Financial Security Model – Financial Systems Tools

Business Officer Training

Access to Financial Systems Tools (FST):

Granted to users that have the EFR Access Group (AG).

- Initial population of the EFR Access Group based off users that:
  - Had a GLDSS Secondary Security role (Admin or Work)
  - Have an Institutional or WhoKey role
  - Have an AFR Transactional (WebCV, PayCV or GLJE) role
- Approximately 5,000 users
- User must have individual application role to be able to use that specific application

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Question #1: What is the benefit to me?

NOTE: Initial implementation includes AFR-owned applications. Built for flexibility to add applications for other areas in the future.

1. GLDSS Secondary Security obsolete & retired:
    a. Manually granting access to view general ledger accounting reports not needed
    b. Manually removing access for a transfer not needed
2. Access to GLDSS reports and other reporting applications from what is now called the EFR AG will *automatically* be granted by being assigned:
    - An Institutional or WhoKey role
    - Access to a transactional application (GLJE, PayCV or WebCV)
3. Manage access at the application level for your staff:
    - Remove access
    - Request access for applications through Universal Workflow forms
4. Pull security reports for your unit to determine who has access:
    - Access Groups (AG)
    - Transactional applications (GLJE, PayCV and WebCV)
    - Transactional applications EOY permissions (Prd 14)

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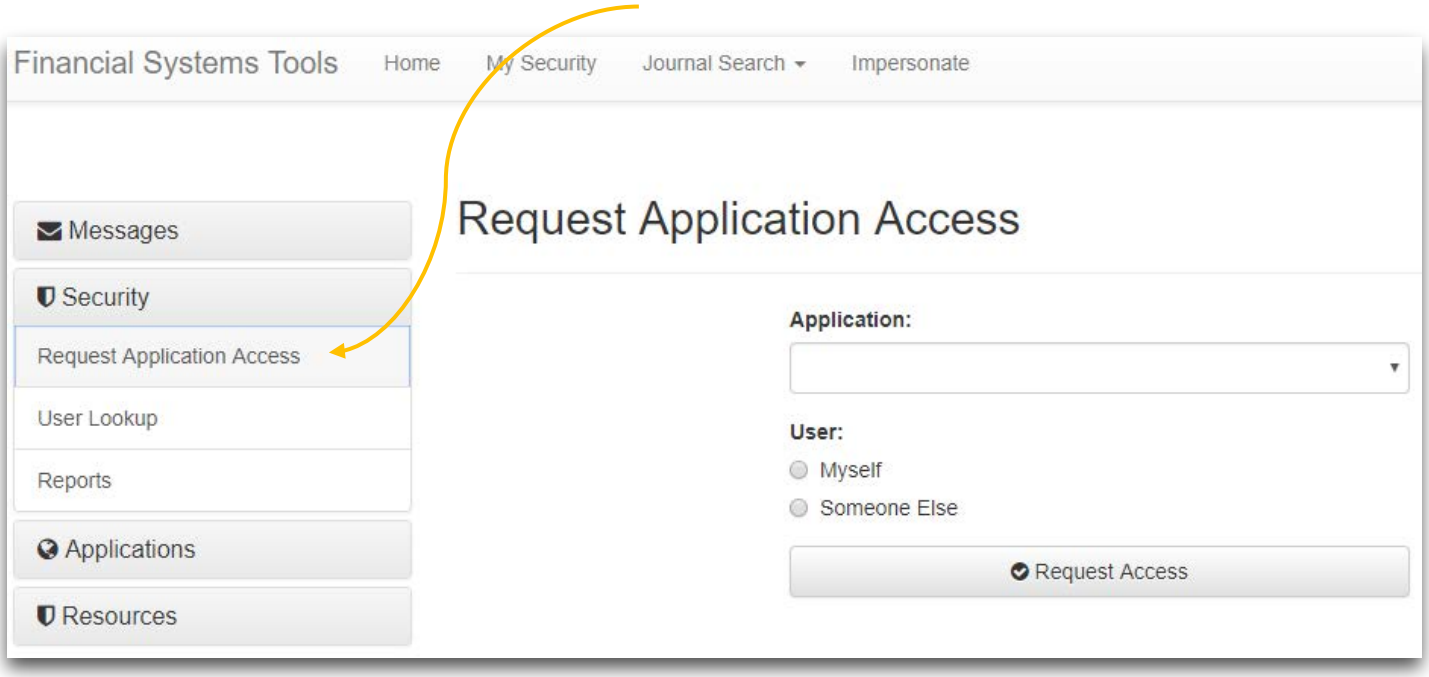
Question #2: How do I request access to an application (myself or someone else) or request additional roles to an application I already have access to?

Option #1: Home tab → Security → Request Application Access



1. Select the "Application" from the drop box.
2. Identify if the form is for yourself or someone else.
3. Select "Request Access" is directed to the proper form to complete through Workflow.

NOTE: Business Officers have access to 4 application form requests: Financial Reporting (AFR), GLJE, PayCV and WebCV. Campus does NOT have access to the Financial Reporting (AFR) form.

What is the Financial Reporting (AFR) application and when does the form need completed?

- Form rarely used.
- Used only if user does NOT have a role in one of these applications: Institutional Roles, WhoKey Admin, GLJE, PayCV or WebCV and needs to access general ledger reports that are automatically granted through the EFR AG.
    - Example – student, clerk or other person whose job is to view/pull general ledger reports & that is all.

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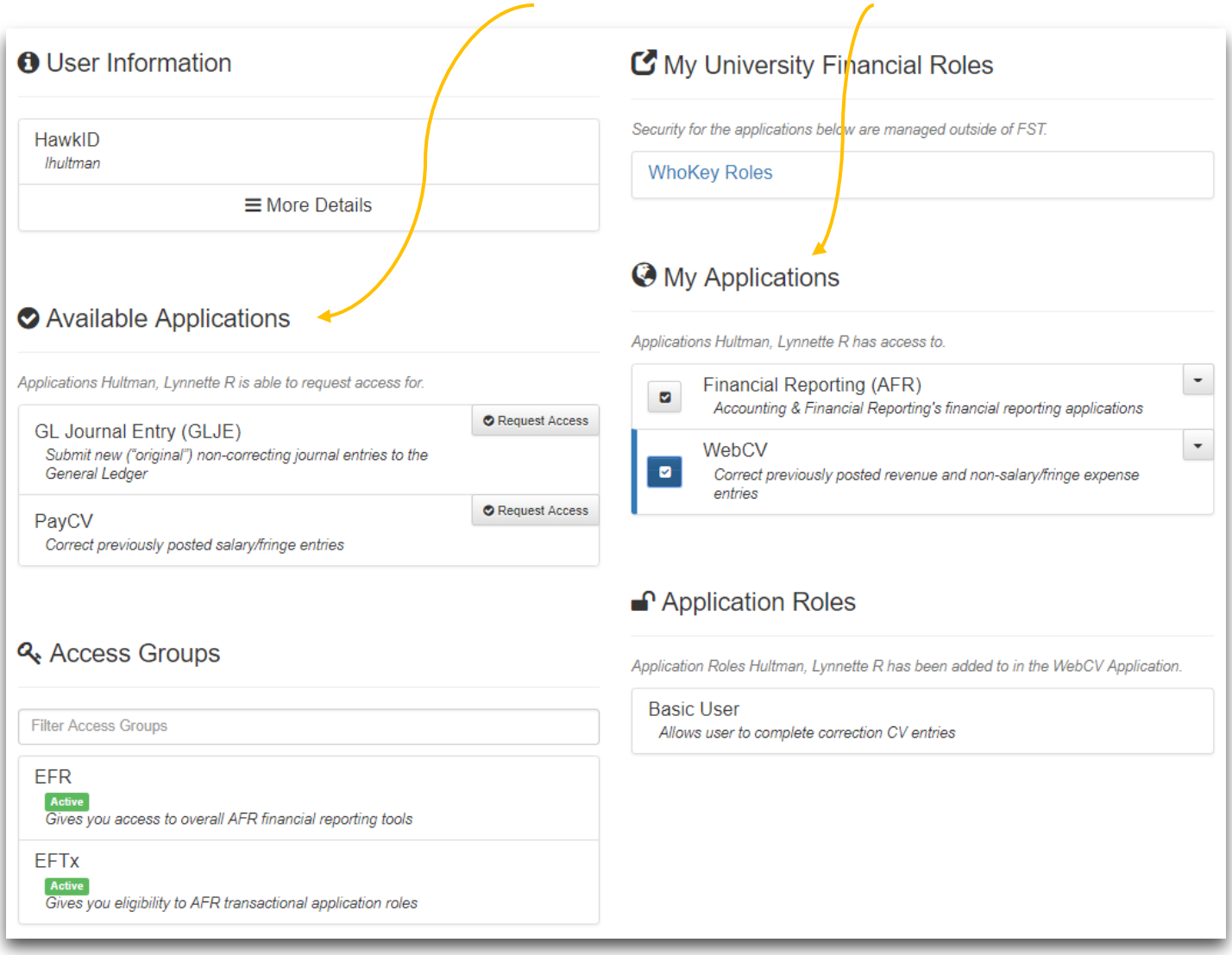
Option #2 & #3: My Security → Available Applications section & My Applications section



Both options can be used to initiate a Workflow form that follows the same approval routing as before the security model roll out (User the request is for → Supervisor → Business Officer → AFR).

Reasons to complete a request form for a user who already has access include needing the following (accessing the request form from the "My Applications section):

1. Period 14 access
2. GLJE – Accrual (ONN), Transfer (TRF) or Transfer-Agency (TRA) access.

NOTE: *Anyone* can request access, it is NOT required that the Business Officer initiate requests.

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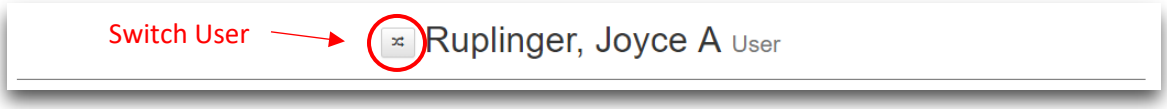
Question #3: How do I know who has access to an application?

Option #1: Home tab → Security → User Lookup

Search is based on either first or last name of individual. Once user is selected, you are directed to the "My Security" page, but for that person.

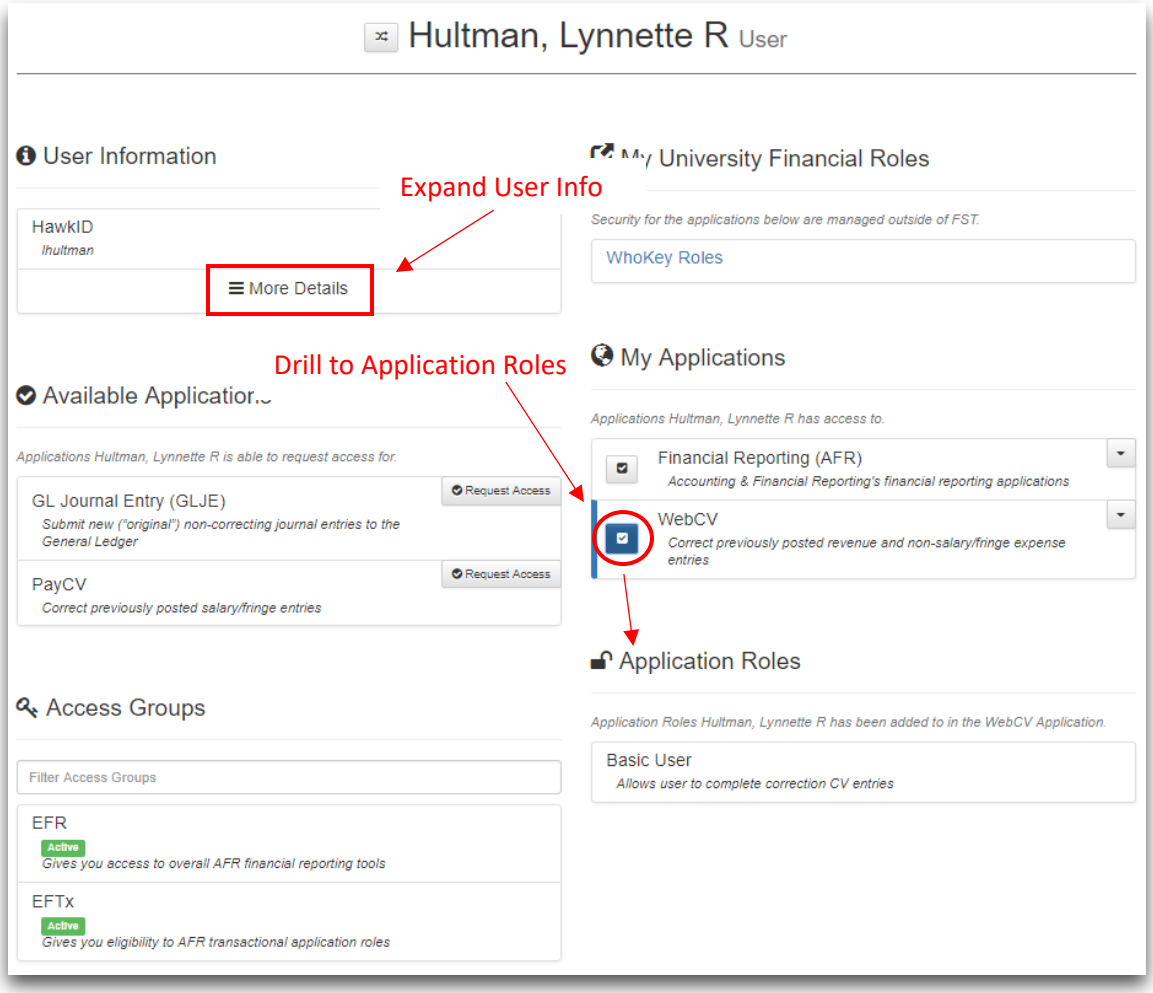
Option #2: My Security tab – default view

Select the "Switch User" button to search for another individual:



Searched for *Lynnette Hultman.*

- Ability to expand user information for more details (HawkID, UnivID, EmplID, Org-Dept, Position Number & Company)
- Ability to drill into Application Roles a user has for an Application by selecting the "checkmark" to the left of the Application name in the "My Applications" section (see next screenshot)



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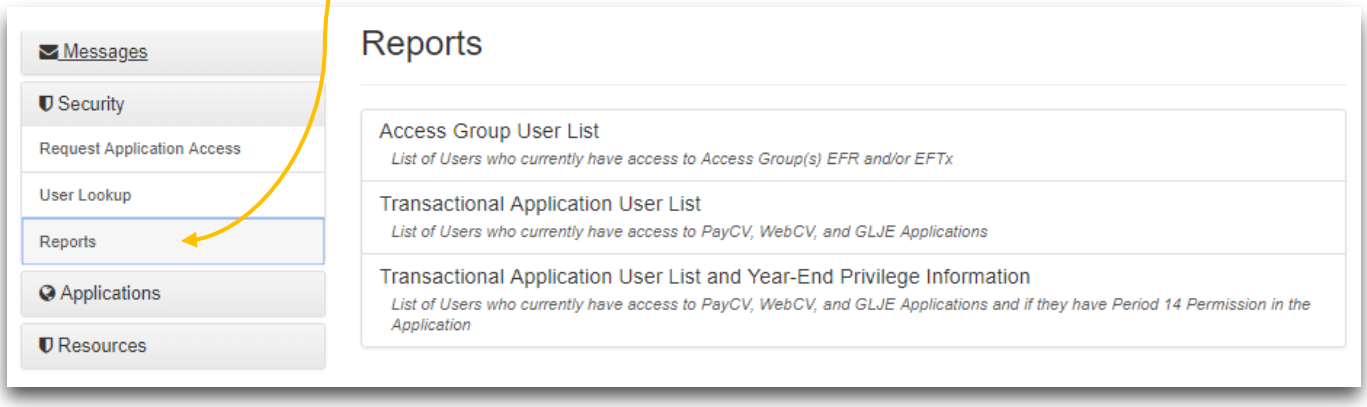
Option #3: Home tab → Security → Reports

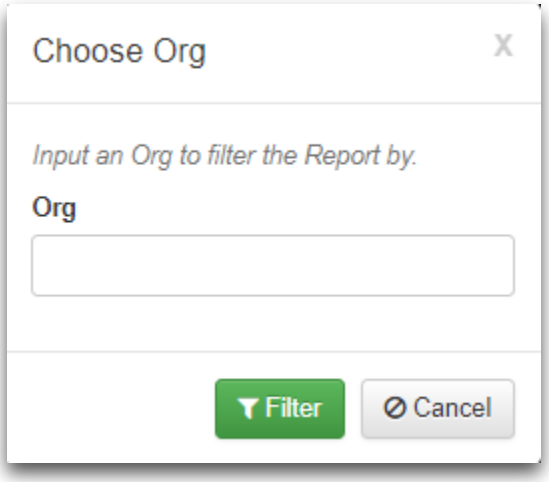
NOTE: Reports are ONLY available to Business Officer roles. Anyone without these roles does not see the "Reports" link.

Reports are based at a full Org level, not individual level.



- **Access Group User List:** Replaces the GLDSS Secondary Security report.
- **Transactional Application User List:** Replaces annual file sent in November/December for your review of access and to communicate changes.
- **Transactional Application User List and Year-End Privilege Information:** Replaces annual file sent April/May for your review of access including Period 14 and to communicate changes in preparation for year end.

Upon selecting the report you want to run, an Org must be entered and only one Org can be pulled at a time.



Small sample for Org 12:

Org	Dept	Dept Name	Last Name	First Name	HawkID	EmplID	GLJE	GLJE Last Accessed	PayCV	PayCV Last Accessed	WebCV	WebCV Last Accessed
12	2000	BUSINESS-TIPPIE COLLEGE OF BUSINESS	Schrock	Nicole	schrocknk	1055997					X	4/6/2018
12	2030	FINANCE	Berg	Beverly	bberg	1016342					X	3/19/2018

Question #4: What does it mean if I can't find someone in FST? What do I do?

If a user is not found, then the person does not have ANY of the following roles:

- University Financial Role (described with Institutional and WhoKey roles)
- Transactional application
- Financial Reporting (AFR) application

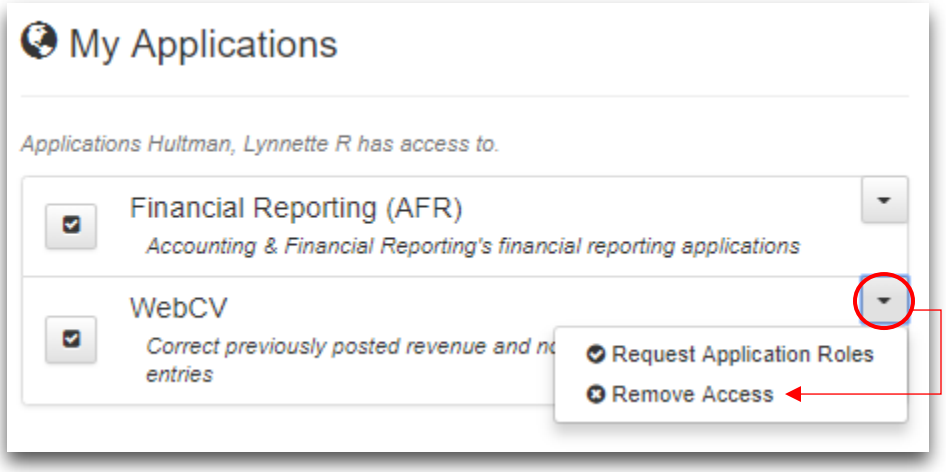
If the person you are searching for needs access, you can't do it from their access page since it does not yet exist. Instead you have these options:

1. Assign the user a University Financial Role, such as an Institutional or WhoKey role. T*he person's access is not updated to add the EFR AG and Financial Reports (AFR) application until a daily job runs @ 4am to add the person.* **DO NOT** set up the person for an Institutional or WhoKey role unless they have a business need for one or both of those roles.
2. Request access to one of the applications – available either by:
   - FST home page → Security → Request Application Access
   - Already on someone's security page and initiate the Application access there, making sure you are requesting access for that other person.

Question #5: How do I remove access to an application for a specific person?

Scenario #1: Person is terminating or transferring – Access & Application Roles are automatically suspended/revoked through a daily process.

Scenario #2: Person should no longer have access to a specific application (E.g. WebCV) and want it revoked. In the "My Applications" section select the down arrow to the right of the application and select "Remove Access".



NOTE: Upon removing access to a transactional application, if the person doesn't have any "University Financial Roles" or access to any other transactional application, then the EFR AG and Financial Reporting (AFR) application is also removed.

Question #6: How do I remove access to an Access Group (EFR or EFTx) for a specific person?

Scenario #1 (routine process): Person is terminating or transferring – Access & Application Roles are automatically suspended/revoked through a daily process.

Scenario #2 (rare): Person should immediately have Access Group(s) suspended. Suspending means that the person is not able to use the applications, but their security setup is preserved for 7 days. If no action to reinstate access is completed in those 7 days, then their access is automatically revoked. Please contact AFR-ElecFinTrans@uiowa.edu, Tammy Buchmayer or Carolyn Gritton.

Question #7: How does the termination/transfer process work?

Scenario	Org Unit Changed? [1]	Position # Changed?	Action	Notification Sent To?
Termination	n/a	n/a	Revoke access	AFR
Transfer1	N	N	Access remains	n/a
Transfer2	Y	N	Access remains	AFR
Transfer3	N	Y	Suspend access for 7 days	Business Officer & Admin Delegate, AFR
Transfer4	Y	Y	Revoke access	Business Officer & Admin Delegate (new & old), AFR

[1] – If Org Unit change from one to another remains within HealthCare Orgs (03, 65-89 & 93-94) this will be treated as a no change.

Action definitions:

- ***Revoke:*** Access is entirely revoked, no preservation of roles. 48 hours after being revoked and if the user is not granted new access then their security record is removed from FST.
- ***Suspend:*** User cannot access the applications; however roles are preserved for 7 days. This allows review time for the Business Officer to determine if access should be retained, which grants all the roles the person previously had back. If no action is taken in the 7 days, then their access is revoked.

University Financial Roles impact:

WhoKey and Institutional roles for termination and transfers are being handled the way they have been, with no change due to the new FSM.

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There are three different transfer emails you may receive:

1. **Transfer3 email example (suspension):**

Subject: UI Financial Applications Security – Suspension for Doe, John Due to Change in Employment

Due to an HR appointment transfer for **Doe, John** (EMPLID 7654321) where the Org # remained the same and the Position # changed, access for the following was **SUSPENDED:**

Access Group:	Associated Applications:
EFR (overall financial reporting access)	Financial Reporting (AFR)
EFTx (overall financial transactional access)	PayCV WebCV

Security was originally granted for this person under the previous Position # 87654321 & Dept # 1234. The new Position # is 54632187 and Dept # is 1432.

Action choices for the Business Officer or his/her Administrative Delegate(s):

- Reinstate access within 7 days of the suspension date that are appropriate for the new job responsibilities. Please contact AFR-ElecFinTrans@uiowa.edu for assistance.
- Take no action within 7 days of the suspension date, to where access will be then revoked. If access is needed, new security request forms must be completed in the Financial Systems Tools (FST) application to set up the necessary access and application roles.

2. **Suspension to revoke email example (this is a follow up from the one above, if no action was taken to reinstate access):**

Subject: UI Financial Applications Security – Revocation for Doe, John Due to previous Suspension

Due to no action taken on the Suspension that occurred 7 days ago for **Doe, John** (EMPLID 7654321), access for the following was **REVOKED:**

Access Group:	Associated Applications:
EFR (overall financial reporting access)	Financial Reporting (AFR)
EFTx (overall financial transactional access)	PayCV WebCV

If access is needed, new security request forms must be completed in the Financial Systems Tools (FST) application to set up the necessary access and application roles.

3. **Transfer4 email example (revoke):**

Subject: UI Financial Applications Security – Revocation for Doe, Jane Due to Change in Employment

Due to an HR appointment transfer for **Doe, Jane** (EMPLID 1234567) where the Org # and the Position # changed, access for the following was **REVOKED:**

Access Group:	Associated Applications:
EFR (overall financial reporting access)	Financial Reporting (AFR)
EFTx (overall financial transactional access)	PayCV WebCV GL Journal Entry (GLJE)

Security was originally granted for this person under the previous Position # 12345678 & Org # 12. The new Position # is 23456789 and Org # is 14.

If access is needed, new security request forms must be completed in the Financial Systems Tools (FST) application to set up the necessary access and application roles.

Question #8: What do I do if someone's access is suspended?

1. If the person should no longer have access for their new position responsibilities, then no action is needed. After 7 days access is revoked.
2. If the person needs the access they had before, contact AFR-ElecFinTrans@uiowa.edu and request the user's access be reinstated (granted back). AFR will then reinstate all roles the individual had before. If it's later decided they should not have access to one or more of the applications, then the Business Officer can remove access at the application level.
3. ***Please note**, the user's Institutional and WhoKey roles are managed separately through those applications' security mechanisms.*

Question #9: How do I find how or who granted/removed Access Groups or Application Roles and when?

- Go Live - Request via email to AFR-ElecFinTrans@uiowa.edu
- Future phase – Add ability to pull information in the Security Reports