

Security and Role Mapping Validation

March 17, 2005

Meeting Agenda

- Meeting Objectives
- Introduction to Aspire Security
- Define User Profiles, Roles and Permission Lists
- Security Matrix
- Validating Role Mapping
- Objectives Review
- Questions

Meeting Objectives

- Provide you with information about Aspire security, roles and their relationship to permission lists
- Outline Aspire security matrix functionality as it relates to roles and permissions
- Provide direction for validating role mapping and reviewing potential role conflicts

Aspire Security

Types of Aspire Security

- Aspire has various types of security:
 - User Security – UserID and password access
 - Application Security – Access to software functions determined by roles and permissions
 - Row Level (Data) Security – Access to only certain data or records
 - Tree Manager Security – Access to certain trees or portion of trees
- Role mapping involves user, row level and application security

Row Level (Data) Security

- Row level security limits the Aspire user's ability to enter certain data values and access to certain rows of information in a table
- Delivered functionality is limited to Business Unit, SetID, and Project ChartField row level security functionality
- A modification is being made to include Organization Code for row level security
- An agency can use row level security to limit what organization codes an Aspire user can enter for a transaction, but does not limit reporting / inquiry

User Profiles, Roles and Permission Lists

User Profiles, Roles, Permission Lists

- User Profiles

- Unique logon for Aspire users
- Used to assign roles
- Determines row level security

- Roles

- Grouping of like activities performed within Aspire
- Link between User Profile and Permission Lists
- Functional Role = Security Role (1 to 1 relationship)

- Permission Lists

- Authorizations to carry out tasks
 - Specify access abilities and limitations
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Roles - Making the Connection

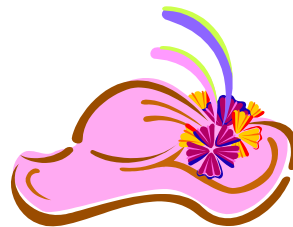


Aspire user

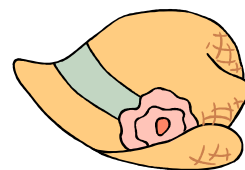
Roles



Vendor Editor



AP Clerk



P-Card Approver

Permissions

Add/Modify Vendors
View Vendor
View 1099 Information

View Vendor
View 1099 Information
View Contracts
View Purchase Order
View Receipts
Add/Modify Voucher
Process Voucher
View Voucher
View Payments

Approve P-Card

Permission Lists

- Permission lists are the building blocks of Aspire security that determine:
 - Menus available in browser
 - Access to pages
 - On-line functionality
- Permission lists will be maintained at the Enterprise level

Permission Lists (cont.)

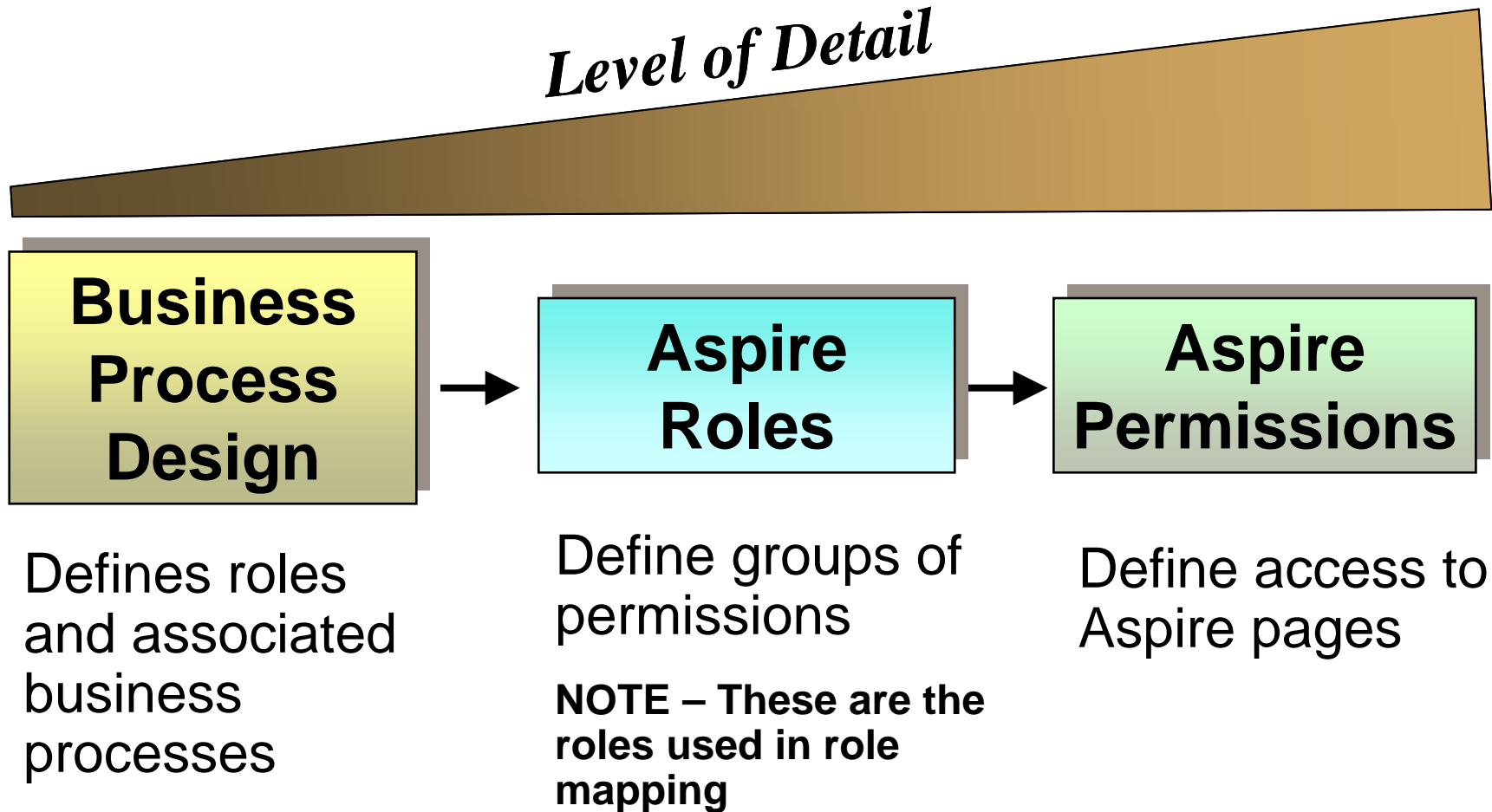
- Examples of Permission Lists are:
 - GL Enter Journals
 - Add/Modify Voucher
 - AR Payment Processing
 - Perform Physical Inventory
 - Create Projects/Add Activities
 - Contract Administration

Aspire Security Matrix

What is the Aspire Security Matrix?

- The Aspire security matrix is a spreadsheet methodology used to link Roles and Permissions together and then define the security access for those combinations
- Security access has been developed by the Project for each of the Aspire roles
- Agencies should review the matrix to become familiar with a role's functional capabilities outlined in the permissions associated with a role
- If an Aspire user should not have certain access, consider performing job alignment activities delineated in the Role Mapping Instructions

Security Matrix Development



Step 1 – Link Roles to Permissions

Permissions

Roles

		Permissions/Transactions																									
		Add/Modify Vendor	View Vendor	1099 Processing	View 1099 Information	Add/Modify Contract	Approve Contracts	View Contracts	Add/Modify Requisitions	Approve Requisitions	View Requisition	Add/Modify Purchase Orders	Approve Purchase Order	View Purchase Order	Add/Modify Receipts	Process Receipts	View Receipts	Add/Modify Voucher	Process Control Groups	Approve Vouchers	Process Vouchers	View Voucher	Run PayCycle	View Payments	P-Card Enterprise Administrator	P-Card Administrator	Approve P-Card
Roles	Vendor Editor	X	X		X																						
	Enterprise Vendor Editor	X	X	X	X																						
	Contract Administrator		X			X		X																			
	Contract Approver						X	X																			
	Requestor		X					X	X		X																
	Requisition Approver									X	X																
	Purchasing Agent		X					X	X		X	X		X			X					X		X			
	PO Approver											X	X										X				
	Receiver		X											X	X		X										
	Enterprise P-Card Administrator																									X	
	P-Card Administrator																										X
	P-Card Approver																										X
	AP Clerk		X		X			X						X			X	X				X	X		X		
	AP Approver																				X		X				
	AP Specialist		X		X			X						X			X		X			X	X		X		
Enterprise AP Specialist		X	X	X			X						X			X					X	X	X	X			

Step 2 – Link Permissions to Pages

AP Clerk has the permission Add/Modify Voucher

Permissions/Transactions																									
Add/Modify Vendor	View Vendor	1099 Processing	View 1099 Information	Add/Modify Contract	Approve Contracts	View Contracts	Add/Modify Requisitions	Approve Requisitions	View Requisition	Add/Modify Purchase Orders	Approve Purchase Order	View Purchase Order	Add/Modify Receipts	Process Receipts	View Receipts	Add/Modify Voucher	Process Commitments	Approve Vouchers	Process Vouchers	View Voucher	Run PayCycle	View Payments	P-Card Enterprise Administrator	P-Card Administrator	Approve P-Card

Roles	AP Clerk	AP Approver	AP Specialist	Enterprise AP Specialist
	X		X	
				X
	X	X	X	X

	X	X		X						X			X	X				X	X		X				
																		X		X					
	X	X	X		X					X			X		X			X	X		X				





Voucher
Invoice Information
Payments
Quick Invoice Entry
Complete Worksheet
Simple Worksheet

																X									
																X									
																X									
																X									

The security matrix lists the pages for procurement activities within Aspire

The matrix links the pages to the appropriate permissions

Step 3 – Determine Levels of Access

Page Action Symbol	Action Type	Description
 Add	Add	The Add action enables you to add records to Aspire.
 Update/Display	Update/Display	The Update/Display action enables you to view and insert current rows. It also enables you to view, insert, and update future-dated rows.
 Include History	Update/Display All	The Include History action enables you to view historical information and any data displayed using the Update/Display action. It also enables you to change and insert future-dated rows.
 Correct History	Correct History	The Correct History action enables you to view, change, or insert rows of data regardless of the effective date. Using it, you can delete or modify any information within the database. NOTE: Access to the Correct History action will be limited to very few Aspire users.

Security Matrix Overview

Roles

Permissions

Pages

Access

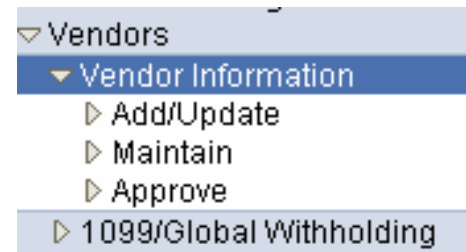


Aspire user



AP Clerk





- View Vendor
- View 1099 Information
- View Contracts
- View Purchase Order
- View Receipts
- Add/Modify Voucher
- Process Voucher
- View Voucher
- View Payments



Validating Role Mapping

Role Mapping Checklist

When validating Role Mapping, agencies should review for the following key points:

	Potential separation of duty control issues have been considered when mapping Aspire users
	All Aspire roles have been mapped
	List of Aspire users is complete and updated for organizational changes
	Aspire users are accurately mapped to Aspire roles and not over mapped

Role Mapping Checklist

	<p>Potential separation of duty control issues have been considered when mapping Aspire users</p>
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Separation of Duties

- Three role combinations have been identified as potential role conflicts:
 - AP Clerk – AR Specialist Payments
 - AP Clerk – AR Specialist Collections

Individuals that disburse funds should not be able to receive cash without proper internal controls

- Asset Financial Analyst – Asset Physical Specialist

Individuals that are responsible for inventory of assets should not be able to write-off assets

Separation Report

First Name	Last Name	Agency	Possible Conflicting Roles	
Dianne	Screws	Citrus, Dept of	Asset Financial Analyst - AM1001	Asset Physical Specialist - AM1002
Ralph	Cobb	Community Affairs, Dept of	Asset Financial Analyst - AM1001	Asset Physical Specialist - AM1002
Horace	Greenidge	Corrections, Dept of	AP Clerk - AP5001	AR Specialist - Collections - AR1001
Angela	Boyer	Agency for Workforce Innovation	AP Clerk - AP5001	AR Specialist - Collections - AR1001
Brenda	Roberts	Florida Department of Law Enforcement	AR Specialist - Payments - AR1004	AP Clerk - AP5001
Katherine	Shank	Military Affairs, Dept of	AR Specialist - Payments - AR1004	AP Clerk - AP5001

Aspire users who have been assigned both of the potentially conflicting roles are listed. Agencies will need to review the listing and provide a justification if they feel one of the roles can not be removed.

Role Mapping Checklist

	All Aspire roles have been mapped
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Unmapped Roles

- Each Aspire role should have at least one person mapped to the role unless that module is not being implemented for the agency (e.g. A/R)
- Based on role mapping procedures initially performed, identify an Aspire user to be mapped to the role(s)

Unmapped Roles Report

Agency	Roles Not Mapped To
Environmental Protection, Dept of	Agency Payroll Analyst - RR3002 AR Specialist - Collections - AR1001 Contract Approver - PO2002 Mgr-Super AP/PUR Mgr-Super AR/BILL Mgr-Super Asset Mgmt Mgr-Super EPM Reporting Mgr-Super GLICC Mgr-Super Proj/Grants Receiver - PO3005 Requestor - PO3001 Requisition Approver - PO3002

By using this report, an agency can ensure that all roles needed for implementation have been mapped.

DEP Analysis for Unmapped Roles

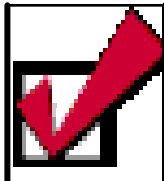
- Roles Added after Role Mapping:
 - 6 Manager - Supervisor Roles
 - Agency Payroll Analyst
 - Contract Approver

- Roles Not Used by Agency:
 - AR Specialist – Collection
 - Receiver
 - Requestor
 - Requisition Approver



Roles not assigned since DEP uses MFMP

Role Mapping Checklist



Aspire users are accurately mapped to Aspire roles and not over mapped

Over Mapping

- Over mapping needs to be addressed from several perspectives:
 - Mapping a group of Aspire users to similar roles
 - Number of roles mapped to an individual
 - Number of training days required for an Aspire user

Mapping to Similar Roles

- Five mapped role combinations have been identified as **potential** over mappings:
 - AP Clerk – AP Specialist
 - AP Clerk – Receiver
 - EPM Analyst – Agency EPM Administrator
 - EPM End-User – EPM Analyst
 - EPM End-User – Agency EPM Administrator

Over Mapping Report

First Name	Last Name	Agency	Possible Over Mapping of Roles	
Dianne	Screws	Citrus, Dept of	EPM Analyst - EP1003	Agency EPM Administrator - EP1002
Helen	Gunn	Community Affairs, Dept of	EPM Analyst - EP1003	Agency EPM Administrator - EP1002
Robyn	Poppick	Children and Families, Dept of	EPM Analyst - EP1003	EPM End User - EP1004
Angela	Boyer	Agency for Workforce Innovation	EPM Analyst - EP1003	EPM End User - EP1004
Kelley	Polito	Governor, Executive Office of the	EPM End User - EP1004	Agency EPM Administrator - EP1002
Terry	Roberts	Military Affairs, Dept of	EPM End User - EP1004	Agency EPM Administrator - EP1002
Judy	Ritter	Fish and Wildlife Conservation Commission	AP Clerk - AP5001	Receiver - PO3005
Cynthia	Dawkins	Governor, Executive Office of the	AP Clerk - AP5001	Receiver - PO3005

Similar to the separation report, all Aspire users that have been potentially over mapped for certain roles will be listed. The agency needs to review the list and consider possible job alignment or remapping some of the Aspire users.

Mapping to Similar Roles

- Use the Security Matrix to review the mapping to similar roles
 - If two roles are similar, review the permission lists assigned to the roles to determine differences

Example: AP Clerk vs. AP Specialist

- You may determine that only one of the five individuals currently mapped to both roles will require the “unique” permission and the remaining staff can be unmapped

Number of Roles by Individual

- For each Aspire user mapped to more than 10 Aspire roles, consider the following:
 - Manager/Supervisor Roles – provide module overview courses
 - Too many instructor lead courses (ILT) may result in scheduling conflicts
- If an Aspire user is mapped to a role in which they will only perform a few of the tasks, consider mapping another individual to that role

Number of Roles by Individual Report

Agency	Last Name	First Name	Role Count	Role
Administrative Hearings, Dept of	Mustain	Lisa	14	Agency Accountant - RR2001
				Agency Commitment Control Analyst - RR2003
				Agency EPM Administrator - EP 1002
				Agency Financial Administrator - RR 2004
				Agency System Administrator - RR2006
				AP Approver - AP5002
				AP Specialist - AP 5003
				AR Specialist - Customer Data - AR1002
				Asset Financial Analyst - AM1001
				Billing Specialist - BI1001
				Contract Administrator - PO2001
				P-Card Approver - P O4003
				PO Approver - PO3004
				Requisition Approver - PO3002

In this example, the Aspire user has been mapped to 14 roles. The agency can use this report to quickly analyze those Aspire users with 10 or more roles to see if any adjustments need to be made to the initial mapping.

Number of Training Days for the Aspire User

- Use the LMS Reports to analyze the training days required per Aspire user
 - Need to determine if an Aspire user with more than 10 days of Instructor Lead Training (ILT) will have sufficient time to attend training
 - Aspire user training must be 80% complete for the Agency prior to Go-Live
 - To reduce training days: Consider removing some of the functional roles and mapping to Manager – Supervisor roles or consider removing a mapping if user is mapped to similar roles

Number of Training Days – LMS Report

Manager: Grimes, Mary

Student Name	Work County	Role	Course	# of Days	Course Type
Evans, Jamie	Leon	Contract Administrator - PO2001	Aspire Orientation	0.5	INSTRUCTOR LED
Evans, Jamie	Leon	Contract Administrator - PO2001	Introduction to Procure to Pay - CBT	0.5	COMPUTER BASED
Evans, Jamie	Leon	Contract Administrator - PO2001	Managing Procurement Contracts within Aspire - CBT	0.5	COMPUTER BASED
Evans, Jamie	Leon	EPM End User - EP1004	Aspire Orientation	0.5	INSTRUCTOR LED
Evans, Jamie	Leon	EPM End User - EP1004	Introduction to Reporting and Queries	0.5	INSTRUCTOR LED
Evans, Jamie	Leon	Contract Administrator - PO2001	Managing Procurement Contracts within Aspire	0.5	INSTRUCTOR LED
Evans, Jamie	Leon	Contract Administrator - PO2001	Introduction to Procure to Pay	1.0	INSTRUCTOR LED

It is important to note that if a class is listed more than once it is only included one time in the calculation of Total Student Training Days.

Total Student Training Days: 3.5*

LMS provides agencies with a report that lists each individual and the classes they are required to take. It also provides the Total Student Training Days.

Number of Training Days - Excel

- The agency is also being provided with information from LMS in Excel format
- This spreadsheet eliminates duplicate classes, sorts by Computer Based Training (CBT) and Instructor Lead Training (ILT)

Juvenile Justice, Dept of					
LNAME	FNAME	COURSE	CBT	ILT	Grand Total
Evans	Jamie	Aspire Orientation		0.5	0.5
		Introduction to Procure to Pay		1	1
		Introduction to Procure to Pay - CBT	0.5		0.5
		Introduction to Reporting and Queries		0.5	0.5
		Managing Procurement Contracts within Aspire		0.5	0.5
		Managing Procurement Contracts within Aspire - CBT	0.5		0.5
Jamie Total			1	2.5	3.5

Reports for Role Mapping Validation

- Unmapped Roles
- Separation of Duties
- Mapping to Similar Roles
- Number of Roles by Individual
- Number of Training Days – LMS
- Number of Training Days – Excel

General Validation and Review

- Security
 - If an Aspire user is mapped to a role and will only perform a few of the tasks, consider job alignment and mapping the role to another Aspire user
 - All Aspire users assigned to a role will receive the same security access (i.e., permission lists) to that role
- New Roles – the following two roles must be mapped for all agencies:
 - Agency Payroll Analyst RR3002
 - Contract Approver PO2002

Validation and Review (cont.)

- Updated Role Requirement Document
 - Latest version is available on the Aspire website

- New Hires and Terminations
 - Ensure any new hires that need to be mapped or terminations that need to be deleted from the original mapping have been completed

Objectives Review

- Provide you with information about Aspire security, roles and their relationship to permission lists
- Outline Aspire security matrix functionality as it relates to roles and permissions
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Questions?
