OneSource

Understanding Access and Security

UGA Financial Management System Security

OneSource
UNIVERSITY OF GEORGIA

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Agenda

- Understanding Security Roles in PeopleSoft Financials
- Requesting Access to UGA finance-related systems
- Access for Other Related Systems
- Understanding Approvals and Workflow
- Assigning Approvers
- Requesting Temporary Approvers

Objectives

When you complete this training you will know how to:

- Request access/roles for UGA finance-related systems:
  - UGA Financial Management System
  - Simpler/Data Warehouse
  - UGA Budget Management System
  - UGA Cash Management System (TouchNet)
  - UGAmart Approvers

General Security Guidelines

- The most effective security model requires <u>separation between duties</u> to ensure proper checks and balances on all financial transactions.
  - Some offices have a limited number of employees available to separate these duties. If this is the case, measures should be implemented to ensure checks and balances are maintained.

- The <u>Least Privilege Principle,</u> which gives a user only those privileges which are essential to perform their intended job function, is also a good security practice.

What are Security Roles?

- Each user of the UGA Financial Management system is assigned one or more security roles
- Security Roles are a collection of user permissions that allow individuals to accomplish their jobs and responsibilities by providing system access at appropriate levels
  - The roles grant access to menu items
  - They also define how the user in that role can interact with data (view, edit or correct)
  - Views and data are not limited by department

Security Role Types

- There are five types of security roles:
  - **Default Access** – Roles given based on HR data
  - **Requested Access** – Role/Access must be requested for access to anything not included in the basic role
  - **Inherited Access** – Access given based on assignment of other roles
  - **Approver Access** – Access and departments are assigned by the Chief Financial Officer for each unit
  - **Related System Access** – Access to non-PeopleSoft systems but related to UGA Financials

Default Access: Roles based on HR data

- **UGA employees** are automatically given access to:
  - Login to UGA Financial Management
  - Submit & View their own Travel and Expenses (T&E)
  - Serve as a Delegate in T&E for other Employees
  - Submit a Payment Request for payment to a Vendor/Supplier
- **"Reports-to" individuals*** (managers and supervisors) are also assigned the ability to:
  - Approve Travel Authorizations and Travel Expenses for their employees

  * Individuals that have employees that report to them

Requested Access

Access/Roles that must be requested and approved

- View Only access (for Analysts and PIs)
- Distributed (non-central) Departmental Employee role examples:
  - *UGA GL Jrnl Initiator*: Initiate transactions like Journals
  - *UGA AM Department Update*: Manage Assets (Inventory/Property Control)
  - *UGA GL Dist Chartfield Reqt*: Request new Chartfields
  - *UGA GL Speedtype Acct Tag M*: Add new SpeedTypes
  - Some Roles require training before access is granted
- Full list of roles on the Access Request Resource Page: https://onesource.uga.edu/resources/access_request_original/

Approver Access:
Spend, Expense and Journal Approvers

- Directly assigned by Distributed Chief Financial Officers
  - No approval process
  - Assigns roles
  - Assigns departmental routings
- Pools of individuals
  - Each pool must have at least 2 individuals
  - Expense Approvers – 1 pool
  - Spend Approvers – 3 pools
  - Journal Approvers – 3 pools

Inherited Access: Based on assignment of other roles

- View Only Access in Financials:
  - Given with any Requested Access Role
  - Includes Query & Inquiry Access
  - (Can be given as an Assigned Role if needed)
- Data Warehouse (financial data):
  - Access to data and reports is granted to all Simpler users
- Budget Management System:
  - Users with Budget Management System access AND the *UGA GL Bud Jrnl Initiator* role in Financial Management will be given access to initiate budget journals in Budget Management System

Inherited Access: Default Approvers

- For newly created Departments:
  - Chief Financial Officer is assigned to approver roles
    - Spend, Expense and Journal Approver roles
  - Ensures transactions can move through workflow
  - Replacement Approvers are then assigned by CFO

Related Systems Access: Non-PS roles and permissions

- Access to non-PeopleSoft systems but related to UGA Financials and requested within Financials include:
  - **UGA Cash Management System (TouchNet)** – Prepare deposits from cash, check or credit card income
  - **UGAmart** – Approve transactions, including Purchase Requests, CESS forms, and Pcard pre-authorization
  - **UGA Budget Management System (Hyperion)** – view budget reporting, prepare budget journals, manage Budget Development data
  - **Simpler/Data Warehouse** – Run reports and queries. All Simpler users are added to the Data Warehouse automatically.

Inactivating roles

- Financial Management System pulls data from HR/Payroll mainframe data and adjusts roles based on employee status

- **Inactive status** –
  - An inactive status is set in payroll when a bi-weekly or monthly employee skips a pay period
  - In Financials, user loses assigned roles but keeps basic employee access

- **Termination status** –
  - Terminated status is set when a termination personnel has been entered for employee
  - In Financials, user loses all assigned roles and is unable to login

Requesting Access to Systems

Understanding Access Security

Purpose of the Process

- The Access Request Process ensures that role access is reviewed locally and assigned appropriately

- Annual reviews are also performed per University System of Georgia guidelines

- More information on this process can be found on the Access request Resource page: https://onesource.uga.edu/resources/access_request.html

What Triggers the Security Access Process

- A department will determine whether or not to request System Access when an employee has one of the following job changes:
  - New Hire
  - Change in Department
  - Job Change
  - Increase in responsibilities
  - Decrease in responsibilities

- The request process is submitted by a supervisor or manager through forms in Financial Management
  - Employee Self Service > Request Access Tile
  - Requester must have the Reports-To role in Financials

REQUEST ACCESS

The Access Request Process

Manager/Supervisor → Chief Financial Officer → OneSource Security Team
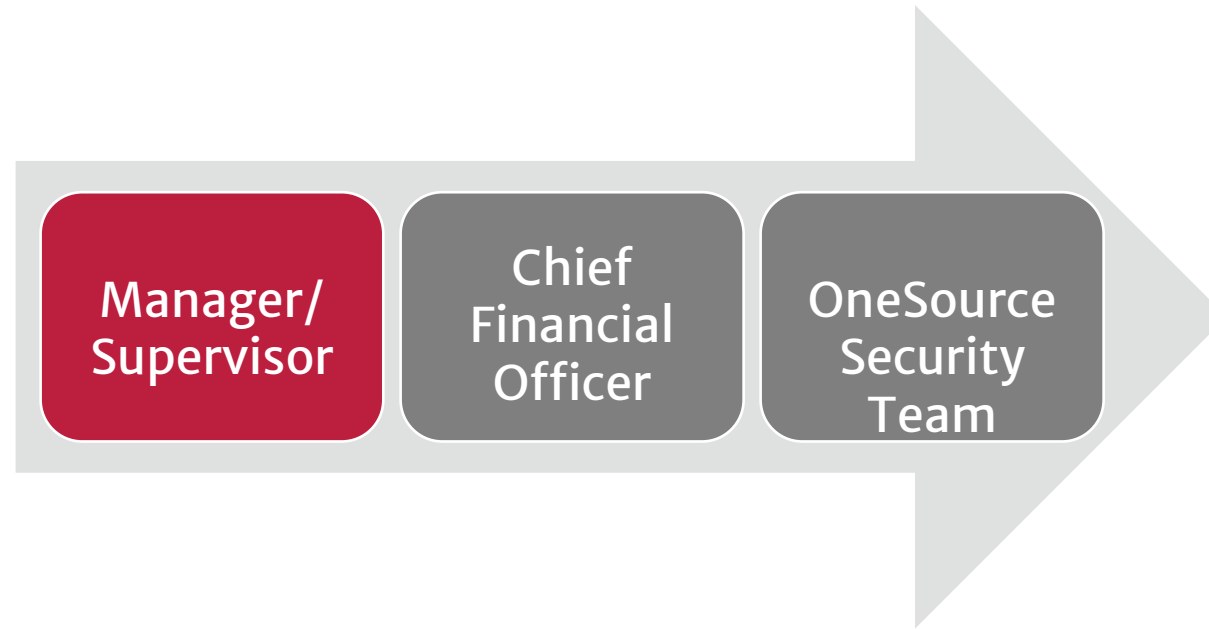
- Initiated by employee's manager/supervisor
- Approved by Unit's Chief Financial Officer
- Review and processing by OneSource Security Team

Requesting Security Access

REQUEST ACCESS

UGA Access Links

REQUEST ACCESS

UGA Financial Management System Access Request

UGA Budget Management Access Request

UGA Simpler Access Request

UGAmart Access Request

TouchNet Access Request
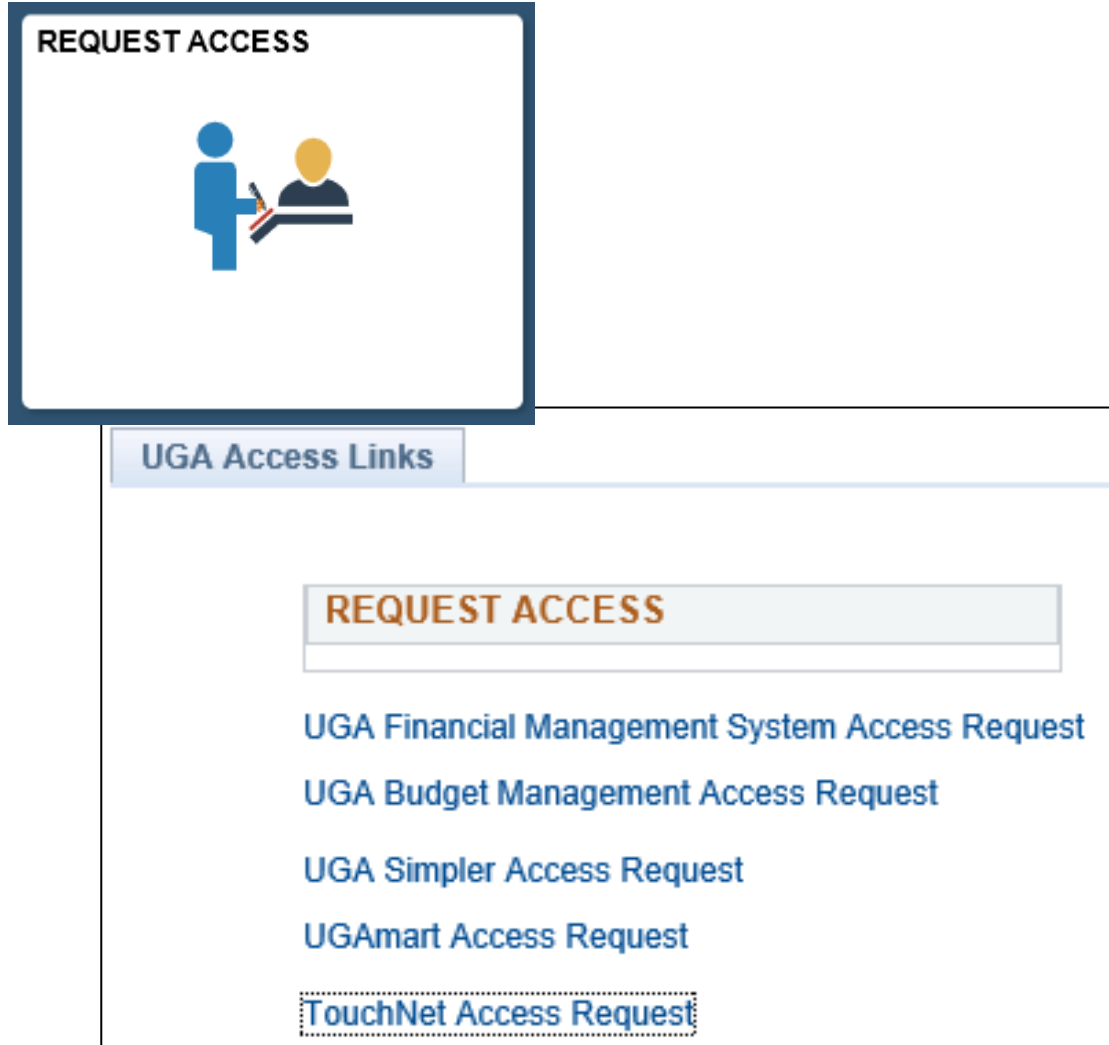
- Login
- Employee Self-Service
- UGA Financials home page
- Access request (tile)
- All links are on one page

Access Request Form to UGA Financial Management System

- This form is used to request access to:
  - UGA Financial Management System
  - Simpler/Data Warehouse
  - UGA Budget Management System

Access Request Form to UGAmart

You will be asked to select:

- UGAmart roles
- CESS Values
- Fleet VP Values

Access Request Form to UGA Cash Management System (TouchNet)

You will be asked to provide:

- Any marketplace roles with information on the store names and/or merchant information

Assigning Alternate Approvers

- An approver who will be out of the office for a period of time for leave or vacation can temporarily reassign their approval responsibilities to another person

- The approver can make this request OR

- The Chief Business Officer in the approvers unit can make this request on their behalf (in cases of emergency or other similar circumstances)

- Pending approval items can also be reassigned to the Alternate on the start date for the request (or retroactively if needed)

- If the approver returns early, the same process is used to remove the alternate approver responsibilities

Form linked from the Access Request Resource Page
https://onesource.uga.edu/resources/access_request/

Running Security Queries

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Helpful Queries

- UGA_SEC_PRD_VAL_ALT_APPR – Find Alternate Approvers
- UGA_WF_EMPLOYEE_REPORTS_TO - List Who an Employee Reports To
- UGA_WF_SUPERVISORS_EMPLOYEES – Report's To (Supervisor's) List of Employees
- UGA_USER_ROLE_DEPT – All users in a Workflow Route by Department
- UGA_USERS_ROLES_ROUTINGS – By User, list all roles and departmental assignements

Looking up the Reports-To in Financials

Find an individual's "reports-to"

Query

Employee ID [begins with ▾] | |
Name [begins with ▾]
Last Name [begins with ▾]

[Look Up] [Clear]

UGA_WF_EMPLOYEE_REPORTS_TO - List Who Employee Reports To

ID 1899999 🔍

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-1 of 1 l

	Employee ID	Employee Name	Reports To ID	Reports To Name
1	1899999	Michele	1800000	,Sarah

Looking up the Reports-To in Financials

Find all of the employees of a Reports-to

Query

Employee ID [begins with ▾] [_____]

Name [begins with ▾] [___]

Last Name [begins with ▾] [___]

[Look Up] [Clear] [Ca[

UGA_WF_SUPERVISORS_EMPLOYEES - Supervisor's List of Employees

Supv ID | 180000 ✕ 🔍
0

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First   1-2 of 2   Las

	Supervisor ID	Supervisor Name	Employee ID	Employee Name	Status
1	180000 0	Sarah	189999 9	Michele	Active
2	180000	Sarah	189999	Leigh	Active

Wrap Up

Understanding Security and Workflow

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Summary

During this training, you have learned to:

- Request access for UGA finance-related systems:
    - UGA Financial Management System
    - Simpler/Data Warehouse
    - UGA Budget Management System
    - UGA Cash Management System (TouchNet)
    - UGAmart

Resources

- [Access Request Resource Page](https://onesource.uga.edu/resources/access_request/) - https://onesource.uga.edu/resources/access_request/

- [OneSource website Resources page](https://onesource.uga.edu/resources/) - https://onesource.uga.edu/resources/

- [OneSource Training Library](https://training.onesource.uga.edu/) - https://training.onesource.uga.edu/

Contact Us

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OneSource

Training: May - June 2018

Registration is now open and available for May – June 2018 training courses.

Learn more ▸

Training Information

May - June 2018

For more information, contact onesource@uga.edu

UGA Budget Management System

UGA Financial Management System

OneUSG Connect System

Data Analysis and Reporting

Resources

Help

Highlights

○ UGA Budget Management System

○ HCM Business Process Review and Forum: April 30, May 1, and May 3

○ Monthly Status Call - May 17

○ Readiness Kit

○ Spring 2018 Key Messages

○ Learn about who is your Change Champion Project Coordinator

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Chief Financial Officers Approving Security Requests Assigning Approvers
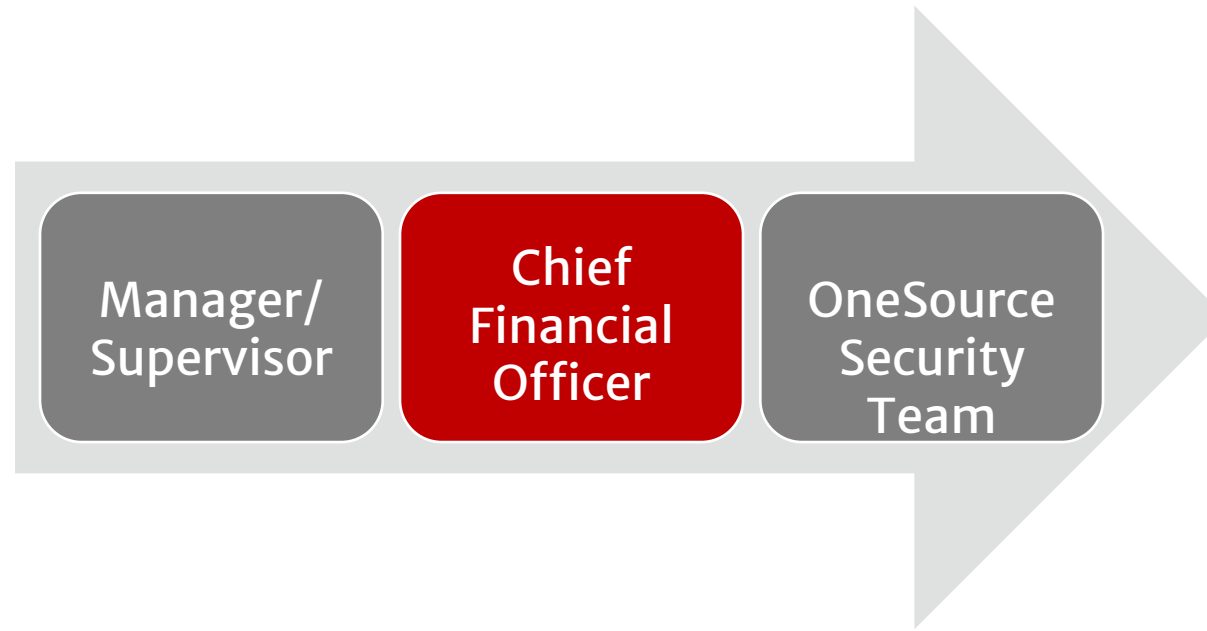
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Approving Security Requests

Manager/Supervisor → Chief Financial Officer → OneSource Security Team

- Once a manager submits a security request, it flows to the Chief Financial Officer that was chosen on the form
- Once approved, these flow to the OneSource Security Team and access is granted to the individual

Approving System Access Requests (CFOs only)

Assigning Approvers

- There are three types of distributed Approvers in the system
  - Journal Approvers who approve general ledger and budget journals
  - Spend Approvers who approve payment requests and JVs
  - Expense Approvers who approve travel authorizations and expense report
- CFOs assign for their own units
- No approvals are required for these roles and assignments, so they are not submitted into workflow.

Assigning Journal and Spend Approvers

Assigning & removing Expense Approval Roles

Resources

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