

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

AGENCY SECURITY OFFICER TRAINING

THURSDAY, APRIL 27, 2017

CONTENT

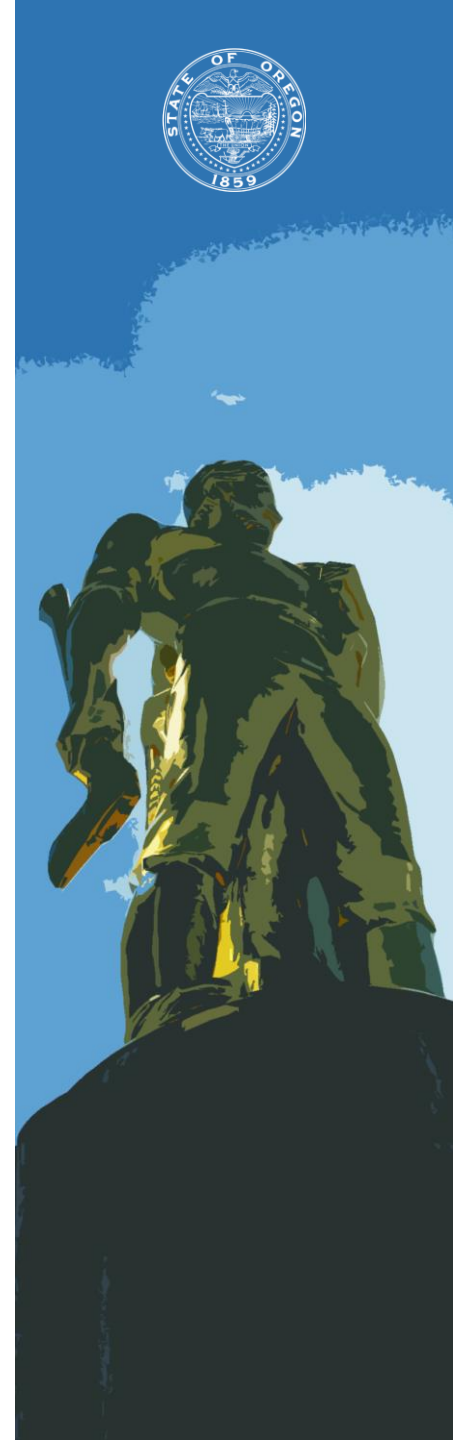
- **INTERNAL CONTROL**
- **RACF ID**
- **PASSWORDS**
- **AGENCY SECURITY OFFICERS (ASO)**
- **SECURITY REVIEW**
- **R*STARS**
- **DATAMART**
- **OSPS**
- **ADPICS**
- **CONTACTS**



Internal Control

A process effected by management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations



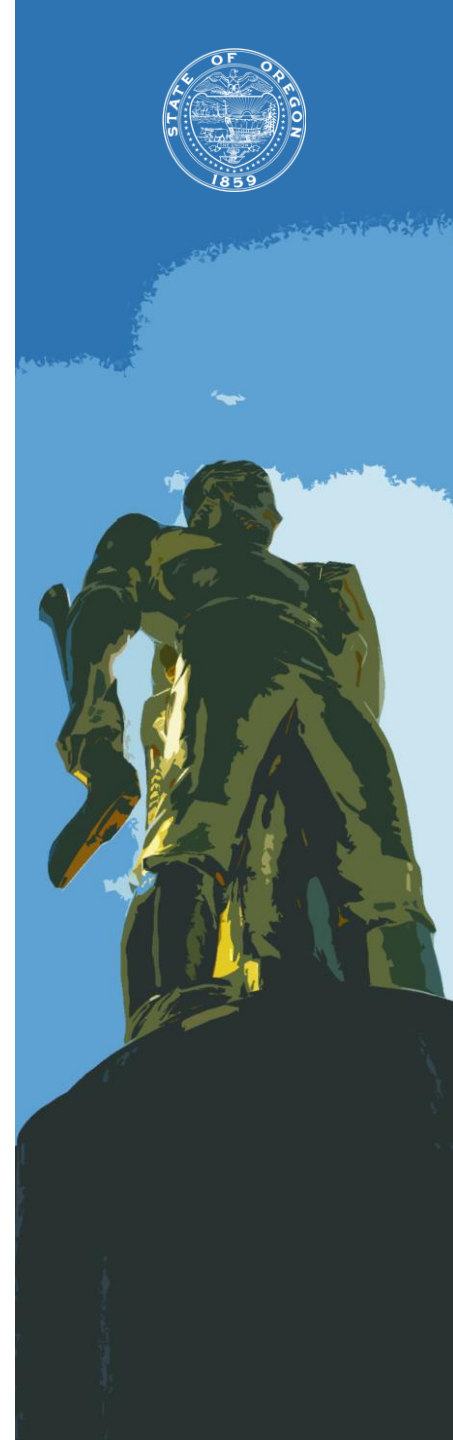


Internal Control

Oregon's internal control framework is based on the standards set by **The Committee of Sponsoring Organizations of the Treadway Commission (COSO)**.

According to the COSO model, internal control consists of five interrelated components, which are:

- *Control environment*
- *Risk assessment*
- *Control activities*
- *Information and communication*
- *Monitoring*



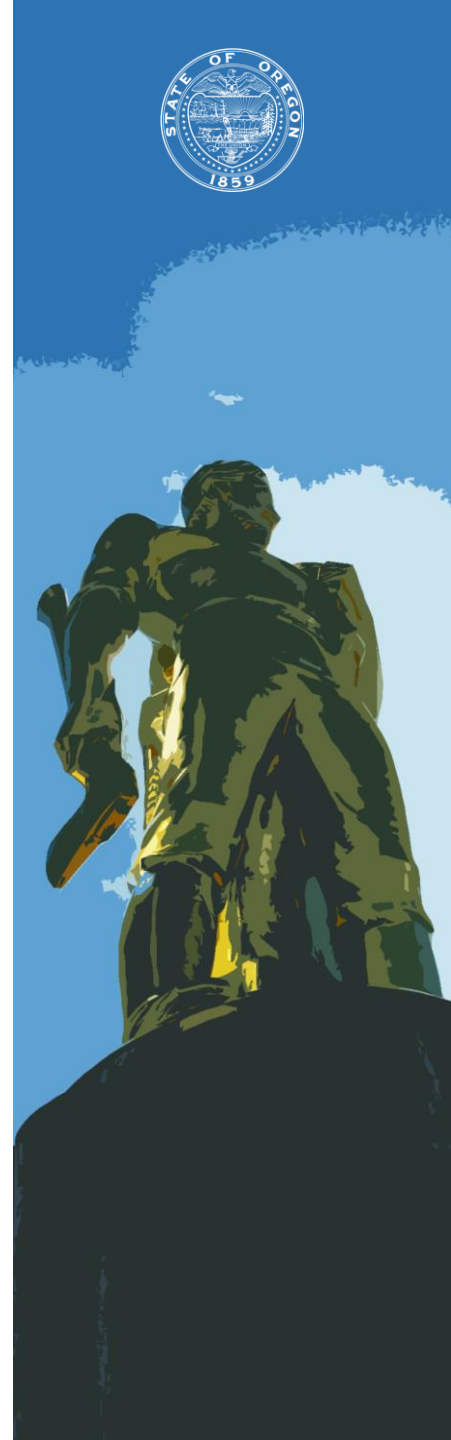


Internal Control

Management of the State is responsible for:

- Establishing and maintaining internal control
- Developing control procedures that ensure the systems access granted to each user is appropriate and consistent with the user's job duties.

As part of the management, Systems Security must perform activities in the form of directive (policies and procedures), preventive (verifying and validating requests), and detective (Semi-annual Security Review) controls in order to achieve effectiveness and efficient resource usage.



RACF ID

RESOURCE ACCESS CONTROL FACILITY ID

- Needed to access financial systems
- Components
 - 3 letters – Agy
 - 2 additional letters
 - 2 numbers AGYXX##
- Temporary Service Workers
 - Job rotations
 - 2nd concurrent agency position
 - Any temporary worker, contractor, student, or volunteer

RACF REQUESTS

- Request is to be from the agency *personnel* security officer or an HR appointing authority
- Email to:
 - **GROUP.PPDB@OREGON.GOV**

PASSWORDS

- **No sharing of passwords or User ID's**
 - Shared passwords or User ID's will cause revoking from all financial systems
- **Resume vs. Reset**
 - RESUME – knows password but entered incorrectly
 - RESET – password was forgotten or expired
- **Who can ask for password?**
 - Only the owner of the User ID

PASSWORD RESETS

- Where to send password reset requests
 - Mainframe (SFMA AND OSPA)
 - DAS.RacfUserAdm@Oregon.gov
 - User includes name, RACF Id, and system name
 - DATAMART
 - <https://dasapp.state.or.us/DatamartApp>

AGENCY SECURITY OFFICERS (ASO)

- Establishing ASO – minimum 2 per system
- ASO Responsibilities
- Sending Requests
- Email List for Security Officers

ESTABLISHING ASO

- Agency CFO or designate completes and sends Agency Security Officer Notification Form to Systems Security:
 - Designate new security officer
 - Change authorization rights
 - Revoke authorization
- Done within one business day of the change event
- Appointment effective when form is received

ESTABLISHING ASO - CONTINUED


Grants authorization rights for financial systems:

- R*STARS
- ADPICS
- OSPA
- Datamart

Assigns semi-annual review responsibilities

ESTABLISHING ASO - CONTINUED

- ASO Notification Form
- OAM 10.70.00

		DAS DEPARTMENT OF ADMINISTRATIVE SERVICES CHIEF FINANCIAL OFFICE		Agency Security Officer Notification Form	
This notification is to add, change, or remove Agency Security Officer (ASO) authority for the Financial Systems - R*Stars, ADPICs, OSPS and Datamart.					
Assignment of ASO authorization rights must be made by the Agency CFO or designate on record with Systems Security. The CFO or designate will receive the ASO verification reports during the Semi-annual Security Review for confirmation of assignments. The agency must send notification to Systems Security within 24 hours of change in ASO duty assignment. Provide the following required information to Systems Security:					
Agency #: (5-digit)		Agency Name:			
Additional Information					
Action:		Employee #1			
ASO Name:		E-mail Address:		Phone #:	Ext:
ASO System Authority Assignment (please check applicable boxes)					
RStars <input type="checkbox"/>		ADPICs <input type="checkbox"/>		OSPA <input type="checkbox"/>	Datamart <input type="checkbox"/>
Should this ASO receive reports for the Semi-Annual Security Review? (NOTE: only one ASO may receive the review, per system)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please indicate which reviews:		All <input type="checkbox"/>	RStars <input type="checkbox"/>	ADPICs <input type="checkbox"/>	OSPA <input type="checkbox"/> Datamart <input type="checkbox"/>
Action:		Employee #2			
ASO Name:		E-mail Address:		Phone #:	Ext:
ASO System Authority Assignment (please check applicable boxes)					
RStars <input type="checkbox"/>		ADPICs <input type="checkbox"/>		OSPA <input type="checkbox"/>	Datamart <input type="checkbox"/>
Should this ASO receive reports for the Semi-Annual Security Review? (NOTE: only one ASO may receive the review, per system)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please indicate which reviews:		All <input type="checkbox"/>	RStars <input type="checkbox"/>	ADPICs <input type="checkbox"/>	OSPA <input type="checkbox"/> Datamart <input type="checkbox"/>
Authorizing Signature and Title				Date:	
The CFO or designate who authorizes this form with their typed signature must be the same person who e-mails the form to Systems Security using the 'Submit by E-mail' button provided. Scans, or e-mails sent through another person, are not accepted.					
<input type="button" value="Submit by E-mail"/>				<input type="button" value="Print Form"/>	
revised 7-6-15					

ASO RESPONSIBILITIES

- To **maximize** system **security** by **minimizing** the **access** of each user while preserving a reasonable degree of operational efficiency
- To the best of each security officer's knowledge, provide assurance of **no unnecessary access** through timely completion of security reviews

ASO RESPONSIBILITIES – CONT.

- Receive information from management
- Verify current and requested access is compatible and necessary
- Inactivate access no longer needed
- Communicate with SSO
- Retain documentation of all requests for 3 years

SENDING REQUESTS

Questions to consider and discuss with the manager requesting access.


- What are the individual's duties?
- Any current access?
- What kind of transactions need to be processed?
- Does request support sound internal controls?

SENDING REQUESTS

- CONTINUED

- Use this form to make security requests for
 - R*Stars
 - ADPICS
 - OSPA

(Adobe Reader 8 or higher required to send form)

		DAS DEPARTMENT OF ADMINISTRATIVE SERVICES CHIEF FINANCIAL OFFICE - SARS		SFMA and OSPA - Mainframe Access Financial Systems Security Request Form				
This form is to be completed and submitted by the designated Agency Security Officer (ASO) for R*Stars, ADPICS, and OSPA.								
User Information								
User Last Name:	First Name:	RACF ID:	Agency #:	Email: (must be an active address)	Phone:			
R*STARS Request		Adjustments to User Class (use <u>only</u> if request varies from the UC template, will apply to all UCs on same line)						
Action	User Class(s) <small>Form not valid for UC 78</small>	Acct Trans	Release Flag	Agy Group	Batch Edit Mode	Disburse Method	Batch Agy	Template adjustment for 96b screen (ex. WRP=0)
Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to review grants and update profiles")								
Additional information to support audit trail:								
ADPICS Request						<input type="checkbox"/> Reset an existing User to the following template		
Action	User Id Template	Buyer Id	User Level	User Dept	Mailbox Dept	PO Authorization Amt	Bill To	
Dept Authorization						Template adjustments for the 7700 screens		
Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to create and post requisitions")								
Additional information to support audit trail:								
OSPA Request		To request OSPA access to other agencies, you must be an authorized ASO for that agy. 'DAS only' templates must be requested by DAS OSPA Management.						
Action	User Type Template					List any additional agency #'s for access		
Terminal Id	Report Printer Id	Terminal Location						
Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to enter time and review benefits")								
Additional information to support audit trail:								
ASO's typed signature:				(signer must send form using 'submit' button, no scans accepted)		Current Date:		
<input type="button" value="Submit by Email"/>								<input type="button" value="Print Form"/>

SENDING REQUESTS - CONTINUED

- Adjustments to UC section – only complete if you need something different than the UC template provides.

R*STARS Request		Adjustments to User Class (use <u>only</u> if request varies from the UC template, will apply to all UCs on same line)						
Action	User Class(s) Form not valid for UC 78	Acct Trans	Release Flag	Agy Group	Batch Edit Mode	Disburse. Method	Batch Agy	Template adjustment for 96b screen (ex. WRP=0)
Add <input type="button" value="v"/>	17, 99	<input type="button" value="v"/>	<input type="button" value="v"/>		<input type="button" value="v"/>	<input type="button" value="v"/>		
Add <input type="button" value="v"/>	48	4 <input type="button" value="v"/>	<input type="button" value="v"/>		<input type="button" value="v"/>	<input type="button" value="v"/>		
<input type="button" value="v"/>		<input type="button" value="v"/>	<input type="button" value="v"/>		<input type="button" value="v"/>	<input type="button" value="v"/>		

SENDING REQUESTS - CONTINUED

Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to review grants and update profiles")

- Job Duties – Required – A brief description of job duties to justify the specific access requested.
- Justifies access and is part of audit trail.



Good – review grants and update profiles, analyze and reconcile revenues, to post purchase orders, enter time and review benefits.



Not sufficient – a position title, to perform daily duties, new employee, to match XXX's access, or change in RACF.

SENDING REQUESTS - CONTINUED

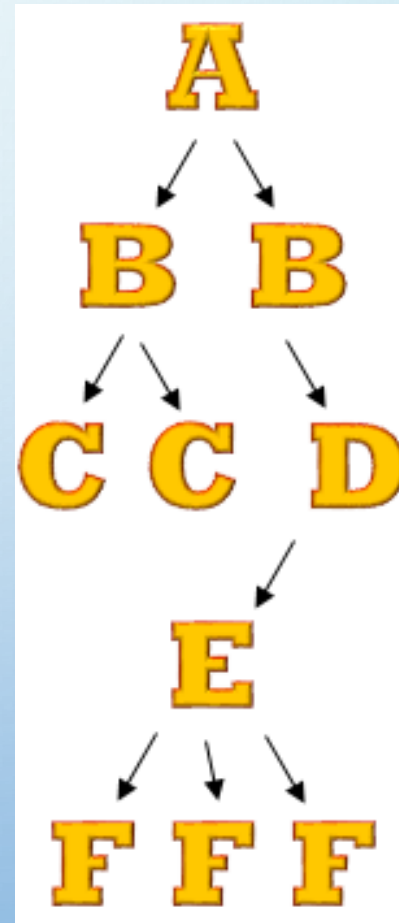
Mirroring of access no longer allowed for SFMA requests.

- RStars
- ADPICS

Gave excessive, unnecessary, or unknown access.

History lost.

For ADPICS help, contact
Darcene.French@Oregon.gov



SENDING REQUESTS - CONTINUED

- Sent from authorized ASO
- ASO can not make requests for themselves
- Datamart requested separately
- Access requests sent to Security.Systems@Oregon.gov

EMAIL LIST FOR SECURITY OFFICERS

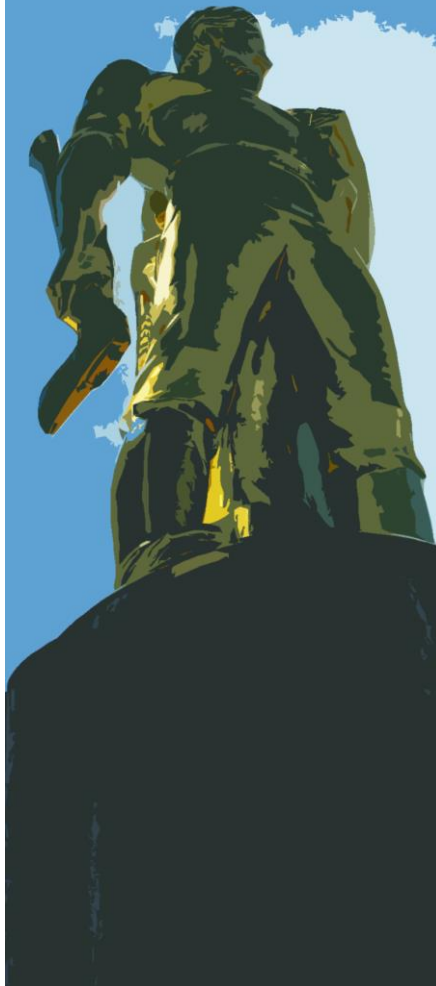
- **Subscribe**

http://listsmart.osl.state.or.us/mailman/listinfo/sfma-ospa_agy_security_officers



Semi-annual Security Review

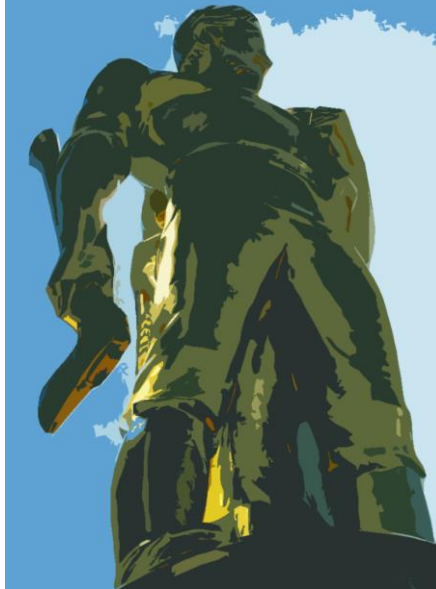
- Comply with the Internal Control guidelines, monitor and provide reasonable assurance that current user access is appropriate and consistent with the user's job duties.
- February and August of each year.
- Two-part process:
 - **SSO verifies ASO assignments with each agency's CFO or designate.** SSO provides the ASO contact list for review along with verification forms. CFOs must complete the verification forms by signing, dating, and recording any change and return them to the SSO by the specified due date (only the verification forms).
 - **ASO verifies the correctness of the access granted to the agency's users and checks with the users' managers to determine if the level of access is still appropriate.** SSO provides system-specific reports for review and analysis along with verification forms. ASOs must complete the verification forms by signing, dating, and recording any change and return them to the SSO by the specified due date (only the verification forms).
- Agencies should retain copies of the ASO contact list and system-specific reports for reference purposes.





Semi-annual Security Review

- System-specific Reports.
 - R*STARS
 - **RSTARS 96A.** User's security profile (all active users).
 - **RSTARS 96B.** List of the individual screens the user have authority to view or update (Blank, 0, 1, 2, 3). This report includes **only those users of which access differs from the Standard UC Templates.**
 - ADPICS
 - **ADPICS 7600 & 7650.** User's security profile.
 - **ADPICS 7700.** List of the individual screens the user have authority to view or update (X, I, U, D).
 - **ADPICS Approval Path.** List of documents, amounts and approval levels by department.
 - OSPA
 - **OSPA PTAU.** User's security profile.
 - **OSPA PUSC.** List of the individual screens the user have authority to view or update (N, D, U).
 - Datamart
 - **Datamart Standard View.** User's access to SFMA tables, OSPA tables and OSPA groups.
 - **Datamart Special View.** User's access to the different special view groups (Only a few agencies have access to this groups).



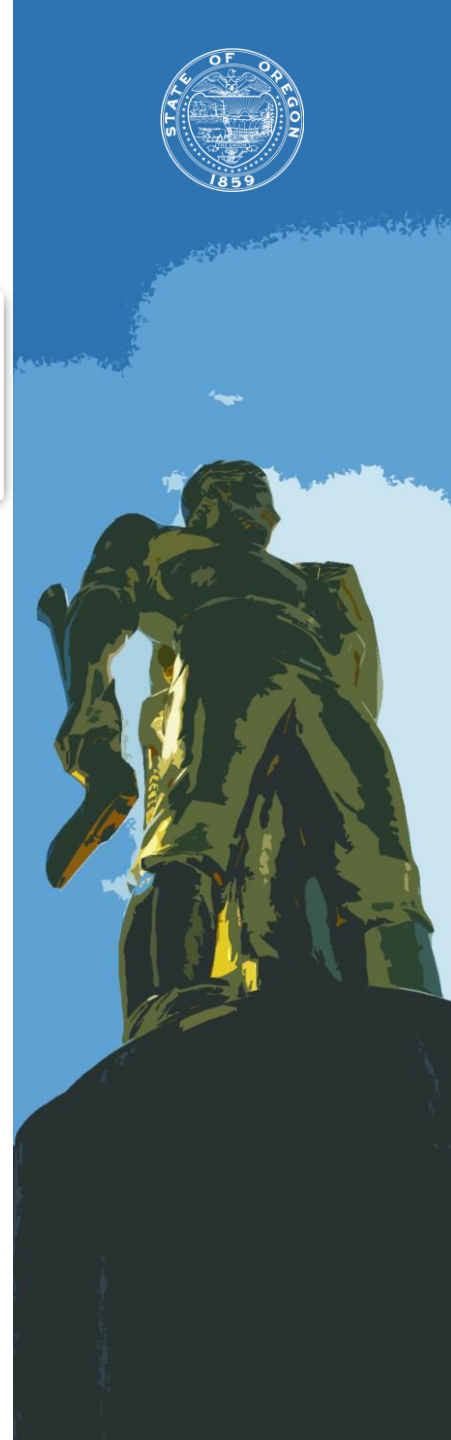


Semi-annual Security Review

A comprehensive and detailed review of all the reports is the only way to ensure that each agency user has the appropriate level of access

- Some recommendations when performing the review:
 - R*STARS
 - Pay special attention to Statewide User classes (01 - 10, 36, 38, 39, 46, 50, 59, 65, 70, 79 – 81) and All Agency View Access (UC78).
 - Check for redundancy (Refer to Redundant User Classes list).
 - Consider the User Class Templates as the “ideal” level of access (R*STARS Security Manual).
 - Since the 96B report shows only those users of which access differs from the Standard UC Templates, all of them require a careful review.
 - OSPA
 - Pay special attention to those users with “old” user type set-up (00, 01). Discuss with OSPS alternatives to migrate those users to the new user type templates (48, 49, 68, 69, 79).
 - ADPICS
 - Since there is a high level of customization, it requires a detailed review.
 - DATAMART
 - Pay special attention to OSPA Agency Groups (“All Agencies & DAS Payroll”).
 - Confirm that the user’s current duties still require Datamart.

For all the Systems: higher indicator means higher level of access (Quick Reference Guide).





R*STARS 96A Report - Active Users Only

Review each user carefully. Complete and return only the Verification Form
(Not all users on this report will have a 96B Report)

RACF ID	User Class	User Name	Acct Trans	Release Flag	Agency Group	Agency Range		Security Agency	Batch Edit Mode	Disbursement Method
						Range 1	Range 2			
Agency	XXX	OREGON REGULAR AGENCY				Range 1	Range 2			
OSADI82	48	GEISEL, THEODOR S	4	0	03	AAA ZZZ	001 999	XXX	2	0
OSADI82	88	GEISEL, THEODOR S	4	0	03	AAA ZZZ	001 999	XXX	2	2
OSAPC84	17	CICCONE, M LOUISE	4	0	03			XXX	2	2
OSAPC84	48	CICCONE, M LOUISE	4	0	03	AAA ZZZ	001 999	XXX	2	0
OSAPC84	88	CICCONE, M LOUISE	4	0	03	AAA ZZZ	001 999	XXX	2	2
OSABO18	17	JONES, DAVID ROBERT	4	0	03			XXX	2	2
OSABO18	48	JONES, DAVID ROBERT	4	0	03	AAA ZZZ	001 999	XXX	2	0
OSABO18	88	ALLEN ZIMMERMAN, ROBERT	4	0	03	AAA ZZZ	001 999	XXX	2	2
OSAMF37	19	HUDSON, KATHERYN ELIZABETH	0	1	03			XXX	2	0
OSAMF37	28	HUDSON, KATHERYN ELIZABETH	0	1	03	081 082		XXX	0	3



R*STARS 96B Report - Active Users Only

Only users of which access differs from the Standard UC Templates
Review each user carefully. Complete and return only the Verification Form

Agency XXX OREGON REGULAR AGENCY

RACF ID: OSABR23			User Class: 99			User Name: GEISEL, THEODOR S				
001:0	002:0	003:0	004:0	005:0	006:0	008:0	009:0	010:0	011:0	012:0
013:0	014:0	015:0	016:0	017:0	018:0	019:0	020:0	021:0	022:0	023:0
024:0	025:0	026:0	027:0	028:0	030:0	031:0	032:0	033:0	034:0	035:0
036:0	037:0	038:0	039:0	040:0	041:0	042:0	043:0	044:0	045:0	046:0
047:0	048:0	049:0	050:0	051:0	052:0	053:0	054:0	055:0	056:0	057:0
059:0	061:0	062:0	063:0	064:0	066:0	067:0	071:0	073:0	080:0	010:0
012:0	014:0	017:0	018:0	020:0	021:0	022:0	023:0	024:0	025:0	026:0
027:0	28A:0	28B:0	029:0	030:2	031:0	033:0	034:0	035:0	036:0	037:0
038:0	039:0	041:0	042:0	043:0	43M:0	044:0	045:0	046:0	047:0	048:0
049:0	051:0	052:0	053:0	054:0	055:0	056:0	057:0	058:0	059:0	061:0
062:0	063:0	064:0	065:0	066:0	067:0	068:0	069:0	077:0	078:0	079:0
080:0	081:0	082:0	084:0	085:0	086:0	087:0	088:0	089:0	090:0	091:0
092:0	093:0	094:0	095:0	096:0	097:0	101:0	102:0	103:0	105:0	106:0
515:0	518:0	540:0	550:0	WRP:	REC:	SMR:				

RACF ID: OSA0313			User Class: 17			User Name: ALLEN ZIMMERMAN, ROBERT				
001:0	002:0	003:0	004:0	005:0	006:0	008:0	009:0	010:0	011:0	012:0
013:0	014:0	015:0	016:0	017:0	018:0	019:0	020:0	021:0	022:0	023:0
024:0	025:0	026:0	027:0	028:0	030:0	031:0	032:0	033:0	034:0	035:0
036:0	037:0	038:0	039:0	040:0	041:0	042:0	043:0	044:0	045:0	046:0
047:0	048:0	049:0	050:0	051:0	052:0	053:0	054:0	055:0	056:0	057:0
059:0	061:0	062:0	063:0	064:0	066:0	067:0	071:0	073:0	080:0	010:0
012:0	014:0	017:0	018:0	020:0	021:0	022:0	023:0	024:0	025:0	026:0
027:0	28A:0	28B:0	029:0	030:0	031:0	033:0	034:2	035:0	036:0	037:0
038:0	039:0	041:0	042:0	043:0	43M:0	044:0	045:0	046:0	047:0	048:0
049:0	051:3	052:3	053:0	054:0	055:0	056:0	057:0	058:0	059:0	061:0
062:0	063:0	064:0	065:0	066:0	067:0	068:0	069:0	077:0	078:0	079:0
080:0	081:0	082:0	084:0	085:0	086:0	087:0	088:0	089:0	090:0	091:0
092:0	093:0	094:0	095:0	096:0	097:0	101:0	102:0	103:0	105:0	106:0
515:0	518:2	540:2	550:0	WRP:	REC:	SMR:				

RACF ID: OSACU96			User Class: 17			User Name: HUDSON, KATHERYN ELIZABETH				
001:0	002:0	003:0	004:0	005:0	006:0	008:0	009:0	010:0	011:0	012:0
013:0	014:0	015:0	016:0	017:0	018:0	019:0	020:0	021:0	022:0	023:0
024:0	025:0	026:0	027:0	028:0	030:0	031:0	032:0	033:0	034:0	035:0
036:0	037:0	038:0	039:0	040:0	041:0	042:0	043:0	044:0	045:0	046:0
047:0	048:0	049:0	050:0	051:0	052:0	053:0	054:0	055:0	056:0	057:0
059:0	061:0	062:0	063:0	064:0	066:0	067:0	071:0	073:0	080:0	010:0
012:0	014:0	017:0	018:0	020:0	021:0	022:0	023:0	024:0	025:0	026:0
027:0	28A:0	28B:0	029:0	030:0	031:0	033:0	034:2	035:0	036:0	037:0
038:0	039:0	041:0	042:0	043:0	43M:0	044:0	045:0	046:0	047:0	048:0
049:0	051:3	052:3	053:0	054:0	055:0	056:0	057:0	058:0	059:0	061:0
062:0	063:0	064:0	065:0	066:0	067:0	068:0	069:0	077:0	078:0	079:0
080:0	081:0	082:0	084:0	085:0	086:0	087:0	088:0	089:0	090:0	091:0
092:0	093:0	094:0	095:0	096:0	097:0	101:0	102:0	103:0	105:0	106:0
515:0	518:2	540:2	550:0	WRP:	REC:	SMR:				



ADPICS 7600/7650 Security Review

Review each user carefully. Complete and return only the Verification Form

Agency XXX

Department **XXX OREGON REGULAR AGENCY**

RACF ID: **OSADI82** User Name: **GEISEL, THEODOR S**

User Level 000
Bill To Address 103B1
Buyer ID

Department Authorization	*****
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MailBox Department		Change Buyer (Y/N)	<u>N</u>	DAS Purchasing Agent (Y/N)	<u>Y</u>
PO Authorized Amount	\$0.00	Change Vendor (Y/N)	<u>N</u>	Vendor Add Authorization (Y/N)	<u>Y</u>
		Interface Security (Y/N)	<u>Y</u>	Override Vendor Bid Veto (Y/N)	<u>N</u>
Interface Security Classes	<input checked="" type="checkbox"/> 02 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			BPO Override Authorization (Y/N)	<u>N</u>

Department **XXX999 PROCUREMENT OFFICE**

RACF ID: **OSAPC84** User Name: **CICCONE, M LOUISE**

User Level 000
Bill To Address 103G1
Buyer ID

Department Authorization	10309***
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MailBox Department	10309***	Change Buyer (Y/N)	<u>Y</u>	DAS Purchasing Agent (Y/N)	<u>Y</u>
PO Authorized Amount	\$25,000.00	Change Vendor (Y/N)	<u>Y</u>	Vendor Add Authorization (Y/N)	<u>Y</u>
		Interface Security (Y/N)	<u>Y</u>	Override Vendor Bid Veto (Y/N)	<u>Y</u>
Interface Security Classes	<input type="checkbox"/> 01 <input checked="" type="checkbox"/> 02 <input checked="" type="checkbox"/> 03 <input checked="" type="checkbox"/> 05 <input type="checkbox"/>			BPO Override Authorization (Y/N)	<u>Y</u>



ADPICS 7700 Security Review

Review each user carefully. Complete and return only the Verification Form

Agency: XXX

Agency Department Number: XXX99900

RACF ID: OSAD182

User Name: GEISEL, THEODOR S

0000:	I	1450:	I	1540:	I	2120:	I	2312:	D	2348:	D	2455:	I	3130:	I	5400:	I	5850:	I	6000:	I	8101:	D	8650:	D	9230:	I
1000:	I	1460:	I	1600:	I	2125:	I	2313:	D	2360:	D	2460:	I	3200:	I	5410:	D	5875:	X	6010:	D	8200:	D	8700:	D		
1100:	I	1465:	I	1800:	I	2126:	D	2314:	D	2365:	D	2470:	I	3300:	I	5420:	D	5900:	X	7000:	I	8201:	D	8800:	I		
1200:	I	1480:	I	1810:	I	2130:	I	2315:	D	2366:	D	2480:	I	5000:	I	5450:	I	5970:	I	7100:	X	8300:	D	8900:	I		
1300:	I	1490:	I	1811:	I	2140:	I	2320:	D	2400:	I	2490:	I	5005:	I	5480:	I	5975:	X	7500:	D	8301:	D	9000:	I		
1310:	I	1500:	I	1820:	I	2150:	I	2340:	D	2401:	I	2495:	I	5100:	I	5500:	U	5980:	I	7600:	I	8400:	D	9100:	U		
1320:	I	1510:	I	1825:	I	2230:	D	2342:	D	2410:	I	2510:	I	5110:	I	5650:	X	5981:	I	7650:	I	8401:	D	9200:	I		
1410:	I	1515:	I	2000:	I	2240:	D	2343:	D	2420:	I	2520:	I	5115:	I	5670:	X	5982:	I	7700:	I	8470:	D	9210:	D		
1420:	I	1520:	I	2100:	D	2250:	D	2344:	I	2430:	I	3000:	I	5150:	D	5700:	I	5983:	I	8000:	I	8500:	D	9211:	D		
1430:	I	1525:	I	2110:	D	2300:	I	2345:	D	2440:	I	3100:	I	5200:	D	5750:	I	5984:	U	8005:	I	8550:	D	9212:	D		
1440:	I	1530:	I	2111:	D	2311:	D	2346:	I	2450:	I	3110:	I	5250:	I	5800:	I	5985:	I	8100:	D	8600:	D	9220:	I		

RACF ID: OSAPC84

User Name: CICONE, MLOUISE

0000:	I	1450:	X	1540:	X	2120:	X	2312:	X	2348:	X	2455:	I	3130:	D	5400:	X	5850:	I	6000:	X	8101:	X	8650:	X	9230:	X
1000:	X	1460:	X	1600:	X	2125:	X	2313:	X	2360:	X	2460:	X	3200:	I	5410:	X	5875:	X	6010:	X	8200:	X	8700:	X		
1100:	I	1465:	X	1800:	X	2126:	X	2314:	X	2365:	X	2470:	X	3300:	I	5420:	X	5900:	X	7000:	X	8201:	X	8800:	X		
1200:	I	1480:	X	1810:	X	2130:	X	2315:	X	2366:	X	2480:	X	5000:	I	5450:	X	5970:	X	7100:	X	8300:	X	8900:	X		
1300:	X	1490:	X	1811:	X	2140:	X	2320:	X	2400:	I	2490:	X	5005:	I	5480:	X	5975:	X	7500:	X	8301:	X	9000:	I		
1310:	X	1500:	I	1820:	X	2150:	I	2340:	X	2401:	X	2495:	X	5100:	X	5500:	X	5980:	X	7600:	X	8400:	X	9100:	U		
1320:	X	1510:	I	1825:	X	2230:	X	2342:	X	2410:	X	2510:	X	5110:	X	5650:	X	5981:	X	7650:	X	8401:	X	9200:	X		
1410:	I	1515:	X	2000:	I	2240:	X	2343:	X	2420:	X	2520:	X	5115:	X	5670:	X	5982:	X	7700:	X	8470:	X	9210:	X		
1420:	X	1520:	X	2100:	X	2250:	X	2344:	X	2430:	X	3000:	I	5150:	X	5700:	I	5983:	X	8000:	D	8500:	D	9211:	X		
1430:	X	1525:	X	2110:	X	2300:	X	2345:	I	2440:	I	3100:	D	5200:	X	5750:	I	5984:	X	8005:	X	8550:	X	9212:	I		
1440:	X	1530:	X	2111:	X	2311:	X	2346:	X	2450:	X	3110:	D	5250:	X	5800:	X	5985:	X	8100:	I	8600:	X	9220:	X		



ADPICS Approval Paths 5985, 5983, 5981 Security Review

Review each user carefully. Complete and return only the Verification Form

Agency: XXX OREGON REGULAR AGENCY

Department: XXX999 PROCUREMENT OFFICE

Initiating Department Approval Path (7982)

Initiating Department	Document Indicator	Document Type	Lower Limit Amount	Approval Level
99000000	PO	OR	\$0.01	100

Document Approval Path (7987)

Document Indicator	Document Type	Lower Limit Amount	Approval Level
VC	OR	\$0.01	200



Datamart Standard View Report

Review each user carefully. Complete and return only the Verification Form

Agency XXX00 OREGON REGULAR AGENCY

RACF ID	Last Name	First Name	Email Address	Phone #	Ext#	SFMA Tables	OSPA Tables	OSPA Agency Group
OSADI82	Geisel	Theodore S	Theodore.Geisel@state.or.us	(503) 399-9997		<input type="checkbox"/>	<input type="checkbox"/>	
OSAPC84	Ciccone	M Louise	Louise.Ciccone@state.or.us	(503) 123-5343		<input type="checkbox"/>	<input type="checkbox"/>	



Datamart Special View Verification Report

Review each user carefully. Complete and return only the Verification Form

By signing the Verification Form, the Senior Fiscal Officer and Agency Security Officer acknowledge the users listed on this report, combined with any corrections recorded on the Verification Form, as appropriate. Also, responsibility is accepted for safeguarding the agency's information assets and the potential risk to the employee, management and agency is understood.

Agency: XXX00 OREGON REGULATORY AGENCY

RACF ID	User Name	Email Address	Phone #	Ext#
Special View Group: SFMS137G				
OSAD182	Geisel, Theodore S	Theodore.Geisel@state.or.us	(503) 399-9997	
OSAPC84	Ciccione, M Louise	Louise.Ciccione@state.or.us	(503) 123-5343	



OSPA PTAU Screen - Active Users Only

Review each user carefully. Complete and return only the Verification Form

RACF ID	User Name	TME	ADJ	DED	LV	SCH	CHK	USR	JNT	RCN	TBL
Agency XXX00											
OSADI82	GEISEL, THEODOR S	D	D	D	D	D	N	N	N	N	D
OSAPC84	CICCONE, M LOUISE	D	D	D	D	D	N	N	N	N	D
OSAB018	ALLEN ZIMMERMAN, ROBERT	U	U	U	U	U	N	N	N	N	D



OSPA PUSC Screen - Active Users Only

Review each user carefully. Complete and return only the Verification Form

Agency XXX00

RACF ID: OSADI82 User Type: 01 OTHER User Name: GEISEL, THEODOR S

ADB1: N	ADB2: N	ADD1: N	ADD2: N	ADD3: N	ADM1: N	ADM2: N	D910: N	PACH: N	PCHG: N	POTC: N
PMNT: N	PMSG:D	PPRM: N	PRPT: U	PSEC: D	PSYP: D	PTAU: N	PTB1: D	PTB2: D	PTD1: D	PTD2: D
PTD3: D	PTW1:D	PTW2: D	PUSC: D	POD1: U	POD2: D	POD3: N	POD4: N	POD5: N	POD6: N	POD7: N
POD9: N	POD10: U	POD20: D	POD30: D	POD31: N	POD32: D	POD50: U	POD60: U	POD70: U	POD1: U	POD90: D
P130: N	P140: N	P160: D	P190: U	P191: D	P192: D	P300: N	P310: N	P320: N	P370: N	P420: D
P430: D	P435: D	WARP: P	WCRP: D	WETM: B	WRDB: N					

RACF ID: OSAPC84 User Type: 00 OTHER User Name: CICCONE, M LOUISE

ADB1: N	ADB2: N	ADD1: N	ADD2: N	ADD3: N	ADM1: N	ADM2: N	D910: N	PACH: N	PCHG: U	POTC: N
PMNT: N	PMSG:D	PPRM: N	PRPT: U	PSEC: U	PSYP: N	PTAU: N	PTB1: D	PTB2: D	PTD1: D	PTD2: D
PTD3: D	PTW1:D	PTW2: D	PUSC: N	POD1: U	POD2: D	POD3: U	POD4: N	POD5: N	POD6: N	POD7: N
POD9: U	POD10: U	POD20: U	POD30: D	POD31: N	POD32: D	POD50: U	POD60: U	POD70: U	POD1: U	POD90: D
P130: N	P140: N	P160: D	P190: U	P191: D	P192: D	P300: N	P310: N	P320: N	P370: D	P420: D
P430: D	P435: U	WARP: P	WCRP: N	WETM: P	WRDB: N					

RACF ID: OSAB018 User Type: 69 PAYROLL TECH OPTION 1 User Name: ALLEN ZIMMERMAN, ROBERT

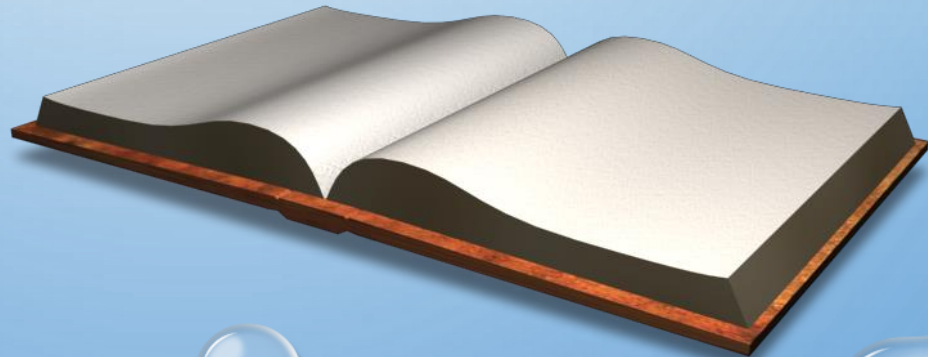
ADB1: N	ADB2: N	ADD1: N	ADD2: N	ADD3: N	ADM1: N	ADM2: N	D910: N	PACH: N	PCHG: N	POTC: N
PMNT: N	PMSG:N	PPRM: N	PRPT: N	PSEC: N	PSYP: N	PTAU: N	PTB1: N	PTB2: N	PTD1: N	PTD2: N
PTD3: D	PTW1:N	PTW2: N	PUSC: N	POD1: N	POD2: N	POD3: N	POD4: N	POD5: N	POD6: N	POD7: N
POD9: N	POD10: N	POD20: N	POD30: N	POD31: N	POD32: N	POD50: N	POD60: N	POD70: N	POD1: N	POD90: N
P130: N	P140: N	P160: N	P190: N	P191: N	P192: N	P300: N	P310: N	P320: N	P370: N	P420: N
P430: N	P435: N	WARP: P	WCRP: N	WETM: N	WRDB: N					

R*STARS

Relational Statewide Accounting & Reporting System

- Security Manual


- SFMA / OSPA Form guide – pg 2
- User Class descriptions – pg 3-7
- Redundant User Classes, Special forms – pg 8
- Screen 96 A/B & D66 – pg 9-15



96 A – USER SECURITY PROFILE

```
USER ID/CLASS: USER17    17 AGENCY: 107    NAME: FULL EXPENDITURE

ACCOUNTING TRANS: 1                BATCH EDIT MODE: 2
RELEASE FLAG: 0                    DISBURSEMENT METHOD: 2
AGENCY GROUP:                      WORK HOUR: 0000 2400
AGENCY RANGE 1:                    WORK DAY: A
AGENCY RANGE 2:                    PRINTER ID:
SECURITY AGENCY: 107              DEFAULT
SECURITY ORG:                     ACTION CODE AGENCY:
SECURITY ORG:                     ACTION CODE:
PRIOR MO POST IND: Y
PRIOR YR POST IND: Y              VIEW BANK INFO: N    (Y/N)
FUND OVERRIDE:                   STATEWIDE REPORTING: N (Y/N)
```



- *Accounting Trans and Release Flag – page 10 – RStars Security Manual*
- *Disbursement Method – page 11*

96 B – USER SECURITY PROFILE

```

USER ID/CLASS: USER17   17   AGY: 107   NAME: FULL EXPENDITURE
D01  0 D02  0 D03  0 D04  0 D05  0 D06  0 D08  0 D09  0 D10  0 D11  0 D12  0
D13  0 D14  0 D15  0 D16  0 D17  0 D18  0 D19  0 D20  0 D21  0 D22  0 D23  0
D24  0 D25  0 D26  0 D27  0 D28  0 D30  0 D31  0 D32  0 D33  0 D34  0 D35  0
D36  0 D37  0 D38  0 D39  0 D40  0 D41  0 D42  0 D43  0 D44  0 D45  0 D46  0
D47  0 D48  0 D49  0 D50  0 D51  0 D52  0 D53  0 D54  0 D55  0 D56  0 D57  0
D59  0 D61  0 D62  0 D63  0 D64  0 D66  0 D67  0 D71  0 D73  0 D80  0 010  0
012  0 014  0 017  0 018  0 020  0 021  0 022  0 023  0 024  0 025  0 026  0
027  0 28A  0 28B  0 029  0 030  0 031  0 033  0 034  2 035  0 036  0 037  0
038  0 039  0 041  0 042  0 043  0 43M  0 044  0 045  0 046  0 047  0 048  0
049  0 051  3 052  3 053  0 054  0 055  0 056  0 057  0 058  0 059  0 061  0
062  0 063  0 064  0 065  0 066  0 067  0 068  0 069  0 077  0 078  0 079  0
080  0 081  0 082  0 084  0 085  0 086  0 087  0 088  0 089  0 090  0 091  0
092  0 093  0 094  0 095  0 096  097  0 101  0 102  0 103  0 105  0 106  0
515  0 518  2 540  2 550  2 WRP   REC   SMR
    
```

- Screens accessible to most UC – pg 14

D66 – USER CLASS PROFILE

USER CLASS: 17

TITLE: FULL EXPENDITURE CYCLE

I/E (I=INCLUDE,E=EXCLUDE)

ENTER TRANSACTION CODES SEPARATED WITH EITHER "-" OR ",".

I 167 , 200 - 212 , 217 - 290 , 295 , 402 - 405 , 409 -
420 , 434 - 435 , 438 - 439 , 468 - 469 , 599 , 696 -
697

R*STARS CONT.

- UC 78 All Agency View Access Request

- ◆ Online at SARS Security website

<http://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

- UC 47 – ASO requests *inactive* UC

- BAM analyst requests activation when needed

R*STARS CONT.

- Too little or too much access?
 - Too little – won't be able to perform job duties
 - Too much – will have access that's never used

R*STARS

Page 8
November 2016

Redundant User Classes:

Some user classes duplicate access (on 96B screen or on D66 T-code access), and would be redundant if a user had others within the same grouping. Below is a list of some of the redundancies. It's possible that a redundant user class might be needed, however an explanation of the need would be required in the access request.

With user class **11** you do not need user classes 24 or 25.

With user class **13** you do not need user classes 24 or 25.

With user class **16** you do not need user classes 24 or 25.

With user class **17** you do not need user class 20 (UC 17, 20, 84 or 88 not allowed w/ UC 28 or 98)

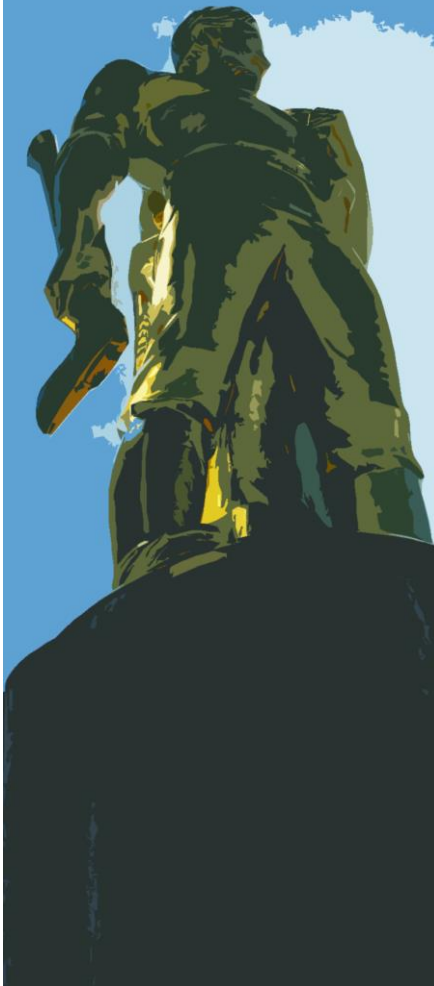
With user class **19** you do not need user classes 11, 16, 24 or 25.

With user class **23** you do not need user classes 24, 25* or 26.



Datamart

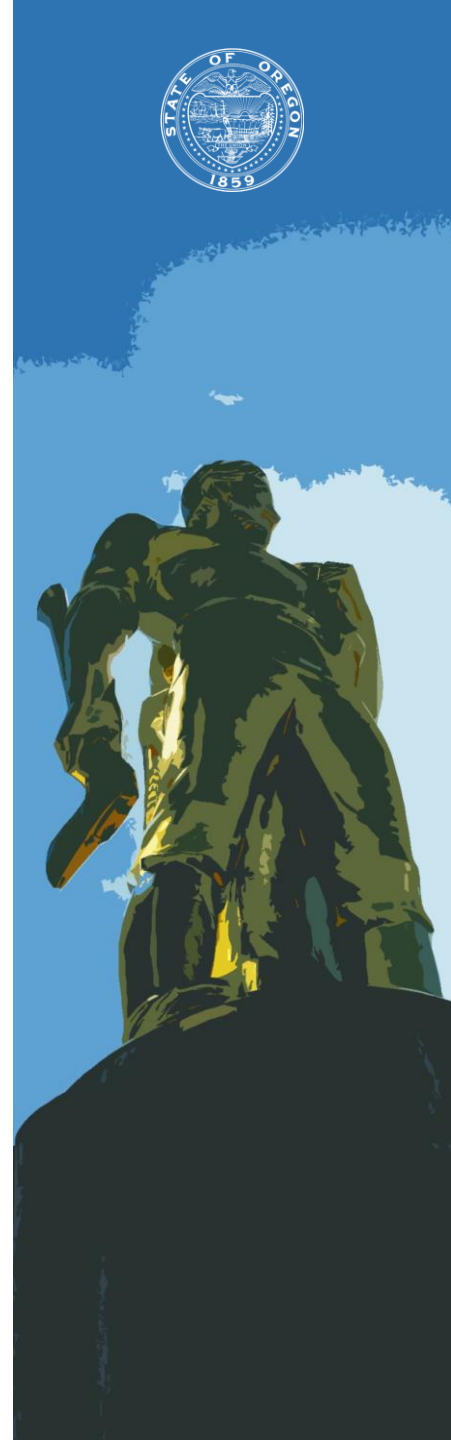
- -Datamart is the platform where all the data from SFMA and OSPA is available for reporting and analysis (Hyperion -a.k.a. Brio, Studio, etc.).
- Access to SFMA Tables.
 - Standard View Access.
 - Requires completion of the **Datamart Standard View Access Request Form**.
 - Submitted electronically by the agency's ASO.
 - Users with this level of access are able to pull information originated in R*STARS and ADPICS at a statewide level.
- Access to OSPA Tables.
 - Standard View Access.
 - Requires completion of the **Datamart Standard View Access Request Form**.
 - Submitted electronically by the agency's ASO.
 - Users with this level of access are able to pull information originated in OSPA at a agency or group agency level.
 - To get this level of access, SFMA Tables must be requested too.
 - Once the request is completed, users must allow 24 hours to be able to access the OSPA tables (servers require overnight process to update the access).





Datamart


- Access to Sensitive Information.
 - Special View Access.
 - Requires completion of the **Datamart - Special View Access Form**.
 - Requests must be authorized by the requesting agency's Senior Fiscal Officer.
 - Forms must be printed, signed, scanned and submitted electronically by the agency's ASO.
 - Information at this level includes vendor numbers, addresses and other sensitive information classified as level 4, "Critical" by the Statewide Policy Information Asset Classification (107-004-050).
 - Access to this information is managed through specific Datamart Groups.





Datamart

- Examples and Exercises

	DAS <small>DEPARTMENT OF ADMINISTRATIVE SERVICES CHIEF FINANCIAL OFFICE - SARS</small>	Financial Systems Security Datamart Standard View Access Request Form - SFMA and OSPA Tables
---	--	---

The authorized Agency Security Officer (ASO) must complete and submit this form for each user requesting access to the SFMA and OSPA standard Datamart views. For other Datamart access, please contact: **PPDB Security** at group.ppdb@das.state.or.us or **PICS Security** at orbits.help@das.state.or.us for assistance.

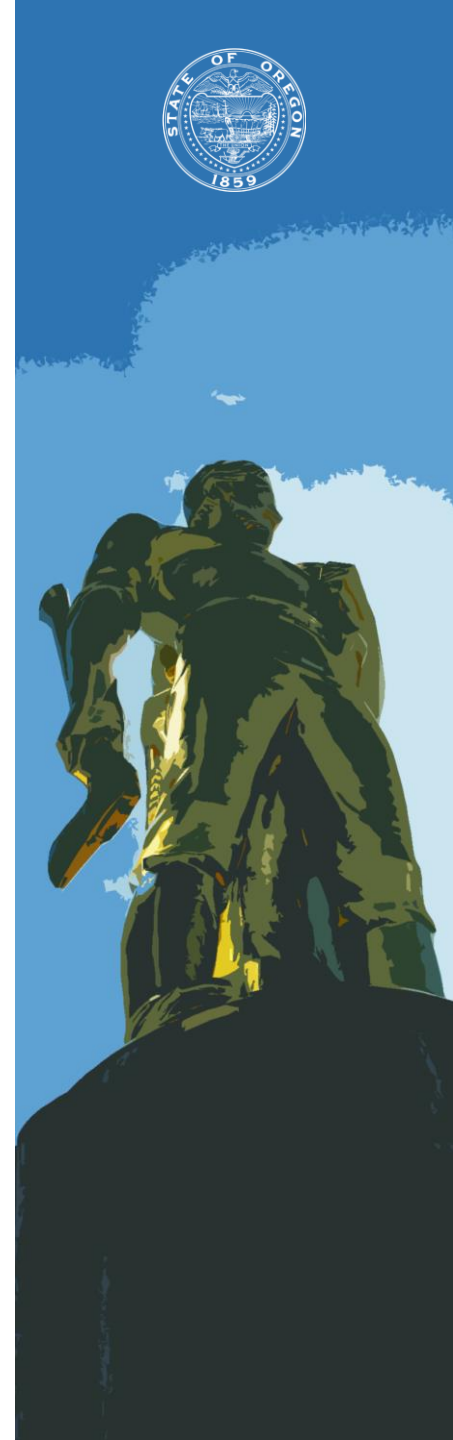
SFMA Datamart access is granted with all requests, even if only OSPA Datamart is desired. This form must be submitted electronically by the ASO who signs and dates the request using the 'Submit by E-mail' button provided. No scanned forms are accepted.

All Datamart access is subject to the six-month review process as stated in OAM 10.70.00

User Information			
Employee Name: Last, First, MI (as shown in PPDB)	RACF ID:	Employee Number (ie. OR#####)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email:	Agency Number: (5-digit)	Phone:	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Name			
<input type="text"/>			


Please indicate the standard view(s)	
SFMA Tables	
Yes	<input type="text"/>
OSPA Tables Agency only view	OSPA Agency Group: <small>(Request only if multiple agency views are required and your agency is part of the selected group.)</small>
<input type="text"/>	<input type="text"/>
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
<input type="text"/>	

Access Authorization	
ASO's typed signature <small>(signer must send form using the 'submit' button, no scans accepted)</small>	Current Date:
<input type="text"/>	<input type="text"/>



Datamart

- Examples and Exercises

	DAS <small>DEPARTMENT OF ADMINISTRATIVE SERVICES</small> <small>CHIEF FINANCIAL OFFICE - SARS</small>	Financial Systems Security Datamart Standard View Access Request Form - SFMA and OSPA Tables	

The authorized Agency Security Officer (ASO) must complete and submit this form for each user requesting access to the SFMA and OSPA standard Datamart views. For other Datamart access, please contact: **PPDB Security** at group.ppdb@das.state.or.us or **PICS Security** at orbits.help@das.state.or.us for assistance.

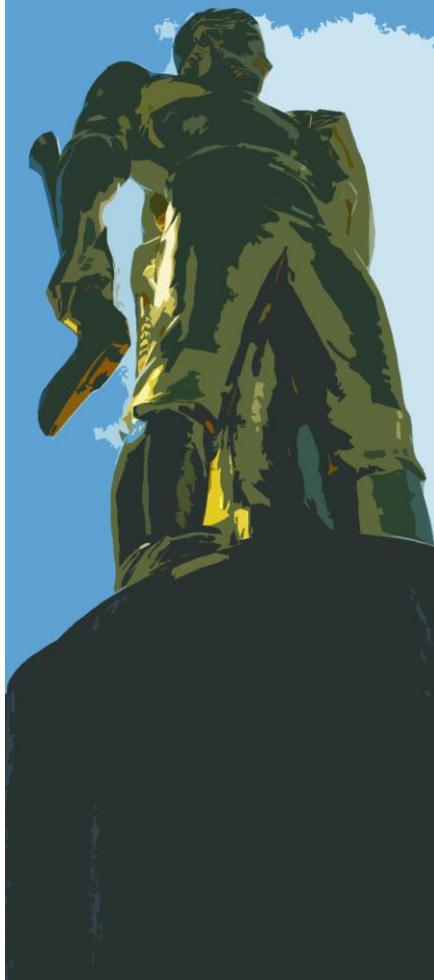
SFMA Datamart access is granted with all requests, even if only OSPA Datamart is desired. This form must be submitted electronically by the ASO who signs and dates the request using the 'Submit by E-mail' button provided. No scanned forms are accepted.

All Datamart access is subject to the six-month review process as stated in OAM 10.70.00

User Information			
Employee Name: Last , First, MI (as shown in PPDB)	RACF ID:	Employee Number (ie. OR#####)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email:	Agency Number: (5-digit)	Phone:	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Name			
<input type="text"/>			

Please indicate the standard view(s)	
SFMA Tables	
Yes	<input type="text"/>
OSPA Tables Agency only view	OSPA Agency Group: <small>(Request only if multiple agency views are required and your agency is part of the selected group.)</small>
<input type="text"/>	<input type="text"/>
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
<input type="text"/>	

Access Authorization	
ASO's typed signature <small>(signer must send form using the 'submit' button, no scans accepted)</small>	Current Date:
<input type="text"/>	<input type="text"/>



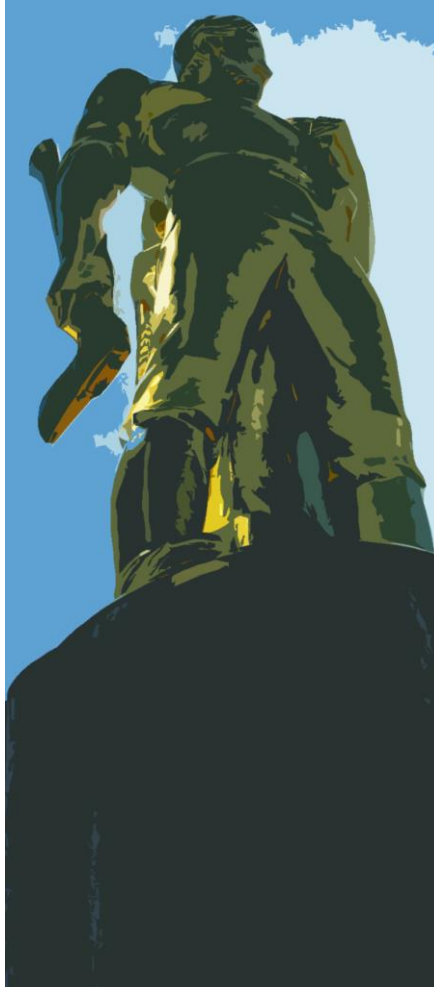
Datamart

- Examples and Exercises
 - New access to SFMA Tables

Please indicate the standard view(s)	
<u>SFMA Tables</u>	
Yes	Add Access <input type="button" value="Add Access"/>
<u>OSPA Tables</u> Agency only view	OSPA Agency Group: <i>(Request only if multiple agency views are required and your agency is part of the selected group.)</i>
None <input type="button" value="None"/>	None <input type="button" value="None"/>
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
Review expenditures, revenues and budget for reports.	

- New access to SFMA Tables and OSPA Tables

Please indicate the standard view(s)	
<u>SFMA Tables</u>	
Yes	Add Access <input type="button" value="Add Access"/>
<u>OSPA Tables</u> Agency only view	OSPA Agency Group: <i>(Request only if multiple agency views are required and your agency is part of the selected group.)</i>
Add <input type="button" value="Add"/>	None <input type="button" value="None"/>
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
Accounting tech 3 - accounts receivable account management - Duties including verification that payments made on employee AR's via payroll deduction are correctly applied.	



Datamart

- Examples and Exercises
 - New access to OSPA tables to a current Datamart user

Please indicate the standard view(s)	
SFMA Tables	
Yes	Already Active
OSPA Tables Agency only view	OSPA Agency Group: <i>(Request only if multiple agency views are required and your agency is part of the selected group.)</i>
Add	Transportation - 109, 730
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
Employee will be querying information necessary for payroll reporting, tracking and financial analysis.	

- Revoking access to OSPA Tables but leaving SFMA Tables active

Please indicate the standard view(s)	
SFMA Tables	
Yes	Already Active
OSPA Tables Agency only view	OSPA Agency Group: <i>(Request only if multiple agency views are required and your agency is part of the selected group.)</i>
Revoke only OSPA Datamart	None
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
Employee was working on a temporary project that required access to payroll information. The project is concluded.	

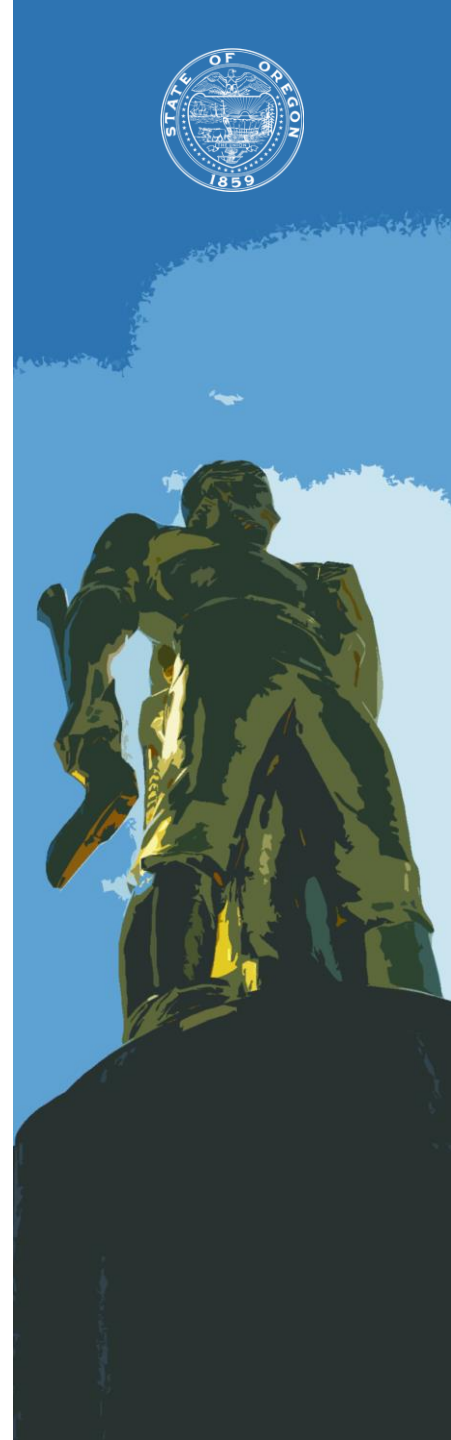


Datamart

- Examples and Exercises
 - Revoking Datamart access

Please indicate the standard view(s)	
SFMA Tables	
Yes	Revoke - will revoke both SFMA and OSPA Datamart
OSPA Tables Agency only view	OSPA Agency Group: <i>(Request only if multiple agency views are required and your agency is part of the selected group.)</i>
Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)	
Employee's resignation*	

- When revokes are processed as result of a personnel action, any access linked to the RACF ID is revoked (SFMS, OSPS & Datamart).
- When the revoke is requested by an ASO, by requesting the revoke of the Datamart Standard View, any access to any other Datamart group is deleted too (OSPA tables, Special View Groups).



OSPA SECURITY

Oregon State Payroll Application

- Requesting User Access
 - Required information on form
 - OSPA User types
- Requesting Terminal Access
 - Terminal Id information
- Dual update access in OSPA & PPDB – not allowed

REQUESTING USER ACCESS

- Time of transition
 - Significant changes
 - Sections (TME, ADJ, DED) changed to
 - User Types (48, 49, 69, 79)

<http://www.oregon.gov/das/Financial/Payroll/Pages/referencemanual.aspx>

- Introduction to OSPA Security document

REQUESTING USER ACCESS – CONT.

- Two new form fields
 - User Type
 - Additional Agency #'s for access

OSPA Request		To request OSPA access to other agencies, you must be an authorized ASO for that agy. 'DAS only' templates must be requested by DAS OSPA Management.		
Action	User Type Template			List any additional agency #'s for access
<input type="text"/>	<input type="text"/>			<input type="text"/>
Terminal Id	Report Printer Id	Terminal Location		
Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to enter time and review benefits")				
<input type="text"/>				

OSPS USER SECURITY SCREEN

RACFID: USER49 AGENCY-GP: USRTP NAME: NOT FOUND USER TYPE: 49

ADB1 N ADB2 N ADD1 N ADD2 N ADD3 N ADW1 N ADW2 N D910 N PACH N PCHG N PDTC N
PMNT N PMSG D PPRM N PRPT N PSEC N PSYP N PTAU N PTB1 N PTB2 N PTD1 N PTD2 N
PTD3 N PTW1 N PTW2 N PTX1 N PTX2 N PUSC N P001 U P002 D P003 U P004 U P005 U
P006 D P007 D P009 N P010 D P020 U P030 D P031 N P032 D P050 D P060 N P070 D
P071 N P090 N P130 N P140 N P160 D P190 D P191 D P192 D P300 N P310 N P320 N
P370 D P420 N P430 D P435 N WARP N WCRP N WETM N WRDB N

- Gain access to Report screens only through

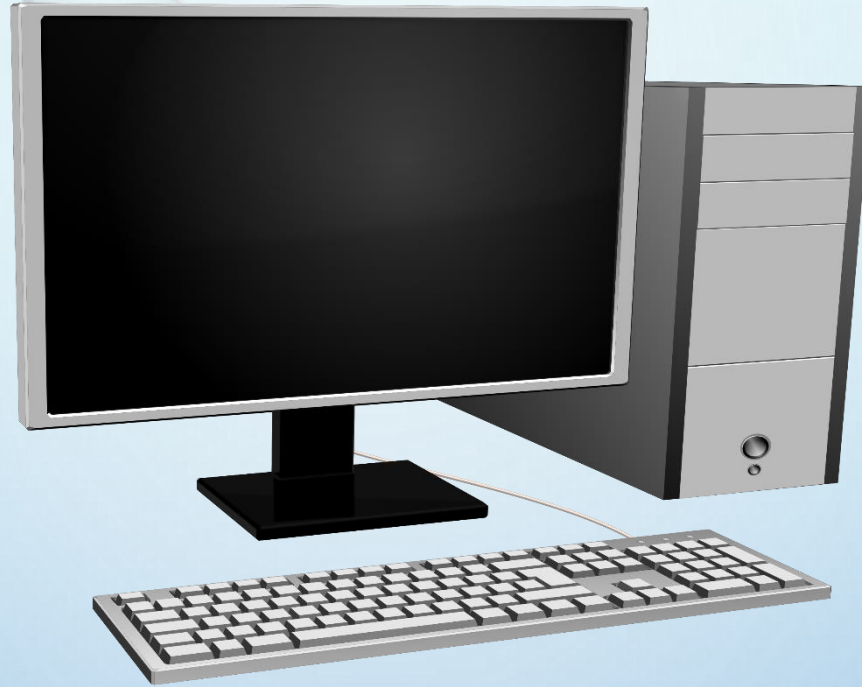
OSPS.Helpdesk@Oregon.gov

- WARP
- WCRP
- WETM
- WRDB

OSPS BY USER TYPE

- Agency View Only
 - **UT 79** - Designed for non-payroll staff - non processing
- Payroll Technician / Manager
 - **UT 69** and **68** – For processing payroll
- Timekeeper
 - **UT 49** and **48** - Time entry but full system access not required

Contact OSPS.Help@Oregon.gov for UT assistance



REQUESTING TERMINAL ACCESS

TERMINAL ID INFORMATION

- When adding a new or changing a current Terminal Id include:
 - Terminal Id
 - Access Indicator (U, D)
 - Report Printer (optional)
 - Location (up to 25 characters)

HOW TO FIND THE TERMINAL ID

- Be on mainframe main menu
- Enter menu option (ex. E23)
- Clear screen
- Type “name” (no quotes) and <enter>
- If fields don’t populate, hit Esc key
- Terminal ID = 4 digits



NAME TERM = E4WV

VTAMID= ET63A021

IN =

OUT =

ERRS=



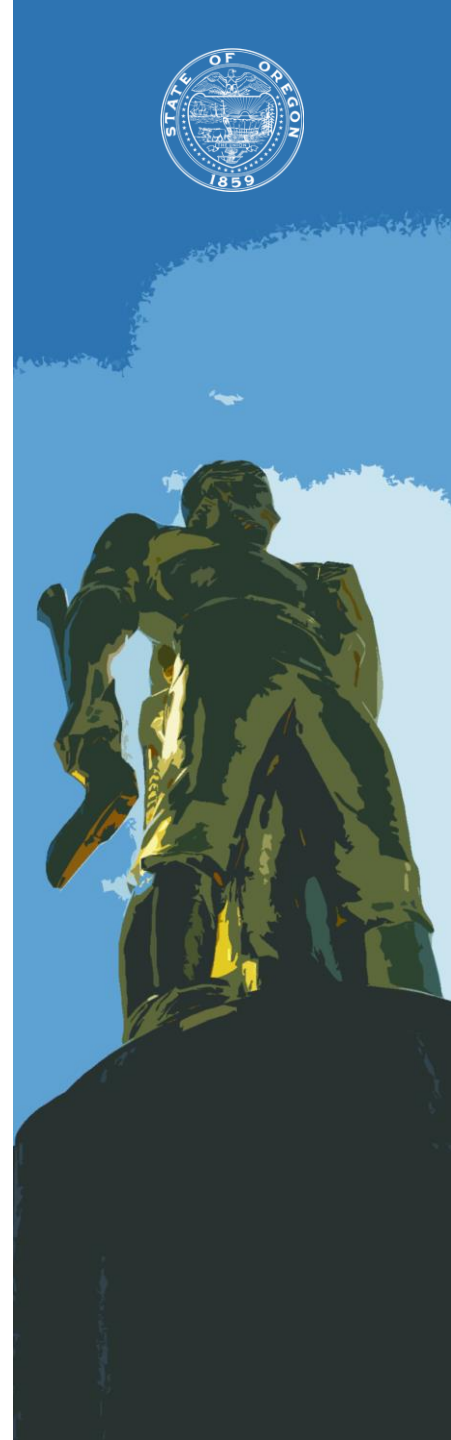
DUAL UPDATE ACCESS IN OSPA & PPDB

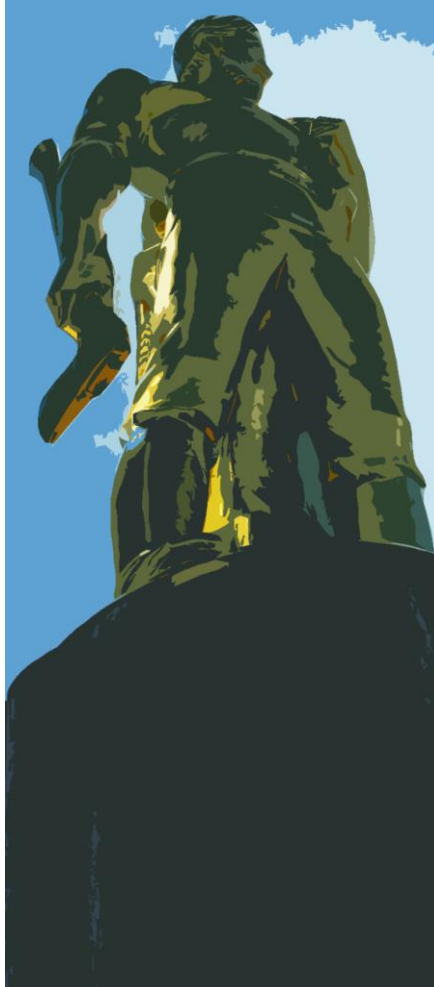
- **Update** access to **both** OSPA & PPDB is prohibited.
- Allowed:
 - Update in one system and view only in the other
or...
 - View only in both systems.
- OAM policy 45.30.00



ADPICS

- **ADvanced Purchasing & Inventory Control System.**
- Security is managed through three different screens:
 - 7600 – Primary User Security (user profile)
 - 7650 – Secondary User Security (interfaces, printing devices, capabilities)
 - 7700 – User Program Security (access control)
- 19 standard user shells. A detailed description of each shell is included in the ADPICS Security Manual (Pages 12-73).
- Approval Paths:
 - 5981 – Document approval path
 - 5982 – Department approval path table
 - 5983 – Commodity approval path table
 - 5985 – Initiating department path table
- Electronic Signatures.
 - 5984 – Signature table maintenance.
 - No form is required.
 - Requests to reset ADPICS signature must be emailed by the ASO (include user's name and RACF ID).





ADPICS

- Buyer ID
 - When request this field, make sure the Buyer ID was previously added by SFMA. Contact your SFMA Analyst about the procedure.
- Mirroring users is no longer available
 - The option of adding new users by replicating an existing one is no longer available (November 2016).
 - Using standard shells guarantees an appropriate access level (users with same duties have same access level) and comply with the agency's internal controls.
 - Custom set-up can be requested anytime.
 - If your agency has specific needs, discuss alternatives with the SFMS Management.

Example

ADPICS Request		Reset an existing User to the following template					
Action	User Id Template	Buyer Id	User Level	User Dept	Mailbox Dept	PO Authorization Amt	Bill To
Add ▾	BUYER1 - approv ▾	MED	400	10036	1003699	999,999	04550
Dept Authorization					Template adjustments for the 7700 screens		
100****							
Job duties: Required - A brief description of job duties that require the specific access requested. (Ex. "to create and post requisitions")							
Prepare and post purchase orders							
Additional information to support audit trail:							
* Set printer H1JB - 60 for document POC							



Additional Resources

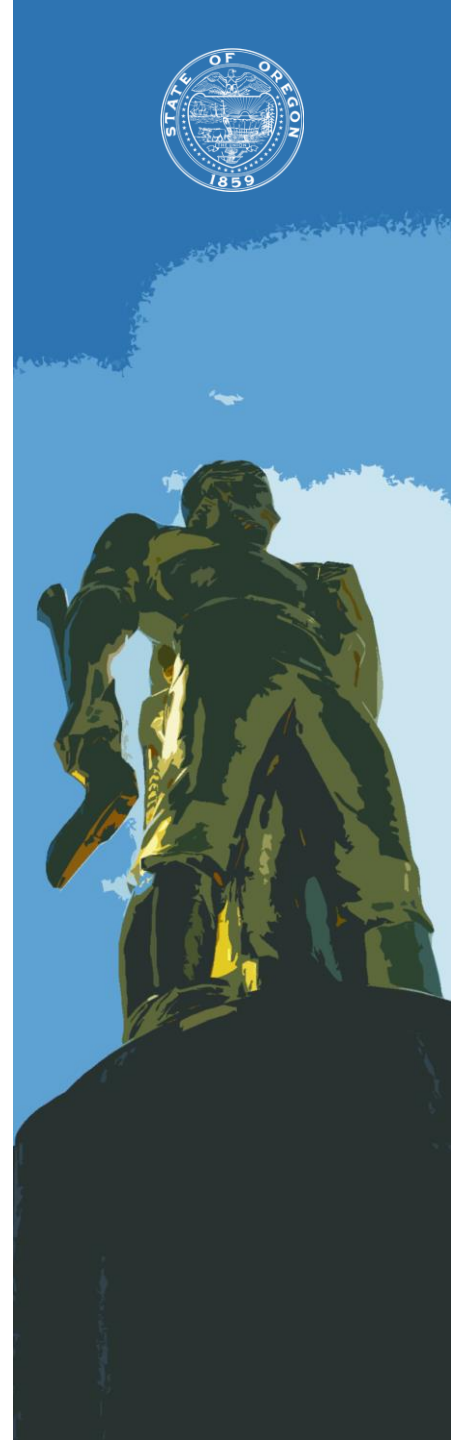
- Systems Security website
 - <http://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

- SFMA Security Manuals
 - ADPICS Security Manual and R*STARS Security Manual are available by request (email to **Security.SYSTEMS@oregon.gov** to get a copy).

- OSPA Security Manual
 - <http://www.oregon.gov/das/Financial/Payroll/Documents/Introsecurity.pdf>

- Datamart Maintenance Website
 - <https://dasapp.state.or.us/DatamartApp>

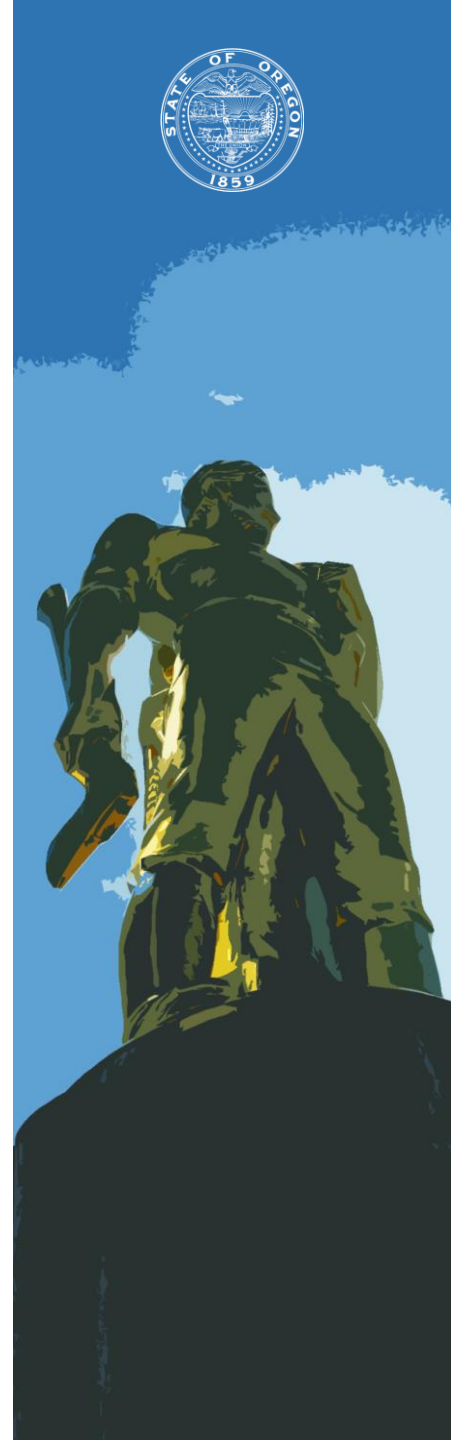
- HR Systems & Services website
 - <http://www.oregon.gov/das/HR/pages/index.aspx>





Contacts

- Systems Security
 - Systems Security
Security.SYSTEMS@oregon.gov
 - Systems Security Officer
Alex Medina
Alex.MEDINA@oregon.gov
(503) 373-2167
- OSPS
 - OSPS Help Desk
OSPS.HELP@oregon.gov
(503) 378-6777
- Datamart
 - Datamart Support
Datamart.Support@oregon.gov
- Mainframe Password Reset
 - DAS RACF Administrator
DAS.RACFUserAdm@oregon.gov



QUICK REFERENCE GUIDE

Main Security indicators

R*STARS

96A Screen

ACCOUNTING TRANS (Page 10)

This field indicates the following accounting transaction authority:

Blank No access to accounting transactions. User cannot create or modify a transaction. Inquire only for Security Agency, Batch Agency, Agency Range or Group. User cannot create or modify a transaction.

Used for single agency access

1 User can create and change transactions only for the agency specified in the Security Agency field.

3 User can create *and change* transaction information on approved documents only for the agency specified in the Security Agency field.

Used for multiple agency access (Agency Group)

2 User can create and change transactions for the agency specified in the Batch Agency, Agency Group, Agency Ranges or Security Agency fields.

4 User can create *and change* transaction information on approved documents for the agency specified in the Batch Agency, Agency Group, Agency Ranges or Security Agency fields.

RELEASE FLAG (Page 10)

Determines whether the user can release the batch

0 Not Allowed to release batches

1 Release batches

BATCH EDIT MODE (Page 11)

Determines when the Data Element edits and the Financial table postings occur.

0 Edits profiles and posts to financial tables only after batch is released and nightly batch cycle runs.

1 Edits against data profiles when batch is entered. Information is not posted to the Financial tables until the batch is released and nightly batch cycle runs.

2 System edits data profiles and posts transactions to the financial tables when batch is entered. Batch will not save if there are errors

DISBURSEMENT METHOD (Page 11)

Designates disbursement authority for warrants.

Blank User cannot enter a DMI on accounting transactions.

0 User can enter "H" hold a warrant. (Screen 41)

1 User can enter "H" hold or "M" manual for warrants

2 User can enter "H" hold, "M" manual, or "R" release for warrants.

3 User can enter "H" hold, "M" manual, "R" release, and "E" expedite for warrants

96B Screen (Page 14)

Blank No Access allowed.

0 Inquiry only.

1 Inquiry, adding, and changing allowed.

2 Inquiry, adding, changing, and deleting allowed.

3 Inquiry and adding allowed

ADPICS

7700 Screen (Page 9)

X No Access
I Inquiry Capabilities Only
U Add, Modify, and Inquiry Capabilities
D Add, Modify, Delete, and Inquiry Capabilities

Printer Table (Page 6)

4 character Printer ID
60 Laser printer
66 impact printer
POC Purchase Orders
BPO Blanket Purchase Order
ITB Invitation to Bid

OSPA

PUSC Screen (Page 2)

N No Access
D Display Access
U Update Access

**** Indicated page numbers correspond to the current system's security manual.**

REDUNDANT USER CLASS LIST R*STARS

Some user classes duplicate access (on 96B screen or on D66 T-code access), and would be redundant if a user had others within the same grouping. Below is a list of some of the redundancies. It's possible that a redundant user class might be needed, however an explanation of the need would be required in the access request.

With user class **11** you do not need user classes 24 or 25.

With user class **13** you do not need user classes 24 or 25.

With user class **16** you do not need user classes 24 or 25.

With user class **17** you do not need user class 20 (**UC 17, 20, 84 or 88 not allowed with UC 28 or 98**)

With user class **19** you do not need user classes 11, 16, 24 or 25.

With user class **23** you do not need user classes 24, 25* or 26.

With user class **25** you do not need user class 24.

With user class **26** you do not need user classes 24 or 25*.

With user class **27** you do not need user classes 11, 13, 16, 19, 23, 24, 25*, 26, 29, 32, 33, 34 or 41.

With user class **29** you do not need user classes 11, 13, 16, 19, 24, 32, 33, or 34.

With user class **31** you do not need user classes 24 or 25*.

With user class **32** you do not need user classes 24 or 25*.

With user class **33** you do not need user classes 24 or 25*.

With user class **34** you do not need user classes 24 or 25*.

With user class **41** you do not need user classes 24.

With user class **98** you do not need user class 28.