

BANNER FINANCE SECURITY REVIEW

Morgan State Manager,

Attached is a listing of the MSU employees that have Banner Finance access for a department that you manage. Please review the file called 'XXXXX Employees' that lists the employees and the classes assigned to the employees.

To do this review, we are asking you to answer the following questions for each of the employees listed:

1. Are the persons listed current MSU employees? _____

2. Are the persons listed employees within your department? _____

3. In order to standardize Banner Finance access, we have organized the various Banner forms into 'Classes' for the various functions. Example: If you told us that the employee is to post Banner requisitions, they will be assigned all the forms in the class called 'BAN_FIN_REQUISITIONER'. Do the employees listed have the proper Classes assigned to them? _____

4. There is an accounting term called 'Separation of Duties' to avoid a single person from having too much control over a transaction. Example: A person that has the ability to post a requisition into Banner Finance should not be the only person to approve the requisition before it is forwarded to the Purchasing department. Have you verified there is no functional conflict with the classes assigned to your employees? _____

5. Are all the employee(s) within your department that have Banner Finance access listed on the report? _____

6. The Banner class called 'Direct' is for additional Banner forms assigned to your employees that are not already in classes. For the employees that have the 'Direct' class, do the employees have the proper forms in the 'Direct' class assigned to them? ** _____

If you answered 'No' to any of these questions, please give the details below for your 'No' answer(s), such as '#3 employee XXXXXX should not have the class BAN_FIN_APPROVERS'

Please respond via email by to Kelly Luce (kelly.luce@morgan.edu) even if there are no discrepancies. A similar review will be repeated in the future as needed. If you have Banner Finance changes in the future, such as a person changes functions, please do not wait for that review before notifying Kelly of the change.

Patrick O'Brien

** To assist with #6, attached is a print screen of these "Direct" forms assigned to your area.