



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

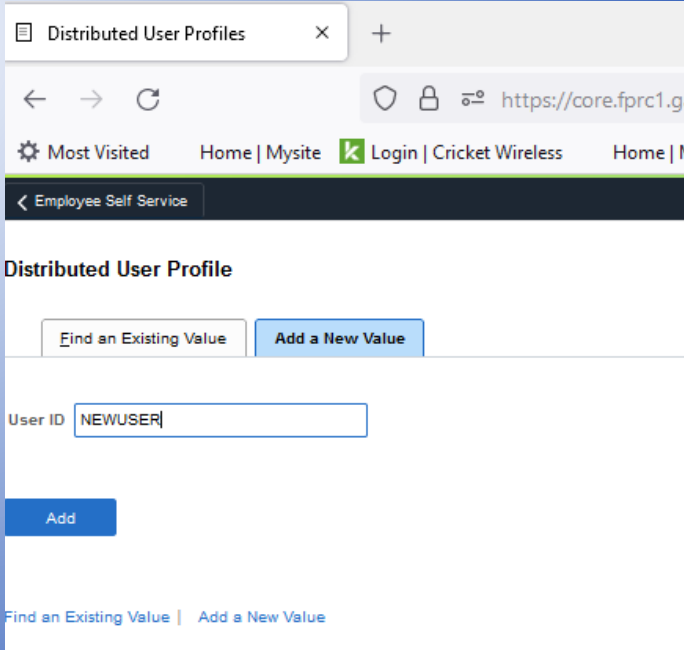
- Self Registration – User Can Self Register and Create their own account
 - www.usg.edu/gafirst-fin
 - Click on Register For My Account
 - User will need to enter Birthday, Zip Code, last 4 of SSN
- https://www.usg.edu/gafirst-fin/documents/New_User_Self-Registration.pdf

The screenshot shows a web browser window with the URL <https://www.usg.edu/gafirst-fin/>. The page features a navigation bar with links for 'Login | Cricket Wireless', 'Home | Mysite', 'Getting Started', and 'Copy Me That'. Below the navigation bar, there are several menu items: 'ABOUT USG', 'OUR INSTITUTIONS', 'STUDENTS', 'NEWS & REPORTS', and 'INITIATIVES & PRIORITIES'. A red 'GIVE' button and social media icons for Twitter, Facebook, LinkedIn, and Instagram are also visible. The main content area includes a section for 'University System of Georgia personnel. To obtain a user name and password, contact the ITS Helpdesk.' and a 'Subscribe to our mailing list' section. The mailing list section contains a form with an 'Email Address *' field and a note that '* indicates required'. To the right of the mailing list section, there are two buttons: 'GeorgiaFIRST Financials' and 'Register For My Account'.



Creating User IDs

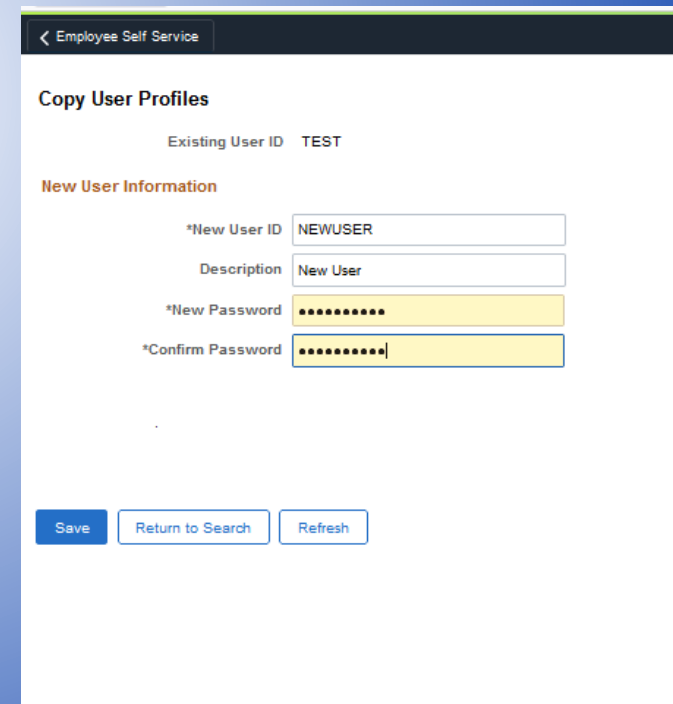
- Security Admins Can Manually Create Account
 - Peopletools, Security, User Profiles, Distributed User Profiles



The screenshot shows a web browser window with the title "Distributed User Profiles". The address bar displays "https://core.fprc1.g". The page content includes a navigation menu with "Employee Self Service" selected. Below the navigation, the heading "Distributed User Profile" is visible. There are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted. Below these buttons, there is a text input field labeled "User ID" containing the text "NEWUSER". A blue "Add" button is positioned below the input field. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

Creating User IDs

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



The screenshot shows a web interface for 'Employee Self Service' with a 'Copy User Profiles' form. The form includes a header with a back arrow and the text 'Employee Self Service'. Below the header, the title 'Copy User Profiles' is displayed. A label 'Existing User ID' is followed by the text 'TEST'. Under the heading 'New User Information', there are four input fields: '*New User ID' with the value 'NEWUSER', 'Description' with the value 'New User', '*New Password' with masked characters, and '*Confirm Password' with masked characters. At the bottom of the form, there are three buttons: 'Save', 'Return to Search', and 'Refresh'.

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

User ID: NEWUSER Account Locked Out?

Description: New User

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:

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

Email Addresses

User ID: NEWUSER [Help](#)

1-1 of 1

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	<input type="text" value="newuser@usg.edu"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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.

The screenshot shows a web application interface for user administration. At the top, there are tabs for 'General', 'ID', 'User Roles', 'Workflow', 'Audit', 'Links', and 'User ID Queries'. The 'ID' tab is selected. Below the tabs, the 'User ID' is 'NEWUSER' and the 'Description' is 'New User'. A section titled 'ID Types and Values' contains a search bar and a dropdown menu for 'ID Type' set to 'Employee'. Below this is a table with columns 'Attribute Name', 'Attribute Value', and 'Description'. The table contains one row: 'Empl ID' with the value '158846' and the description 'Sloan,Shelia L.'. Below the table is a 'User Description' section with a text input field containing 'New User' and a 'Set Description' link. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. The footer of the interface shows the same set of tabs as the top.

Attribute Name	Attribute Value	Description
Empl ID	158846	Sloan,Shelia L.

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

General | ID | **User Roles** | Workflow | Audit | Links | User ID Queries

User ID: NEWUSER
Description: New User

Dynamic Role Rule

Execute on Server Process Monitor Service Monitor

Test Rule(s) Refresh Execute Rule(s)

User Roles

1-3 of 3 View All

Role Name	Description	Dynamic			
<input type="text"/> BOR PeopleSoft User	BOR PeopleSoft User - no exp:	<input type="checkbox"/>	Route Control	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> BOR_FN_ADMIN_REF	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> ReportSuperUser	Report Super User	<input type="checkbox"/>	Route Control	<input type="button" value="+"/>	<input type="button" value="-"/>

Save Return to Search Add Update/Display

General | ID | User Roles | Workflow | Audit | Links | User ID Queries



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

General | ID | User Roles | **Workflow** | Audit | Links | User ID Queries

User ID: NEWUSER
Description: New User

Workflow Attributes

Alternate User ID:

From Date:

To Date:

Supervising User ID:

Routing Preferences

Worklist User
 Email User

Reassign Work

Reassign Work To:

Total Pending Worklist Entries: 0

General | ID | User Roles | Workflow | Audit | Links | User ID Queries



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

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

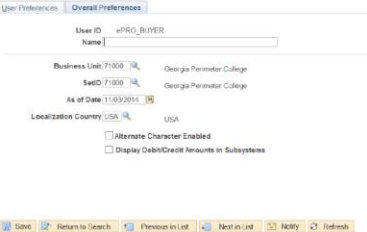


Default PO Status should be set to Pending Approval/Approved.

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

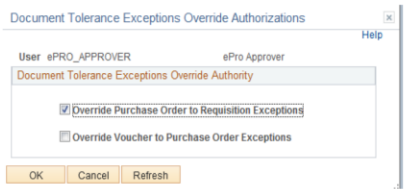
Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement



USER PREFERENCES

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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

6 USER PREFERENCES

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

8 USER PREFERENCES

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.

9 USER PREFERENCES

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

**Enter or Approve, but not both



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 assignments
- 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

