



Series: Information Technology COA: FIN 2, 7.07; RPM 5.03,
6.01
CFOP:

Procedure Name: Accounting System User Rights Maintenance
Procedure Number: IT-806
Revision #/Date: (2)/12-31-08 (From AIM Memo #40, 5-19-08)
Effective Date: 1-9-09

Applicable to: ALL CBCB Staff

SUBJECT: Accounting System Access Rights

PURPOSE: The purpose of this procedure is to provide segregation of duties for the Solomon Accounting System (Solomon) through the assignment of group access rights.

PROCEDURE:

Reference

CBCB Policies/Procedures: GOV-202, IT-803

Definitions

Purpose of Access Rights

Access Rights are assigned by broad functional categories and job title to promote the segregation of duties. These rights are further delineated to restrict access to a particular functionality (view, update, insert or delete). Reference the Access Rights report from Solomon for detailed access permissions.

Rights are assigned by module. There are (4) modules:

- Accounts Payable (AP)– used to perform functions related to making payments to vendors.
- General Ledger(GL)–used to perform functions related to preparation of financial reporting.
- E-Banking – used to perform the processing of EFT's.
- Administration – used to set up system parameters and security.

Group Access Rights

Group access rights in Solomon are defined with the following restrictions:

Access Rights

Only has access to the following Administration functions:

- To set up a user.
- To assign access rights.
- To assign groups.
- To print the Access Rights Report.

Accounting Clerk I:

No authorization for the following AP and GL functions:

- To create a vendor.
- To enter a journal entry.
- To select vendors for payment.
- To print checks.

No authorization for the following E-Banking functions:

- To select vendors for EFT processing.
- To create and send EFT files.

Accounting Clerk II:

No authorization for the following AP and GL functions:

- To create a vendor.
- To enter a journal entry.
- To select vendors for payment.

No authorization for the following E-Banking functions:

- To create vendor banking information.
- To select vendors for EFT processing.
- To create and send EFT files.

Accounting Manager:

No authorization for the following AP and GL functions:

- To create a vendor.
- To enter payments.
- To select vendors for payment.
- To print checks.

No authorization for the following E-Banking functions:

- To create vendor banking information.
- To select vendors for EFT processing.

Accounting Specialist - AP:

No authorization for the following AP and GL functions:

- To enter payments.
- To enter a journal entry.
- To print checks.

No authorization for the following E-Banking functions:

- To create and send EFT files.

Admin:

Access to all AP, GL, E-Banking and Administration functions except:

- No authorization to enter a journal entry.
- No authorization to define or assign users, groups or access rights.

Customization:

Allows for the modifying (customizing) of Solomon screens quickly and easily.

EBanking:

Create vendor banking information.
Select vendors for EFT processing.
Create and send EFT files.

Everyone:

A group for all users that has no processing functionality. The purpose of this group is that of a tracking mechanism for debugging an abnormal processing activity and allows for recovery of information.

Project Controller:

Provides functions to create, maintain, and list the master tables for projects, tasks, account categories, and employees. It also includes capabilities for budgeting project tasks.

Staff Position Access Rights

The Group identifier for each staff by function along with a brief description of their primary responsibilities within the accounting system are as follows:

Accounting Clerk I:

Group ID: Accounting Clerk I; Everyone; EBanking

No access to define or assign access rights.

No access to check stock.

Primary functions: entering of invoices for payment; voiding checks; entering manual checks.

Accounting Clerk II:

Group ID: Accounting Clerk II; Everyone; EBanking

No access to define or assign access rights.

No access to check stock.

Primary functions: backup for entering of invoices for payment; print checks (pre-printed and EFT paper checks).

Senior Accounting Clerk:

Group ID: Accounting Specialist AP; Everyone; EBanking

No access to define or assign access rights.

No access to check stock.

Primary functions: entering vendors; voiding checks; entering manual checks; bank reconciliation; selecting invoices for payment that also includes EFT's.

Accountant III:

Group ID: Accounting Specialist AP; Everyone; EBanking

No access to define or assign access rights.

No access to check stock.

Primary functions: entering vendors; voiding checks; entering manual checks; backup for bank reconciliation; selecting invoices for payment that also includes EFT's.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

Accountant IV:

Group ID: Accounting Specialist AP; Everyone; EBanking

No access to define or assign access rights.

No access to check stock.

Primary functions: entering vendors; voiding checks; entering manual checks; backup for bank reconciliation; selecting invoices for payment that also includes EFT's.

Accounting Manager/Controller:

Group ID: Accounting Manager; Everyone; EBanking

To define or assign access rights.

Primary functions: releasing and posting of AP and GL batches; entering of journal entries; creating and sending EFT files.

CFO:

Group ID: Admin; Customization; Everyone; EBanking; Project Controller

Primary functions: can perform any process except entering, releasing and posting of journal entries and assigning access rights.

COO:

Group ID: Access Rights

Primary functions: assigning access rights; creating groups and users.

During vacation or times of emergency, certain rights may be temporarily assigned to another position. Any change in access rights must be completed by the COO. Access rights **"are not"** to be changed without an approved Solomon User Rights Form. The documentation will be filed with the Business Manager upon completion and execution of the approved form.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 2/13/09