

# Security Training Checklist

APSCN Representative Conducting the Training: \_\_\_\_\_

Person Trained: \_\_\_\_\_

Please initial the topics below to verify your understanding:

- |       |  |
|-------|--|
| _____ | No user will have resource codes with “Reserved” or “Obsolete” in the name. (Ex: “Reserved for Future Use” codes.)   |
| _____ | No user will have resource codes with “PEI”, “Sungard”, or “Super User” in the name.   |
| _____ | The following packages/subpackages are not available in the State of Arkansas; therefore, resource codes in packages: AR, BEN, INV, PAT, VBS, VEM, WBP, and WBR are prohibited.  |
| _____ | Resource codes 12, 13, 15, 65 (Supervisor for Accounts Payable), 80, 84, 87 (Supervisor for Receivables), 89, 91, 93, 127 (May Run Audit Trail Reports), 8003, 8004, 10225, and 10230 <b><u>are prohibited for all users.</u></b>  |
| _____ | <ul style="list-style-type: none"><li>• <b><u>65 can be replaced</u></b> with codes 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 83, 85, 977, 10220, 10221, and 10224. <b>Resource code 66 may only have a maximum of three users. Do not provide access to resource codes 80, 84, 10225, and 10230!</b></li><li>• <b><u>87 can be replaced</u></b> with codes 88, 90, 92, and 94. <b>Do not provide access to receivables codes (87, 89, 91, 93)!</b></li><li>• <b><u>127 can be replaced with 945</u></b>, provided the user doesn’t have any other AUD codes. <b>127 is invalid and considered <u>Reserved for Future Use!</u></b></li></ul> |
| _____ | If a user does not have resources, either give them resources or delete the user.  |
| _____ | eFinance users must be deleted in eFinance and Active Directory Account Management Systems <b><u>immediately</u></b> (same day) when no longer employed by the district/cooperative/charter. Both deletions should occur on the same day.  |
| _____ | Only <b>one user</b> will have resource code <b>3 OR 4</b> . (The same access can be provided using alternate codes, with the exception of the omission of codes 12, 13, or 15, which includes access to the FAM profile.)   |
| _____ |  |

# Security Training Checklist (continued)

A maximum of **one** user may have the following resource codes:

- **Resource Code 314** (Supervisor for Payroll).
- **Resource Codes 340 OR 344** (Access to the Auto-Step function).

A maximum of **two** users may have the following resource codes:

- **Resource Code 318** (Access to Update Payroll Reference Tables).

A maximum of **three** users may have the following resource codes:

- **Resource Code 190** (System Administrator for Security).
- **Resource Codes 551 OR 552 OR 8100** (Access to the Forms Manager).
- **Resource Code 66** (Access to Update the Vendor List).
- **Resource Codes 301 OR 302** (Full Access to Human Resources).

It is recommended to only have a maximum of three users with **Resource Code 68** (Access to Enter Payables Not in Batch). This resource code is required to close purchase orders.

If a user has a “Supervisor” or “System Administrator” code in any package or subpackage, this is full access to that package/ subpackage and no other codes should be granted (Resource code 900 is full access for subpackage ACT in Fund Accounting).

If a user has resource code 28 (May Enter Requisitions), then the user will not have resource code 30 (May Approve Requisitions) and will not have any of the following other resource codes: 26, 27, 41, 43, 46, 49, 50, and 2086.

If a user has resource code 33 (May Enter Purchase Orders), then the user will not have resource code 44 (May Approve Purchase Orders) and will not have any of the following other resource codes: 26, 27, 41, 43, 46, 49, 50, and 2086.

If the district does not use the Warehouse module, do NOT give resources with the WAR package/subpackage.

If user is having issues signing in, please call the Help Desk.

- **Do not delete the users eFinance or AD account prior to calling in a ticket with APSCN FMS.**

## Security Training Checklist (continued)

District users must have their correct school email address in User Information. Non-Employee users (users who are not employed at a school district/charter/cooperative but are employed by a third party company and consultants) **cannot** have a **district email address** in User Information, **but must have a professional email address listed.** For example, ajones@gmail.com **would NOT** be allowed, but ajones@companydomain.com **would be** allowed.

District users must have their correct employee ID number in User Information. Non-Employee users **will not** have an employee number and must be reported on the **Quarterly Non-Employee Security Form.**

Only one login per user – Errors will appear on audit report.

Any security violations will result in the automatic deletion of resource 190 until user is retrained on security.

I verify that I have reviewed all user resources and eliminated all errors present.

It is recommended to continually review ALL eFinance users to ensure their access is correct for their position.

# Security Training Checklist (continued)

## **Rules on Vendor Name Changes**

It is important to ensure the accuracy of vendor information during creation of a vendor to reduce the chance of changes being made in the future. APSCN is required to audit all vendor name changes on a weekly basis and report to Legislative Audit.

In the eFinance software, when vendor payment history reports are run, the value listed in the current vendor name field is displayed on the report. Because of this, when the vendor name on a vendor is changed, it changes the payment report history of the vendor. **This is a potential red flag for payment fraud.**

Below are general rules regarding vendor name changes:

- **Minor vendor name changes** like spelling corrections, employee last name changes due to marriage, additions to a current vendor name, etc. **are OK**.
- **Major vendor name changes** like changing from an individual name to a company name (and vice versa) or other complete name changes without W-9 documentation **ARE NOT OK**. If these kind of changes are necessary, inactivate the old vendor and create a new vendor with this new name.

NOTE: Vendor Name Changes are not prohibited, however making more than minor changes may require documentation to be submitted to APSCN to file for audit. **If a major change needs to be made to a vendor, contact your APSCN representative with documentation for the change. The Vendor Name Change Form will need to be completed detailing the reason for the change.**

**COMPLETE VENDOR NAME CHANGES (ex: "Sue Smith" to "Jane Jones") WITHOUT DOCUMENTATION WILL RESULT IN THE RESOURCE CODE 66 (MAY UPDATE VENDOR LIST) BEING REMOVED FROM THE USER WHO MADE THE CHANGE.**

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Please initial here to verify your understanding.

# Security Training Checklist (continued)

## **Steps to Add a New User to eFinance**

*For more details on adding new users and SSO user options (add, change, delete users), visit the [apscn.org](http://apscn.org) website and go to:*

**FMS > 5.2 Procedural Outlines > Training Guides > 1. Getting Access to eFinance**

**OR**

**Security > Security Resources > Active Directory Account Manager Guide**

### **Create Active Directory (AD) Account**

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1. Go to <https://k12.ade.arkansas.gov/identity/self-service/ade/login.jsf> and enter your username and password (same as eFinance).
2. Select the **Create Account** tab and then **Create Account** in section 1.
3. In section 2, enter the following information:
  - a. Enter **First Name** in proper format (Amy, not “amy” or “AMY”)
  - b. Enter **Last Name** in proper format (Coleman, not “coleman” or “COLEMAN”)
  - c. Enter **Email** in lowercase (amy.coleman@myschool.org, not “Amy.Coleman@myschool.org” or “AMY.COLEMAN@MYSCHOOL.ORG”)
    - i. NOTE: MUST be the identifiable email account of the user
  - d. Select **Done** (done entering information – you still need to submit below)
  - e. Select **Submit** in section 3.

**NOTE: Each user may have only one account and the account MUST be for an actual user. Accounts such as 1234elemsub and 1234hsnurse are not permissible.**

4. Once complete, user information can be viewed under the **Modify Account** tab. The users AD account username will be automatically created using the below format:

Four Digit LEA	First Initial	Last Name
↓	↓	↓
1234acoleman		

**If that name is already taken, it will add the next letter of the first name to the username.**

# Security Training Checklist (continued)

## Adding User Information in eFinance

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1. Logon to eFinance and go to: Main Menu > System Administration > Security > **Users**
2. Click the “+” sign to **add** a new user. Then enter information into the following fields:
  - a. **User ID**: Unique 8 character user ID for eFinance. Not the AD username. (Ex: acoleman)
  - b. **Domain**: APSCN
  - c. **Windows Login Name**: AD Username (Ex: 1234acoleman)
  - d. **Last Name**: User’s Last Name (Ex: Coleman)
  - e. **First Name**: User’s First Name (Ex: Amy)
  - f. **Location Access**: Limits user human resources base location access. Full access is entered as “>=0”.
  - g. **Department Access**: Limits user human resources department access. Full access is entered as “\*”.
  - h. **DB Administrator**: Allows user to add other users in eFinance and allows adding of user views. **Only users with resource code 190 should have this box checked.**
  - i. **Email Address**: User’s Email Address
  - j. **Employee Number**: Users Employee Number, if employed by the district.

All users **must** have an **email address** entered.

All users, except users not employed by the district, **must** have an **employee number** entered.

Users without an **employee number** will require a form to be sent on a quarterly basis to [ade.apscnfmshelp@arkansas.gov](mailto:ade.apscnfmshelp@arkansas.gov). Ask your APSCN support if you need more information.

3. Once the above information is entered, click **OK**.
4. The **Copy Resources and Views** window will appear.
5. If user will have the same (or similar) resources as an existing user, enter that user’s **User ID**.
  - a. In the **Copy** field, ensure that **Both** is selected. This ensures that the new user will have resources **AND** views.
6. If user will have a unique set of resources added manually, enter a **User ID** with similar views and in the **Copy** field, select **Views**.
  - a. This ensures that the user has views for immediate use. Views can be edited later, if needed.
7. Once complete, click **OK**. This completes the user creation process in eFinance.

### **In order to edit resources after adding a user, go to:**

Main Menu > System Administration > Security > User Access

OR

Main Menu > System Administration > Security > Users > Find the user > Grant Revoke (Action Bar)

### **In order to edit views after adding a user, go to:**

Main Menu > System Administration > Security > User Views

OR

Main Menu > System Administration > Security > Users > Find the user > User Views (Action Bar)

**If a user is having trouble logging in to eFinance, please call the Help Desk.**  
**DO NOT DELETE the users eFinance or AD account prior to calling in a ticket with APSCN FMS.**

# Security Training Checklist (continued)

Prior Training Dates – List Month/Day/Year **(Completed By APSCN FMS STAFF)**

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Completed By Signature