

System Access Review Training Guide

What is System Access Review (SAR)?

System Access Review (previously known as Identity Management) is an important control activity required for internal and external audits. They provide assurance that the appropriate users have access to financial systems. To improve the effectiveness of this control, certain changes will be instituted effective for the first quarter of fiscal year 2018.

- The organization level at which the control is performed will be at the division level;
- The review will be performed within BFS.
- Division Finance Leaders (DFLs) will be required to ensure that system access reports are complete in BFS within thirty (30) days of the quarter end.

System Access Review in BFS

The System Access Review consists of three main roles:

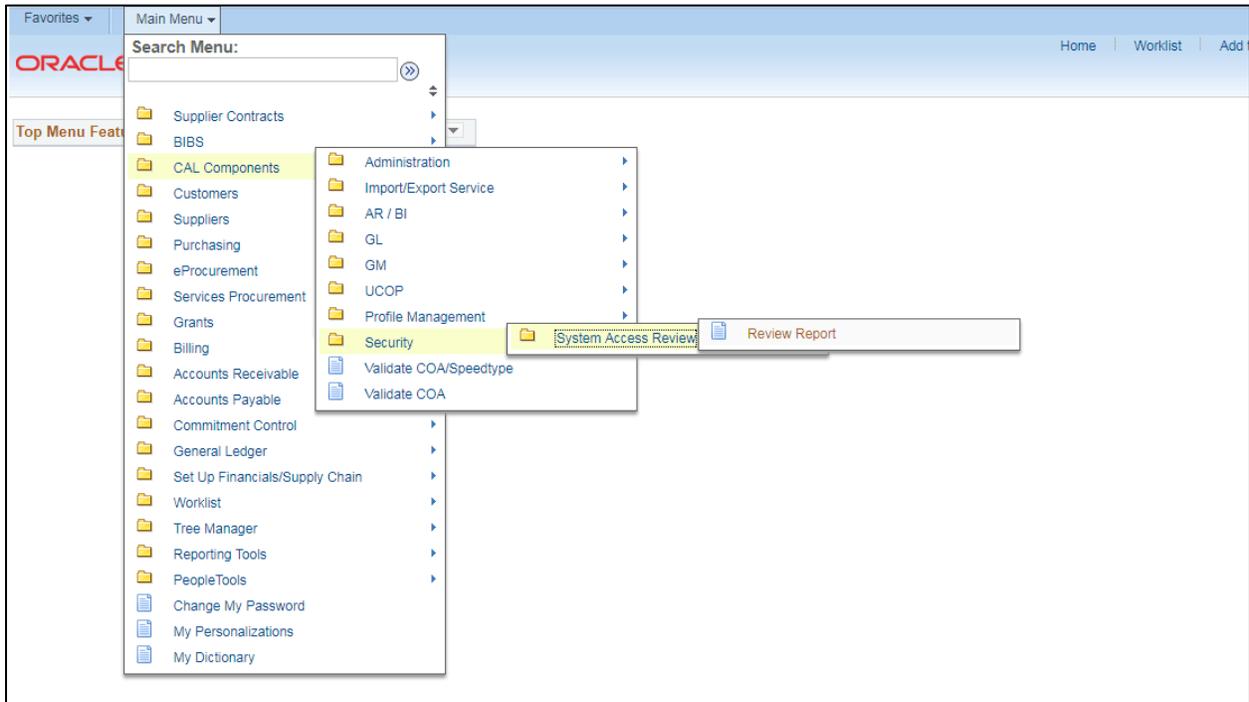
1. **Inquire** - Read-only access; users cannot make changes or updates to the data on the page.
2. **Review** - Allows the user to confirm system access.
3. **Approve** - Allows the user to confirm system access and sign off that the review is complete. Only DFLs will have the 'Approve' role. Approval indicates:

"I am responsible for and acknowledge that I have performed the System Access Review. As of the Approved On date, access for employees in my division is accurate and appropriate for their current job responsibilities and supports proper segregation of duties within my division."

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Navigation

The menu path to get to the System Access Review page is Main Menu > CAL Components > Security > System Access Review > Review Report



Search Page

There are four search criteria available for users to find reports.

Field	Description
Quarter End Date	Select the report period
Report	Select the name of the report. Reports group multiple org nodes together
Approved By	Select the DFL who approved the report
Approved	Options are: Yes – Report was approved No – Report is still pending approval

NOTE: Only those reports the user has access to will appear in the search results.

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Review Report Page

The screenshot shows the Oracle Review Report page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'CAL Components > Security > System Access Review > Review Report'. The Oracle logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. Below the navigation, there is a 'Review Report' tab and a 'New Window | Help | Personalize Page' link.

The main content area displays the following information:

- Quarter End Date: 06/30/2017
- Report: OACAD_SSALL
- D-024

Three sections are highlighted with red boxes and labels:

- Approval Section:** Contains an 'Approve Report' button, 'Submitted By' and 'Submitted On' fields, 'Approved By' and 'Approved On' fields, and a 'Comments' text area.
- Filter Section:** Contains a 'Report Filter' section with fields for 'System', 'User ID', 'Role', 'Empl ID', 'Name', 'Org Node', 'Update ID', and 'Review Action'.
- Results and Action:** Contains a table with columns: System, User ID, Name, Empl ID, Role, Home Dept, Org Node, Review Action, Update ID, and Update ID.

The table data is as follows:

System	User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update ID
1 BFS	012345678	Badger,Bob	010738864	BIBS Permanent Budget PRT	EWSUM	UYOLI	Pending		
2 BFS	012345678	Badger,Bob	010738864	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Pending		
3 BFS	012345678	Badger,Bob	010738864	GL Journal Approver Dept	EWSUM	UYOLI	Pending		
4 BFS	098765432	Hamster,Henrietta	098765432	AP Voucher Approver Dept	EWSUM	UYOLI	Pending		
5 BFS	098765432	Hamster,Henrietta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Pending		
6 BFS	098765432	Hamster,Henrietta	098765432	BearBuy Requisition Approver	EWSUM	UYOLI	Pending		
7 BFS	098765432	Hamster,Henrietta	098765432	BearBuy Requisition Creator	EWSUM	UYOLI	Pending		

There are 3 main sections of the Review Report page.

Section	Description
Approvals	The DFL will use this section to approve the report.
Filters	Allows the user to filter the results in the results grid
Results and Actions	Shows rows in the report matching the filters and allows users with Review or Approve roles the ability to confirm access

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Report Filter Options

Once the report is opened, the user can further filter the results. Any users with access to the page can use the filters.

The screenshot shows the Oracle System Access Review interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > CAL Components > Security > System Access Review > Review Report. Below this is the Oracle logo. The main content area has a 'Review Report' tab. Below the tab, there are fields for 'Quarter End Date: 06/30/2017', 'Report: OACAD_SSALL', and 'D-024'. There is an 'Approve Report' button. Below that are fields for 'Submitted By:', 'Submitted On:', 'Approved By:', and 'Approved On:'. A 'Comments:' text area is also present. A red box highlights the 'Report Filter' section, which contains the following fields: 'System:' (dropdown), 'Review Action:' (dropdown), 'User ID:' (text with search icon), 'Name:' (text with search icon), 'Role:' (text with search icon), 'Org Node:' (text with search icon), 'Empl ID:' (text with search icon), and 'Update ID:' (text with search icon). To the right of the red box, the text 'Filter Section' is written in red.

There are eight filters available for users.

Filter	Description
System	<p>Systems include:</p> <ul style="list-style-type: none"> • BFS – Berkeley Financial System • BCS – Berkeley Campus Solutions • CARS – Campus Accounts Receivable System (retired) • CDS – Campus Depository System • CNET - CashNet • DSAS – Department Student Aid System (retired) • ENT - Entertainment • HCM – Human Capital Management • PPS – Payroll system • TRV – Travel system • UNCP - Unifier
User ID	The User ID is the ID used within the system to uniquely identify the user
Role	The roles the user has access to
Empl ID	The Employee ID is the number given to us by HCM . The Employee ID is often also the User ID, but this isn't always the case.

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Filter	Description
Review Action	Available Review Actions to filter by include: <ul style="list-style-type: none">• Accept• Pending• Remove• Terminate
Name	User Name
Org Node	For BFS, the designated Org Node for roles that are regulated by specific departments. If the role is not regulated, then the employee's Home Department Org Node will be listed
Update ID	This is the employee name who took the review action

If you wish to review data by person, we recommend using Employee ID (Empl ID) to sort the data rather than User ID. Employee ID is the number given to us by HCM. The Employee ID is often also the User ID, but that is not always the case. PPS uses mainframe IDs rather than employee IDs, so a user can have different User IDs. You can also review data by financial system by sorting the data by System.

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Results and Actions Grid

The results and actions grid shows rows in the report matching the filters and allows users with Review or Approve roles the ability to confirm access.

Review Actions

	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	C
PRT	EWSUM	UYOLI	Pending			
Ledger Approver	EWSUM	UYOLI	Accept			
pt	EWSUM	UYOLI	Pending			
ept	EWSUM	UYOLI	Remove			
Ledger Approver	EWSUM	UYOLI	Terminate			
rover	EWSUM	UYOLI	Pending			
ator	EWSUM	UYOLI	Pending			

On the Review Report page, there are four actions that can be taken:

Review Action	Description
Pending	System default indicates an action needs to be taken
Accept	Use if the employees' access is correct
Remove	Use when a single role or Org Node should be removed*
Terminate	Use when the employee has left UCB**

Once an action of Accept, Remove or Terminate has been selected, the system will populate the Update ID and the Update Date Time Stamp. Changing the Review Action back to pending will remove the Update ID and Update Date Time Stamp values.

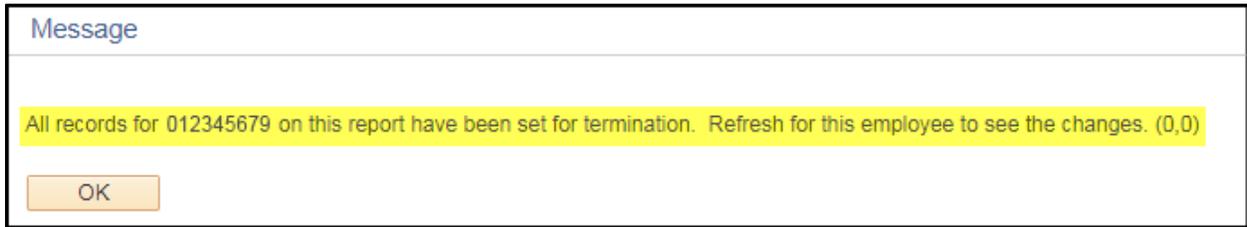
Additionally, those with Review or Accept roles can enter comments about the action taken. This can be particularly useful for communications between Reviewer and Approvers.

Please note that all rows have the system default action of 'Pending' indicating that an action needs to be taken.

***If the employee has left the department but you are unsure if the employee is still employed by UCB, you should use the 'Remove' action not 'Terminate'.**

**** When using the 'Terminate' action, a message box will be displayed alerting the user that all records for that Empl ID on the report have been set for termination and to refresh to see the changes.**

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To refresh for an employee, re-filter the results by the employee ID. The updates to the Update ID and Update Date/Time will appear.

NOTE: Only add comments to Terminated rows after the Update ID and Update Date/Time fields have been populated.

Update All

If you have a long list to review, you might find it easier to use the 'Update All' function. This allows you to pick an action to apply to every row in the grid. For instance, you could change all rows to 'Accept' and then overwrite the roles where you wish to 'Remove' or 'Terminate' the user's access.

Inquire

Users with the Inquire role are only able to view the data on the page but are unable to take any actions.

	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	C
PRT	EWSUM	UYOLI	Pending			<input type="checkbox"/>
Ledger Approver	EWSUM	UYOLI	Pending			<input type="checkbox"/>
pt	EWSUM	UYOLI	Pending			<input type="checkbox"/>
ept	EWSUM	UYOLI	Pending			<input type="checkbox"/>
Ledger Approver	EWSUM	UYOLI	Pending			<input type="checkbox"/>
rover	EWSUM	UYOLI	Pending			<input type="checkbox"/>
ator	EWSUM	UYOLI	Pending			<input type="checkbox"/>
pt	EWSUM	UYOLI	Pending			<input type="checkbox"/>

Note that the Inquire role has no 'Review Action' drop-down menu available

Notice that the 'Review Action' field is display only and there is no drop down action available for the Inquire role.

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Approvals

The Approve Report button is only available to DFLs. By clicking on the Approve Report button, the DFL is certifying that they have performed the System Access Review and that as of the Approved On date, the access for employees in their division is accurate and appropriate for their current job responsibilities and supports proper segregation of duties within their division.

The "Approve Report" button is still active even though the report has changed. The button remains active until the DFL approves the report.

System User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	Comments
1 BFS	012345678 Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UVOLI	Remove	OBEAR - BEAR.OSKI	09/13/2017 4:46PM	Function no longer needed in current role
2 BFS	012345678 Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UVOLI	Pending			
3 BFS	012345678 Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UVOLI	Pending			
4 BFS	098765432 Hamaker,Hennella	098765432	AP Voucher Approver Dept	EWSUM	UVOLI	Terminate	OBEAR - BEAR.OSKI	09/13/2017 4:49PM	No longer employed by UC Berkeley

The Approve Report section remains active until the DFL has approved the report.

Once the DFL approves the report, the "Approve Report" button becomes greyed out. Additionally, the "Submitted By", "Submitted On", "Approved By", and "Approved On" fields are populated.

System User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	Comments
1 BFS	012345678 Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UVOLI	Remove	OBEAR - BEAR.OSKI	09/13/2017 4:46PM	Function no longer needed in current role
2 BFS	012345678 Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UVOLI	Accept			
3 BFS	012345678 Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UVOLI	Accept			
4 BFS	098765432 Hamaker,Hennella	098765432	AP Voucher Approver Dept	EWSUM	UVOLI	Terminate	OBEAR - BEAR.OSKI	09/13/2017 4:49PM	No longer employed by UC Berkeley

Once the DFL has approved the report, all fields on the report become display only and the 'Submitted By,' 'Submitted On,' 'Approved By' and 'Approved On' fields are populated.

NOTE: The Submitted By and Submitted On fields are only for the BFS Security Administrator's use. They may be used for historical Security Access Review approvals.

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Example

When a user with the Review or Approve role first opens the report, all Review Actions are set to Pending.

Review Report

Quarter End Date: 06/30/2017 Report: OACAD_SSALL D-024

Approve Report

Submitted By: Submitted On:

Approved By: Approved On:

Comments:

Report Filter

System: Review Action:

User ID: Name:

Role: Org Node:

Empl ID: Update ID:

Update All:

System	User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID
1	BFS	012345678	Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM UYOLI	Pending	
2	BFS	012345678	Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM UYOLI	Pending	
3	BFS	012345678	Badger,Bob	012345678	GL Journal Approver Dept	EWSUM UYOLI	Pending	
4	BFS	098765432	Hanster,Hennietta	098765432	AP Voucher Approver Dept	EWSUM UYOLI	Pending	
5	BFS	098765432	Hanster,Hennietta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM UYOLI	Pending	
6	BFS	098765432	Hanster,Hennietta	098765432	BeaBuy Requisition Approver	EWSUM UYOLI	Pending	
7	BFS	098765432	Hanster,Hennietta	098765432	BeaBuy Requisition Creator	EWSUM UYOLI	Pending	
8	BFS	098765432	Hanster,Hennietta	098765432	GL Journal Approver Dept	EWSUM UYOLI	Pending	
9	BFS	055443322	Deer,David	055443322	BeaBuy Global Inquiry	UYOLI UYOLI	Pending	
10	BFS	055443322	Deer,David	055443322	Financial Inquiry - AP/PO/GL/AR/Vendor	UYOLI UYOLI	Pending	
11	BFS	011223344	Collie,Cullen	011223344	BIBS Perm Budget SPA	ACBUD UYOLI	Pending	

Rather than going into each row individually and selecting an action, the user can use the 'Update All' functionality as follows:

Approve Report

Submitted By: Submitted On:

Approved By: Approved On:

Comments:

Report Filter

System: Review Action:

User ID: Name:

Role: Org Node:

Empl ID: Update ID:

Update All:

- Accept
- Pending
- Remove
- Terminate

System	User ID	Name	Empl ID	Role	
1	BFS	012345678	Badger,Bob	010738864	BIBS Perma
2	BFS	012345678	Badger,Bob	010738864	BIBS Temporary Budget Ledger Approver
3	BFS	012345678	Badger,Bob	010738864	GL Journal Approver Dept
4	BFS	098765432	Hanster,Hennietta	098765432	AP Voucher Approver Dept

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Notice that after the 'Update All' function is used, all rows have changed from 'Pending' to 'Accept' and the 'Update Id' and 'Update Date/Time' fields are populated

Quarter End Date: 06/30/2017 Report: OACAD_SSALL D-024

Submitted By: Submitted On:

Approved By: Approved On:

Comments:

Report Filter

System: Review Action:

User ID: Name:

Role: Org Node:

Empl ID: Update ID:

Update All: Accept

System User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	Comments
1 BFS	012345678 Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
2 BFS	012345678 Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
3 BFS	012345678 Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
4 BFS	098765432 Hamster,Hennietta	098765432	AP Voucher Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
5 BFS	098765432 Hamster,Hennietta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
6 BFS	098765432 Hamster,Hennietta	098765432	BearBuy Requisition Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
7 BFS	098765432 Hamster,Hennietta	098765432	BearBuy Requisition Creator	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
8 BFS	098765432 Hamster,Hennietta	098765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
9 BFS	055443322 Deer,David	055443322	BearBuy Global Inquiry	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
10 BFS	055443322 Deer,David	055443322	Financial Inquiry - AP/PO/GLIAR/Vendor	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
11 BFS	011223344 Collee,Colleen	011223344	BIBS Perm Budget SPA	ACBUD	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	

To change or overwrite one of the roles that now has a 'Review Action' of "Accept", the user will go to the row that needs to be changed, select the appropriate action and make comments if desired.

Quarter End Date: 06/30/2017 Report: OACAD_SSALL D-024

Submitted By: Submitted On:

Approved By: Approved On:

Comments:

Report Filter

System: Review Action:

User ID: Name:

Role: Org Node:

Empl ID: Update ID:

Update All: Accept

System User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	Comments
1 BFS	012345678 Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
2 BFS	012345678 Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
3 BFS	012345678 Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UYOLI	Pending	Wildcat,Wilbur	09/11/2017 3:06PM	
4 BFS	098765432 Hamster,Hennietta	098765432	AP Voucher Approver Dept	EWSUM	UYOLI	Remove	Wildcat,Wilbur	09/11/2017 3:06PM	
5 BFS	098765432 Hamster,Hennietta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
6 BFS	098765432 Hamster,Hennietta	098765432	BearBuy Requisition Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
7 BFS	098765432 Hamster,Hennietta	098765432	BearBuy Requisition Creator	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
8 BFS	098765432 Hamster,Hennietta	098765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
9 BFS	055443322 Deer,David	055443322	BearBuy Global Inquiry	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
10 BFS	055443322 Deer,David	055443322	Financial Inquiry - AP/PO/GLIAR/Vendor	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
11 BFS	011223344 Collee,Colleen	011223344	BIBS Perm Budget SPA	ACBUD	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	

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As the screenshot indicates, the 'Review Action' is now "Remove" and the 'Update Date/Time' has been changed. The comments that the user added are also visible.

System	User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update DateTime	Comments
1	BFS 012345678	Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UYOLI	Remove	Wildcat,Wilbur	09/11/2017 3:12PM	Employee job role has changed. Role no longer needed
2	BFS 012345678	Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
3	BFS 012345678	Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
4	BFS 098765432	Hamster,Hennietta	098765432	AP Voucher Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
5	BFS 098765432	Hamster,Hennietta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
6	BFS 098765432	Hamster,Hennietta	098765432	BearBuy Requisition Approver	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
7	BFS 098765432	Hamster,Hennietta	098765432	BearBuy Requisition Creator	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
8	BFS 098765432	Hamster,Hennietta	098765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
9	BFS 055443322	Deer,David	055443322	BearBuy Global Inquiry	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
10	BFS 055443322	Deer,David	055443322	Financial Inquiry - AP/PO/IGL/AR/Vendor	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
11	BFS 011223344	Collie,Collie	011223344	BIBS Perm Budget SPA	ACBUD	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	

Actions will continue to be editable on the Review Report page until it has been approved by the appropriate DFL.