIZATION CHART
FAM	*	6	MAY UPDATE CHART OF ACCOUNTS
FAM	*	7	MAY UPDATE PROJECT INDEX
FAM	*	8	MAY RUN USER DEFINED REPORTS
FAM	*	9	MAY RUN QUERIES IN FUND ACCOUNTING

Fund Accounting (continued)

FAM	*	10	MAY RUN CHECK LEDGER BALANCES
FAM	*	11	MAY RUN YEAR-END FUNCTIONS
FAM	*	12	MAY RUN SYSTEM RECOVERY
FAM	*	13	MAY CHANGE TRANSACTION DATE
FAM	*	14	MAY BACKUP FINANCIAL ACCOUNTING TO DISK
FAM	*	15	MAY UPDATE FINANCIAL ACCOUNTING PROFILE
FAM	*	16	MAY RESET PERIOD
FAM	*	17	MAY UPDATE USER-DEFINED CODES
FAM	*	18	MAY RUN BANK TRANSMISSION FILE
FAM	*	19	MAY UPDATE BANK FILE INFORMATION
FAM	*	20	MAY UPDATE BANK ACCOUNT INFORMATION
FAM	*	21	RESERVED FOR FUTURE USE
FAM	*	22	MAY UPDATE A/P ACCOUNT APPROVAL GROUPS
FAM	*	23	MAY UPDATE APPROVAL GROUPS IN FUND ACCTG
FAM	*	24	MAY MAINTAIN A/P APPROVAL GROUPS
FAM	*	96	MAY RECONCILE IN BANK RECONCILIATION
FAM	*	2323	MAY UPDATE SPREADSHEET TEMPLATES
FAM	*	2324	MAY IMPORT SPREADSHEET INTO BATCH JE
FAM	*	2400	MAY RUN BANK ACCOUNT RECONCILIATION
FAM	*	3100	MAY RUN FUND OUT OF BALANCE NOTIFICATION
FAM	*	3101	MAY RUN PO OVERPAYMENT NOTIFICATION
FAM	*	3102	MAY RUN INVOICE PAYMENT DUE NOTIFICATION

Fund Accounting: Activity Reports

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	ACT	900	MAY RUN ACTIVITY REPORTS
FAM	ACT	901	MAY RUN EXPENDITURE ACTIVITY
FAM	ACT	902	MAY RUN REVENUE ACTIVITY
FAM	ACT	903	MAY RUN PROJECT ACTIVITY
FAM	ACT	904	MAY RUN ENCUMBRANCE ACTIVITY
FAM	ACT	905	MAY RUN JOURNAL ENTRY ACTIVITY
FAM	ACT	906	MAY RUN PAYROLL ACTIVITY

Fund Accounting: Activity Reports (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	ACT	907	MAY RUN MANUAL CHECK ACTIVITY
FAM	ACT	908	MAY RUN PAYABLE ACTIVITY
FAM	ACT	909	MAY RUN RECEIVABLE ACTIVITY
FAM	ACT	910	MAY RUN RECEIPTS ACTIVITY
FAM	ACT	911	MAY RUN JOURNAL ENTRY REPORT
FAM	ACT	912	MAY RUN RECEIVING REPORT
FAM	ACT	913	MAY RUN TRANSACTION STATUS REPORT
FAM	ACT	914	MAY RUN VENDOR AUDIT REPORT

Fund Accounting: Accounts Payable

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	AP	65	SUPERVISOR FOR ACCOUNTS PAYABLES
FAM	AP	66	MAY UPDATE VENDOR LIST
FAM	AP	67	MAY ENTER MANUAL CHECKS/VOID CHECKS
FAM	AP	68	MAY ENTER PAYABLES
FAM	AP	69	MAY PRINT VENDOR CHECKS
FAM	AP	70	MAY RUN 1099'S
FAM	AP	71	MAY RUN BATCH DATA ENTRY - VENDORS
FAM	AP	72	MAY RUN BATCH DATA ENTRY - MAN/VOID CHKS
FAM	AP	73	MAY RUN BATCH DATA ENTRY - A/P
FAM	AP	74	MAY POST BATCH DATA ENTRY - VENDORS
FAM	AP	75	MAY POST BATCH DATA ENTRY - MAN/VOID CHK
FAM	AP	76	MAY POST BATCH DATA ENTRY - A/P
FAM	AP	77	MAY MODIFY 1099 TRANSACTIONS
FAM	AP	78	MAY ADD VENDOR
FAM	AP	79	MAY MAKE FINAL PAYMENTS BEFORE RECEIVING
FAM	AP	80	MAY DELETE VENDOR
FAM	AP	83	MAY EXCEED PO OVERPAYMENT LIMIT
FAM	AP	84	MAY CHANGE BATCH ACCOUNTS PAYABLE
FAM	AP	85	MAY RUN ACCOUNTS PAYABLE APPROVAL
FAM	AP	95	MAY USE ALTERNATE VENDOR IN PAYABLES

Fund Accounting: Accounts Payable (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	AP	977	MAY OVERRIDE VENDOR CHECKS BUSY
FAM	AP	10220	MAY IMPORT BATCH ACCTS PAYABLE ENTRIES
FAM	AP	10221	MAY ADD/UPDATE BATCH AP IMPORT MAPPINGS
FAM	AP	10222	MAY PROCESS VENDOR ACCESS INVOICE
FAM	AP	10223	MAY PROCESS VENDOR ACCESS APPROVALS
FAM	AP	10224	MAY INACTIVATE VENDORS
FAM	AP	10225	MAY ENTER PAYMENT FOR INACTIVE VENDORS
FAM	AP	10230	MAY MASS INACTIVATE VENDORS

Fund Accounting: Audit Trails

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	AUD	127	MAY RUN AUDIT TRAIL REPORTS
FAM	AUD	945	SUPERVISOR FOR AUDIT TRAILS
FAM	AUD	946	PRINT GENERAL LEDGER AUDIT TRAIL
FAM	AUD	947	PRINT EXPENDITURE AUDIT TRAIL
FAM	AUD	948	PRINT REVENUE AUDIT TRAIL
FAM	AUD	949	PRINT PROJECT AUDIT TRAIL
FAM	AUD	950	PRINT GENERAL LEDGER TRANS. ANALYSIS
FAM	AUD	951	PRINT EXPENDITURE TRANSACTION ANALYSIS
FAM	AUD	952	PRINT REVENUE TRANSACTION ANALYSIS
FAM	AUD	953	PRINT PROJECT TRANSACTION ANALYSIS

Fund Accounting: Displays & Queries

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	DIS	954	SUPERVISOR FOR DISPLAYS AND QUERIES
FAM	DIS	955	MAY DISPLAY BALANCE SHEET
FAM	DIS	956	MAY DISPLAY EXPENDITURE STATUS
FAM	DIS	957	MAY DISPLAY REVENUE STATUS
FAM	DIS	958	MAY DISPLAY PROJECT STATUS
FAM	DIS	959	MAY DISPLAY BUDGET CONTROL STATUS

Fund Accounting: Displays & Queries (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	DIS	960	MAY DISPLAY VENDOR TRANSACTIONS
FAM	DIS	961	MAY DISPLAY GENERAL LEDGER TRANSACTION
FAM	DIS	962	MAY DISPLAY EXPENDITURE TRANSACTIONS
FAM	DIS	963	MAY DISPLAY REVENUE TRANSACTIONS
FAM	DIS	964	MAY DISPLAY PROJECT TRANSACTIONS
FAM	DIS	965	MAY QUERY GENERAL LEDGER
FAM	DIS	966	MAY QUERY EXPENDITURE STATUS
FAM	DIS	967	MAY QUERY REVENUE STATUS
FAM	DIS	968	MAY QUERY PROJECT STATUS
FAM	DIS	969	MAY QUERY BUDGET CONTROL STATUS
FAM	DIS	970	MAY QUERY TRANSACTION LEDGER
FAM	DIS	971	MAY QUERY PAYABLE LEDGER
FAM	DIS	972	MAY QUERY ENCUMBRANCE LEDGER
FAM	DIS	973	MAY QUERY RECEIVABLE LEDGER
FAM	DIS	974	MAY QUERY SYSTEM TABLES
FAM	DIS	975	MAY QUERY PAYMENT HISTORY
FAM	DIS	976	MAY QUERY VENDORS

Fund Accounting: Encumbrances

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	ENC	51	SUPERVISOR FOR ENCUMBRANCES
FAM	ENC	52	MAY ENTER/UPDATE ENCUMBRANCES-FUND ACTG
FAM	ENC	53	MAY RUN BATCH DATA ENTRY - PO'S
FAM	ENC	54	MAY POST BATCH DATA ENTRY - PO'S
FAM	ENC	55	RESERVED FOR FUTURE USE
FAM	ENC	56	RESERVED FOR FUTURE USE
FAM	ENC	57	RESERVED FOR FUTURE USE
FAM	ENC	58	RESERVED FOR FUTURE USE
FAM	ENC	59	RESERVED FOR FUTURE USE
FAM	ENC	60	RESERVED FOR FUTURE USE
FAM	ENC	61	RESERVED FOR FUTURE USE

Fund Accounting: Encumbrances (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	ENC	62	RESERVED FOR FUTURE USE
FAM	ENC	63	RESERVED FOR FUTURE USE
FAM	ENC	64	RESERVED FOR FUTURE USE

Fund Accounting: Financial Statements

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	FIN	129	PRINT GASB EXPENDITURE STATUS REPORT
FAM	FIN	130	PRINT GASB REVENUE STATUS REPORT
FAM	FIN	915	SUPERVISOR FOR FINANCIAL STATEMENTS
FAM	FIN	916	PRINT BALANCE SHEET BY FUND
FAM	FIN	917	PRINT CONSOLIDATED BALANCE SHEET
FAM	FIN	918	PRINT COMBINING BALANCE SHEET
FAM	FIN	919	PRINT EXPENDITURE STATUS REPORT
FAM	FIN	920	PRINT DETAIL EXPENDITURE STATUS REPORT
FAM	FIN	921	PRINT SUMMARY EXPENDITURE STATUS REPORT
FAM	FIN	922	PRINT EXPENDITURE COMPARISON REPORT
FAM	FIN	923	PRINT DETAIL EXP. COMPARISON REPORT
FAM	FIN	924	PRINT SUMMARY EXP. COMPARISON REPORT
FAM	FIN	925	PRINT REVENUE STATUS REPORT
FAM	FIN	926	PRINT DETAIL REVENUE STATUS REPORT
FAM	FIN	927	PRINT SUMMARY REVENUE STATUS REPORT
FAM	FIN	928	PRINT REVENUE COMPARISON REPORT
FAM	FIN	929	PRINT DETAIL REVENUE COMPARISON REPORT
FAM	FIN	930	PRINT SUMMARY REV. COMPARISON REPORT
FAM	FIN	931	PRINT PROJECT STATUS REPORT
FAM	FIN	932	PRINT PROJECT STATUS DETAIL REPORT
FAM	FIN	933	PRINT PROJECT SUMMARY REPORT
FAM	FIN	934	PRINT BUDGET CONTROL STATUS REPORT
FAM	FIN	935	PRINT BUDGET ALLOCATIONS REPORT
FAM	FIN	936	PRINT BUDGETS EXCEEDED REPORT
FAM	FIN	937	PRINT ENTERPRISE FUND INCOME STATEMENT

Fund Accounting: Financial Statements (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	FIN	938	PRINT ENCUMBRANCE STATUS REPORT
FAM	FIN	939	PRINT ENCUMBRANCE ACTIVITY REPORT
FAM	FIN	940	PRINT RECEIVABLE STATUS REPORT
FAM	FIN	941	PRINT CASH RECEIPTS REPORT
FAM	FIN	942	PRINT TRIAL BALANCE REPORT
FAM	FIN	943	PRINT PRIOR AND CURRENT YEAR CASH REPORT
FAM	FIN	944	PRINT FINANCIAL REPORT

Fund Accounting: General Ledger

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	GL	81	INACTIVATE EXPLEDGER ACCOUNTS
FAM	GL	105	SUPERVISOR FOR GENERAL LEDGER
FAM	GL	106	MAY SET UP BALANCE SHEET ACCOUNTS
FAM	GL	107	MAY ENTER EXPENDITURE BUDGETS
FAM	GL	108	MAY ENTER REVENUE BUDGETS
FAM	GL	109	MAY ENTER PROJECT BUDGETS
FAM	GL	110	MAY POST EXPENDITURE BUDGET TRANSFERS
FAM	GL	111	MAY POST REVENUE BUDGET TRANSFERS
FAM	GL	112	MAY POST PROJECT BUDGET TRANSFERS
FAM	GL	113	MAY ENTER JOURNAL ENTRIES
FAM	GL	114	MAY RUN MANUAL PAYROLL TRANSACTIONS
FAM	GL	115	MAY RUN CHECK RECONCILIATION
FAM	GL	116	MAY RUN BATCH DATA ENTRY - JOURNAL
FAM	GL	117	MAY POST BATCH DATA ENTRY - JOURNAL
FAM	GL	118	MAY POST BATCH DATA ENTRY - AUTO PAYROLL
FAM	GL	119	MAY RUN BATCH DATA ENTRY - BUDGET AMEND
FAM	GL	120	MAY POST BATCH DATA ENTRY - BUDGET AMEND
FAM	GL	121	MAY JOURNALIZE INACTIVE ACCOUNTS
FAM	GL	122	MAY OVERRIDE FATAL BUDGET - BATCH JOURNAL
FAM	GL	123	MAY APPROVE BATCH DATA ENTRY - JOURNAL
FAM	GL	124	RESERVED FOR FUTURE USE

Fund Accounting: General Ledger (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	GL	125	RESERVED FOR FUTURE USE
FAM	GL	10200	MAY IMPORT BATCH JOURNAL ENTRIES
FAM	GL	10201	MAY ADD/UPDATE JE IMPORT MAPPINGS
FAM	GL	10202	MAY IMPORT BATCH LY JOURNAL ENTRIES
FAM	GL	10203	MAY ADD/UPD BATCH LY JE IMPORT MAPPINGS
FAM	GL	10204	MAY IMPORT BATCH BUDGET ADJUSTMENTS
FAM	GL	10205	MAY ADD/UPDATE BUD ADJ IMPORT MAPPINGS
FAM	GL	10206	MAY IMPORT BATCH BUDGET TRANSFERS
FAM	GL	10207	MAY ADD/UPDATE BUD TRX IMPORT MAPPINGS

Fund Accounting: Purchasing

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	PUR	25	SUPERVISOR FOR PURCHASING
FAM	PUR	26	MAY UPDATE COMMODITY TABLE
FAM	PUR	27	MAY UPDATE SHIPPING TABLE
FAM	PUR	28	MAY ENTER/UPDATE REQUISITIONS
FAM	PUR	29	MAY PRINT REQUISITIONS
FAM	PUR	30	MAY APPROVE REQUISITIONS
FAM	PUR	31	MAY RUN PURCHASING REPORTS
FAM	PUR	32	MAY RUN BID LISTS
FAM	PUR	33	MAY ENTER/UPDATE PURCHASE ORDERS
FAM	PUR	34	MAY PRINT PURCHASE ORDERS
FAM	PUR	35	MAY ENTER/UPDATE CHANGE ORDERS
FAM	PUR	36	MAY PRINT CHANGE ORDERS
FAM	PUR	37	MAY RUN RECEIVE ORDERED MATERIAL
FAM	PUR	38	MAY PURGE CLOSED REQUISITIONS
FAM	PUR	39	MAY PURGE CLOSED PURCHASE ORDERS
FAM	PUR	40	MAY RUN QUERIES FOR PURCHASING
FAM	PUR	41	MAY UPDATE LOCATION TABLE
FAM	PUR	42	MAY ADD NEXT YEAR PURCHASE ORDERS
FAM	PUR	43	MAY UPDATE ACCOUNT APPROVAL TABLE

Fund Accounting: Purchasing (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	PUR	44	MAY APPROVE/DENY PO
FAM	PUR	45	RESERVED FOR FUTURE USE
FAM	PUR	46	MAY UPDATE PURCHASING ACCT APPR. GROUPS
FAM	PUR	47	RESERVED FOR FUTURE USE
FAM	PUR	48	RESERVED FOR FUTURE USE
FAM	PUR	49	MAY RUN DISTRIBUTION TEMPLATE
FAM	PUR	50	MAY MAINTAIN PURCHASING APPROVAL GROUPS
FAM	PUR	2086	MAY ENTER/UPDATE PURCHASING DEFAULTS

Fund Accounting: Receivables

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	REC	87	SUPERVISOR FOR RECEIVABLES
FAM	REC	88	MAY UPDATE PAYER LIST
FAM	REC	89	MAY POST RECEIVABLES
FAM	REC	90	MAY POST RECEIPTS
FAM	REC	91	MAY RUN BATCH DATA ENTRY - RECEIVABLES
FAM	REC	92	MAY RUN BATCH DATA ENTRY - RECEIPTS
FAM	REC	93	MAY POST BATCH DATA ENTRY - RECEIVABLES
FAM	REC	94	MAY POST BATCH DATA ENTRY - RECEIPTS
FAM	REC	97	RESERVED FOR FUTURE USE
FAM	REC	98	RESERVED FOR FUTURE USE
FAM	REC	99	RESERVED FOR FUTURE USE
FAM	REC	100	RESERVED FOR FUTURE USE
FAM	REC	10231	MAY IMPORT BATCH RECEIPT ENTRIES
FAM	REC	10232	MAY ADD/UPDATE RECEIPT IMPORT MAPPINGS

Fund Accounting: Reports

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FAM	RPT	126	SUPERVISOR FOR REPORTS
FAM	RPT	128	MAY RUN FUND ACCOUNTING REPORTS
FAM	RPT	131	RESERVED FOR FUTURE USE
FAM	RPT	132	RESERVED FOR FUTURE USE
FAM	RPT	133	RESERVED FOR FUTURE USE
FAM	RPT	134	RESERVED FOR FUTURE USE
FAM	RPT	135	RESERVED FOR FUTURE USE
FAM	RPT	136	RESERVED FOR FUTURE USE
FAM	RPT	137	RESERVED FOR FUTURE USE
FAM	RPT	138	RESERVED FOR FUTURE USE

Federal Tax ID Security: Fund Accounting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FID	FAM	82	MAY VIEW/UPDATE VENDOR FEDERAL TAX ID
FID	FAM	101	MAY VIEW VEND FEDERAL TAX ID ON REPORTS
FID	FAM	102	MAY SEARCH ON VENDOR FEDERAL TAX ID

Fixed Assets

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FIX	*	400	SUPER USER FOR FIXED ASSETS
FIX	*	401	SYSTEM ADMINISTRATOR FOR FIXED ASSETS
FIX	*	402	SUPERVISOR FOR FIXED ASSETS
FIX	*	403	MAY UPDATE FIXED ASSETS PROFILE
FIX	*	404	MAY UPDATE FIXED ASSETS
FIX	*	405	MAY QUERY FIXED ASSETS
FIX	*	406	MAY POST DEPRECIATION
FIX	*	407	MAY RUN FIXED ASSETS REPORTS
FIX	*	408	MAY RETIRE FIXED ASSETS
FIX	*	409	MAY PURGE RETIRED FIXED ASSETS
FIX	*	410	MAY UPDATE CATEGORY TABLE

Fixed Assets (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FIX	*	411	MAY UPDATE LOCATION TABLE
FIX	*	412	RUN FIXED ASSETS ACQUISITION INTERFACE
FIX	*	413	MAY BACKUP FIXED ASSETS TO DISK
FIX	*	414	MAY RUN YEAR END PROCESSING
FIX	*	415	MAY QUERY TRANSACTION HISTORY
FIX	*	416	MAY RUN TRANSACTION HISTORY REPORT
FIX	*	417	MAY PURGE TRANSACTION HISTORY
FIX	*	418	MAY UPDATE DEPARTMENT TABLE
FIX	*	419	MAY UPDATE FUNDING SOURCE TABLE
FIX	*	420	MAY UPDATE USER DEFINED TABLE
FIX	*	421	UPDATE ASSETS FROM ACQUISITION INTERFACE
FIX	*	422	MAY ADD PRIOR YEAR ASSETS & ADJUST GASB
FIX	*	423	MAY UPDATE FUNCTION TABLE
FIX	*	424	MAY UPDATE ACTIVITY TABLE
FIX	*	425	MAY RUN GASB REBUILD

Fixed Assets: Fixed Assets Communicator

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
FIX	FXC	430	MAY DOWNLOAD COMMUNICATOR INTERFACE
FIX	FXC	431	MAY UPLOAD COMMUNICATOR INTERFACE
FIX	FXC	432	MAY UPDATE COMMUNICATOR INTERFACE
FIX	FXC	433	MAY POST COMMUNICATOR TO FX ASSETS

Bank Account Security: Human Resources

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HBNK	HRM	1502	MAY VIEW/UPDATE EMPLOYEE BANK ACCT
HBNK	HRM	1503	MAY VIEW EMPLOYEE BANK ACCT ON REPORTS
HBNK	HRM	1504	MAY SEARCH ON EMPLOYEE BANK ACCOUNT

Human Resources

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	*	300	SUPER USER FOR HUMAN RESOURCES
HRM	*	301	SYSTEM ADMINISTRATOR FOR HRM
HRM	*	302	SUPERVISOR FOR HUMAN RESOURCES
HRM	*	303	MAY TERMINATE EMPLOYEES
HRM	*	304	MAY RUN CYCLE-END FUNCTIONS
HRM	*	305	MAY RUN USER DEFINED REPORTS
HRM	*	306	MAY CHANGE SYSTEM DATE
HRM	*	307	MAY UPDATE HRM PROFILE
HRM	*	380	OBSOLETE RESOURCE
HRM	*	1499	SUPERVISOR FOR TIME ENTRY
HRM	*	1501	MAY RUN TIME ENTRY
HRM	*	1505	MAY MAINTAIN ADD EMPLOYEE ROLES
HRM	*	1506	MAY MAINTAIN ADD EMPLOYEE USERS
HRM	*	1699	MAY RUN BANK TRANSMISSION FILE
HRM	*	60000	EMPLOYEE ATTACHMENT FULL CONTROL
HRM	*	60001	EMPLOYEE ATTACHMENT VIEW ONLY

Human Resources: Affordable Care Act

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	ACA	280	MAY QUERY ACA HOURS
HRM	ACA	281	MAY LOAD ACA HOURS
HRM	ACA	282	MAY IMPORT ACA HOURS
HRM	ACA	283	MAY UPDATE ACA HOURS
HRM	ACA	284	MAY ADD ACA HOURS
HRM	ACA	285	MAY DELETE ACA HOURS
HRM	ACA	286	MAY MASS DELETE ACA HOURS
HRM	ACA	287	MAY PURGE ACA AUDIT RECORDS
HRM	ACA	288	MAY MAP IMPORT ACA HOURS
HRM	ACA	289	MAY ADD/UPDATE ACA REFERENCE TABLES
HRM	ACA	290	MAY RUN ACA REPORTS

Human Resources: Affordable Care Act (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	ACA	291	MAY ACCESS/RUN 1095-C REC MAINTENANCE
HRM	ACA	292	MAY RUN ACA 1095-C REPORTS
HRM	ACA	293	MAY UPDATE ACA BENEFIT GROUP MAINTENANCE
HRM	ACA	473	MAY RUN ACA 1095-C PRINTING/FILING

Human Resources: Applicant Tracking

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	APP	347	SUPERVISOR FOR APPLICANT TRACKING
HRM	APP	348	MAY ADD APPLICANTS
HRM	APP	349	MAY CHANGE APPLICANTS
HRM	APP	350	MAY DELETE APPLICANTS
HRM	APP	351	MAY UPDATE APPLICANT REFERENCE TABLES
HRM	APP	352	MAY QUERY APPLICANTS
HRM	APP	353	MAY RUN APPLICANT REPORTS
HRM	APP	354	MAY PURGE APPLICANTS
HRM	APP	355	MAY ROLLOVER APPLICANTS TO PERSONNEL

Human Resources: Contracts

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	CNT	10310	SUPERVISOR FOR EMPLOYEE CONTRACTS
HRM	CNT	10311	MAY RUN CONTRACT CENTER
HRM	CNT	10312	MAY UPDATE CONTRACT SYSTEM SETUP
HRM	CNT	10313	MAY ADD AND COPY CONTRACT DEFINITIONS
HRM	CNT	10314	MAY CREATE EMPLOYEE CONTRACT DETAILS

Human Resources: Contracts (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	CNT	10315	MAY UPDATE EMPLOYEE CONTRACT DETAILS
HRM	CNT	10316	MAY QUERY EMPLOYEE CONTRACT DETAILS
HRM	CNT	10317	MAY REMOVE EMPLOYEE CONTRACT DETAILS

Human Resources: Attendance

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	ATT	299	MAY POST ATTENDANCE RECORDS
HRM	ATT	332	SUPERVISOR FOR ATTENDANCE
HRM	ATT	333	MAY ADD ATTENDANCE RECORDS
HRM	ATT	334	MAY CHANGE ATTENDANCE RECORDS
HRM	ATT	335	MAY DELETE ATTENDANCE RECORDS
HRM	ATT	336	MAY UPDATE MONTHLY ACCRUED LEAVE
HRM	ATT	337	MAY QUERY ON ATTENDANCE RECORDS
HRM	ATT	338	MAY RUN ATTENDANCE CYCLE PROCEDURES
HRM	ATT	339	MAY RUN ATTENDANCE REPORT
HRM	ATT	3501	CUSTOM RESOURCE CODE
HRM	ATT	1104	MAY USE TSSI OPTIONS
HRM	ATT	10213	MAY IMPORT ATTENDANCE
HRM	ATT	10214	MAY ADD/UPDATE ATTENDANCE MAPPINGS

Human Resources: Employee Timesheets

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	ETS	5100	SUPER USER FOR ETS
HRM	ETS	5101	PACKAGE SUPERVISOR FOR ETS
HRM	ETS	5102	MAY SETUP ETS DEPARTMENTS
HRM	ETS	5103	MAY SETUP ETS SHIFTS
HRM	ETS	5104	MAY SETUP FLSA CYCLES
HRM	ETS	5105	MAY SETUP ETS PAY PERIODS

Human Resources: Employee Timesheets (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	ETS	5106	MAY UPDATE ETS PROFILE
HRM	ETS	5107	MAY PURGE ETS TIMECARDS
HRM	ETS	5108	MAY POST ETS TIMECARDS TO PAYROLL
HRM	ETS	5109	MAY RUN ETS TIMECARD STATUS REPORT
HRM	ETS	5110	MAY RUN ETS SUPERVISOR REPORT
HRM	ETS	5111	MAY RUN ETS CLOCK TIME AUDIT REPORT

Human Resources: Salary Negotiations

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	NEG	340	SUPERVISOR FOR SALARY NEGOTIATIONS
HRM	NEG	341	MAY UPDATE SALARY/NEGOTIATION SCHEDULE
HRM	NEG	342	MAY UPDATE CONTRACT SALARIES
HRM	NEG	343	MAY RUN SALARY PROJECTIONS
HRM	NEG	344	MAY RUN AUTO-STEP
HRM	NEG	345	MAY UPDATE NON-SCHEDULED INCREASE TABLE
HRM	NEG	346	MAY RUN NON-SCHEDULED EMPLOYEE INCREASES

Human Resources: Personnel Activity Tracker

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PAT	1600	SUPERVISOR FOR PAT
HRM	PAT	1601	MAY QUERY/EDIT SITUATION TABLE
HRM	PAT	1602	MAY QUERY PAT ACTIVITY RECORDS
HRM	PAT	1603	MAY MAINTAIN PAT ACTIVITY RECORDS
HRM	PAT	1604	MAY ADD PAT ACTIVITY RECORDS
HRM	PAT	1605	MAY CHANGE PAT ACTIVITY RECORDS
HRM	PAT	1606	MAY DELETE PAT ACTIVITY RECORDS
HRM	PAT	1607 - 1698	RESERVED FOR USE BY PAT

Human Resources: Payroll

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PAY	298	MAY DISPLAY CHECK HISTORY
HRM	PAY	314	SUPERVISOR FOR PAYROLL
HRM	PAY	315	MAY ADD PAYROLL DATA FOR NEW EMPLOYEES
HRM	PAY	316	MAY CHANGE PAYROLL DATA
HRM	PAY	317	MAY QUERY ON EMPLOYEE PAYROLL DATA
HRM	PAY	318	MAY UPDATE PAYROLL REFERENCE TABLES
HRM	PAY	319	MAY UPDATE TAX TABLES
HRM	PAY	320	MAY RUN PAYROLL REPORTS
HRM	PAY	321	MAY LOAD TIMECARDS
HRM	PAY	322	MAY LOAD SUMMER PAY
HRM	PAY	323	MAY ENTER TIMECARDS
HRM	PAY	324	MAY RUN PAY EDIT
HRM	PAY	325	MAY RUN CALCULATIONS
HRM	PAY	326	MAY RUN PAYROLL JOB STREAM
HRM	PAY	327	MAY CANCEL PAYROLL CHECKS
HRM	PAY	328	MAY ENTER MANUAL PAYROLL CHECKS
HRM	PAY	329	MAY RUN CHECK RECONCILIATION
HRM	PAY	330	MAY RUN RETROACTIVE PAY PROCESS
HRM	PAY	331	MAY PROCESS W2'S
HRM	PAY	364	MAY RUN PAYROLL PROCESSING
HRM	PAY	369	MAY UPDATE PAY RATE HISTORY
HRM	PAY	378	MAY DISPLAY PAY RATE HISTORY
HRM	PAY	381	MAY PURGE PAY RATE HISTORY
HRM	PAY	382	MAY ADD/CHANGE/QUERY BASE EMPLOYEE SCRN
HRM	PAY	383	MAY ADD/CHANGE/QUERY PAYROLL/TAX SCREEN
HRM	PAY	384	MAY ADD/CHANGE/QUERY PAYRATE SCREEN
HRM	PAY	385	MAY ADD/CHANGE/QUERY LEAVE BANK SCREEN
HRM	PAY	386	MAY ADD/CHANGE/QUERY DEDUCTION SCREEN
HRM	PAY	387	MAY ADD/CHANGE/QUERY STATE/RETIREMENT SC
HRM	PAY	388	MAY ADD/CHANGE/QUERY EARNING SCREEN
HRM	PAY	398	MAY SAVE PAYROLL HISTORY

Human Resources: Payroll (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PAY	399	MAY PURGE PAYROLL HISTORY
HRM	PAY	465	MAY PROCESS EFFECTIVE DATE CHANGES
HRM	PAY	471	MAY RUN 1099 PROCESSING
HRM	PAY	472	MAY DISPLAY PAYROLL HISTORY
HRM	PAY	1103	MAY USE EMPLOYEE WORKSHEET
HRM	PAY	1500	MAY CLEAR PAYROLL ACTIVITY FILE
HRM	PAY	1520	TIMEEASY
HRM	PAY	1521	TIMEEASY PAYCODE TABLE
HRM	PAY	1522	TIME AND ATTENDANCE (TIMESHEET) FORMS
HRM	PAY	1523	TIMEEASY ENTRY LISTING
HRM	PAY	1524	TIMEEASY TIME ENTRY
HRM	PAY	1525	TIMEEASY TIME DIST ENTRY
HRM	PAY	1526	POST AND EXCEPTION REPORT
HRM	PAY	1527	TIMEEASY EMPLOYEE VIEW
HRM	PAY	10210	MAY IMPORT BATCH EMPLOYEE TIMECARDS
HRM	PAY	10211	MAY ADD/UPD BATCH TIME IMPORT MAPPINGS
HRM	PAY	10212	MAY POST BATCH EMPLOYEE TIMECARDS
HRM	PAY	10215	MAY PURGE SUMMER PAY FISCAL YEAR ACCRUAL
HRM	PAY	10216	MAY RUN SAVINGS BOND PURCHASE OPTION
HRM	PAY	10217	MAY RUN 941 QUARTERLY FEDERAL TAX RETURN
HRM	PAY	10253	MAY QUERY PAYROLL TAB
HRM	PAY	10254	MAY QUERY LEAVE BANK TAB
HRM	PAY	10255	MAY QUERY EARNINGS TAB
HRM	PAY	10256	MAY QUERY WITHHOLDINGS TAB
HRM	PAY	10258	MAY QUERY PAYRATE PAGE
HRM	PAY	10259	MAY QUERY DEDUCTION PAGE
HRM	PAY	10260	MAY QUERY STATE/RETIREMENT PAGE
HRM	PAY	10273	MAY QUERY PRIOR EARNINGS/TAXES PAGE
HRM	PAY	10274	MAY QUERY TAXES PAGE
HRM	PAY	10351	MAY IMPORT EMPLOYEE DEDUCTIONS
HRM	PAY	10352	MAY ADD/UPD DEDUCTION IMPORT MAPPINGS

Human Resources: Payroll (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PAY	10355	MAY IMPORT DEDUCTION TABLE RECORDS
HRM	PAY	10356	MAY ADD/UPD DEDUCTION TBL IMPORT MAPPING
HRM	PAY	10357	MAY IMPORT SALARY SCHEDULES
HRM	PAY	10358	MAY ADD/UPD SALARY SCHED IMPORT MAPPINGS
HRM	PAY	10359	MAY IMPORT CALENDARS
HRM	PAY	10360	MAY ADD/UPD CALENDAR IMPORT MAPPINGS

Human Resources: Personnel

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PER	308	SUPERVISOR FOR PERSONNEL
HRM	PER	309	MAY ADD PERSONNEL DATA FOR NEW EMPLOYEES
HRM	PER	310	MAY CHANGE PERSONNEL DATA
HRM	PER	311	MAY QUERY ON EMPLOYEE PERSONNEL DATA
HRM	PER	312	MAY UPDATE PERSONNEL REFERENCE TABLES
HRM	PER	313	MAY RUN PERSONNEL REPORTS
HRM	PER	389	MAY ADD/CHANGE/QUERY PERSONNEL SCREEN
HRM	PER	390	MAY ADD/CHANGE/QUERY ASSIGNMENT SCREEN
HRM	PER	391	MAY ADD/CHANGE/QUERY DEGREES SCREEN
HRM	PER	392	MAY ADD/CHANGE/QUERY CERTIFICATION SCR
HRM	PER	393	MAY ADD/CHANGE/QUERY JOB SKILLS SCREEN
HRM	PER	394	MAY ADD/CHANGE/QUERY USER DEFINED SCREEN
HRM	PER	395	MAY ADD/CHANGE/QUERY CLASS HISTORY SCRN
HRM	PER	396	MAY ADD/CHANGE/QUERY STATUS HISTORY SCRN
HRM	PER	397	MAY ADD/CHANGE/QUERY SENIORITY SCREEN
HRM	PER	10218	MAY RUN EEO DATA REPORT
HRM	PER	10250	MAY QUERY EMPLOYMENT TAB
HRM	PER	10251	MAY QUERY PERSONNEL TAB
HRM	PER	10252	MAY QUERY RACE/ETHNICITY TAB
HRM	PER	10257	MAY QUERY HISTORY TAB
HRM	PER	10261	MAY QUERY ASSIGNMENT PAGE
HRM	PER	10262	MAY QUERY DEGREE PAGE

Human Resources: Personnel (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	PER	10263	MAY QUERY CERTIFICATION PAGE
HRM	PER	10264	MAY QUERY USER DEFINED PAGE
HRM	PER	10265	MAY QUERY CREDENTIALS PAGE
HRM	PER	10266	MAY QUERY QUALIFICATIONS PAGE
HRM	PER	10267	MAY QUERY REQUIREMENTS PAGE
HRM	PER	10268	MAY ADD/CHANGE/QUERY CREDENTIALS PAGE
HRM	PER	10269	MAY ADD/CHANGE/QUERY QUALIFICATIONS PAGE
HRM	PER	10270	MAY ADD/CHANGE/QUERY REQUIREMENTS PAGE
HRM	PER	10271	MAY QUERY LEAVE REQUEST PAGE
HRM	PER	10272	MAY QUERY EFORM HISTORY PAGE
HRM	PER	10275	MAY QUERY STATUS HISTORY PAGE
HRM	PER	10276	MAY EDIT QUALIFIED TEACHER COURSE DATA
HRM	PER	10353	MAY IMPORT PERSONNEL REFERENCE TABLES
HRM	PER	10354	MAY ADD/UPD PERSONNEL REF TBL IMPORT MAP
HRM	PER	10513	MAY ADD/CHANGE/DELETE CONTINUING ED PAGE
HRM	PER	10514	MAY QUERY CONTINUING ED PAGE
HRM	PER	10515	MAY IMPORT/EXPORT CONTINUING ED
HRM	PER	10516	MAY UPDATE CONTINUING ED REF TABLES

Human Resources: Position Control

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	POS	356	SUPERVISOR FOR POSITION CONTROL
HRM	POS	357	MAY UPDATE POSITIONS
HRM	POS	358	MAY QUERY POSITIONS
HRM	POS	359	MAY VACATE/FILL POSITIONS
HRM	POS	360	MAY RUN POSITION STATUS SUMMARY REPORT
HRM	POS	361	MAY RUN VACANT POSITION REPORT
HRM	POS	362	MAY RUN POSITION STATUS DETAIL REPORT
HRM	POS	365	MAY RUN POSITION DETAIL REPORT

Human Resources: Position Control (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	POS	366	MAY UPDATE POSITION HISTORY
HRM	POS	367	MAY QUERY POSITION HISTORY
HRM	POS	368	MAY UPDATE/POST BATCH POSITIONS

Human Resources: W2 Processing Center

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	W2	370	SUPERVISOR FOR W2 PRINTING
HRM	W2	371	MAY INITIALIZE GENERAL WORK FILES
HRM	W2	372	MAY CREATE EMPLOYEE W2 WORK FILE
HRM	W2	373	MAY MAINTAIN EMPLOYEE W2 WORK FILE
HRM	W2	374	MAY PURGE EMPLOYEE W2 WORK FILE
HRM	W2	375	MAY PRINT EDIT LIST OF EMPLOYEE W2 FILE
HRM	W2	376	MAY PRINT W2 FORMS
HRM	W2	377	MAY CREATE W2 MAGNETIC MEDIA
HRM	W2	10278	MAY IMPORT W2 BOX 12 ENTRIES
HRM	W2	10279	MAY ADD/UPDATE W2 BOX 12 MAPPINGS

Human Resources: Workflow

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
HRM	WKF	10277	MAY UPDATE WORKFLOW REFERENCE TABLES

Menu Manager

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
MENU	*	500	SUPER USER FOR MENU
MENU	*	501	DBA USER FOR MENU
MENU	*	502	PACKAGE SUPERVISOR
MENU	*	503	MAY EXIT TO OPERATING SYSTEM FROM MENU
MENU	*	504	MENU USER
MENU	*	505	MAINTAIN PERSONAL MENU

Menu Manager (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
MENU	*	506	PERSONAL MENU ADMIN
MENU	*	510	MAY DISPLAY DASHBOARD
MENU	*	511	DASHBOARD TABLE SUPERVISOR
MENU	*	512	MAINTAIN DASHBOARD TABLES
MENU	*	513	MAY DISPLAY ACTIVITIES TAB

Menu Maintenance: eLearning

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
MENU	LRN	514	MAY RUN ELEARNING

Menu Maintenance: eFinancePLUS Feedback Profile

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
MENU	UVC	515	MAY RUN EFINANCEPLUS FEEDBACK PROFILE

Purchasing Card Interface

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
PCD	*	5200	SUPER USER FOR PCARD
PCD	*	5201	PACKAGE SUPERVISOR FOR PCARD
PCD	*	5202	MAY DEFINE PCARD FILE LAYOUT
PCD	*	5203	MAY ENTER AND ASSIGN PCARDS
PCD	*	5204	MAY LINK MERCHANTS WITH VENDORS
PCD	*	5205	MAY IMPORT BANK FILE
PCD	*	5206	MAY VIEW IMPORT ERROR SCREEN
PCD	*	5207	MAY ENTER RECEIPTS
PCD	*	5208	MAY RECONCILE RECEIPTS WITH BANK TRANSAC
PCD	*	5209	MAY RECONCILE BANK TRANSACTIONS
PCD	*	5210	MAY RUN PRE-RECONCILIATION REPORT
PCD	*	5211	MAY RUN RECONCILIATION REPORT
PCD	*	5212	MAY CHANGE PROFILE
PCD	*	5213	MAY RUN LIMITS REPORT

Security Resource Table - Security Maintenance

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
SEC	*	1	SUNGARD USER FOR SECURITY PACKAGE
SEC	*	190	SYSTEM ADMINISTRATOR FOR SECURITY
SEC	*	8002	MAY UPDATE USER VIEWS

Social Security Numbers Security: Affordable Care Act

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
SSN	ACA	277	MAY VIEW/UPDATE SOCIAL SECURITY NUMBER
SSN	ACA	278	MAY SEARCH ON SOCIAL SECURITY NUMBER
SSN	ACA	279	MAY VIEW SOCIAL SECURITY NUM ON REPORTS

Social Security Numbers Security: Benefits

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
SSN	BEN	259	MAY VIEW/UPDATE SOCIAL SECURITY NUMBER
SSN	BEN	260	MAY SEARCH ON SOCIAL SECURITY NUMBER
SSN	BEN	261	MAY VIEW SOCIAL SECURITY NUM ON REPORTS

Social Security Numbers Security: Human Resources

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
SSN	HRM	294	MAY UPDATE EMPL SSN IN HRM FOR APPLICANT
SSN	HRM	295	MAY VIEW SOCIAL SECURITY NUM ON REPORTS
SSN	HRM	296	MAY VIEW/UPDATE SOCIAL SECURITY NUMBER
SSN	HRM	297	MAY SEARCH ON SOCIAL SECURITY NUMBER

System Administration

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
SYS	*	550	SUPER USER FOR SYSTEM
SYS	*	551	DBA USER FOR SYSTEM
SYS	*	552	PACKAGE SUPERVISOR FOR SYSTEM

System Administration (continued)

SYS	*	553	MAY RUN FULL TAPE BACKUP
SYS	*	554	MAY LOCK/UNLOCK FINANCIALS
SYS	*	555	MAY LOCK/UNLOCK HUMAN RESOURCES
SYS	*	556	MAY ACCESS OBJECT MAINTENANCE
SYS	*	557	MAY ACCESS SYSTEM MAINTENANCE MENU
SYS	*	558	MAY REBUILD GASB/SOURCE AMOUNT TABLE
SYS	*	559	MAY LOCK/UNLOCK FIX ASSETS
SYS	*	560	MAY UPLOAD FILES TO THE SERVER
SYS	*	561	MAY ADMINISTER NOTIFICATIONS
SYS	*	8100	MAY ENTER/UPDATE FORMS MANAGER

Treasurer System

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
TRE	*	2001	SUPERVISOR FOR TREASURER SYSTEM
TRE	*	2002	MAY POST RECEIPTS
TRE	*	2003	MAY POST JOURNAL ENTRIES
TRE	*	2004	MAY DO BATCH RECEIPTS
TRE	*	2005	MAY DO BATCH JOURNAL ENTRIES
TRE	*	2006	MAY REVIEW/POST RECEIPTS
TRE	*	2007	MAY REVIEW/POST JOURNAL ENTRIES
TRE	*	2008	MAY DO ACCOUNT TABLE MAINTENANCE
TRE	*	2009	MAY BUILD GENERAL LEDGER RECORDS
TRE	*	2020	MAY RUN CASH BALANCE VS G/L VERIFY
TRE	*	2021	MAY PRINT BALANCE SHEETS
TRE	*	2022	MAY PRINT CASH RECEIPTS
TRE	*	2023	MAY PRINT DAILY TRANSACTION LEDGER
TRE	*	2024	MAY PRINT DAILY JOURNAL ACTIVITY
TRE	*	2025	MAY PRINT DAILY RECEIPT ACTIVITY
TRE	*	2026	MAY PRINT PERIOD GL TRANSACTION ANALYSIS
TRE	*	2027	MAY PRINT GL TRANSACTION ANALYSIS
TRE	*	2028	MAY PRINT FUND LEDGER REPORT
TRE	*	2029	MAY PRINT MONTHLY FUND BALANCE

Treasurer System (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
TRE	*	2030	MAY PRINT CIVIL TRUSTS DETAIL
TRE	*	2040	MAY DISPLAY BALANCE SHEETS
TRE	*	2041	MAY DISPLAY GENERAL LEDGER
TRE	*	2042	MAY DISPLAY G/L TRANSACTION DETAIL
TRE	*	2043	MAY DISPLAY ORGANIZATION CHART
TRE	*	2044	MAY DISPLAY ACCOUNT CHART
TRE	*	2050	MAY TRANSFER WARRANTS FROM BANK FILE
TRE	*	2051	MAY RUN REDEEMED WARRANT RECONCILIATION
TRE	*	2052	MAY QUERY ISSUED WARRANTS
TRE	*	2053	MAY RUN DETAILED WARRANT REPORT
TRE	*	2054	MAY RUN CASH REQUIREMENTS REPORT
TRE	*	2055	MAY CORRECT WARRANT PAID
TRE	*	2056	MAY RUN JE FOR CLEARED WARRANTS
TRE	*	2057	MAY PURGE CLEARED WARRANTS
TRE	*	2060	MAY MAINTAIN INTEREST DISTRIBUTION
TRE	*	2061	MAY EXTRACT CASH BALANCES
TRE	*	2062	MAY MAINTAIN APPORTIONMENT WORK FILE
TRE	*	2063	MAY PRINT INTEREST APPORTIONMENT REPORT
TRE	*	2064	MAY CREATE EARNED INTEREST BATCH RECEIPT
TRE	*	2070	MAY BEGIN NEW YEAR
TRE	*	2071	MAY BEGIN CLOSE PRIOR YEAR
TRE	*	2072	MAY SUMMARIZE PRIOR YEAR CASH BALANCES
TRE	*	2073	MAY DELETE PRIOR YEAR TRANSACTIONS
TRE	*	2074	MAY DELETE PRIOR YEAR LEDGERS
TRE	*	2075	MAY UPDATE TREASURER PROFILE

Vendor Bidding

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
VBS	*	600	SUPER USER FOR VENDOR BIDDING
VBS	*	601	SYSTEM ADMINISTRATOR FOR VENDOR BIDDING
VBS	*	602	PACKAGE SUPERVISOR FOR VENDOR BIDDING

Vendor Bidding (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
VBS	*	603	MAY LOAD BID CATALOG
VBS	*	604	MAY UPDATE BID CATALOG
VBS	*	605	MAY QUERY BID FILE
VBS	*	606	MAY RUN BID LIST REPORT
VBS	*	607	MAY RUN BID LIST MAILING LABELS REPORT
VBS	*	608	MAY RUN BID NUMBER LOG REPORT
VBS	*	609	MAY RUN BID STATUS REPORT
VBS	*	610	MAY RUN AWARD RECOMMEND REPORT
VBS	*	611	MAY RUN PO LOCATION CODE RPT
VBS	*	612	MAY UPDATE VENDOR BID INFORMATION TABLE
VBS	*	613	MAY QUERY VENDOR BID INFORMATION TABLE
VBS	*	614	MAY AWARD VENDOR BIDS
VBS	*	615	MAY CONVERT BID TO PO
VBS	*	616	MAY UPDATE BID STATUS CODES
VBS	*	617	MAY QUERY BID STATUS CODES
VBS	*	618	MAY UPDATE COMMODITY STATUS CODES
VBS	*	619	MAY QUERY COMMODITY STATUS CODES
VBS	*	620	MAY UPDATE BID TYPE CODES
VBS	*	621	MAY QUERY BID TYPE CODES
VBS	*	622	MAY UPDATE VENDOR BIDDING PROFILE
VBS	*	623	MAY BACKUP VENDOR BIDDING TO DISK
VBS	*	624	MAY ACCESS QUICK REQUEST ENTRY
VBS	*	625	MAY CLOSE BIDS
VBS	*	626	MAY PURGE CLOSED BIDS
VBS	*	627	MAY RUN PRELIM PURCHASE ORDER REPORT
VBS	*	628	MAY RUN QUANTITY VERIFICATION REPORT
VBS	*	629	MAY ACCESS PERIODIC PROCESSING
VBS	*	630	MAY CHANGE REQUESTS ON AWARDED BIDS
VBS	*	631	MAY UPDATE DEFAULT LOCATION CROSSWALK
VBS	*	632	MAY QUERY DEFAULT LOCATION CROSSWALK

Vendor Bidding (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
VBS	*	633	MAY UPDATE COMMODITY CODES
VBS	*	634	MAY RUN BID BOOK REPORT
VBS	*	635	MAY RUN FINAL PRICE CATALOG

Equipment Maintenance

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
VEM	*	2300	SUNGARD USER FOR VEHICLE
VEM	*	2301	SUPERVISOR FOR VEHICLE
VEM	*	2302	MAY UPDATE MAINTENANCE
VEM	*	2303	MAY QUERY MAINTENANCE
VEM	*	2304	MAY UPDATE LABOR
VEM	*	2305	MAY QUERY LABOR
VEM	*	2306	MAY UPDATE INV CATALOG
VEM	*	2307	MAY QUERY INV CATALOG
VEM	*	2308	MAY UPDATE STOCK
VEM	*	2309	MAY QUERY STOCK
VEM	*	2310	MAY UPDATE WAREHOUSE
VEM	*	2311	MAY QUERY WAREHOUSE
VEM	*	2312	MAY UPDATE VEHICLE
VEM	*	2313	MAY QUERY VEHICLE
VEM	*	2314	MAY RECEIVE PARTS
VEM	*	2315	MAY POST SERVICE ORDERS
VEM	*	2316	MAY ADJUST PARTS QTY
VEM	*	2317	MAY PROCESS GL CHARGES
VEM	*	2318	MAY RUN REPORTS
VEM	*	2319	MAY PURGE HISTORY
VEM	*	2320	MAY UPDATE USER DEFINED SCREENS
VEM	*	2321	MAY UPDATE USER DEFINED TABLES
VEM	*	2322	MAY BACKUP EQUIPMENT MANAGER TO DISK

Warehouse Inventory

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
WAR	*	201	SUPER USER FOR WAREHOUSE
WAR	*	202	SYSTEM ADMINISTRATOR FOR WAREHOUSE
WAR	*	203	SUPERVISOR FOR WAREHOUSE
WAR	*	204	MAY UPDATE STOCK NUMBER TABLE
WAR	*	205	MAY UPDATE WAREHOUSE CODE TABLE
WAR	*	206	MAY UPDATE SHIPPING TABLE
WAR	*	207	MAY RUN WAREHOUSE INVENTORY REPORTS
WAR	*	208	MAY UPDATE INVENTORY CATALOG
WAR	*	209	MAY RECEIVE STOCK (WAREHOUSE)
WAR	*	210	MAY ENTER WAREHOUSE REQUISITIONS
WAR	*	211	MAY PRINT WAREHOUSE REQUISITIONS
WAR	*	212	MAY FILL WAREHOUSE REQUISITIONS
WAR	*	213	MAY PRINT PACKING LISTS
WAR	*	214	MAY PROCESS RETURNS TO STOCK
WAR	*	215	MAY PROCESS BACK ORDERS
WAR	*	216	MAY RUN DEPARTMENTAL BILLING
WAR	*	217	MAY ENTER INVENTORY ADJUSTMENTS
WAR	*	218	MAY CLEAR YEARLY TOTALS
WAR	*	219	MAY RUN WAREHOUSE DISPLAYS AND QUERIES
WAR	*	220	MAY APPROVE WAREHOUSE REQUISITIONS
WAR	*	221	MAY UPDATE WAREHOUSE PROFILE
WAR	*	222	MAY UPDATE BATCH INVENTORY COUNT TABLE
WAR	*	223	MAY POST BATCH INVENTORY COUNTS
WAR	*	224	MAY BACKUP WAREHOUSE INVENTORY TO DISK
WAR	*	225	RESERVED FOR FUTURE USE
WAR	*	226	RESERVED FOR FUTURE USE
WAR	*	227	RESERVED FOR FUTURE USE
WAR	*	228	RESERVED FOR FUTURE USE
WAR	*	229	RESERVED FOR FUTURE USE

WorkFlow

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
WKF	*	5000	SUPER USER FOR WORKFLOW
WKF	*	5001	SYSTEM ADMINISTRATOR FOR WORKFLOW
WKF	*	5002	SUPERVISOR FOR WORKFLOW
WKF	*	5005	MAY MAINTAIN DELEGATES
WKF	*	5006	RESERVED FOR FUTURE USE
WKF	*	5007	RESERVED FOR FUTURE USE
WKF	*	5008	RESERVED FOR FUTURE USE
WKF	*	5009	RESERVED FOR FUTURE USE
WKF	*	5010	MAY RUN EMPLOYEE LEAVE REQUEST FORM
WKF	*	5011	MAY RUN EMPLOYEE NEW HIRE FORM
WKF	*	5012	MAY RUN EMPLOYEE TERMINATION FORM
WKF	*	5013	RESERVED FOR FUTURE USE
WKF	*	5014	MAY UPDATE WORKFLOW CONFIGURATION
WKF	*	5015	MAY RUN WORKFLOW DESIGNER
WKF	*	5016	MAY VIEW WORKFLOW DESIGNER
WKF	*	5017	MAY UPDATE WORKFLOW DESIGNER
WKF	*	5018	MAY VIEW WORKFLOW GROUPS
WKF	*	5019	MAY UPDATE WORKFLOW GROUPS
WKF	*	5020	MAY VIEW WORKFLOW ROLES
WKF	*	5021	MAY UPDATE WORKFLOW ROLES
WKF	*	5022	MAY VIEW WORKFLOW TEMPLATES
WKF	*	5023	MAY UPDATE WORKFLOW TEMPLATES
WKF	*	5024	MAY RUN WORKFLOW ADMINISTRATION
WKF	*	5025	MAY RUN TASK LIST
WKF	*	5026	RESERVED FOR FUTURE USE
WKF	*	5027	RESERVED FOR FUTURE USE
WKF	*	5028	RESERVED FOR FUTURE USE
WKF	*	5029	RESERVED FOR FUTURE USE
WKF	*	5030	RESERVED FOR FUTURE USE
WKF	*	5031	RESERVED FOR FUTURE USE
WKF	*	5032	RESERVED FOR FUTURE USE

WorkFlow (continued)

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
WKF	*	5033	RESERVED FOR FUTURE USE
WKF	*	5034	RESERVED FOR FUTURE USE
WKF	*	5035	RESERVED FOR FUTURE USE
WKF	*	5036	RESERVED FOR FUTURE USE
WKF	*	5037	RESERVED FOR FUTURE USE
WKF	*	5038	RESERVED FOR FUTURE USE
WKF	*	5039	RESERVED FOR FUTURE USE
WKF	*	5040	RESERVED FOR FUTURE USE
WKF	*	5041	RESERVED FOR FUTURE USE
WKF	*	5042	RESERVED FOR FUTURE USE
WKF	*	5043	RESERVED FOR FUTURE USE
WKF	*	5044	RESERVED FOR FUTURE USE
WKF	*	5045	RESERVED FOR FUTURE USE
WKF	*	5046	RESERVED FOR FUTURE USE
WKF	*	5047	RESERVED FOR FUTURE USE
WKF	*	5048	RESERVED FOR FUTURE USE
WKF	*	5049	RESERVED FOR FUTURE USE
WKF	*	5050	RESERVED FOR FUTURE USE

Workflow: Fund Accounting

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
WKF	FAM	5003	MAY MAINTAIN FAM/PUR WORKFLOW LOGS

Workflow: Human Resoures

PACKAGE	SUBPACKAGE	RESOURCE	DESCRIPTION
WKF	HRM	5004	MAY MAINTAIN HRM WORKFLOW LOGS