| | **GA515** |
|---|---|
| ILLINOIS INSTITUTE OF TECHNOLOGY | **ERP Access** |
| | Prepared By: Controller's Office |
| | Approved By: Ken Johnston |
| | Effective Date: 09/23/2015 |

**Purpose**

The policy will document the university's policy management of granting and reviewing access to ERP system.

**Policy**

The university limits ERP access to ensure sound internal controls. ERP access is set up by the Controller's Office, Human Resources and Registrar's Office to ensure appropriate segregation of duties within the financial/human resources/student systems. Faculty/Staff/Students may be granted system access for certain job responsibilities in conflict with the segregation of duties setup based on an analysis of the risks, cost efficiencies and additional manual controls. The system access conflicts are documented along with an explanation of the mitigating controls.

Access to Financial Information is limited to the employee's organization and job responsibilities and is based on the Banner System security access.

**Definitions**

**Financial Systems** – Banner General Ledger, Operating Ledger Views, Student AR, Grants , Purchasing and Accounts Payable Views

**Human Resources** – Banner Human Resources view and Payroll views

**Student Systems** – Banner Registration/Student Information views

**Procedures**

1. Banner Finance/Grants/AP/Purchasing access is requested utilizing the Banner Finance Security Form. The Controller's Office will grant access to Banner after the form is approved by the employee's supervisor.

2. Human Resources and Student information access is coordinated through the Human Resources and Registrar's Office.

3. The Controller's Office documents finance security setup utilizing a security matrix. The security matrix identifies the system access by role, responsibility or security group.

4. On a semi-annual basis, the Controller's Office will perform a security access review to ensure individuals' access is appropriate for their job responsibilities. Segregation of Duty conflicts and mitigating controls are documented during the review.

5. If questions arise or discrepancies are found during the semi-annual review, the Controller's office will contact the appropriate department for further clarification and assessment. The Controller's office will make the necessary security access changes after the department has been consulted.

**Guidelines**

NA

**References**

NA

**Responsibilities**

**Controller's Office** – grant access to General Ledger/AP/Purchasing/Student AR/Grants information accessed through Banner. Security access is reviewed semi-annually by Controller's office.

**Registrar's Office** – grant access to Student information accessed through Banner

**Human Resources Office** – grant access to Human Resources information accessed through Banner

**Required Forms**

http://www.iit.edu/policy_procedures/forms/ga_banner_finance_security_form.xls