

	GA-508
	Finance Security
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	Effective Date: 06/01/2010

<p>Purpose The Controller's Office limits financial system access to ensure sound internal controls.</p>
<p>Policy Banner finance module access is granted based on an approved access application form. Changes to finance access are allowed through e-mail from the organization liaison.</p>
<p>Definitions Organization liaison is generally the budget administrator for the organization.</p>
<p>Procedures A Banner Access Application Form is acquired online or from the organization liaison. The form is completed and signed by the user with assistance from their supervisor or organization liaison to determine the appropriate access for the user. The form is approved and signed by the supervisor or the department liaison. The form is sent to the Business Analyst in the Controller's Office. In the event the Business Analyst is absent, they will appoint a temporary data steward from another module to assist with processing requests. The approved forms are sent to the Business Analyst who will establish the employee's account in accordance with the form by assigning a user ID and initial password. Disagreements on who will be given access will be resolved by the appropriate organization liaison and data owner of the finance module (Controller's Office). The Business Analyst will maintain a historical file of all authorized forms. Human Resources provides a list of terminations each month to the Business Analysts. The Business Analyst will verify that users' accounts have been deactivated.</p>
<p>Guidelines Intentionally left blank.</p>
<p>References Intentionally left blank.</p>
<p>Responsibilities Intentionally left blank.</p>
<p>Required Forms http://www.iit.edu/policy_procedures/forms/ga_banner_finance_security_form.xls</p>