

October 12, 2010

A sound internal control environment requires that only individuals with formally delegated signature authority obligate the University with external parties, and that only authorized administrators or their formal designees approve financial transactions at the University. The University relies on these internal control measures to protect the interests and manage the risks of the University.

This report provides a broad view for overall access for the following applications and responsibilities: Oracle, START, People List, SciQuest, STARS and Orbitz. The pivots in this report allow you to review user access for all those in your unit showing you the types of roles and what access values they have.

This report was designed to be used for:

Ongoing Department Maintenance: Triggered by the hiring of a new employee, a change in position, grade, or function of a current employee, the termination of an employee, or the transfer out/in of an employee.

Annual Maintenance (Overall Review of Access and Responsibilities): An annual review of Department/Organization access and responsibilities at fiscal year-end using the following reports is required.

Location

The User Access Review Report (BUG112a) is located in the [BUG Library](#).

How to Process

Enter your NetID and Data Warehouse Password. Click the Process Query Button.

Parameter choices include:

- Division Name: Select specific name or click "Ignore" for ALL
- SubDivision 1 Name: Select specific name or click "Ignore" for ALL
- Department Prefix (all capitals, e.g. FASCHM)
- Organization Number: Enter Org Number or click "Ignore" for ALL

Home Screen

BUG112a User Access Review Report
File Date: Thu Oct 07 2010 15:16:57 GMT-0400 (Eastern Daylight Time) Version: 1.0

NetID: nls4 Password: ***** Process Query Login Successful

View
Individuals with Roles Detail Go

Bug 112a Help

Click on the Dashboard icon located on the Standard toolbar to return to this page.

The Home Screen allows you access to all nine individual views via a drop down menu.

Printing: All views are preformatted to print on either 8.5 x 11” or 11 x 14” paper

Exporting to Excel: Standard Brio exporting functionality is available within this report.

User Access Review Views included in this report are:

Detailed information on each view is provided in the section below

- 1. High-Risk Access & Approval View:** Includes access data with approval limits (if applicable) from START, SciQuest, ORACLE, iExpense and WIP by employee related to roles that are deemed to be High-Risk by the University.

							User Source	FND Respon	iExpense	Oracle Application					SciQuest				START						
							User Function Nm	Web Invoice Payments (Approver)	Signing Limit 10000	CASUAL TIME APPROVAL	YUGL_JSA Department Approver	YULD_Deptment Grant Approver	YULD_STUCAS_Deptment Grant Approver	Approver \$100K Bus Mgr	Approver \$25K	Requisitioner \$1K	Requisitioner \$500	Requisitioner \$5K	Business Managers	Disbursement Approver	ITS Approver	Procurement Vendor Setup Approver	Purchasing Requisition Approver	Telecommunications Approver	Training and Access Coordinators
User Asgn User Status	User Full Nm Ltmk	User Netid	User Home Org Unit Cd	User Home Org Unit Nm	Ac Org Typ	Ac Org Nm	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted		
Active Assignment			720001	Administration	DEPT	MDERM Dermatology			Yes																
			720301	Clinic-Surgery										Yes											

- 2. View Access Summary:** Distributed Approver Roles within your organization including counts of employees with access in these areas.

					Role Type	Role-Central Function	Role-Distrib Approver	Role-Distrib User Preparer	Role-Distrib View Fin & HR	Role-Distrib View POAP	z-Discontinued
Process Area	User Function Nm	Ac Domain Nm	Ac Org Typ	Ac Org Nm	User Access Count	User Access Count	User Access Count	User Access Count	User Access Count	User Access Count	
IT-Telecom	ITS Approvers	Organization	DEPT	MDERM Dermatology			2				
	Telecommunications Approvers	Organization	DEPT	MDERM Dermatology			2				
	Telecommunications Coordinators						2				
Procurement	AccuShip User							35			
	Approver \$100K Bus Mgr	ACCESS ORGS	DEPT	MDERM Dermatology			1				
	Approver \$25K	ACCESS ORGS	DEPT	MDERM Dermatology			1				

- 3. View Access by Function:** Distributed Approver Roles organized by Function and includes employee names.

							Role Type	Role-Central Function	Role-Distrib Approver	Role-Distrib User Preparer	Role-Distrib View Fin & HR	Role-Distrib View POAP	z-Discontinued	
Process Area	User Function Nm	Ac Domain Nm	Ac Org Typ	Ac Org Nm	User Full Nm Ltmk	User Netid	User Home Org Unit Nm	User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted	
Access & General Mgmt	Business Managers	Organization	DEPT	MDERM Dermatology			720001 Administration		Yes					
	START Access for Others						720001 Administration			Yes				
								720301 Clinic-Surgery			Yes			
								720001 Administration			Yes			
								720350 DermPath Lab Service/ Administration			Yes			

4. View Access by Person: Distributed Approver Roles and Function organized by employee name.

									Role Type	Role- Central Function	Role- Distrib Approver	Role- Distrib User Preparer	Role- Distrib View Fin & HR	Role- Distrib View POAP	2-Discontinued
User Full Nm Ltfmk	User NetId	User Home Org Unit Cd	User Home Org Unit Nm	Process Area	User Function Nm	Ac Domain Nm	Ac Org Typ	Ac Org Nm	User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted	
		720400	Research	Procurement	Requisitioner \$0							Yes			
		720001	Administration	Procurement	AccuShip User							Yes			
					Express Shipping User							Yes			
		720001	Administration	HR	Hiring Manager	ACCESS ORG:	DIV	MYSM School Of Medicine			Yes				
				Procurement	AccuShip User							Yes			
					Express Shipping User							Yes			
					Purchasing Requisition Approvers	Organization	DEPT	MDERM Dermatology			Yes				
		720350	DemPath Lab Service/	HR	Hiring Manager	ACCESS ORGS	DIV	MYSM School Of Medicine			Yes				

5. Disbursement Approvers with Non-system Departmental Approval Limits: This view may be printed, completed and filed in the business office to document disbursement approval limits for OK-to-Pay Invoices. *It is important to note that these limits are not enforced by Accounts Payable or by the Oracle system. They are limits that are monitored ONLY by the department.*

User Source	User Function Nm	User Full Nm Ltfmk	User NetId	User Home Org Unit Cd	User Home Org Unit Nm	Department Dollar Limit on OK-to-Pay Invoices
START	Disbursement Approvers			720001	Administration	
				720001	Administration	
				720001	Administration	
				720001	Administration	
				720001	Administration	

6. Expense Report Approvers with Approval Limits: Expense Report Approvers including approval limits and related organizational access.

Distrib Application Group	User Full Nm Ltfmk	User NetId	User Home Org Unit Cd	User Home Org Unit Nm	User Function Nm	Ac Org Nm	Ac Org Typ
POAP Expense			720001	Administration	Signing Limit 0	MDERM Academics 720450	ORG
						MDERM Administration 720001	ORG
						MDERM Clinic-Medical 720300	ORG
			720001	Administration	Signing Limit 10000	MDERM Academics 720450	ORG
						MDERM Administration 720001	ORG
						MDERM Clearing 720000	ORG
						MDERM Clinic-Medical 720300	ORG
						MDERM Clinic-Surgery 720301	ORG
						MDERM Clinical Labs 720351	ORG
						MDERM DemPath Academic 720352	ORG

7. Casuals, Consultants and Associates Access: Provides approval and access to your organization for casuals, consultants and associates.

									Role Type	Role- Distrib User Preparer
User Full Nm Ltfmk	User NetId	User Home Org Unit Cd	User Home Org Unit Nm	Process Area	User Function Nm	Ac Domain Nm	Ac Org Typ	Ac Org Nm	User Access Granted	
		720001	Administration	Procurement	AccuShip User				Yes	
					Express Shipping User				Yes	

8. Individuals Roles Summary: Distributed Approver Roles organized by Home Org and includes employee names.

User Asgn User Status Typ	User Home Org Subdiv1 Nm	User Home Org Subdiv2 Nm	User Home Org Dpt Nm	User Home Org Subdpt1 Nm	User Home Org Unit Cd	User Home Org Unit Nm	User Job Cd	User Full Nm Lftrk	User NetId	Role Type	Role- Central Function	Role- Distrib Approver	Role- Distrib User Preparer	Role- Distrib View Fin & HR	Role- Distrib View POAP	z- Discontinued
											User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted	User Access Granted
Active Assignment	MYSM Departments	MCDEPT Clinical Departments	MDERM Dermatology		720001	Administration	ASSOC CT						Yes	Yes	Yes	Yes
												Yes	Yes	Yes	Yes	Yes
												Yes	Yes	Yes	Yes	Yes
												Yes	Yes	Yes	Yes	Yes
												Yes	Yes	Yes	Yes	Yes
												Yes	Yes	Yes	Yes	Yes

9. Individuals with Roles Detail: Detailed Distributed Approver Roles organized by Home Org and includes employee names.

User Asgn User Status Typ	User Home Org Unit Cd	User Home Org Unit Nm	User Job Cd	User Full Nm Lftrk	User NetId	Role Type	Process Area	User Function Nm	Ac Domain Nm	Ac Org Typ	Ac Org Nm
Leave Triennial	720001	Administration	FAC	Tigelaar, Robert E	RET2	Role- Distrib Approver	HR	Hiring Manager	ACCESS ORGS	DIV	MYSM School Of Medicine
							Procurement	Purchasing Requisition Approvers	Organization	DEPT	MDERM Dermatology
						Role- Distrib User Preparer	Procurement	AccuShip User			
								Express Shipping User			
Terminate Assignment	720350	DermPath Lab Service/	CT	Johanson, Meagan A	MJ267	Role- Distrib User Preparer	Travel	Travel Arrangers (Orbitz)		ORG	MDERM DermPath Lab Service/Administration 720350

Note: Organizational Access Report is available in [START](#) to view employees outside your department that have access to your department.



For further information on [Security and Access Reports](#)

For further information refer to the following:

- [Policy 1104: Signature Authority and Delegation, Approval Authority and Access for Financial Transactions](#)
- [Procedure 1104 PR.01: Signature Authority, Delegation of Approval Authority and Access for Financial Transactions](#)
- [Policy 1601: Information Access and Security](#)
- [Procedure 1601 PR.01: Access to Oracle Financial and Human Resources Applications](#)
- [Procedure 1601 PR.02: NetIDs and Identity Management](#)

Need Help?

For further information, please contact gauersupport@yale.edu