



# New York Medical College Policy and Procedure Manual

<b>Section: GENERAL ACCOUNTING</b>	<b>No.: CO.404</b>
	<b>Date: May 21, 2010</b>
<b>Subject: FUNDWARE SECURITY</b>	<b>Page 1 of 3</b>
	<b>Supersedes: 05/30/07</b>

## I. Purpose

To establish guidelines to insure the FundWare accounting system is used in an appropriate and responsible manner.

## II. Scope

This policy applies to all users of the FundWare accounting software.

## III. Definition

FundWare – The accounting software used to record and report on the College’s financial activity. The modules used are the General Ledger, Accounts Payable, Financial Institutions, Project Grants, Fixed Assets, Accounts Receivable, Allocation Management, Cost Allocation and Budget.

Division – a single entity’s accounting records. FundWare allows for the accounting of 99 different entities.

Workgroup – division-specific templates for security settings. All FundWare users are assigned to a workgroup. The workgroup may include some or all modules and allows only access to specific processes within each module.

## IV. Policy

It is the policy of New York Medical College to periodically review the rights granted to each individual using the FundWare accounting system and make adjustments to those rights based on job requirements. All users of the FundWare accounting system are required to comply with existing policies and procedures of the College. Appropriate use and protection of information is expected of all users.

## V. Procedure

The access rights to the FundWare accounting system and specific processes in that system are determined jointly by the Controller and the University Budget Officer. A third individual, either the Associate Vice President for Human Resources or the Information Technology Administrator is needed to make any changes to an individual’s rights since neither the Controller or the University Budget Officer has the ability to make these changes.

There are currently 3 divisions used by the College. They are as follows:

- A. Division 00 – System Administration - Used for FundWare security administration and to run special programs.

**Issued By:**

**Approved By:**

B. Division 02 – New York Medical College – Used to record and report on the College’s financial activity.

C. Division 22 – Training Division – Used for FundWare training and program development.

**The following workgroups have been established:**

A. Administrator – In Division 00, assignment of user rights to all FundWare divisions and all FundWare modules. Only the Associate Vice President for Human Resources and the Information Technology Administrator has these rights. In Division 22, unlimited access to all modules in this division for program development and testing.

B. SA Import – Access to import data and run special programs in Division 00. Workgroup limited to the Controller, The University Budget Officer and a few individuals in General Accounting.

C. Senior Accounting Manager – Access to management and reporting of all FundWare Modules. Workgroup limited to the Controller and a few individuals in General Accounting.

D. General Accounting – Access to General Ledger-Project/Grant, Accounts Receivable, Allocation Management and Fixed Asset Modules for processing and reporting. Limited access to Accounts Payable Module for vendor maintenance and reporting. General Accounting personnel are assigned to this workgroup.

E. Accounts Payable - Access to Accounts Payable Module for processing and reporting. Limited access to General Ledger-Project/Grant Module for inquiry and reporting only. Accounts Payable personnel are assigned to this workgroup. Check Writing limited to Senior Accounts Payable Clerk and Assistant Controller – Disbursements. The Director of Purchasing has only inquiry and reporting access to the Accounts Payable Module in this workgroup.

F. Grants – Access to General Ledger-Project/Grant and Accounts Payable Modules for inquiry and reporting only. Grants, Payroll, Affiliation Administration and the Dean’s Office personnel are assigned to this workgroup.

G. Budgets – Access to Allocation Management, Budget and Fixed Asset Modules for processing and reporting. Limited access to General Ledger-Project/Grant and Accounts Payable Modules for inquiry and reporting only. University Budget personnel are assigned to this workgroup.

H. Finance Manager – Division 22 only – unlimited access to Allocation Management, Budget Preparation, Cost Allocation, Financial Institutions, Fixed Assets. Limited access to Accounts Payable and General Ledger-Project/Grant modules.

I. Inquiry Only – Limited access to General Ledger-Project/Grant, Fixed Assets and Accounts Payable Modules for inquiry and reporting only. The Internal Auditor and Facilities personnel are assigned to this workgroup.

J. Data Entry – Limited access to Fixed Assets and General Ledger-Project/Grants for input and reporting and limited access to Accounts Payable for reporting.

- K. AR Billing – Limited access to Accounts Receivable module for input and reporting. Student Housing is assigned to this workgroup.

The Controller's Office will maintain the FundWare Security manual that lists all the current users of the FundWare accounting system and their workgroup assignments. This manual will also detail the specific items and tasks allowed and/or denied within each module for each workgroup.

At least semi-annually, the Controller and the University Budget Officer will meet and review the security levels assigned to the various workgroups and individuals within those workgroups. The Controller and or the University Budget Officer will also be notified of any changes to personnel using FundWare; individuals leaving the College or reassigned to other areas of the College will be removed from the FundWare user list and new employees in the accounting area will be added to the user list with the appropriate security levels as determined by the Controller and the University Budget Officer. Any changes to be made will be communicated to the Associate Vice President for Human Resources or the Information Technology Administrator for input to FundWare.

#### VI. **Responsibility**

- A. Controller and University Budget Officer – Jointly determine individual and/or group security rights for access to specific processes in FundWare. Meet at least semiannually to review the security levels assigned to various workgroups and individuals within these workgroups. The manual listing all FundWare users and their assigned workgroups will be maintained in the Controller's Office.
- B. Associate Vice President for Human Resources or the Information Technology Administrator will make the security changes to FundWare as determined by the Controller and the University Budget Officer.
- C. Users of FundWare will comply with existing policies and procedures of the College. Appropriate use and protection of the information is expected of all users.