

AF Access

WHAT IT DOES FOR YOU

AF Access for the *AccuFund Accounting Suite* is a cost effective component to allow executives and departmental users a portal into the modules of **AccuFund** that end users have a frequent need to access. **AF Access** includes entry to all modules for reporting and query purposes, running existing reports and viewing screens in the *AccuFund Accounting Suite*. Additionally, AF Access includes full access to Budget Development worksheets so department staff can develop their budgets, and full use of the Requisition component allowing end users to enter and review their requisitions through the approval process. AF Access gives your users controlled access



AF Access users are defined through the regular user security screen with full control over the components to which they have access.

to the system, reducing the amount of time fiscal department staff spend on the telephone looking up information for users and empowering end users to take responsibility for their budgets and requisitions for purchase orders and check requests.

HOW IT WORKS

AF Access is managed through the security system. By marking someone as just an Access user, it will immediately reduce their access to view only except in Budget Development and Requisitions. For reporting, the user can have access to all reports in the **Financial Report Writer**, the **Report and Forms Designer**, and the "Quick Reports" available in all modules. Additionally, all Access/Browse screens and data

Locate:			Pay From:	<any></any>	Elose
Invoice Date	Invoice	Vendor<	Balance	Description	
1/01/2005		1Time	123.00	Miscellaneous Supplies	
1/20/2005	1-001	1st National Bank of Jeff AccuEund Inc.	0.00	supplies	B Report
1/15/2005	12200	Accurund, Inc.	0.00	Partial Shipment of Software	ingent
3/31/2005	10122320	AccuFund, Inc.	0.00	Accounting Software	E.S.S. Contraction
3/01/2005		AccuFund Inc.	0.00	Some software	
10/15/2005		AccuFund Inc.	2,500.00	Computer Software	
1/10/2005		Advantage Laser Produc	0.00	Partial receipt	
11/20/2005	Second and a second	Colorado Custom Decks	500.00		
10/15/2005		Colorado Custom Decks	2,000.00	New Deck	
11/01/2005		Colorado Custom Decks	1.000.00	New back deck	
1/21/2005	F1200	Colorado Custom Decks	650.00	Furniture	
2/28/2005	2005-02-	Colorado Department of I	25.00	February citation disbursement	
1/15/2005	January	Munson, John T	0.00	Consulting Services	
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For an AF Access user all the screens are the same as within AccuFund, but only the View, Print, Quick and Report buttons are available.

entry screens are available in view-only mode for AF Access users, who are set up the same way as regular users but are marked as "Access Only" users. Full security control, as with all regular suite users, is enforced so you can control access to modules.

OTHER FEATURES

AF Access provides an economical tool for an organization to provide current data for users without the accounting staff having to constantly run reports for them. Other features include:

✓ All AccuFund Professional Edition security is

active, including account masks, department limitations, named reports, and payroll and human resource item controls.

- ✓ The Access/Browse windows allow AF Access users to define their own views of the data and view the results on line, in reports or export the results to Excel.
- ✓ Full reporting capability is provided, including on-screen previews, emailing reports and exporting reports to Excel.

Select Call Requisitions Call Requisitions Call My Requisitions (5) Call Red Security (2) Call Red Security (2	Requisition Hold Department Date Tyr Dige Image: 1 cnone> 1/01/2005 cno Image: 1/01/2005 cno Image: 1 Administration 1/21/2005 cno Image: 1/01/2005 cno Image: 1 Administration 1/21/2005 cno Image: 1/01/2005 cno Image: 1 Administration 1/21/2005 cno Image: 1/01/2005 cno	
Aveds Approval (1) To Be Ordered (1) On Order Completed So Cancelled (1) On Hold Initial Approver (2) Approve Prove Prove Prove Prove	REQUISITION 14 Vendor: Securiund, Inc. 14 Upe: (none) 14 Upe: (none) 14 Upe: (none) 1 Description: accounting software Date: 11/10/2008 Options: Separate Accounting V Dollar Based Printed Amount: 12,000.00 Department Ship Method Tems Need By 11/15/2008 11/15/2008 11/15/2008	 Next Previou Print Hold OK Cancel
Yiew <mark>●</mark> Inset Pri <u>n</u> t ✓ Review ■	Detail Distribution Offset Notes Routing Entry Agea: Admin Entry It ? Assigned Routing By Initial Approver * Insert 2 Admin Admin 1 Delete 3 Over 1000 4 Delete 5 Po Agent	Date 11/10/2004

AF Access gives end users full control of their requisitions.

BUDGET DEVELOPMENT

AF Access users have access to the **Budget Development** module worksheets if the module has been licensed. **Budget Development's** security is enforced, so the budget manager can provide each department or grant manager access to just their budget worksheets.

REQUISITION MANAGEMENT

Full access is provided to the Requisition Management module for users to add, change and approve Requisitions in process. Users may prepare either purchase order requests or check requests from here. Once processed, end users can monitor the status of requests and follow them through PO or invoice/check processing.

Budget velopment	EXIT					
Update Worksheet [001 001] General A	dministration				
🕒 Worksheet			Annual Budget	YTD Actual	Budget	Notes
- 🛅 Budget			06/2007	09/2006	Rev 1	
	Ex	cess Revenues Over (Under) Expenses				
	Revenue Federal Grants					
			0.00	0.00	0	
		State Grants		0.00	0	
		Local Grants	0.00	0.00	0	
		Other Income	0.00	0.00	0	
		Total Revenue	0.00	0.00	0	
	122	Expenses				
	Ξ	Labor				
		001 001 7000 00 F1 ADM Salary Wag	0.00	0.00	8000	
		001 001 7010 00 F1 ADM Hourly Wat	0.00	0.00	5,000	
		001 001 7020 00 F1 ADM Overtime	0.00	0.00	0	
		001 001 7030 00 F1 ADM Holliday Pa Total Labor	0.00 0.00	0.00 0.00	0 13,000	
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Budget Development worksheets are fully accessible through the AF Access portal.

AccuFund, Inc. www.accufund.com