UNIVERSITY SYSTEM OF GEORGIA

PeopleSoft Financials Security

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September 23, 2021

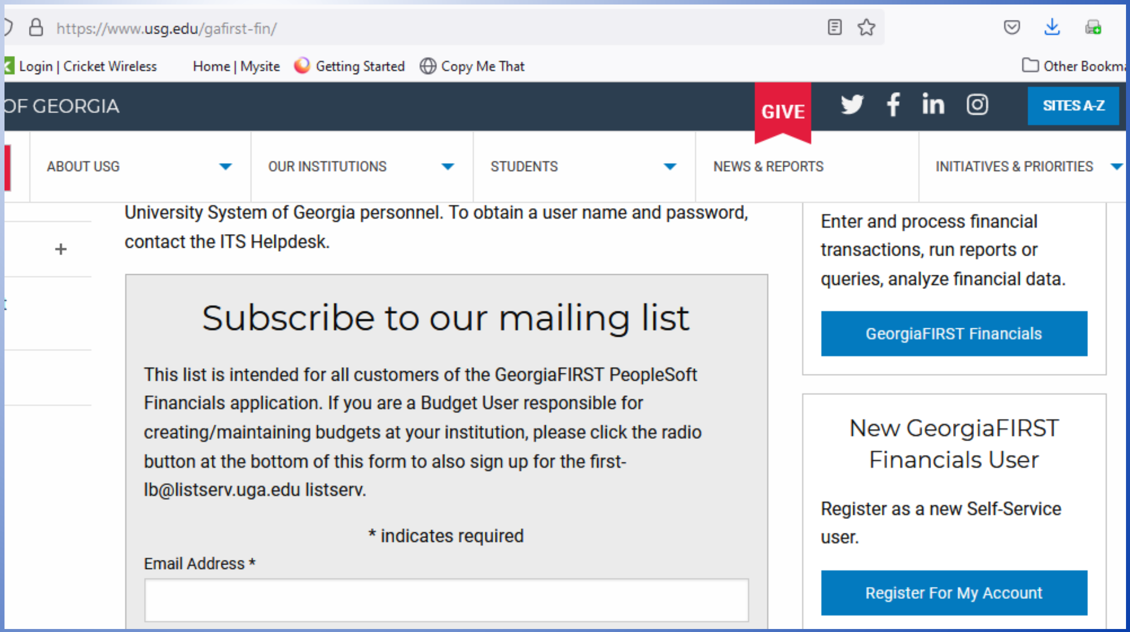
Agenda

- Creating User IDs
- Basic User ID and Role Administration
- Other Areas of Responsibility
- Module Specific Security
- IT Audits
- Q&A

Creating User IDs

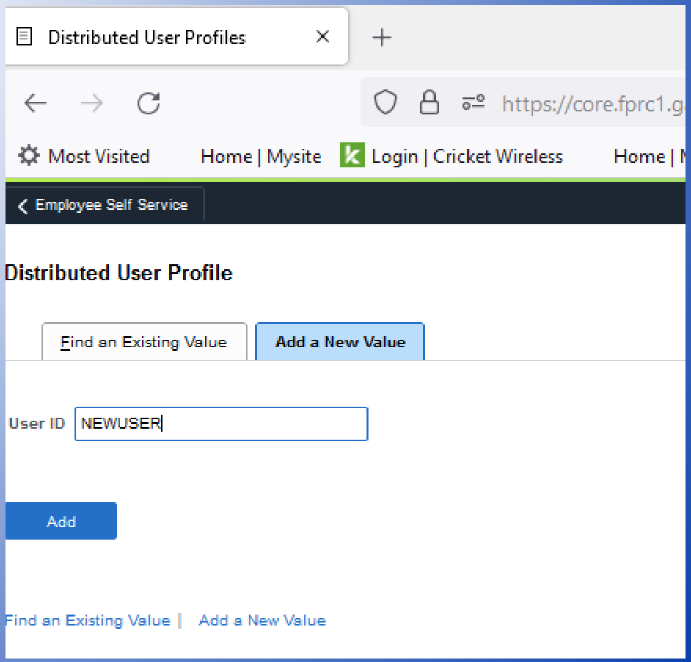
- Self Registration – User Can Self Register and Create their own account
  - www.usg.edu/gafirst-fin
  - Click on Register For My Account
  - User will need to enter Birthday, Zip Code, last 4 of SSN

https://www.usg.edu/gafirst-fin/documents/New_User_Self-Registration.pdf



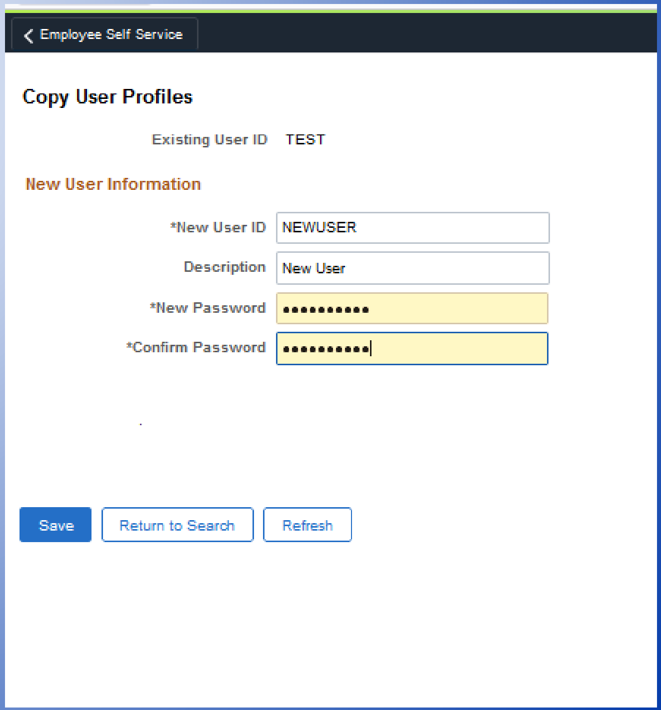
Creating User IDs

- Security Admins Can Manually Create Account
  - Peopletools, Security, User Profiles, Distributed User Profiles



Creating User IDs

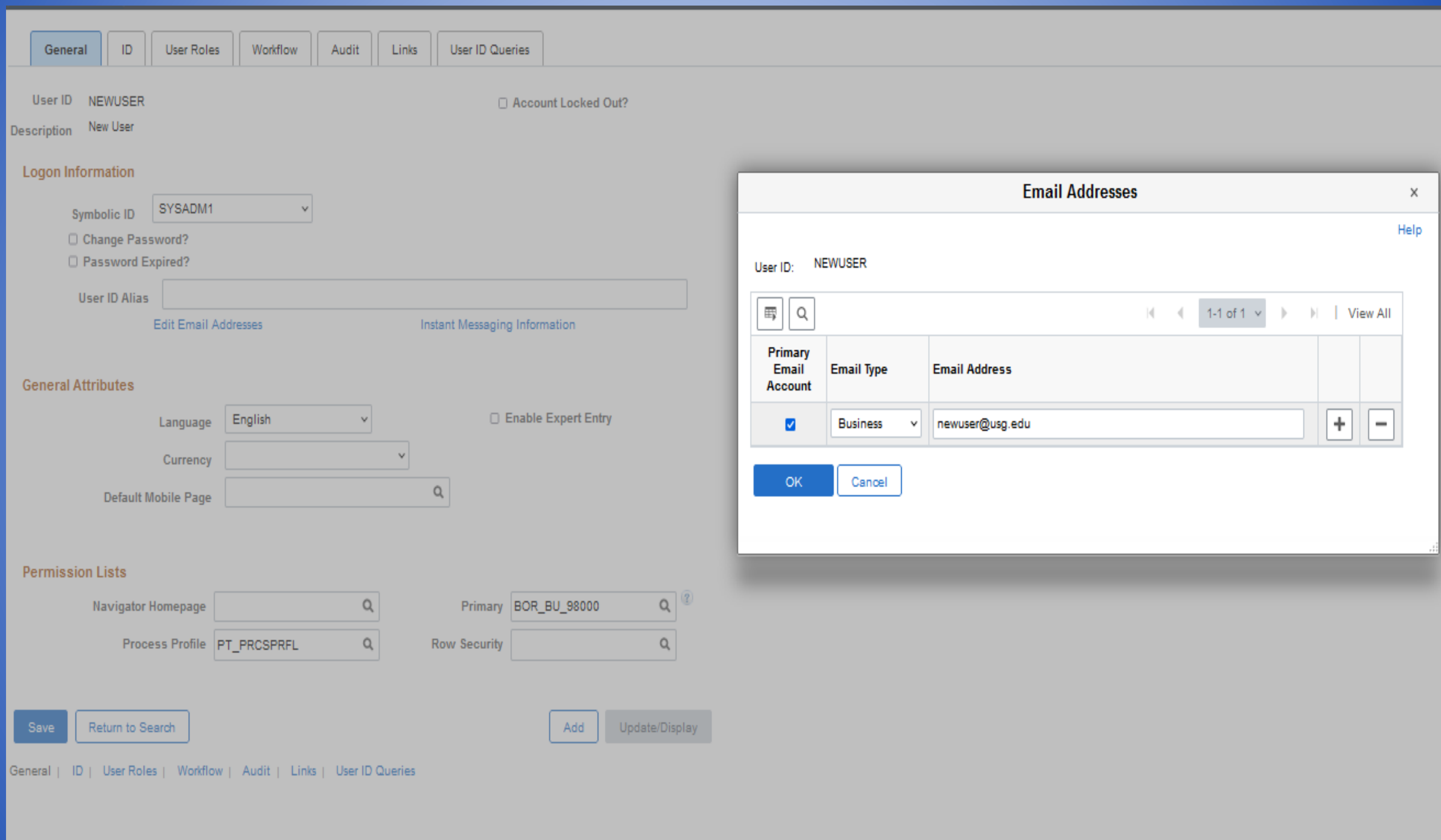
- Security Admins Can Copy an Existing Account
  - Peopletools, Security, User Profiles, Copy User Profiles



Basic User ID and Role Administration

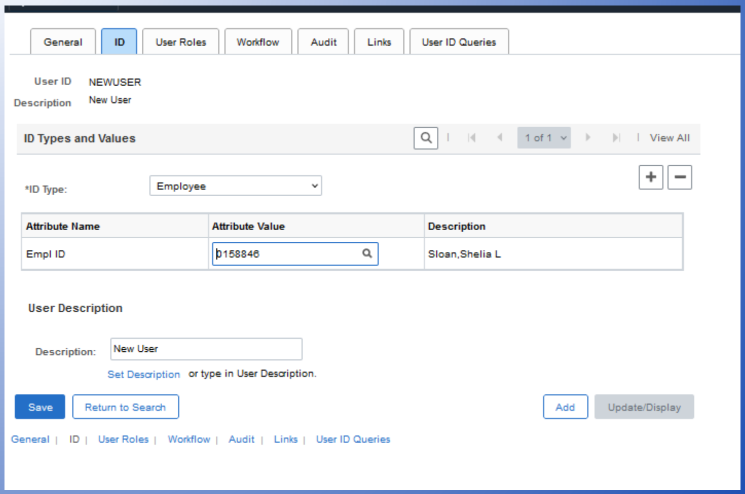
- User ID Administration General Tab
  - Always ensure the account is unlocked for new and current accounts; Locked for Terminated
  - Ensure the EMAIL ID is correct
  - The Process profile should default in and the Primary Permission List Defaults (may need to change to B business unit)
  - For Terminated Accounts, On the General tab,Userid Alias Field, put their EMPLID-USERID in that box.

General Tab


General
ID
User Roles
Workflow
Audit
Links
User ID Queries
User ID NEWUSER
Description New User
Account Locked Out?
Logon Information
Symbolic ID SYSADM1
Change Password?
Password Expired?
User ID Alias
Edit Email Addresses
Instant Messaging Information
General Attributes
Language English
Enable Expert Entry
Currency
Default Mobile Page
Permission Lists
Navigator Homepage
Primary BOR_BU_98000
Process Profile PT_PRCSPRFL
Row Security
Save
Return to Search
Add
Update/Display
General | ID | User Roles | Workflow | Audit | Links | User ID Queries
Email Addresses
Help
User ID: NEWUSER
1-1 of 1
View All
Primary Email Account
Email Type
Email Address
Business
newuser@usg.edu
OK
Cancel

Basic User ID and Role Administration

- User ID Administration ID Tab
  - For New/Current Employees, Change the ID Type to Employee and Add the EMPLID in the Attribute Value box.
  - For Terminated Employees change the ID Type to NONE.



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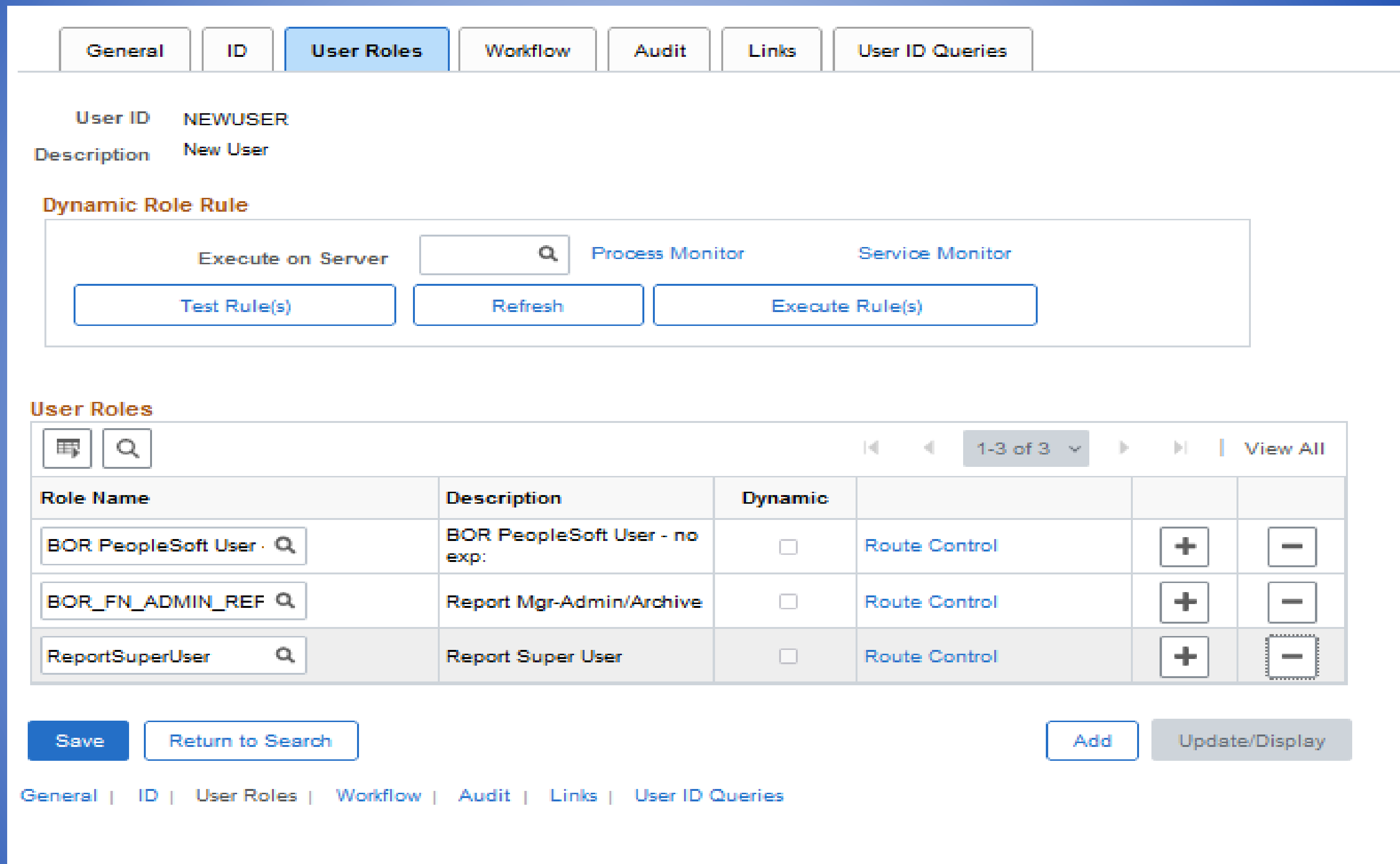
Basic User ID and Role Administration

- User ID Administration User Roles Tab
  - Add the Appropriate Security Roles; There are three base roles (see spreadsheet); If they are a core user provide additional role access as appropriate.
  - For terminated users, remove the BOR PeopleSoft User base roles, and any workflow/approval roles.
  - The only dynamic role in Financials is BOR_EX_APPROVAL (added dynamically when user id is placed on the Approver Assignments Pages in Expenses)

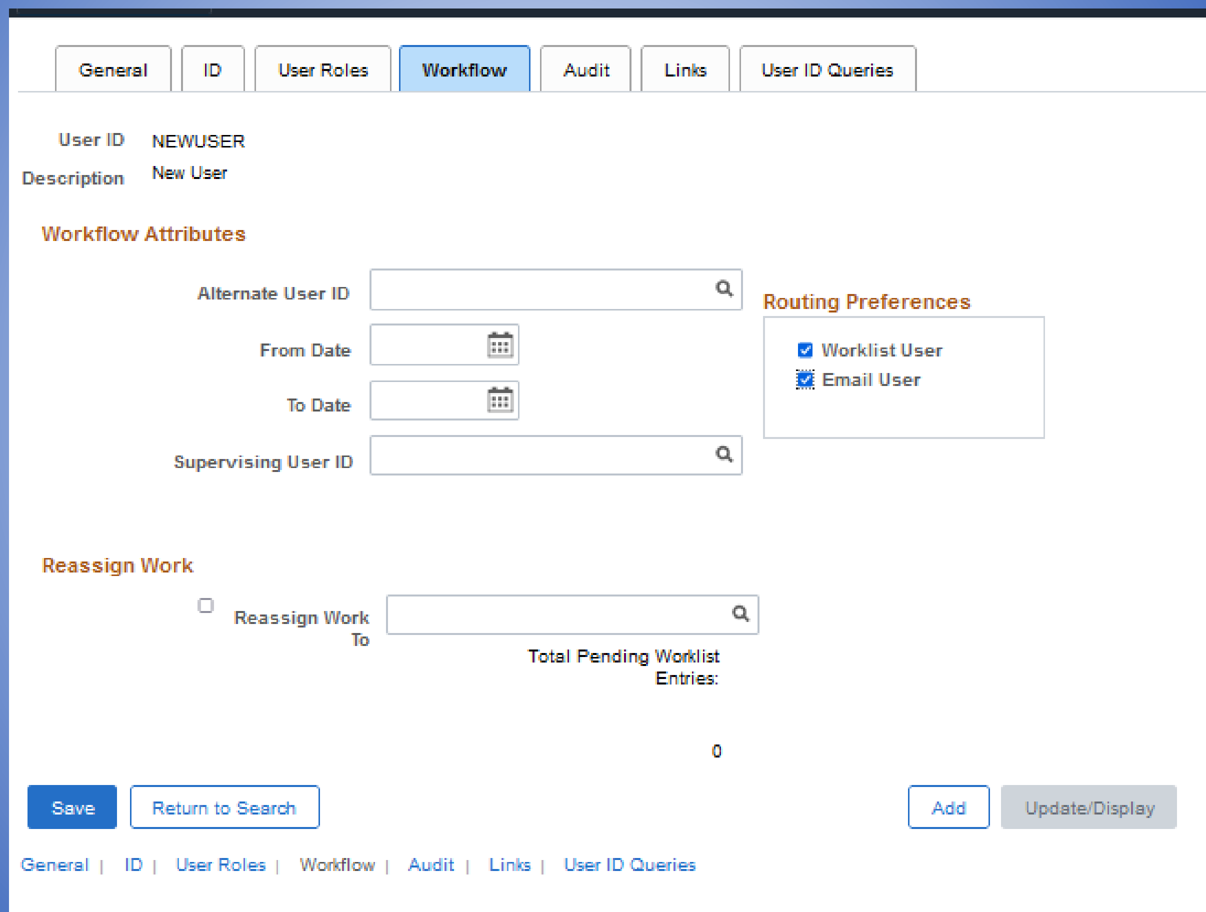
User ID Administration User Roles Tab



Basic User ID and Role Administration

- User ID Administration Workflow Tab
  - Ensure the routing Preferences boxes are selected for Worklist and Email User
  - Alternate User ID is used if the user is an approver and will be out of office
    - Transactions will route to the User ID here while the employee is out on leave.
    - Once the date range has expired, it is best practice to remove the User ID and date range from the user profile.
  - Reassign Work can be used to move ALL transactions waiting on the users approval, to a new approver (be careful with this)

User ID Administration Workflow Tab



Other Areas of Responsibility

- Security Administration is more than assigning roles and maintaining the UserID
- There are other areas in the application that Security Administrators may be responsible for depending on how your institution is organized
- User Preferences is most Always Security Administrator’s Responsibility and is included in the Local Security Admin role
  - Setup Financials Supply Chain, Common Definition, User Preferences, Define User Preferences

Other Areas of Responsibility

- Commitment Control Rules
  - Commitment Control, Define Budget Security, Assign Rule to User ID (BOR_KK_SETUP role)
  - Commitment Control, Define Budget Security, Request Build (BOR_KK_PROCESSES role)
- Requester/Buyer Setup
  - Setup Financials Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup
  - Setup Financials Supply Chain, Product Related, Procurement Options, Purchasing, Requester Setup
    - (BOR_EP_CONFIG_SETUP for both)

Other Areas of Responsibility

- Maintaining Department/Project Approvers for ePro/other Modules
  - Setup Financials Supply Chain, Common Definitions, Design Chartfields, Define Values, Chartfield Values
    - Department Link – Add manager's emplid next to department they will approve transactions for
    - Project Link – Add manager's emplid next to the project they will approve Transactions for
  - Setup Financials Supply Chain, Common Definitions, Design Chartfields, Define Values, Department Approver
    - Define Secondary Department Approvers here for ePro/other modules
  - Setup Financials Supply Chain, Common Definitions, Design Chartfields, Define Values, Project Approver
    - Define Secondary Project Approvers here for ePro/other modules
  - (BOR_GL_CHARTFIELDS role has access to all the above)

Other Areas of Responsibility

- Updating Dashboard Security
  - PeopleTools, Security, User Profiles, Dashboard Department Security
    - (BOR_MNGR_DASHBOARD_DEPTS role)
  - PeopleTools, Security, User Profiles, Dashboard Project Security
    - (BOR_MNGR_DASHBOARD_PROJECT role)

Other Areas of Responsibility

- Kennesaw State University ONLY
- Concur User Profiles
  - PeopleTools, Security, User Profiles, Concur Employee Profile
    - (BOR_PT_CONCUR_USER role)

Other Areas of Responsibility

- EXPENSES Schools
- Travel And Expenses, Manage Expenses Security, Authorize Expense Users
  - There is a Batch process that populates this 5xs a day, but for a critical hire that needs access prior to the batch run, it can be manually update. This allows and employee to enter expense transactions on behalf of themselves or other employees.
    - (BOR_EX_ADMINISTRATION role)
    - This is probably handled by the expenses administrator on your campus

Other Areas of Responsibility

- EXPENSES Schools
- Travel And Expenses, Manage Employee Information, Update Profile
  - This is where default chartfields are configured for expense transactions, but also it is where you can setup an expenses Designate approver
    - (BOR_EX_ADMINISTRATION role)
    - This is probably handled by the expenses administrator on your campus

Other Areas of Responsibility

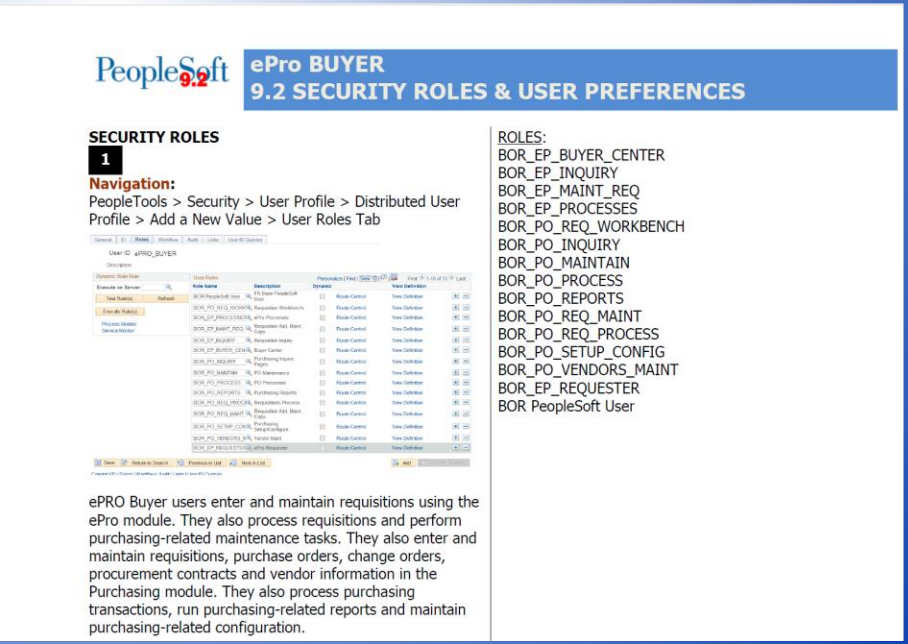
- EXPENSES Schools
- Setup Financials Supply Chain, Product Related, Expenses,Management, Approval Setup, Approver Assignments
  - This is where approvers for Expenses are defined by approval level.
    - (BOR_EX_ADMINISTRATION role)
    - This is probably handled by the expenses administrator on your campus

Module Specific Security

- New Spreadsheet – Financials Security Roles
  - Use as a Guide
- https://www.usg.edu/gafirst-fin/documentation/category/security
  - Here under Business Processes is the Security Administrator User Guide and Under Job Aids is the 9.2 Security Roles & User Preferences Suggestions by Module Area
- https://www.usg.edu/gafirst-fin/training/epro_georgiafirst_marketplace
  - Here you can find helpful guides on how to configure each type of ePro User in the system.

Module Specific Security

- The 9.2 Security & User Preferences Job Aids should be taken and customized by Each Institution to be helpful
  - Each Institution is Staffed differently; The guides should reflect how your employees are setup.


PeopleSoft 9.2

ePro BUYER
9.2 SECURITY ROLES & USER PREFERENCES

SECURITY ROLES

1

Navigation:
PeopleTools > Security > User Profile > Distributed User Profile > Add a New Value > User Roles Tab

ePRO Buyer users enter and maintain requisitions using the ePro module. They also process requisitions and perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, change orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.

ROLES:
BOR_EP_BUYER_CENTER
BOR_EP_INQUIRY
BOR_EP_MAINT_REQ
BOR_EP_PROCESSES
BOR_PO_REQ_WORKBENCH
BOR_PO_INQUIRY
BOR_PO_MAINTAIN
BOR_PO_PROCESS
BOR_PO_REPORTS
BOR_PO_REQ_MAINT
BOR_PO_REQ_PROCESS
BOR_PO_SETUP_CONFIG
BOR_PO_VENDORS_MAINT
BOR_EP_REQUESTER
BOR PeopleSoft User

Module Specific Security

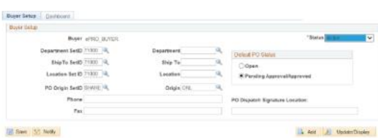
PeopleSoft 9.2

ePro BUYER
9.2 SECURITY ROLES & USER PREFERENCES

BUYER SETUP

2

Navigation:
Set Up Financials & Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup > Add a New Value

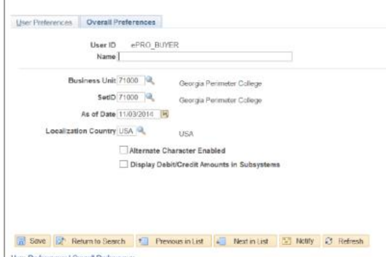


Default PO Status should be set to Pending Approval/Approved.

USER PREFERENCES

3

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Overall Preferences



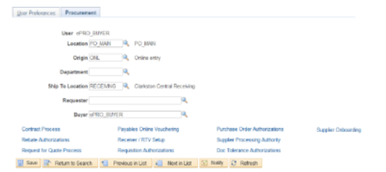
PeopleSoft 9.2

ePro BUYER
9.2 SECURITY ROLES & USER PREFERENCES

USER PREFERENCES

4

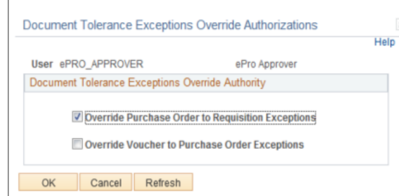
Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement



USER PREFERENCES

5

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Document Tolerance Authorizations hyperlink



The 'Override Purchase Order to Requisition Exceptions' option should only be checked if user should have authority to take this action.

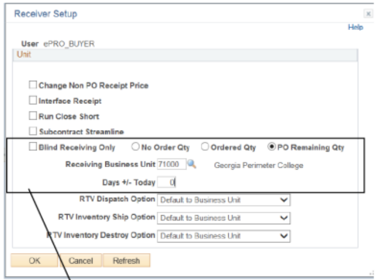
Module Specific Security

PeopleSoft 9.2 | ePro BUYER
9.2 SECURITY ROLES & USER PREFERENCES

USER PREFERENCES

6

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Receiver Setup hyperlink

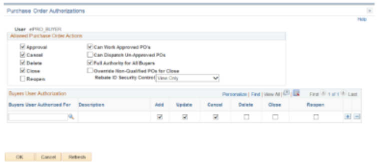


Focus only in this area: Set the default to either PO Remaining Qty, Ordered By, or No Order Qty and specify the days +/-

USER PREFERENCES

7

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Purchase Order Authorizations hyperlink



Select 'Full Authority for All Buyers' if user should have authority for all buyers. Do not specify individual Buyer Id's in the 'Buyers User Authorization' section if full authority is granted.

If the user should not have authority for all do not select the option above. Instead, enter the Buyer ID for each buyer that the user should have authority for in the 'Buyers User Authorization' section. Also, select the applicable box(es) to grant authority to the user for all applicable actions (Add, Update, etc).

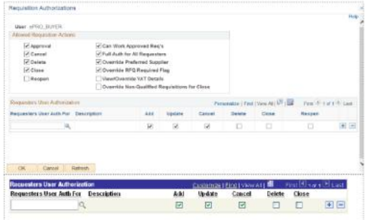
Note: Reopen is a new option in 9.2. Only grant if user should have authority to reopen Purchase Orders.

PeopleSoft 9.2 | ePro BUYER
9.2 SECURITY ROLES & USER PREFERENCES

USER PREFERENCES

8

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Requisition Authorizations hyperlink

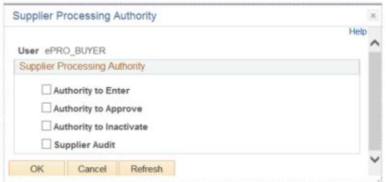


Select 'Full Auth for All Requesters' if user should have authority for all requesters. Do not specify individual Requester Id's in the 'Requesters User Authorization' section if Full Authority is granted. If the user should not have authority for all do not select the option above. Instead, enter the Requester ID for each requester that the user should have authority for in the 'Requesters User Authorization' section. Also, select the applicable box(es) to grant Authority for applicable actions.

USER PREFERENCES

9

Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Vendor Processing Authority hyperlink



**Enter or Approve, but not both

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Module Specific Security

- Create a Custom Security Request Form for your Institution based on the Job Aids that you customize to make it easier
- We deliver a Sample Request Form
- Lets Jump into Application and Walk through some Module Specific Security Here

IT Audits

- Why are Audits Important?
  - Decreases Risk Associated with IT
  - Enhances Internal Control Environment
  - Improves Internal Operations
  - Identifies Potential Vulnerabilities
- Areas we will focus on today
  - New User Access
  - Current User Access
  - Terminated User Access
  - Tools

New User Access

- Document Procedures and Follow them
- Always Document the Request, Gain Approvals and Save
- Be able to Show that What was Requested was granted
- Never accept Phone Calls as a form of authorization.
- Store for Auditors
- Ensure Access is Appropriate and limited to only what they need.

Current User Access

- Periodically Review Current Users Access, at least twice a year. Look at the USG handbook or institutional IT handbook
- If job duties change, so should their access in the application.
- Document the changes, gain authorization.
- Ensure no segregation of duties issues are in place.

Terminated User Access

- This should be handled on demand as users terminate but at least weekly.
- Review Terminated users and confirm with HR that they are in fact terminated.
- Lock the User id and update the user id alias as shown on General id tab slide and update the ID tab.

Tools

- SEGREGATE_DUTY_BOR Query checks for Segregation of Duties issues. Run at least twice a year
  - Cross check with user preferences
- BOR_SEC_TERMINATED_USER_HCM Query checks for terminated Users
- BOR_SEC_USER_ROLES Query lists User IDs and their role assigments
- BOR_SEC_ROLES_BY_MENU_ITEM finds role name based on Menu
- BOR_SEC_ACCESS_BY_ROLE shows what menu items a role has access to.

Tools

- AUDIT_OPRAL_BOR - shows changes to the ID tab on Distributed User Profiles
- AUDIT_OPRDF_BOR - Shows changes to the Distributed User Profiles; such as account locks, Userid alias changes, password changes, primary permission list changes
- AUDIT_ROLCL_BOR - Shows any changes for roles and their permission lists
- AUDIT_ROLDF_BOR - Shows changes to a role definition
- AUDIT_ROLUS_BOR - shows changes to Users roles

Tools

- User Preference Report
  - Setup Financials Supply Chain, Common Definitions, User Preferences, User Preferences Report
  - BOR Menus, BOR Utilities, BOR Security, Commitment Control Budget Security Report

Q&A