

MAISD ACCOUNTING SYSTEM SECURITY INFORMATION

Delete User
 Add User
 Change User
 Name: _____

Specify default printer (required if new user): _____

Responsibility Codes >>>>>	Approval Code **						
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** Approval Code needs to be RESP code in order to approve REQM; if user cannot approve REQM, then Approval Code field must be \$\$\$

District _____ Approved by _____ Date _____

MARK ALL DESIRED TRANSACTIONS WITH AN "X". ONLY ONE "X" PER LINE.

READ ONLY --R--	READ & WRITE --W--	RESTRICT BY RESPONSIBILITY		SPECIAL --S--	MENU ITEM & TITLE	
		READ ONLY --C--	READ & WRITE --D--			
R					MENU	Menu of Options
					CHRT	Account Record
					VNDR	Vendor Record
					ORDR	Order Record
					TRAN	Transactions
					CHCK	Unprinted Checks
					RESP	Responsibility
					MASS	Browse Accounts
					BVND	Browse Vendor
					PAYO	Pay Orders
					SUMM	Budget Summary
					LIST	Batch List
					CTRL	Control Record
					AHST	Account History
					VHST	Vendor History
					HEAD	Setup Run Header
					PADJ	Gross Pay Adjustment
					BADJ	Benefit Adjustment
					AMND	Amend Budget
					TOTL	Update Totals
					ENCB	Encumber Payroll
					ZERO	Zero Cycle Totals
					POLG	Purchase Order Log
					BHST	Budget History
					REQM	Requisition Maintenance
					PROP	Proposed Budget
					MAIL	Mail Indicators
					RCPT	Cash Receipting
					PEND	Pending PO Records
					REPT	Report Request
					BALN	Balance Run
					SHFT	Shift Year
					JRNL	Direct Journal Entry
					PODT	Purchase Order Detail
					INVM	Invoice Maintenance
					COPY	Copy Budget to New Year
					ILOG	Invoice Log
					LOOK	Check Look-Up
					BLDG	Maintain REQM Buildings
					WHSE	Warehouse Maintenance
					ITEM	Item Maintenance
					CATG	Category Maintenance
					PICK	Pick Select
					RCVG	Receive Stock
					SHIP	Confirm Shipment
					WRPT	Warehouse Reports
					RLOG	Cash Receipts Log