



Change Management Team

July 23, 2014



Agenda



- New Role Change email
- Segregation of Duties and Role Audit
- Digital Signatures
- Agenda items for next meeting



New Role Change email



New Role Change email



Mon 7/21/2014 8:45 AM

Dzung Co <dzung.co@portlandoregon.gov>

[Incident 118432] SAP Role Assignment Changes

To

Cc Co, Dzung; Kinoshita, Ken; SAP Role Change Notification

i This message was sent with High importance.
We removed extra line breaks from this message.

Hello Frank

Your SAP access has changed as a result of SAP roles being added or removed from your position. Below is a summary of those changes.

Position : 40000241
Personnel No. : 00662893
Name : Frank Dufay
UserID : LCFRANK

Role deleted : MM Bureau Approver #1 - Release Code A1 [RP_S_MM_BUREAU_APPROVER_A1]

Role deleted : MM Bureau Approver #2 - Release Code A2 [RP_S_MM_BUREAU_APPROVER_A2]

For questions about the changes to your SAP roles, contact your bureau SAP change agent (<http://www.portlandoregon.gov/sapchangeagents>). If roles were added, you may need to complete SAP training. Expect an additional email from the EBS team regarding training requirements. For more information about SAP including basic info, job aids and work instructions, visit the SAP Learning Center at <http://www.portlandoregon.gov/sapl>.

If you have any issues with accessing your SAP account including ID and password help, contact the BTS Helpdesk at x3-5199.



Segregation of Duties Role Audit



Segregation of Duties



- What is it?
 - Fiscal rules that prevent fraud, abuse, and mistakes
 - One person cannot complete an entire purchase process from beginning to end
 - Good business practice!



Segregation of Duties



- Why do I care?
 - Reduces the potential for fraud
 - Reduces the appearance of fraud
 - Reduces errors
 - City Administrative Rule (FIN 6.15)
- Updated, simplified Segregation of Duties list



Yeah, but my bureau is special!



- Exception process
 - City Controller has authority to grant exceptions
 - Document request
 - Conflicting roles
 - Reason for request
 - Internal process controls in your bureau
 - Duration
 - Signatures
 - Employee
 - Supervisor (ultimate accountability for controls)
 - Bureau's senior financial officer
 - City Controller



But we already have approval



- Great! Use that email to fill out the Request for Exception form
- Aiming for consistency and clear audit trail
 - Define internal process controls
 - Document that process is being followed



Yeah, but...




- New report added to Change Agent role
 - SU01D – Display User
 - ZSEC_EMP_TRANSFERS – Employee Transfers
 - ZSEC_ROLE_ASSIGNMENT – Role Assignments
 - S_BCE_68002041 – Transactions Executable with Role
 - S_BCE_68001420 – Transactions in Roles
 - **ZSOD – Segregation of Duties Report**




ZSOD



Segregation of Duties Conflict Report



Personnel Area. 

Email

- Access to your Personnel Area
- Email address isn't required



ZSOD



- If you have no conflicts, the report will be empty

Separation of Duties Report

PA	Personnel Area Text	Last name	First name	Pers.No.	Position	User ID	IF YOU HAVE THIS ROLE	YOU CANNOT HAVE THIS ROLE
1010	Environmental Services	William	Long	00000000	00000000	00000000	RP_S_MM_BUREAU_APPROVER_A1	RP_S_MM_REQUISITIONER
		William	Long	00000000	00000000	00000000	RP_S_MM_REQUISITIONER	RP_S_MM_BUREAU_APPROVER_A1
		William	Long	00000000	00000000	00000000	RP_S_MM_BUREAU_APPROVER_A1	RP_S_MM_REQUISITIONER
		William	Long	00000000	00000000	00000000	RP_S_MM_REQUISITIONER	RP_S_MM_BUREAU_APPROVER_A1
		William	Long	00000000	00000000	00000000	RP_S_AP_BUREAU_PROCESSOR	RP_S_MM_GRANT_APPROVER
		William	Long	00000000	00000000	00000000	RP_S_MM_GRANT_APPROVER	RP_S_AP_BUREAU_PROCESSOR
		William	Long	00000000	00000000	00000000	RP_S_MM_GRANT_APPROVER	RP_S_AP_BUREAU_CENTRAL_APPROVR
		William	Long	00000000	00000000	00000000	RP_S_AP_BUREAU_CENTRAL_APPROVR	RP_S_MM_GRANT_APPROVER
		William	Long	00000000	00000000	00000000	RP_S_AP_BUREAU_CENTRAL_APPROVR	RP_S_AP_BUREAU_PROCESSOR
		William	Long	00000000	00000000	00000000	RP_S_MM_REQUISITIONER	RP_S_MM_BUREAU_APPROVER_A1
		William	Long	00000000	00000000	00000000	RP_D_MM_GOODS_RECEIVER_ES00	RP_S_MM_BUREAU_APPROVER_A1
		William	Long	00000000	00000000	00000000	RP_S_MM_BUREAU_APPROVER_A1	RP_S_MM_REQUISITIONER
		William	Long	00000000	00000000	00000000	RP_S_MM_BUREAU_APPROVER_A1	RP_D_MM_GOODS_RECEIVER_ES00



Segregation of Duties



- If you have conflicts
 - Work with your managers and supervisors to resolve
 - Request exception from City Controller
- Deadline: Friday, August 29th
 - If conflicts exist and an exception has not been filed, both conflicting roles will be removed.



Those roles don't conflict!



- It's possible! We gave it our best shot, but there are a LOT of roles and transactions in SAP.
- Send me an email explaining why the roles don't conflict.
 - I'll work with area-specific people to verify.
 - City Controller will make final determination.
 - If no conflict, we'll update the Segregation of Duties list.



Good News!



- This is a one-time deal
 - Not an on-going maintenance nightmare
 - Not one more thing on your To Do list
- System now prevents conflicts
- Approvals will be required before new conflicts allowed
- Once current conflicts are resolved or excepted, we'll just ask you to double-check role assignments once a year



Feedback/Questions?



Digital Signatures for .PDF Forms



Digital Signatures



- Use digital signatures in the Exception Process form
 - No paper to get lost
 - Easy to attach form to exception ticket request
 - Simplifies audit trail
- Easy to do! Watch this...



Digital Signatures

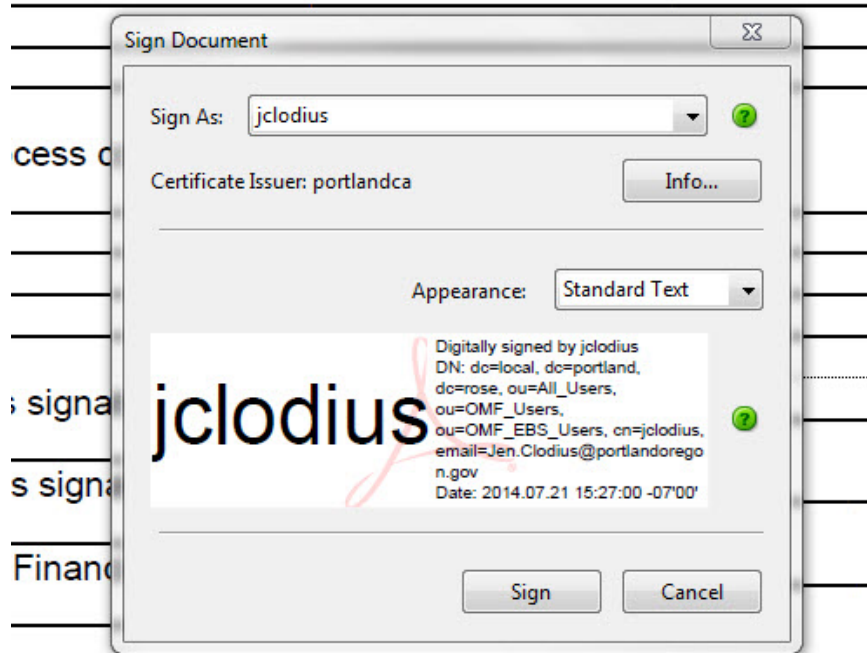
Start date: _____ End date: _____

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

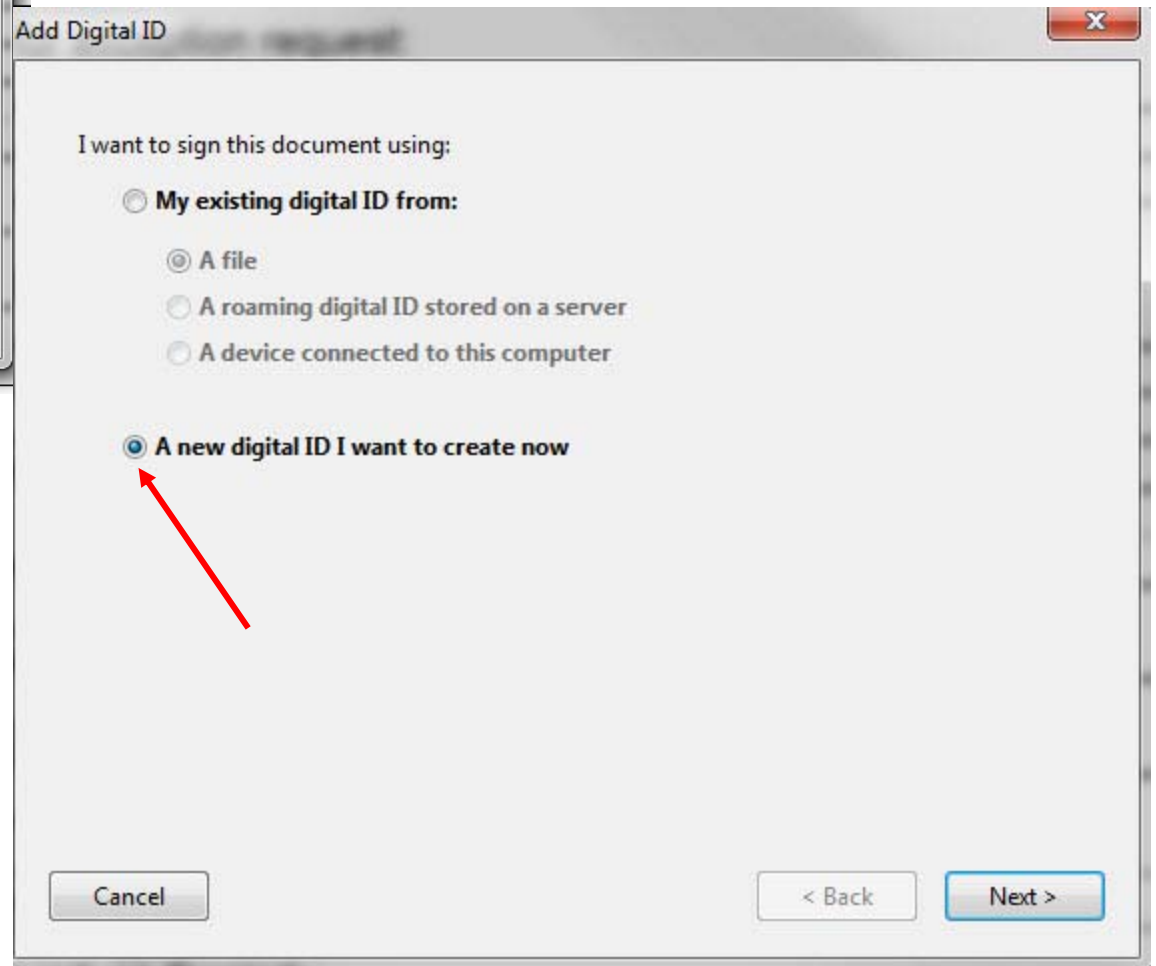
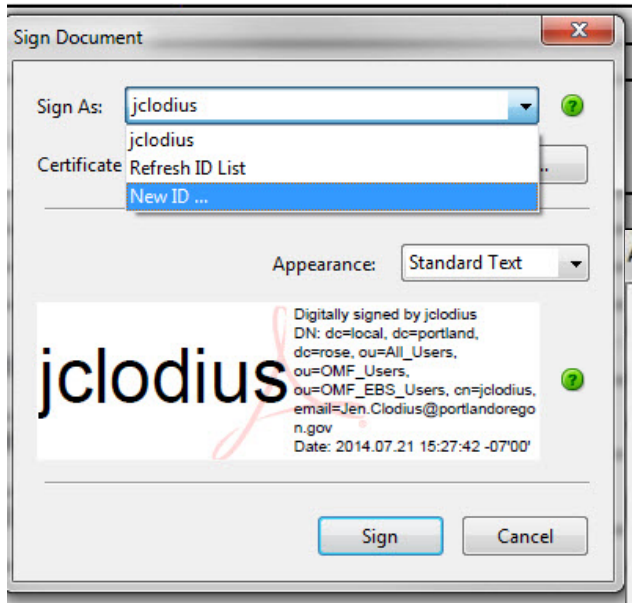


Approval

Denied



Digital Signatures





Digital Signatures



Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jen Clodius

Organizational Unit:

Organization Name:

Email Address: @portlandoregon.gov

Country/Region: US - UNITED STATES

Enable Unicode Support

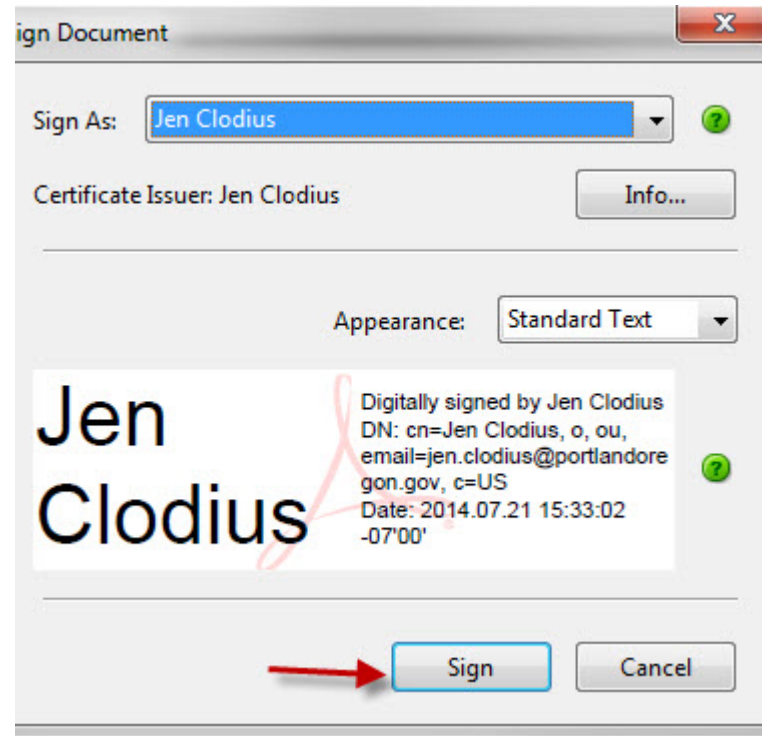
Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish



Digital Signatures





Digital Signatures

Employee's signature: Jen Clodius

Date: _____

Digitally signed by Jen Clodius
DN: cn=Jen Clodius, o, ou, email=jen.clodius@portlandoregon.gov, c=US
Date: 2014.07.21 15:34:17 -07'00'

 Digitally signed by Jen Clodius
DN: cn=Jen Clodius, o, ou, email=jen.clodius@portlandoregon.gov, c=US
Date: 2014.07.21 15:34:17 -07'00'



Feedback/Questions?



- Agenda items for next meeting



Thank you!