Systems Access Administrator (SAA) Users Group Meeting

October 7, 2016

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Agenda

- Application Access Overview by SAA type (Bobbi McCracken)
- Time & Attendance Reporting System (TARS) Student Employee PPS SSN & SIS SSN Considerations (Amber Jones)
- Service Now Demo (Dalia Fadel)
- New Banner Department Billing Role (Asirra Suguitan)
- Ledger Reconciliation & Storage System (LRSS) User/Matrix Setup and Updates (Bobbi McCracken)
- Travel Routing Best Practice (Bobbi McCracken)
- Removing EACS Roles Considerations (Bobbi McCracken)
- New eBuy Invoice Approver Role (Bobbi McCracken)
- eBuy Invoice Approval Demo (Josh Hoerger)

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Application Access Overview by SAA type

Application Access Overview by SAA Type: Department SAA

- Department SAA: individual assigned to grant departmental access to system based on requirements of job duties and completion of appropriate training
  - The Department SAA role can be assigned at the Department, Division or Org Level
  - Recommend keeping all SAAs under an organization at the same level (Department or Division or Organization)
  - Assignment of the SAA role should be at the department financial/HR manager or higher
  - Listing of roles available for assignment by application and user type is available at: http://eacs.ucr.edu/eacs/EACS_REPORT_V2.app_list

Application Access Overview by SAA Type: Application SAA

- Application SAA: Held by functional owner of an application to grant specialized access
- Most Common Access
  - ePay (send requests to saaupdate@ucr.edu)
    - Organization Approver
    - Organization Delegated Approver (requires delegation letter)
    - Organization Pre-Approver
    - Executive Approver
    - Executive Pre-Approver
  - HRDW, iReview, iRecruit, Career Track (send requests to HR)
    - Org level access
  - eForms (send requests to Shelley Gupta)
    - Org Approver

Application Access Overview by SAA Type: Institutional SAA

- Institutional SAA
  - Assigns the Department SAA
  - Assigns Application SAA roles
  - Assigns the following AP eFile at direction of APO:
    - AP Analyst
    - Chancellor
    - Dean
    - Dean’s Analyst
    - Document Management System Originator
    - Document Management System Reviewer
    - EVC
    - Lead AP Analyst
    - Vice Provost

Application Access Overview by SAA Type: Institutional SAA (cont.)

- LRSS
  - Escalation Notice Department Head Role
  - Escalation Notice CFAO Role
- Assigns PAN “Default Reviewer” role (normally assigned to Organizational CFAO
- Assigns PAMIS eCAF “Dean” role at direction of RED or Org

- Send requests for additions, modifications, and/or inactivations to saaupdate@ucr.edu

TARS Student Employee PPS SSN & SIS SSN Considerations

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Service Now Demo

Service Now

- BFS is considering handling requests for additions, modifications and inactivation of the SAA through Service Now
- Pro: allows user to track the status of their request
- Con: cannot copy CFAO and/or department head on requests

User Feedback requested

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New Banner Department Billing Role

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Ledger Reconciliation and Storage System (LRSS)

LRSS User and Matrix Setup

- The set up for the LRSS application is a two step process
  - Step One: assign reconciler and certifier roles
  - Step Two: create LRSS Matrix
- Prior month matrixes can be update using the "View/Edit Historical Matrix" icon
  - Updates should be made to the row; if a row is "added" all reconcilers listed will need to mark LRSS
  - Updates cannot be performed on historical rows that have already been reconciled or certified.
  - Multiple certifiers cannot be assigned under the code used in the "Activity" field (e.g. if the matrix is established using department code D01100 and there are two reconcilers, the same person has to be listed as the certifier for both rows.)

LRSS Set Up Considerations

- Matrixes can be created by an SAA at the DEPT, DIV or ORG level, but should only be created at <u>one</u> level within an organizational structure
  - Reorganizations have result in matrixes being created under multiple accountability structures causing confusion for reconciler, certifier, SAA and troubleshooters
- Ensure roles are established and matrixes are created for new department codes
  - If matrix established under DIV or ORG level SAA, the matrix will need to be "re-created" to pick up new value
  - Periodically run the LRSS Outstanding Matrix Reconciliation Report should be run to check for missing department matrixes
- LRSS rows created after month end close and all rows created must be reconciled and certified
  - "Secondary" reconciler role is not a "back-up"; all rows created must be reconciled and certified

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Travel Routing

Travel Routing Best Practices

- To limit the maintenance required when adding new travelers, including visitors, a "default" routing should be established under the Accountability Structure

UCR Travel Routing

Refresh | Add Routing | Update Multiple Routing | Close

The routings listed below are valid for all departments under : [D01101]

Traveler Name	Traveler ID	Travel Coordinator	Pre Approver	Final Approver	Status	Action
	ALL	JENNC		ASIRRA (Preferred)	Valid	[Edit] [Remove]
Suguitan, Asirra	E856521108	JENNC LOLITAG		BOBBIB	Valid	[Edit] [Remove]

- Travel coordinators for any individual should be limited to no more than three to ensure travel coordinator has access to make travel arrangements on behalf of the traveler in Connexxus
  - If more than three, Connexxus randomly selects three

Travel Routing Best Practices

- To avoid delays in the travel reimbursement process, do not remove roles from the routing without designating a replacement
  - If permanently eliminating the pre-approver role, ensure there are no trips in the pre-approver queue

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Considerations When Removing Roles

Removing Roles

- As employee's separate from the University, their NET IDs turn RED in EACS as an alert to remove access. Before removing the separated employee's EACS roles, care should be taken when removing the:
  - Traveler role by confirming there are no pending iTravel requests in any queue as payment processing will be impeded.
    - Other Travel Roles may require an update to the Travel Routing before the system will allow removal
  - PAN Review role. If a replacement is not established, prompt review of PANs cannot be completed and PAN notices will escalate.
  - LRSS roles. EACS will prevent roles associated with individuals defined in current LRSS matrix from being removed; therefore, the LRSS matrix row should be "updated" to re-assign the reconciler/certifier designation.

eBuy Invoice Approval Role

eBuy Invoice Approver

- UC Policy requires explicit department approval of purchase order related invoices above the campus designated threshold in addition to other invoice matching controls. UCR's approval threshold is increasing to $10K and should reduce the volume of approvals by 50%.
- To complement this change, the eBuy Invoice Approval role is being deployed.
- **Department SAAs should establish the eBuy Invoice Approver roles for their Accountability Structures by 10/14/16**

eBuy Invoice Approval Role

- Considerations:
  - The role should normally be assigned to the department head or financial manager
  - The EACS role replaces the Signature Authorization Form requirement in this area
  - All individuals assigned this role will receive notification and can take action to approve the invoice
  - The Transactor associated with the transaction cannot perform the invoice approval to ensure appropriate separation of duties
  - Organizations and departments should evaluation their ledger reconciliation processes given this change in procedure

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eBuy Invoice Approval Demo

Survey

Your feedback and input on this user group meeting is important, please take a few moments to complete this survey: http://www.surveygizmo.com/s3/3043331/SAA-Users-Group-Feedback

Questions?