

# Security Resources

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The person responsible for security (users and resources) should review resources on a regular basis.

## Resource Code 190 – System Administrator for Security

### *Recommend Only 2 Users with this Resource*

This resource gives the user access to the Security with the ability to add/change/delete users and their resources. It is recommended that a district should have no more than **two** users with Resource 190. One user is GOOD, but two is ACCEPTABLE because one user may be unavailable at times. It is viewed as a security risk to have too many users with this ability.

## REMOVE Resources 1, 2, 12, 13, 15 from all School Users

NO users should have these codes:

1	SEC	*	PEI USER FOR SECURITY PACKAGE
2	FAM	*	SUNGARD USER FOR FUND ACCOUNTING
12	FAM	*	MAY RUN SYSTEM RECOVERY
13	FAM	*	MAY CHANGE TRANSACTION DATE
15	FAM	*	MAY UPDATE FINANCIAL ACCOUNTING PROFILE

There should be NO “Reserved for Future Use” or SUNGARD security resources on anyone.

## Resource Code 3 - System Administrator for FAM

## Resource Code 4 - Supervisor for Fund Accounting

### *1 User for Resource 3 OR 4*

FAM package 3 or 4 gives you access to all security resources in FAM package including Resource 15 *Access to Fund Accounting Profile*. Audit requires only one person with access to that profile and they receive an email each week of any “violators”; therefore, only one user can have Resource 3 or 4.

### Example of District Treasurer with 3 or 4 and ALL Security Resources:

Package	Subpackage	Resource	Description
FAM	*	3	SYSTEM ADMINISTRATOR FOR FAM
FID	FAM	82	MAY VIEW/UPDATE VENDOR FEDERAL TAX ID
BNK	FAM	86	MAY VIEW/UPDATE VENDOR BANK ACCOUNT
FID	FAM	101	MAY VIEW VEND FEDERAL TAX ID ON REPORTS
FID	FAM	102	MAY SEARCH ON VENDOR FEDERAL TAX ID
BNK	FAM	103	MAY VIEW VEND BANK ACCOUNT ON REPORTS
BNK	FAM	104	MAY SEARCH ON VENDOR BANK ACCOUNT
BUD	*	140	SYSTEM ADMINISTRATOR FOR BUDGET ANALYSIS
SEC	*	190	SYSTEM ADMINISTRATOR FOR SECURITY
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
HRM	*	301	SYSTEM ADMINISTRATOR FOR HRM
FIX	*	402	SUPERVISOR FOR FIXED ASSETS
SYS	*	551	DBA USER FOR SYSTEM
AR	*	651	SYSTEM ADMINISTRATOR FOR A/R & CASH REC
HBNK	HRM	1502	MAY VIEW/UPDATE BANK ACCOUNT
HBNK	HRM	1503	MAY VIEW BANK ACCOUNT ON REPORTS
HBNK	HRM	1504	MAY SEARCH ON BANK ACCOUNT

## Resources to assign if want same as person with Resource 3 or 4

The resources below are the top resources in each FAM subpackage as well as all other codes in the \* subpackage other than 2, 3, 4 and 15. Below are all the FAM codes to have in place if someone else already has #3 or #4.

*NOTE: During add processes, the Federal Tax ID and Bank Account fields will be available for data entry.*

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
FAM	*	10	MAY RUN CHECK LEDGER BALANCES
FAM	*	11	MAY RUN YEAR-END FUNCTIONS
FAM	*	14	MAY BACKUP FINANCIAL ACCOUNTING TO DISK
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	*	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	PUR	25	SUPERVISOR FOR PURCHASING
FAM	ENC	51	SUPERVISOR FOR ENCUMBRANCES
FAM	AP	65	SUPERVISOR FOR ACCOUNTS PAYABLES
FAM	FID	82	MAY VIEW/UPDATE VENDOR FEDERAL TAX ID
FAM	BNK	86	MAY VIEW/UPDATE VENDOR BANK ACCOUNTS
FAM	REC	87	SUPERVISOR FOR RECEIVABLES
FAM	FID	101	MAY VIEW VEND FEDERAL TAX ID ON REPORTS
FAM	FID	102	MAY SEARCH ON VENDOR FEDERAL TAX ID
FAM	BNK	103	MAY VIEW VEND BANK ACCOUNT ON REPORTS
FAM	BNK	104	MAY SEARCH ON VENDOR BANK ACCOUNTS
FAM	GL	105	SUPERVISOR FOR GENERAL LEDGER
FAM	RPT	126	SUPERVISOR FOR REPORTS
FAM	ACT	900	MAY RUN ACTIVITY REPORTS
FAM	FIN	915	SUPERVISOR FOR FINANCIAL STATEMENTS
FAM	AUD	945	SUPERVISOR FOR AUDIT TRAILS
FAM	DIS	954	SUPERVISOR FOR DISPLAYS AND QUERIES
FAM	*	2323	MAY UPDATE SPREADSHEET TEMPLATES
FAM	*	2324	MAY IMPORT SPREADSHEET INTO BATCH JE
FAM	*	2400	MAY RUN BANK ACCOUNT RECONCILIATION