

Finance Information Center (FIC) reference guide for principals

You are responsible for ensuring 1 through 6 below are performed at a minimum of every 30 days.

1. Review your school's list of accounts at a minimum of every 30 days.
2. Make sure you need/want all accounts that are listed.
 - If you **do not need/want** an account to be active, contact Joe Varrone or Kathy Little to inactivate it.
 - **To inactivate an account, it must have a zero balance.**
3. Make sure each **active** account has an account manager assigned and that s/he is a current employee.
 - To assign an account manager to an account, follow the steps outlined below:
 1. Go to your school's list of accounts.
 2. Click on "**account managers**" on the **top black bar**.
 3. Go to the account that you want to assign an account manager or a second account manager. Click the drop down arrow next to the account. Find the staff member's name and click it. Contact Joe Varrone or Kathy Little to request that a staff member be added to the account manager list. Remember, anyone with **User** rights to EFP cannot be an account manager (i.e. financial secretary, other clerical staff in some cases). Only administrators can have access to both EFP (eFinancePlus) and FIC.
 4. Click outside of the box after selecting the employee's name.
 5. Go to the bottom of the page and click the "submit" button.
 - If there is an employee listed as an account manager and they no longer work at your school or you wish to change the account manager, follow the same procedures for assigning an account manager. When you get to the drop down menu with the list of names next to the account, select a new account manager. If an employee no longer works at your school, their name should not appear in the account manager's list.
 - Administrators can be account managers for any account.
4. Accounts in **Green**
 - **Green** indicates that the account **was inactivated**, but then a transaction posted to the account which re-activated it. Contact Joe Varrone or Kathy Little for any concerns.
5. Accounts with "Last Verified/Reviewed" date in **RED**
 - **Red** indicates that the account is **delinquent** for verification. Contact the account manager and remind them that the account must be reviewed and verified every 30 days.
6. Accounts in **Yellow**
 - **Yellow** indicates that the account manager has questioned activity in the account. Questions should be resolved within 30 days and then verified.
7. Account records must be maintained for **7** years. If you are no longer the account manager and a new manager is assigned, you must give the new manager all of the account records from the past 7 years.