UNIVERSITY OF NOTRE DAME

Accounting Operations Policy

Finance Data Access Management

Responsible Executive: Controller
Responsible Department: AOS
Review Date: July, 2016

POLICY STATEMENT

Banner is the University's enterprise resource planning (ERP) database system which includes Finance, Human Resources/Payroll, Workflow, Xtender (BDMS), and system interface to Higher Market (buyND). The Banner Finance module provides for university budget management, financial transactions, financial reporting, and electronic procurement functions. The Banner system contains data from multiple operational areas that need to be integrated in order to support institutional research, business analysis, reporting, and decision making.

Banner Access Management

NetID Access to University Information Technology Resources

This policy is a component of a larger strategy for Identity Management (IDM), a program to deal with identifying individuals affiliated with the University in various ways, and controlling their access to University resources and services by associating individual rights and restrictions with their established identity. This is covered in Policy 7.3. NetID Access to University IT Resources. Within section 7 of this policy under procedures, access is granted on a case by case basis.

Request for New Banner User Access

The employee's department business manager and/or department head is responsible for determining what data access is required to perform official duties and when data access is updated or terminated as necessary. Employees are not permitted to obtain access to view transaction activity or create requisitions against university funds outside the scope of their job duties. All requests regarding access to Banner Finance which may include Internet Native Banner, GLez or buyND should be directed to the Security Administrator in Accounting Operations.

Types of Requests

Internet Native Banner (INB) – used by university central departments (Controller's Office, Procurement Office, Budget Office) to query, update or maintain information in the Banner database. Request form is required.

GLez – provides campus units a web-based interface to monitor budget and account activity. Request form is required.

buyND - used by campus units to submit purchase requisitions. Request form is required.

Authorization and Submittal of Requests

All requests for employee access to Banner Finance require authorization from the employee's department head, dean, or Vice-President by completing the GLez/buyND Data Access request form and must be submitted for processing to the Controller's Office-Accounting Operations department.

Access Determination

Review of the GLez/buyND Data Access request form is performed by the Security Administrator in Accounting Operations. Banner security classifications will be established based on job functions. Specific capabilities will be assigned to each security classification. Each user will be assigned a security classification. Some users may be assigned several security classifications depending on specific needs identified by their division/department head.

The Security Administrator submits a request to the OIT Application Administrator to create a Banner account and assign Banner security classes. When complete, the Security Administrator completes the user set- up with the authorized Banner fund/organization codes.

Permission for access to Banner data

Division/department heads request access authorization for each user under their supervision by completing and submitting a Glez/buyND Data Access request form or an INB request form.

Approved requests will be forwarded to the Security Administrator in Accounting Operations for processing.

Use of generic accounts

The use of generic accounts is prohibited for any use that could contain protected data. Each employee must have a unique username in order to access the Banner System.

Sharing of Banner Finance access

Employees are not permitted to share usernames or log-in to the system using another employee's password and username. Employees permanently filling a vacant position should never be given another employee's access or previous employee's passwords.

Establish Banner access

Users who are granted access to one or more Banner security classifications will establish Banner access as follows:

- Access to Internet Native Banner (INB) and GLez (Self-Service Banner) will only be available via InsideND (University of Notre Dame 's web portal)

- Access to Internet Native Banner (INB) and GLez (Self-Service Banner) from off-campus locations requires the use of the Cisco VPN (virtual private network) client.
- Once approved, the Security Administrator in Accounting Operations will establish Banner Finance user access, assign forms, and grant access to fund and organization codes as appropriate.

Monitor User Access

SIAM is a tool used for Banner and Oracle security inquiry, auditing and maintenance. This tool is accessible to university data security administrators via InsideND to query Banner INB security information from the main menu, from which security administrators can determine Banner security for users, classes, and objects (forms and reports/processes).