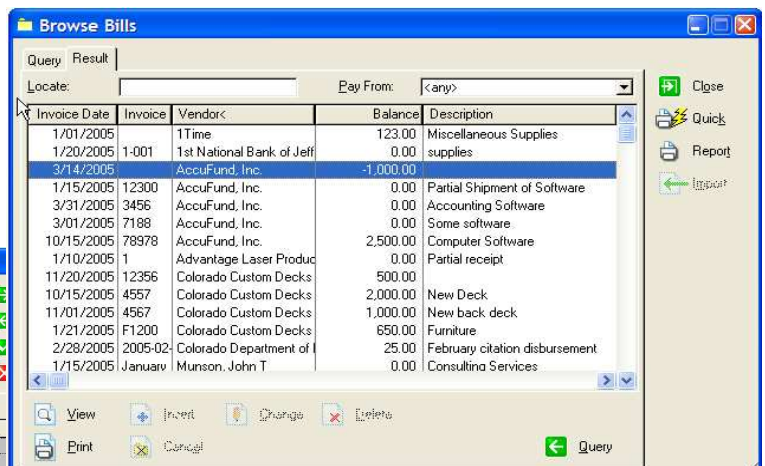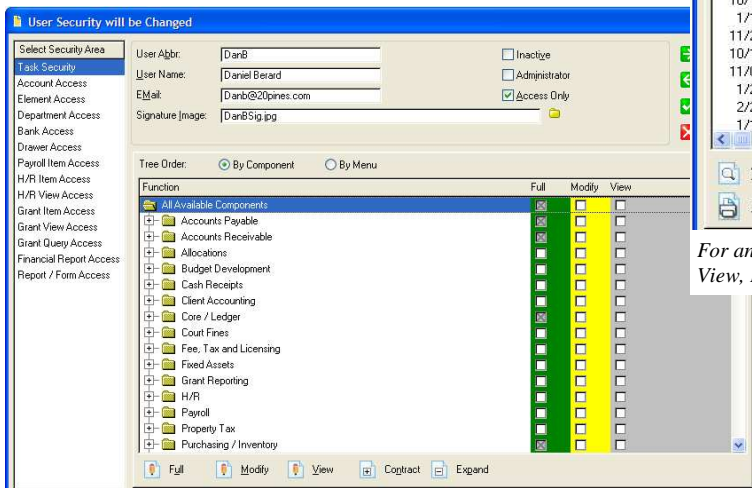# AF Access

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

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:
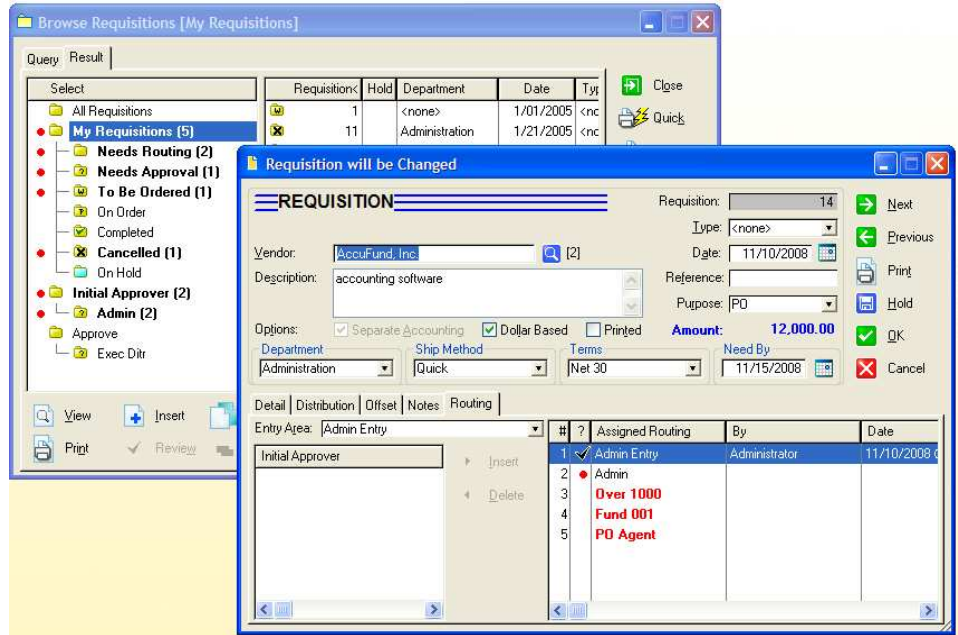
✓ All **AccuFund Professional Edition** security is

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.
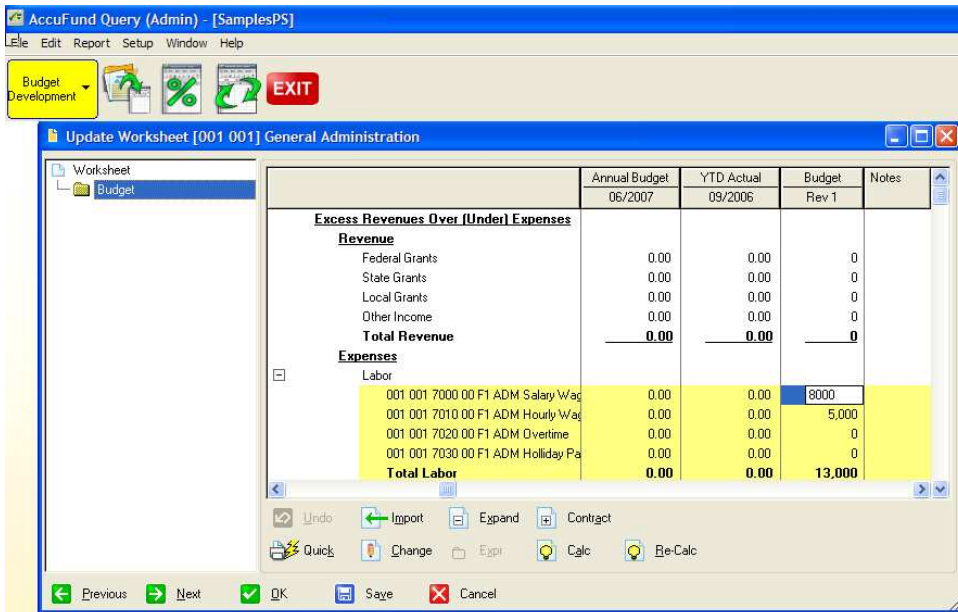

AF Access gives end users full control of their requisitions.

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 Development worksheets are fully accessible through the AF Access portal.