Welcome to the Annual Department Security Officer Briefing

April 2, 2012

Commonwealth of Massachusetts

Office of the Comptroller

Information Technology Division

Agenda

- **Introduction**
- **Comptroller Security Updates** - *Scott Olsen*
- **ITD Update** – *Kevin Burns*
- **HR/CMS** – *Lenny Montone*
- **UDOC Walkthrough**- *Dan Frisoli*
- **User Activity Reports** - *Dan Frisoli & Peter Scavotto*

Security Officer Responsibilities

- Obtain UAIDs
- Assist Management in identifying roles for personnel
- Assist Management in identifying individuals as Authorized Signatories and obtain evidence of the Department Head approval prior to the request for such designation.
- Request access and assign roles for HR/CMS, CIW, and DocDirect via the ITD InTempo application.
- Request access and assign roles for MMARS using the UDOC MMARS transaction.
- Process role and DHSA changes using the UDOC MMARS transaction.
- Attend all Security related meetings and training sessions, train staff as part of the assignment and ongoing maintenance of security roles, and periodically reminds staff of the responsibilities related to security access, Administrator role responsibilities, electronic signatures for MMARS documents and the duty to comply with state finance law.

Security Officer Responsibilities

- Maintain communication with the Security Administration Unit in the Office of the Comptroller (CTR) and ITD on all security related issues.
- Monitor the Department's organization for any changes that should impact a user's access, such as termination of an employee or changes to an employee's duties.
- Notify CTR of any situation which requires immediate de-activation of a user's access to MMARS and HR/CMS.
- Notify ITD of any situation which requires immediate de-activation of a user's access to CIW, InTempo, and Doc Direct.
- Perform password resets for users in the department as needed.
- Complete the Annual Department Security Officer Review of Enterprise Security Systems for staff access.
- Facilitate the Annual Department Head Approval of Enterprise Systems Security during the Close/Open period……..

Security Officer Responsibilities

…and your regular day job.

Thank You!

Department Head Annual Security Review and Approval

Department Head Security Review and Approval

- Review of systems security is key to assuring that access reflects current responsibilities and changes in personnel

Annual Department Head Security Review and Approval

- Announced via Fiscal Year Memo in May
- Due by June 28th

- MMARS/LCM
  SECMMARS
- HR/CMS
  SECHRCMS
- CIW
  SECCIW
- InTempo
  SECINTEM

Security Reports

- SECMMARS, SECHRCMS, SECCIW, SECINTEM
- Access can be granted to Dept Heads, CFOs, and Primary DSOs
- Granting access to SEC reports is DSO responsibility

Department Head Security Review and Approval

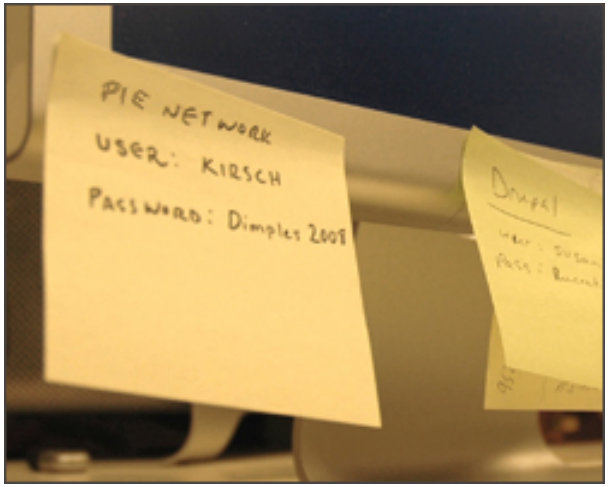
- Certification must come directly from the Department Head, either as an e-mail from their account or as a hard copy with the Department Head's signature. Use the Department Head Annual Approval of Statewide Enterprise Systems Security Form
- Latest enterprise security reports available via DocDirect
- The Comptroller's Office for MMARS or HR/CMS issues Dan Frisoli (617) 973-2614 or Lenny Montone (617) 973-2570
- ITD for CIW and InTempo, CommonHelp (866) 888-2808

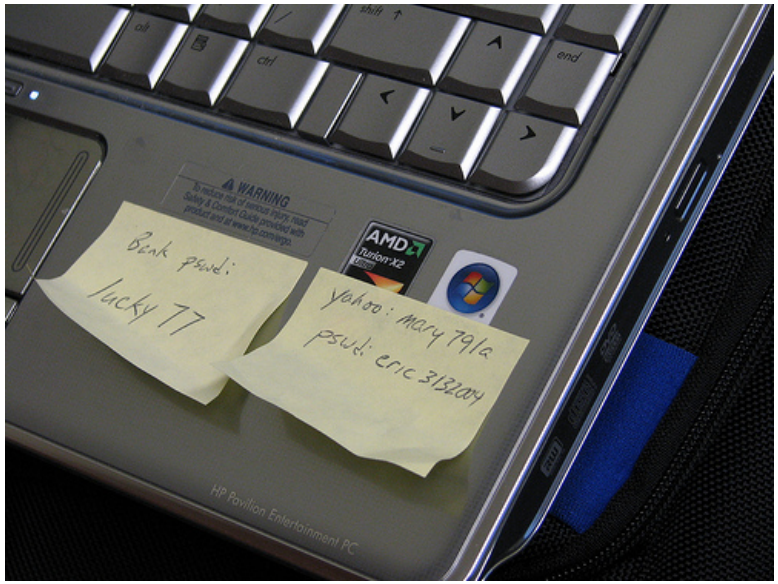
New Department Heads

- New Department Heads must approve the reports, sign and submit the Annual Approval form and complete the Department Head MMARS Security Certification form within 30 days of appointment

Password Management

- Sharing of security system IDs (UAIDs, passwords, etc.) is prohibited. See sign on certification.
- Password 8 characters in length
- Alphanumeric
- DON’T use the same password for everything!


PIE NETWORK
USER: KIRSCH
PASSWORD: Dimples 2008
Drupal


WARNING
Bank pswd:
lucky 77
Yahoo: Mary 79/6
pswd: eric 3/3/04
HP Pavilion Entertainment PC

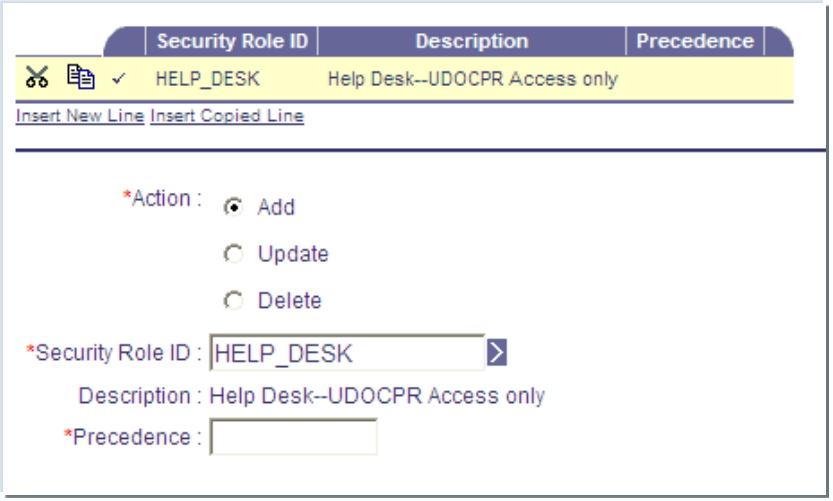
25 Worst Passwords of 2011

1. password	11. baseball	21. 654321
2. 123456	12. 111111	22. superman
3.12345678	13. iloveyou	23. qazwsx
4. qwerty	14. master	24. michael
5. abc123	15. sunshine	25. football
6. monkey	16. ashley	
7. 1234567	17. bailey	
8. letmein	18. passwOrd (The “O” is a zero here)	
9. trustno1	19. shadow	
10. dragon	20. 123123	

From ABC News

Help Desk Role for Password Resets

- Assigned to user to assist with password resets
- User with role can only access UDOCPR



UDOC

- 2882 total approved and 707 total rejected
- 25% Rejected due to errors
- Job Aids Available
- Suggestions? Let us know

Emergency Deletions

- Contact us via phone with any emergency deletion requests
- CTR will immediately deactivate and ask for email as authorization

DFISC
Fiscal Admin for All Functions

- April 2011: 554 DFISC users
- Today: 494 DFISC users
- 60 fewer
- Reducing DFISC as part of annual review

DFISC
Fiscal Admin for All Functions

- All request for DFISC will be denied
- DSOs should work with management to determine the appropriate roles for users

Summary of High-Level Roles

Total MMARS Processors	78
Total DFISC Staff	7
DFISC Staff Percentage	8.97%
Total AP and Encumbrance Admin Staff	16
AP and Encumbrance Admin Staff Percentage	20.51%

Summary of High-Level Roles

Total MMARS Processors	31
Total DFISC Staff	2
DFISC Staff Percentage	6.45%
Total AP and Encumbrance Admin Staff	2
AP and Encumbrance Admin Staff Percentage	6.45%

MMARS Workflow

- MMARS transactions meeting given parameters are submitted to a **Pending** state instead of a Final state
- Pending transactions are then routed to a shared worklist
- Department approvers access the shared worklist to review the **Pending** transactions
- Department approvers either **Approve** (submit to **Final**) or reject the **Pending** transactions
- Some transactions may move to a secondary worklist for review by control agency

Current Use of MMARS Workflow

- 28 departments currently utilize departmental level workflow
- 23 Transaction codes

AR, BGDN, BGDS, BGTS, CEC, CT, EA, EAV, ER, EX, GAE, GAEC, GAP, GAX, IE, INP, ITA, PC, PRC, RA, RE, RPO, TV

Workflow Examples

- Many executive branch departments currently workflow UU object codes (IT related).
- Workflow setup is very flexible and can be tailored to fit the needs of your department. (Subject to CTR Bureau approval)
- Possible examples include
  - Doc Code. Have ALL CTs for your department go to workflow.
  - Thresholds. Set specific dollar amount thresholds. CT over $50,000.00 would workflow to an approver. PRCs over $10,000.00 would workflow.
  - Appropriations. Payments using specific appropriations could be set to workflow.
  - Combinations. Payments over $10,000.00 and using a specific appropriation would workflow.

Benefits

- Ensure accuracy of MMARS transactions before submitting them to Final
- Monitor use of restricted appropriations or federal grants
- Reduce paper and storage costs
  - MMARS is the Official Record of Fiscal Activity. If department approvers have proper department head signature authorization then no wet signature is needed for the submission of MMARS transactions. The record is stored in MMARS.
- Remotely approve transactions via VPN

DHSA
Department Head Signature Authorization

DHSA
Department Head Signature Authorization

- Department Head remains responsible for all activities conducted by the Department
  - Can delegate signature authority
- Authorized Signatories flagged in MMARS
- Departments can define additional signatory limits

DHSA

- All Authorized Signatories of a Department Head ***must be*** assigned a MMARS UAID with a DHSA flag even if they will never access MMARS
- Audits of DHSA rely on reports from MMARS identifying who are authorized signatories
- If individuals are acting as authorized signatories and are not recorded in MMARS with DHSA authorization, the Department may be subject to an audit, quality assurance or internal controls finding for a DHSA irregularity

DHSA

- Individuals granted DHSA may not sub-delegate Department Head Signatory Authority to others
- Department Head Signature Authorization may **NOT** be delegated to:
  - **Contract** employees
  - Non Employees
  - **Employee of another Department** since these individuals may **NOT** act as agents of the Department Head

Electronic signature and Department Head Authorization of MMARS Transactions

- **<u>Administrator Security with DHSA</u>**
  - ***no paper copy required for the MMARS transaction***
- **<u>Administrator Security without DHSA</u>**
  - Wet signature from an authorized signatory approving the transaction ***<u>PRIOR</u>*** to submitting the transaction to final

DHSA Flags

Authorized Signatory - Departments

Accounts Payable :	☑	Encumbrances :	☑	LCM Rules :	☐
Accounts Receivable :	☐	Fiscal Administrator - All Functions :	☐	Payroll :	☐
Authorized Chargeback :	☐	Fixed Assets :	☐	Trust :	☐
Batch Interface Events :	☐	LCM Adjustments :	☐	Vendor/Customer :	☐
Budget :	☐	LCM Administrator - All Functions :	☐	None :	☐
Credit Cards :	☐	LCM Labor Default/Exceptions :	☐	Other :	

Identifying DHSA in Reports

DAPU	Accounts Payable User
DPROU	Procurement User
DSCSW	Statewide Scan
DVCU	Vendor/Customer User
REFOSDMA	SCAN ACCESS ONLY-OSD CREATED MA's
DSCAN	Department Scan
LALLF	LCM-All Functions Administrator
PRRVSUB	PRRV Document Processing-Submit Allowed
DSCAN	Department Scan
LADJU	LCM-Adjustments User
LALLF	LCM-All Functions Administrator
PRRVVAL	PRRV Document Processing-No Submit Allowed
DARA	Accounts Receivable Administrator
DSCAN	Department Scan
DVCA	Vendor Customer Administrator
	Authorized Signature: Accounts Receivable
DFAU	Fixed Asset User
DSCAN	Department Scan
DSCAN	Department Scan
DARA	Accounts Receivable Administrator
DSCAN	Department Scan

Kevin Burns
Commonwealth Chief Security Officer
Information Technology Division

HR/CMS Security

HR/CMS Security Review

- Reviewed current Internal Controls for the oversight and management of HR/CMS Application security:
  - procedures for requesting and assigning security roles
  - identifying assignments of broad access
  - analyzing compliance with published guidance on segregation of duties

HR/CMS Security Review

- CTR worked with experienced PeopleSoft security consultant to assist in analyzing roles and assignment data
- Review resulted in immediate internal control issues and questions that representatives from CTR, HRD, and ITD were asked to discuss and correct

HR/CMS Security and Internal Controls

- Combinations of roles granting broad access in any system is an Internal Control weakness
- Each request for a new or updated UAID should be the result of a thorough review of the job duties of the employee and should include only those roles necessary to complete their job
- Managers and DSOs need to make conscious and informed decisions on the assignment of security roles

HR/CMS Security and Internal Controls

- Starting today (4/2/12) the Office of the Comptroller will manage the review and processing of security requests
- CTR will provide guidance to DSOs and create additional documentation, training, and guidance on HR/CMS security roles and segregation of duties

HR/CMS Security and Internal Controls

- Combinations of roles that allow a user to both hire and pay employees, granted to a single employee, is an Internal Control weakness
- Of an estimated 1,200 HR/CMS business users, there are approximately 900 employees with this capability
- Segregation of duties is the answer, although it may not always be possible in small agencies
- The current HR/CMS Security Guidelines and Procedures document includes Best Practices for Segregation of Duties and should be followed by Departments and enforced by control agency

Cloning Security Access

- The practice of cloning a UAID is a quick and easy way to grant access to new employees. However, it grants the same access as the original UAID which may or may not fit the exact business needs of the new employee.

- Cloning security settings from an existing user to a new user has been discontinued

Lenny Montone
Security Analyst
Office of the Comptroller

HR/CMS Procedures

What's Staying the Same?

- InTempo
- Disability Panel Access
- Commonhelp's Role

What's Changing?

- Review role requests
- Public records exception form

Segregation of Duties (SoD)

The Importance of SoD

- Decrease risk of fraud
- Deter dishonest employees
- Prevent undetected innocent errors

High Risk Combinations of Roles

- HR Job Part
- Payroll A/U/D
- Time and Labor A/U/D

SoD Security Assignments

HR Director or Designee

Primary Roles:

- HR Position A/U/D
- HR Job Part
- Evaluation U/D
- HR Benefits U/D
- Leave Plans Correction

Secondary Roles:

- Job Table Display
- Employee Profile
- Configuration Table Display
- Time and Labor Display
- Payroll Display

Payroll Personnel

Primary Roles:

- Payroll A/U/D
- Time and Labor A/U/D
- HR Position Display
- HR Display

Secondary Roles:

- Configuration Table Display
- Job Table Display
- Employee Profile

Time and Attendance Timekeeper

Primary Role:

- TL Time keepers

Secondary Role:

- Payroll Review

Available Resources

Security Guide

Contents of Dropbox

Help | My Home | My Profile | Logout

Search User
User Reports
Search File
Department
Application
Drop Box
Role
System Parameters
File Delete

Filter | Upload Files

Filter Filenames

File Name (full or partial)

Last Updated Date From To

For Department <All Departments>

Apply Filter

Contents of Dropbox : Security Officer
(Click on underlined column headings to sort)

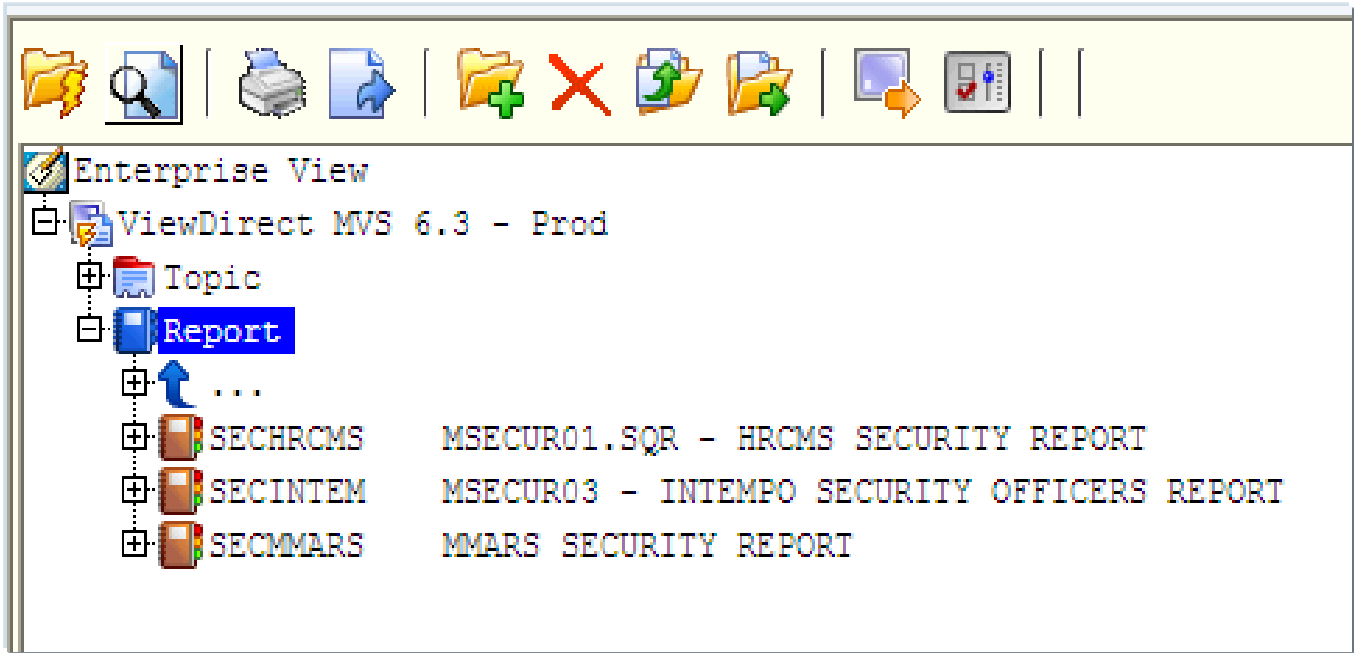
	File Name	Size	Uploaded On	Uploaded By	By Department
View	CTR_SecurityGuide.pdf	4108.3K	3/29/2011 12:10:24 PM	CTR	CTR - Office Of The Comptroller (CTR)

File(s) Found: **1**

Files per page 50 Change

HR/CMS Doc Direct Report

"SECHRCMS"



CTR Systems Security

- Dan Frisoli
  - Dan.frisoli@state.ma.us
- Lenny Montone
  - Lenny.montone@state.ma.us
- Security Inbox
  - securityrequest@state.ma.us

Dan Frisoli

Security Administrator
Department Assistance Bureau
Office of the Comptroller

MMARS Security Requests and MMARS Password Resets

UDOC / UDOCPR

What is UDOC

- Online MMARS Transactions for use by Security Officers
- Add/Update/Delete MMARS Security Roles, Signature Authority and Directory information for MMARS Users
- Make all changes for a given user at a given time with one UDOC
- UDOCs are submitted into a pending state by the DSO and are then reviewed by the CTR Security Unit

Where is UDOC?

- UDOC is located in the MMARS Financial application
- UDOC transactions will appear in the same Document Catalog as other financial transactions such as CTs and PRCs

Why UDOC?

- Saves paper
- Historical Official record
- Quick turn-around

Security Request Form

COMMONWEALTH OF MASSACHUSETTS
MMARS Security Request Form
For Departmental Internal Use Only

Security Request Type
- ☐ New
- ☐ Change
- ☐ Delete (User)

Department Code:_____ **UAID:**_____

Last Name:_____ **First Name:**_____

Employee ID:_____ **Telephone:**_____ **Ext:**_____

Locality:_____ **E-Mail:**_____

Previous UAID:_____(Please supply this UAID if the user has transferred from another Department)

AUTHORIZED SIGNATORY DESIGNATIONS

Add	Del	
☐	☐	ACCOUNTS PAYABLE
☐	☐	ACCOUNTS RECEIVABLE
☐	☐	BUDGET
☐	☐	FIXED ASSETS
☐	☐	PROCUREMENT
☐	☐	TRUST
☐	☐	VENDOR/CUSTOMER
☐	☐	PAYROLL

Add	Del	
☐	☐	AUTHORIZED CHARGEBACK
☐	☐	FISCAL - ALL FUNCTIONS
☐	☐	CREDIT CARDS
☐	☐	INTERFACE
☐	☐	LCM ADJUSTMENTS
☐	☐	LCM LABOR DEFAULT/EXCEPTIONS
☐	☐	LCM RULES
☐	☐	LCM - ALL FUNCTIONS

MMARS SECURITY ROLES

Add	Del	
☐	☐	ALL SCAN DEPARTMENT **(DSCAII)**
☐	☐	ALL SCAN STATEWIDE **(DSCSW)**
☐	☐	ACCOUNTS PAYABLE USER **(DAPU)**
☐	☐	ACCOUNTS PAYABLE ADMINISTRATOR **(DAPA)**
☐	☐	ACCOUNTS RECEIVABLE USER **(DARU)**
☐	☐	ACCOUNTS RECEIVABLE ADMINISTRATOR **(DARA)**
☐	☐	BUDGET USER **(DBGU)**
☐	☐	BUDGET ADMINISTRATOR **(DBGA)**
☐	☐	FIXED ASSETS USER **(DFAU)**
☐	☐	FIXED ASSETS ADMINISTRATOR **(DFAA)**
☐	☐	PROCUREMENT USER **(DPROU)**
☐	☐	PROCUREMENT ADMINISTRATOR **(DPROA)**
☐	☐	TRUST USER **(DTRSU)**
☐	☐	TRUST ADMINISTRATOR **(DTRSA)**
☐	☐	VENDOR/CUSTOMER USER **(DVCU)**
☐	☐	VENDOR/CUSTOMER ADMINISTRATOR **(DVCA)**
☐	☐	AUTHORIZED CHARGEBACK ADMIN **(DACA)**
☐	☐	FISCAL ADMINISTRATOR - ALL FUNCTIONS **(DFISC)**
☐	☐	SECURITY OFFICER **(DSO)**

MMARS LCM-SPECIFIC

Add	Del	
☐	☐	SCAN ALL (Includes Labor History) **(LSCII)**
☐	☐	SCAN LIMITED (Does not include Labor History) **(LSCIIL)**
☐	☐	ADJUSTMENTS USER **(LADJU)**
☐	☐	ADJUSTMENTS ADMINISTRATOR **(LADJA)**
☐	☐	LABOR DEFAULT/EXCEPTIONS USER **(LLDEU)**
☐	☐	LABOR DEFAULT/EXCEPTIONS ADMIN **(LLDEA)**
☐	☐	RULES USER **(LRULU)**
☐	☐	RULES ADMINISTRATOR **(LRULA)**
☐	☐	LCM ADMINISTRATOR - ALL FUNCTIONS **(LALLF)**

MMARS INTERFACE ROLE *(For Interface Dept. Only)*

Add	Del	
☐	☐	INTERFACE

Comments / Requests:

I certify that the Department Head has personally approved any requests for Administrator roles and Department Head Signature Authorization designations. This approval is maintained as part of Department Internal Controls.

For Departmental Internal Use Only, Do Not Submit to CTR Security Unit. All Security Requests Must be Processed Via the MMARS UDOC Transaction.

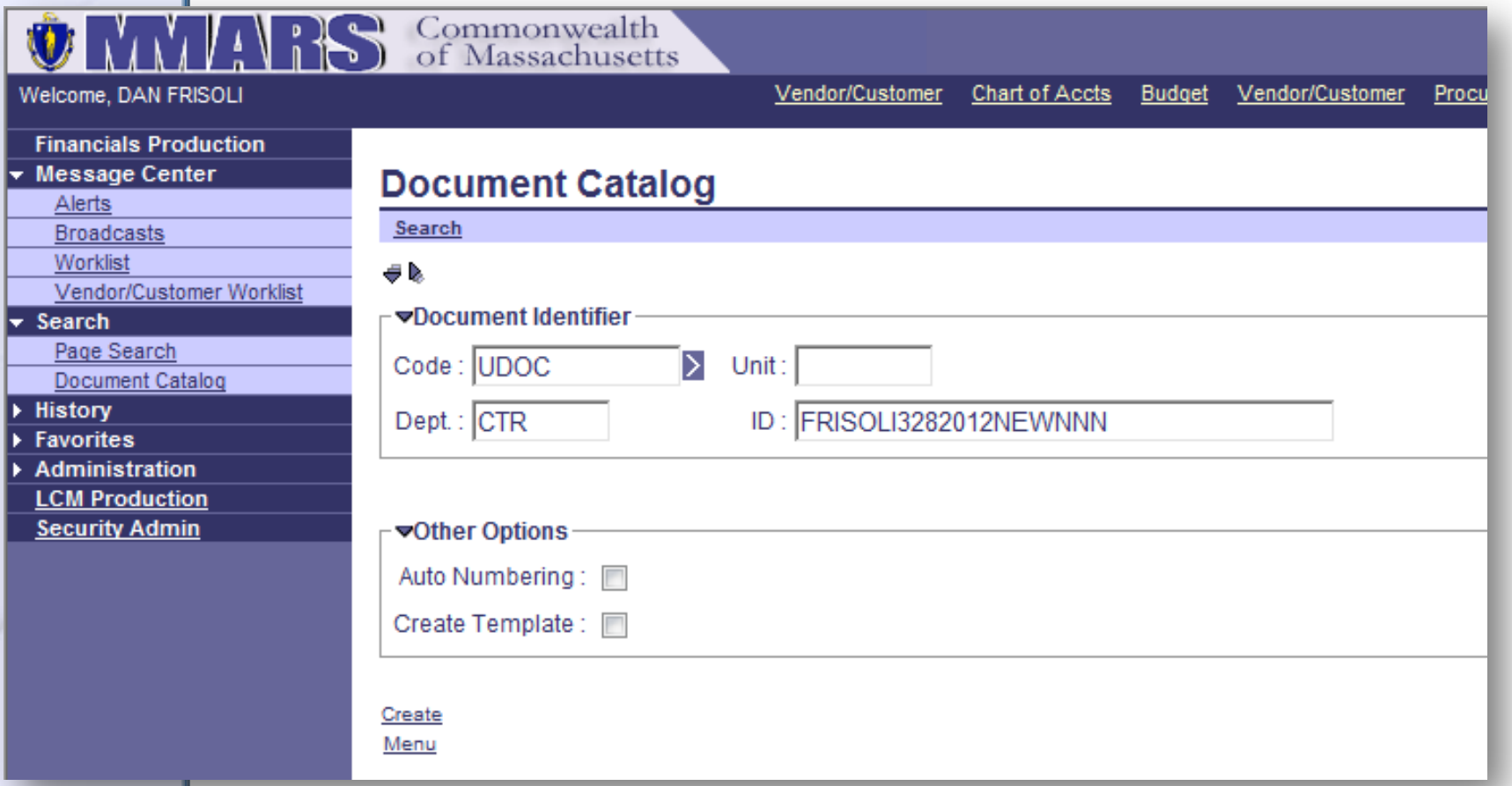
INTERNAL USE ONLY

Three Different uses for UDOC

- **Create a New User**
  - Add security roles
  - Add DHSA
  - Add Directory information. Name, Email Phone
- **Update an Existing User**
  - Add and/or remove security roles
  - Add and/or remove DHSA
- **Deactivate an Existing User**
  - User is locked out and flagged as INACTIVE
  - All security roles must have DELETE radio button checked
  - Remove Signature Authority

UDOC --Document Catalog

- Perform from Financial Document Catalog, not Security Admin



UDOC – User ID, Directory Info and Home Organization

- All user IDs must be entered in lower case
- Enter 3 Letter Department code only

Welcome, DAN FRISOLI

Vendor/Customer | Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivable

UDOC CTR FRISOLI3282012NEWNN

- Document View
  - Header
    - Directory Information
    - Home Organization
    - Account Options
    - Password Maintenance
    - Applications
    - Authorized Signatory - Depar
    - Authorized Signatory - CTR
  - Security Roles
  - Workflow Roles
  - Workgroups
- Document Comments
- Document Attachments
- Document History
- Document Reference
- Future Triggering
- Forms

UDOC - CTR- FRISOLI3282012NEWNNN- 1- New- Draft

Action Menu

*Action : (•) Add ( ) Update

*User ID : ctr123

Populate From Existing User

Directory Information

Last Name : Frisoli | Locality : Boston | Phone Number : 617-973-2614

First Name : Daniel | Room Number : | Ext. :

Email Address : DanF@massmail.state.m | Fax Number :

Home Organization

Government Branch : | Division : | District :

Cabinet : | Group : | Bureau :

Department : CTR | Section : | Unit :

UDOC – Account Options, Password Maintenance and Applications

- New User - Password alpha-numeric exactly 8
- Applications – Defaults Financial and HR (LCM)
- Administrator & Password Reset for DSOs/helpdesk
- If Deactivating User - Check "Locked Out" and "Inactive Boxes"

Welcome, DAN FRISOLI

Vendor/Customer | Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivab

UDOC CTR FRISOLI3282012NEWNN

- Document View
  - ✓ Header
    - Directory Information
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    - Authorized Signatory - Depar
    - Authorized Signatory - CTR
  - Security Roles
  - Workflow Roles
  - Workgroups
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Account Options

Override Errors :

*Bad Logins Count : 0

Locked out : ☐

Inactive : ☑

Logging : ☐

Use Default Home Page Window : ☑

Standard Reporting User : ☐

Power Reporting User : ☐

Primary Reporting Group : Default

Password Maintenance

Reset Password : ☑ Password : ••••••••

Applications

ADVANTAGE Financial : ☑ VSS Password Reset : ☐ PASSWORD RESET : ☐

ADVANTAGE HR : ☑ ADVANTAGE Administrator : ☐

ADVANTAGE VSS : ☐ ADVANTAGE ESS : ☐

UDOC – Authorized Signatory - Departments

- New User - Select “None” or at least one of the other selections.
- Deactivating User - Uncheck all and check “None”
- If modifying DHSA add Document Comment

Authorized Signatory - Departments

Accounts Payable : ☐	Encumbrances : ☐	LCM Rules : ☐
Accounts Receivable : ☐	Fiscal Administrator - All Functions : ☐	Payroll : ☐
Authorized Chargeback : ☐	Fixed Assets : ☐	Trust : ☐
Batch Interface Events : ☐	LCM Adjustments : ☐	Vendor/Customer : ☐
Budget : ☐	LCM Administrator - All Functions : ☐	None : ☑
Credit Cards : ☐	LCM Labor Default/Exceptions : ☐	Other :

UDOC – Authorized Signatory - Departments

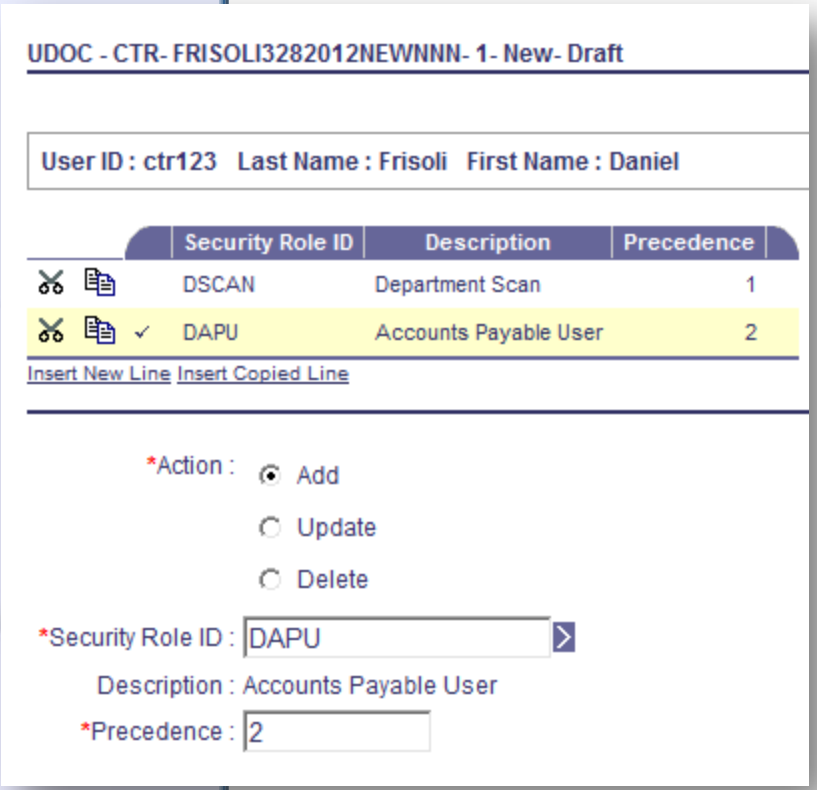
- A Department Head delegates signature authority personally to Department employees who will be responsible for conducting business on behalf of the Department Head in accordance with applicable law, regulations, policies and procedures.

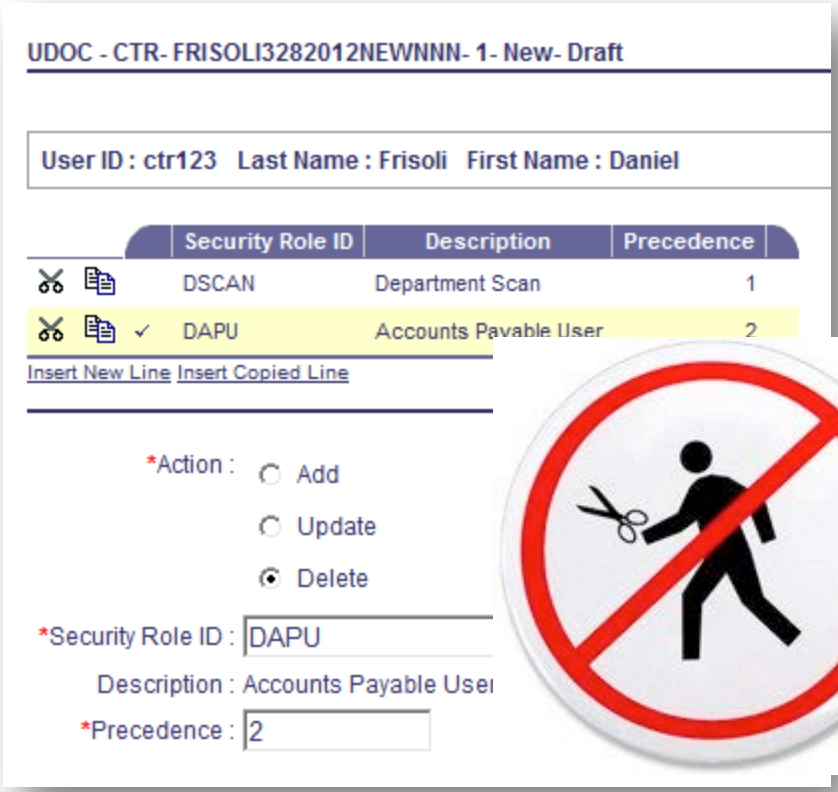
Authorized Signatory - Departments

Accounts Payable :	☑	Encumbrances :	☑	LCM Rules :	☐
Accounts Receivable :	☐	Fiscal Administrator - All Functions :	☐	Payroll :	☐
Authorized Chargeback :	☐	Fixed Assets :	☑	Trust :	☐
Batch Interface Events :	☐	LCM Adjustments :	☐	Vendor/Customer :	☐
Budget :	☐	LCM Administrator - All Functions :	☐	None :	☐
Credit Cards :	☐	LCM Labor Default/Exceptions :	☐	Other :	PAYMENTS UNDER 100K

UDOC – Security roles

- If adding a role always insert a new line. Never type over an existing role
- If deleting role use the Delete radio button. Never use the Scissors to delete a role





UDOC – Security roles

- Security Roles with Descriptions can be found in the Security Guide to Statewide Enterprise Systems (page 86) in the Security Officer drop box in

CTR_SecurityGuide.pdf - Adobe Reader

File Edit View Window Help

90 / 223 100% Tools Comment

Bookmarks

Cover
Using the Guide
Table of Contents
Enterprise Systems
InTempo
Enterprise Passwords
MMARS
HR/CMS
CIW
DocDirect
PayInfo
PartnerNet
FAQ

MMARS Security Roles and Documents Processed

MMARS Security Role	Security Role Description
DACA	**Authorized Chargeback Administrator**
	Staff with this Security Role are 'Sellers' who prepare Intergovernmental Encumbrances and Vouchers.
	Documents Processed with DACA
	IE Internal Encumbrance
	IET Internal Exchange Transaction
	ITI Internal Transaction Initiator
DAPA	**Accounts Payable Administrator**
	Staff with this Security Role have access to all Accounts Payable Documents such as the Accounting Template, Automated Disbursement Document, Electronic Funds Transfer Document, and General Accounting Expenditure Document

UDOC – Workgroups

- Everyone gets Workgroup 27. Assigns links at top

Vendor/Customer | Chart of Accts | Budget | Vendor/Customer | Procurement | Accts Payable | Accts Receivable | Cost Acctg | Fixed Assets

Emp/Position Info | Defaults/Exceptions | Rules | Labor History/Adj | Mass Change | CTR Payroll Mgmt | CTR Payroll Mgmt

Welcome, DAN FRISOLI Vendor/Customer Chart o

UDOC CTR FRISOLI3282012NEWNN
- Document View
  - Header
  - Security Roles
  - Workflow Roles
  - Workgroups
- Document Comments
- Document Attachments
- Document History
- Document Reference
- Future Triggering
- Forms

UDOC - CTR- FRISOLI3282012NEWNNN- 1- New- Draft

User ID : ctr123 Last Name : Frisoli First Name : Daniel

	Action	Workgroup ID	Name
	Add		

Insert New Line Insert Copied Line

*Action : (•) Add ( ) Update ( ) Delete

*Workgroup ID : 27

Name :

Description :

Set As Default : ☑

Menu

UDOC – Document Comments

- Add Document Comments to describe detailed changes
- CTR Security will add Document Comments when rejecting UDOC

UDOC CTR FRISOLI3282012NEWNN

- Document View
- ✓ Header
- ✓ Security Roles
- Workflow Roles
- ✓ Workgroups
- Document Comments
- Document Attachments
- Document History
- Document Reference
- Future Triggering
- Forms

Document Comments

UDOC - CTR- FRISOLI3282012NEWNNN

	Version	Date/Time	User	Phase	Subject
✓	1	3/29/2012 11:46:27 AM	ctraut	Draft	

First Prev Next Last

Save Undo Insert Copy Paste Search

Document Code : UDOC

Document Dept. Code : CTR

Document ID : FRISOLI3282012NEWNNI

Version : 1

User : ctraut

Phase : Draft

*Subject : Name

*Comment : Changed last name and removed Encumbrances Signature Authority.

Document Comments

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Save Undo Insert Copy Paste Search

Document Code : UDOC

Document Dept. Code : CTR

Document ID : FRISOLI3282012NEWNNI

Version : 1

User : ctraut

Phase : Draft

*Subject : Rejected

*Comment : Please add workgroup 27 and enter at least 1 security role.

ALL UDOCS will go to workflow

- When a UDOC is submitted it will go to workflow to be reviewed by CTR Security Unit
- CTR will review and either approve or reject UDOCs within one day of submission
- If a UDOC is determined to be incorrect it will be rejected, a comment will be added to the UDOC with instructions on how to correct.

UDOC – Search

- Use the Doc Catalog to find rejected UDOCs

Document Catalog

Create

Document Identifier

Code : UDOC Unit :

Dept. : CTR ID :

User Information

Create User ID : Create Date :

Document State

Function : Status : Rejected

Phase :

Browse Clear

Action Menu

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
	UDOC	CTR		FRISOLI3282012NEWNNN	Yes	1	New	Draft	Rejected	3/28/12	ctraut	0.00	true

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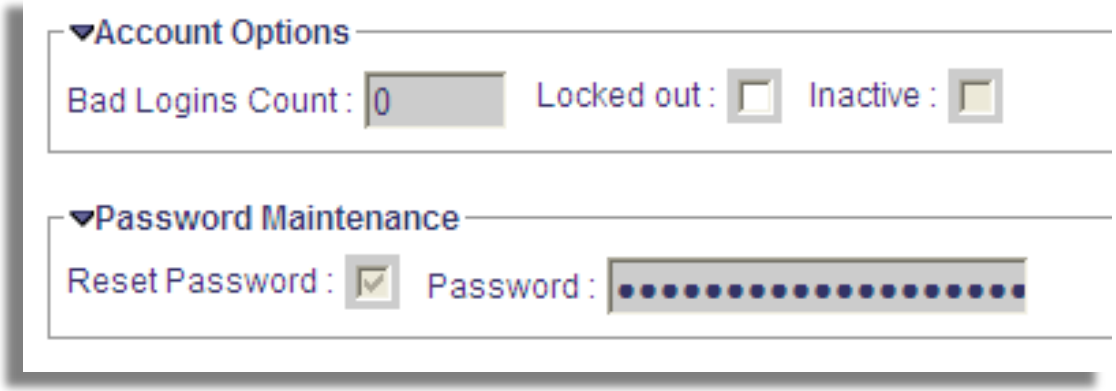
Menu

UDOC – Emergency Deactivation

- Contact CTR and ITD in emergency deactivation situations

UDOCPR – MMARS Password Resets

- Don't use UDOC for password reset, use UDOCPR
- Does not workflow
- Communicate with your user
- 8 characters, alpha - numeric



Who has access to UDOCPR?

- All DSO's have access to UDOCPR

- A separate role called "HELP_DESK" can be assigned to Help Desk Representatives. This role provides access to UDOCPR but NOT UDOC

For Help

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Security Guide in PartnerNet

Peter Scavotto

Director, Quality Assurance Bureau
Office of the Comptroller

MMARS Security data in the Commonwealth Information Warehouse (CIW)

What is the Commonwealth Information Warehouse

- CIW brings together enterprise financial, budget, time and labor, human resources, and payroll data that is maintained in separate source applications run by independent agencies. CIW provides access to information through a centralized, integrated repository that supports timely, well informed business decisions
- Can be accessed via Microsoft Access
- Customize Queries to fit business needs

CIW
MMARS Security Views

- Department Heads, CFOs and DSOs are allowed access to Security Views
- View security for users in your department
- View Signature authority for users in your department
- Tool to ensure segregation of duties

4 Security Views currently available in the CIW

1. Current MMARS user profiles
   DBO_M_Security_MMARS_SCUSER
2. UDOC and UDOCPR
   DBO_M_Security_MMARS_UDOC
3. User Activity Details
   DBO_M_USER_ACTIVITY_DETAILS
4. User Activity Report
   DBO_M_USER_ACTIVITY_REPORT

CIW Security Roles

- Request Role via InTempo
- NM_SECURITY_DEP for home department access or NM_SECURITY_MD for Multi-department access

Starter Queries

- Queries based on commonly asked questions
- Designed for ease of use and customization
- Database with starter queries in PartnerNet
- DSOs and CFOs already have access to database in PartnerNet

Current MMARS User Profile View

- More timely than monthly reports
- UAIDs, Names, Dept Codes, Location Codes
- Phone numbers and emails
- Security Roles & Workflow Roles
- Department Head Signature Authorization (DHSA)

Starter Queries Available

- All Active Users w/ Security Roles
- All Active Users by Locality
- Roles by UAID
- Roles by Name
- DHSA by UAID
- Accounts Payable Signature Authority
- Users who can Submit Payments
- OTHERS

All Active Users w/ Security Roles

user_id	first_name	last_name	security_role_id
ctr123	DANIEL	FRISOLI	SECURITY_OFFICER
ctr123	DANIEL	FRISOLI	DSCAN
ctr123	DANIEL	FRISOLI	LSCN
ctr345	SCOTT	OLSEN	DSCAN
ctr345	SCOTT	OLSEN	SECURITY_OFFICER
ctr678	CHRIS	HEAD	LALLF
ctr678	CHRIS	HEAD	LSCN
ctr678	CHRIS	HEAD	DSCAN
ctr678	CHRIS	HEAD	DAPA

All Active Users by Locality

user_id	first_name	last_name	lclty_txt
ctr123	DANIEL	FRISOLI	Boston
ctr345	SCOTT	OLSEN	Boston
ctr678	CHRIS	HEAD	Boston

Roles by UAID Or Roles by Name

user_id	first_name	last_name	security_role_id
ctr123	DANIEL	FRISOLI	SECURITY_OFFICER
ctr123	DANIEL	FRISOLI	DSCAN
ctr123	DANIEL	FRISOLI	LSCN

DHSA by UAID

user_id	first_name	last_name	accounts_payable_fl	encumbrances_fl	fixed_assets_fl
ctr123	DANIEL	FRISOLI	Y	Y	N

Users by Accounts Payable Signature Authority

user_id	first_name	last_name	accounts_payable_fl
ctr123	DANIEL	FRISOLI	Y
ctr456	SCOTT	OLSEN	Y
ctr678	CHRIS	HEAD	Y
ctrabc	KATHRYN	DOW	Y

user_id	first_name	last_name	fiscal_administrator_all_functions_fl
ctrams	SAM	CHILDS	Y

Find all users who are able to submit payments

user_id	first_name	last_name	security_role_id
ctrabc	KATHRYN	DOW	DAPA
ctraaa	KATHY	REYES	DAPA
ctr678	CHRIS	HEAD	DAPA

user_id	first_name	last_name	security_role_id
ctrams	SAM	CHILDS	DFISC

UDOC/UDOCPR View

- See all UDOCs entered for your agency
  - Historical User Profile Data
  - By User
  - By Date
  - By DSO creator
- See all passwords resets performed via UDOCPR for your agency
  - By User
  - By Date
  - By DSO creator

CIW
User Activity Views

- Department Heads, CFOs and DSOs are allowed access to User Activity Views
- Used to track user activity in MMARS
- Used to determine appropriate security access
- Reduce the use of powerful roles such as DFISC
- Tool to ensure segregation of duties

User Activity Query

user_id	first_name	last_name	doc_code	doc_identifier
ctr123	DANIEL	FRISOLI	GAE	1234567890abcdefghi
ctr123	DANIEL	FRISOLI	GAE	1234567890abcdefgh1
ctr123	DANIEL	FRISOLI	GAE	1234567890abcdefgh2
ctr345	SCOTT	OLSEN	PC	1234567890abcdefgh3
ctr345	SCOTT	OLSEN	PC	1234567890abcdefgh4
ctr678	CHRIS	HEAD	RPO	1234567890abcdefgh5
ctr678	CHRIS	HEAD	RPO	1234567890abcdefgh6
ctr678	CHRIS	HEAD	PRC	1234567890abcdefgh7
ctr678	CHRIS	HEAD	PRC	1234567890abcdefgh8

Thank You!

- CTR Helpdesk 617-973-2468
- Comptrollers Security Mailbox

  SecurityRequest@State.MA.US
- CommonHelp 866-888-2808