



Department Security is an add-on module for **General Ledger** that helps you provide users with secure distributed data entry of Claims, Purchase Orders or Requisitions. Detail reports can be limited to information relevant to the user. Access is controlled by setting up security groups defined by accounting code ranges containing Fund, Org, Account or Object codes.

Control Data Entry

When users enter claim, purchase order or requisition information:

- The system only accepts accounting codes authorized for the user
- Access to other department's Claims, Purchase Orders or Requisitions is prevented
- Accidental editing of other department documents is eliminated
- Accidental use of other department's accounting codes is eliminated

Control Report Details

When users run detail reports

- Transaction detail is controlled by accounting codes authorized for the user
- Access to other departments' transaction detail is prevented
- Getting the information needed is simplified

Set Security for these Reports

- Claims Approval List
- Claims Details
- Detail Ledger Query
- Budget Detail reports
- Advanced Queries (except for Cash Query)
- Vendor Query

GETTING STARTED IS EASY.
Give us a call to purchase. We will
connect to you on-line, turn the
module on and provide training.