



SFS Security Overview

WEBSITE COPY



Outline

- Overview of Security in SFS
- Host Relationships
- Sample Security Profiles
- Maintenance of Security in SFS
- Links & Additional Information

Overview of Security in SFS

Overview of Security in SFS



Identity



Tasks



Data Access



Workflow



- SFS contains a **UserID** for every valid system user and an **Employee ID** for every current NY State employee
 - A unique User ID and password allows users “in the door” to SFS, and holds the list of the areas you can access (data access)
 - Every State employee’s unique employee id is assigned to them through PayServ and is associated with the User ID in SFS.

- All SFS user profiles must have a User ID and Employee ID in SFS, but not all employee IDs in SFS require linkage to an SFS user profile.
 - SFS users may act as proxies for employees without SFS access.

- These two IDs, referred to as a user’s “identity” for the purpose of this presentation, are used to collect all the elements of security that make up a user’s security profile



- Tasks in SFS are diverse and numerous, and typically fall into the following categories:
 - Enter/Update transactions in SFS
 - Approve transactions
 - Inquire on transactions (display data)
 - Report on transactions (export data, often summarized and in a standard format)

- Some tasks are assigned to all users by default:
 - Login/Change password/add favorites
 - Enterprise Portal notifications
 - Review chart of accounts values and trees



- Users acquire the ability to perform additional tasks through the role assignment process governed by the applicable Agency Security Administrator (ASA)

- Tasks are grouped by functional purpose, and are only available in pre-determined combinations called “roles” identified in the Agency Role Guide

- SFS applies business rules to role groupings in ASA Self Service
 - E.g., the authorized role listing that an Agency sees would differ from that of a control Agency such as DOB or OSC.
 - This is to maintain the separation of duties between control users who maintain internal controls and the Agency users who submit the transactions.

Tasks – User Preferences/Route



- Some tasks are refined by user preferences
 - While roles control access to a page, preferences control specific actions on those pages, such as status transitions and validation rules

- Preferences are applied consistently by functional role

- Route controls are assigned based on role and permission list combinations.
 - Route controls determine if an approver receives worklist items for a particular transaction type and for a particular business unit.

- The system configuration allows segregation of duties based on hosting relationships.
 - This configuration is created and granted through signed documentation from Agency heads or their delegates.

Data Access



- Data access controls what can be seen and acted on in SFS

- SFS stores data using different organizing principles, these include but are not limited to:
 - Business Unit, SetID, Ledgers, Bank Accounts, Credit Cards, Supervisors, Proxies

- Access to business units, SetIDs, and Ledgers in SFS is limited by “Primary Permission List” (PPL)
 - PPLs are used in both SFS Financials and SFS Reporting to limit user access to data
 - SFS stores a single PPL for each user in the system

Data Access – Primary Permission List



- Access to business units, SetIDs, and Ledgers in SFS is limited by “Primary Permission List” (PPL)

- SFS stores a single PPL for each user in the system

- PPLs grant all system access, financials or reporting
 - Are configurable for route control provisioning
 - Approvers received role routing based on agreed permission list setup provided at time of permission list creation

- Route controls are assigned based on role and permission list combinations.
 - Route controls determine if an approver receives worklist items for a particular transaction type and for a particular business unit.



- Workflow is used in the following modules to coordinate and limit who can approve certain transactions
 - KK, GL, AP, ePro, PO, Travel (Exp Reports/Travel Auths), ESA

- Key components of workflow include:
 - Path – the list approval steps a document will route to before final approval
 - Step – approval stops along this path, some documents require a single user, system supervisor, rather than a role for the first level of approval
 - Route controls – limits approval routings for steps using roles, often this includes either business unit, department, ledger, or transaction type



Workflow - Worklist

- Transactions routed through workflow create entries in the worklists of recipients based upon rules defined by permission list and role assignment.
- When a document is approved by a valid user it disappears from all worklists, along with the ability to approve it at that level.

Worklist for NYF_AGY_AP_APPRVR_ALL:

Filters by work item (path)

Detail View Worklist Filters [dropdown] Feed [dropdown]

Worklist Items Personalize | Find | View All | [print] [refresh] First 1-20 of 20 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Doe, John	10/07/2014	Approval Routing	Approval Workflow	[dropdown]	VoucherApproval, 262, OnlineVouchers, 1901-01-02, N, 0, BUSINESS_UNIT:SFS01 VOUCHER_ID:00000752 RDC:RA,0,A,	Mark Worked	Reassign

↑ Last approver

↑ When last approver approved the document

↑ What type of work item this is (particular step on a path)

↑ Optional field carried from earlier users

↑ Link to transaction to approve and key data such as BU and transaction ID



- Workflow paths are generated at the time of document submission, and will be used for the life of the transaction
- Worklist items are generated upon the generation of the workflow steps
 - When users are added to approval steps they will only receive transactions submitted after their role becomes effective
 - E.g. new hires/transfers will not be able to help with existing backlog approvals unless transactions are manually routed to them by the Agency Workflow Administrator after their role becomes effective)
- Work items that route to a role with no users will be directed to an generic account in SFS called WFADM. It is the responsibility of each agency to monitor their transactions routed to this user in error and reassign them to the appropriate Agency user to complete the workflow for the transaction.
- In a permission list that contain multiple BU's, routing is assigned based on the approved configuration in SFS and through the list of authorized roles in ASA self service



Overview of Security in SFS



Identity



Tasks



Data Access



Workflow

Host Relationships

Host Relationships

- For the purposes of SFS, a host relationship is when one agency delegates their authority to complete activities in SFS to another agency
 - The agency that takes on the responsibility to complete activities on behalf of the other agency is designated as the “host” agency
 - “Hosting” gives an agency access to modify another agency’s data; “sharing” gives another agency access to *view* another agency’s data (not modify)
- An agency can host another agency for one or more modules, such as purchasing and/or accounts payable
- An agency can host another agency for one or more specific tasks in a module, such as entering transactions and/or approving transactions

Setting Up a Host Relationship

- Before an agency can delegate their authority, they must determine the types of activities they want the host agency to take over
- The agency must partner with SFS to manage their permission lists to appropriately reflect the host relationship
- To establish the host relationship, formal documentation must be completed by both agencies involved and provided to SFS

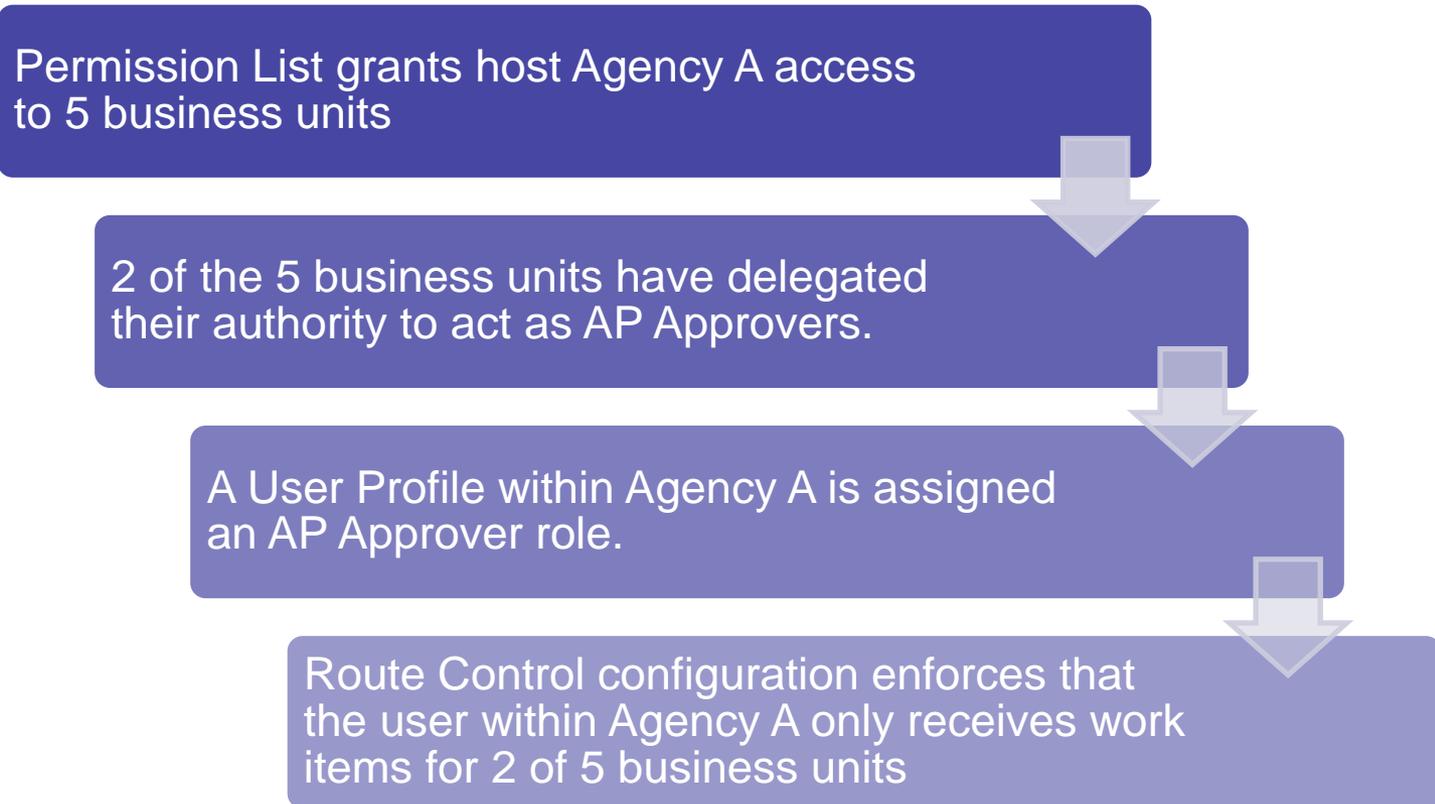
Questions For Considerations

- Are you an agency thinking about delegating to a host agency?
Consider the following questions:
 - Which business unit(s) do I want my host agency to support?
 - Which modules do I want my host agency to support?
 - What type(s) of activities do I want my host agency to support, within those modules?
 - Which permission list contains the users who are currently completing those activities?

Agencies interested in setting up a hosting relationship should submit an incident to the Help Desk

Example - Host Agency Workflow Configuration

Agency A is a host Agency for five Business units. Two of the five business units have delegated their authority to act as AP Approvers. The graphic below illustrates the workflow configuration based on Agency A's hosting relationships.



Sample Security Profiles

Sample Security Profiles

- The following are a few examples of how security is applied to different users in the budget process
 - Anthony – Inquiry to a single business unit
 - Betty – Transaction entry for several units
 - Carlos – Approval for several units
 - Diane – Final approval for all business units in her permission list

Sample Security Profile



Anthony



Budget Inquiry



None



Limited (OFT01)

Anthony



Main Menu ▾

Search Menu:

Search: >>

- SFS OBIEE Reports
- Employee Self-Service
- eProcurement
- Accounts Payable
- Commitment Control**
 - Define Control Budgets
 - Budget Journals
 - Review Budget Activities**
 - Review Budget Check Ex
 - PSP
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Agency Security Admin
- My Personalizations
- My System Profile

- Budget Details
- Budgets Overview
- Ledger Inquiry Set
- Activity Log

Find an Existing Value

Search Criteria

Business Unit: = ▾ OFT01

Ledger Group: = ▾

Search Clear Basic Search Save Search Criteria



Look Up Ledger Group

Ledger Group: begins with ▾ |KK_

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-14 of 14 Last

Ledger Group	Description
KK_APPROP	Appropriation Ledger Group
KK_BPC	Bond Proceeds
KK_DB67	SFS01 DOB KK Ledger Group
KK_PBR	PBC Bond Reimbursements
KK_PLANA1	DOB Fin Plan Operation Mnthly
KK_PLANA2	DOB Fin Plan Operation Qtrly
KK_PLANA3	DOB Fin Plan Operation Annual
KK_PLANC1	DOB Fin Plan Mnthly Capital
KK_PLANC2	DOB Fin Plan Qtrly Capital
KK_PLANC3	DOB Fin Plan Life2Date Capital
KK_PRJC	Project Child Ledger Group
KK_PRJP	Project Parent Budget
KK_REV	Appropriated Loan Receivables
KK_SEG	Segregation Ledger Group

Sample Security Profile



Betty



Budget Originator



None



Several

Sample Security Profile



Carlos



Budget Approval



1 of 5 BUs in his
Data Permission



5 BUs
for Reporting

Betty/Carlos

Betty

Commitment Control ▾

- Define Control Budgets
- Budget Journals**
 - Interunit Budget Transfer
 - Enter Budget Journals
 - Enter Budget Transfer
 - Mass Delete Budget Journals
 - Import Budget Journals
 - Manage Control Budget Journal
- Post Control Budget Jou
- Review Budget Activities
- Budget Reports
- Third Party Transactions
- Review Budget Check E
- PSP

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: 🔍

Journal ID: NEXT

Journal Date: 01/09/2015 📅

Add

Find an Existing Value | Add a New Value



Business Unit: begins with ▾

Description: begins with ▾

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First ◀ ▶ Last

Business Unit	Description
ABC01	Div of Alcohol-Beverage Ctrl
BOE01	Board of Elections
DHS01	Division of Homeland Security
DVA01	Division of Veteran's Affairs
OGS01	Office of General Services

Carlos

Commitment Control ▾

- Define Control Budgets
- Budget Journals**
 - Interunit Budget Transfer
 - Enter Budget Journals
 - Enter Budget Transfer
 - Mass Delete Budget Journals
 - Import Budget Journals
 - Manage Control Budget Journal
- Post Control Budget Jou
- Review Budget Activities
- Budget Reports
- Third Party Transactions
- Review Budget Check E
- PSP

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = ▾ 🔍

Journal ID: begins with ▾

Journal Date: = ▾

UnPost Sequence: = ▾

Budget Header Status: = ▾

Description: begins with ▾

Case Sensitive

Search **Clear** Basic Search 🔍 Save Search

Find an Existing Value | Add a New Value



Business Unit: begins with ▾

Description: begins with ▾

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First ◀ ▶ Last

Business Unit	Description
ABC01	Div of Alcohol-Beverage Ctrl
BOE01	Board of Elections
DHS01	Division of Homeland Security
DVA01	Division of Veteran's Affairs
OGS01	Office of General Services

Sample Security Profile



Diane



ALL BUs for Budget



For 5 BUs
in PL



For all 5 BUs in PL

Commitment Control ▾

- Define Control Budgets
- Budget Journals**
 - Interunit Budget Transfer
 - Enter Budget Journals
 - Enter Budget Transfer
 - Mass Delete Budget Journals
 - Import Budget Journals
 - Manage Control Budget Journal
- Post Control Budget Jou
- Review Budget Activities
- Budget Reports
- Third Party Transactions
- Review Budget Check E
- PSP



Enter Budget Journals

Business Unit:

Journal ID: NEXT

Journal Date: 01/09/2015

[Find an Existing Value](#) | [Add a New Value](#)

Look Up Business Unit

Business Unit: begins with

Description: begins with

Search Results

View 100 First 1-92 of 92 Last

Business Unit	Description
ABC01	Div of Alcohol-Beverage Ctrl
AGM01	AGRICULTURE & MARKETS
APA01	Adirondack Park Agency
ART01	Council on the Arts
ASM01	Assembly
BNK01	Banking Department
BOE01	Board of Elections
CCF01	City University Constr Fund
CFS01	Off of Children & Family Serv
CJC01	Judicial Conduct
CJN01	Judicial Nominations
CJS01	Judicial Screening
CNY01	City University of NY
COC01	State Commission of Correction
COR01	Corcraft
CPB01	Consumer Protection Board
CPI01	NYS Jt Comm on Public Ethics
CQC01	Cmsn Ql Care&Advcy Prsn Dsbtl
DCJ01	Div of Criminal Justice Serv
DCS01	Department of Civil Service
DDP01	Dvlpmntl Dsbty Planning Cncl
DEC01	Dept of Environ Conservtion
DED01	Dept of Economic Development
DFS01	Dept. of Financial Services
DHR01	Division of Human Rights
DHS01	Division of Homeland Security
DMN01	Div Military & Naval Affairs
DMV01	Department of Motor Vehicles
DMV02	Governors Traffic Safety
DOB01	Division of Budget
DOC01	Dept of Corrcctns_Cmmnty Sprvsn
DOH01	Department of Health
DOL01	Department of Labor



Maintenance of Security in SFS

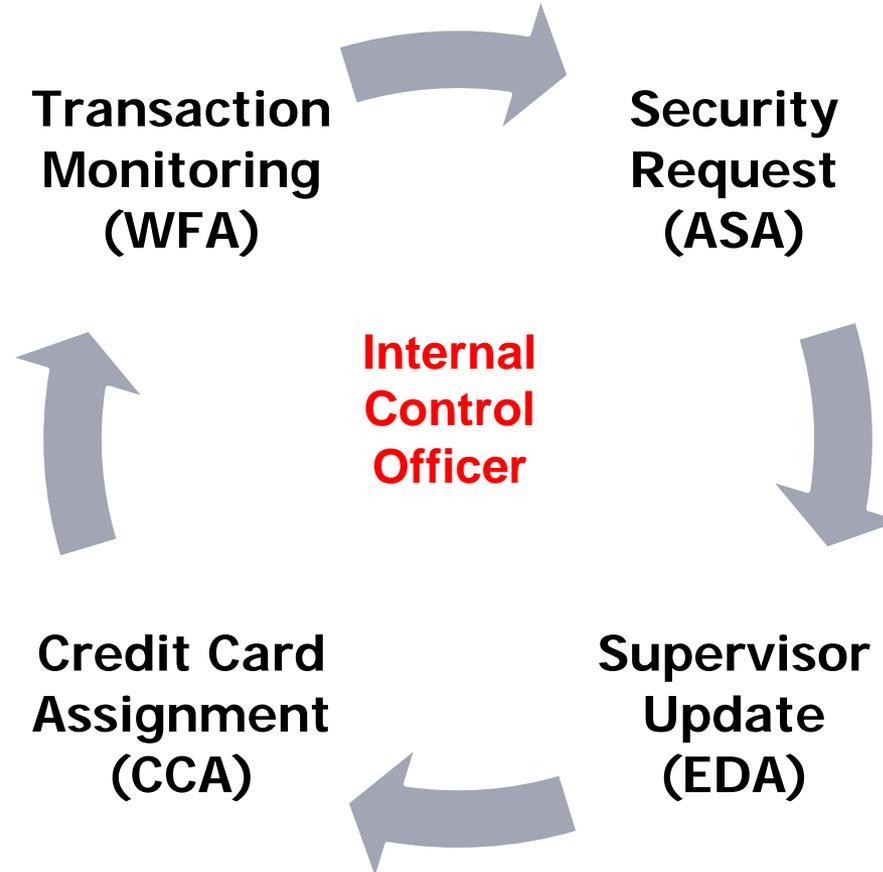
Agency Administrators

- Within each Agency, there are several administrative and technical resources required to provide SFS user support.
- SFS Agency Administrators are the first-level of support for the SFS.

Administrator	Description
Agency Security Administrator (ASA)	Controls assignment of system roles, have the ability to reset user passwords, lock and unlock user accounts, and report on employee data and role data within SFS
Credit Card Administrator (CCA)	Assigns Procurement (P-Card) / NET / Travel (T-Card) credit cards to users and Reconcilers/Approvers to cards
Employee Data Administrator (EDA)	Maintains employee data such as default Chartfield string values, travel supervisors, and requestor and buyer defaults (such as default BU and ship to information), and assigns travel proxies
Workflow Administrator (WFA)	Understands and troubleshoots workflow; provides first-level support for transaction misroutes
Password Reset and Unlock	Ability to unlock an employee's SFS account, if the employee is locked out, lock an employee's SFS account, and reset a password for an employee using the employee's User ID.



Administrator Coordination





ASA Designation

- ASAs are designated by their Agency to assign Agency users to specified SFS Financials (functional) roles, as appropriate to their assigned responsibilities
- Each Agency should have a Primary ASA and at least one Backup ASA.
- The ASA is responsible for coordinating all SFS data changes - working with the EDA, CCA ,and WFA as needed
- ASA designation changes can be made by an Agency executive

Service Desk Express (Magic)

- Service Desk Express (Magic) is the incident management system used by the SFS Program.
- All Agency Administrators have the ability to submit Help Desk incidents using Magic Self
- The SFS Program has implemented a system of “Quick Tickets” addressing commonly-requested services. Use of these Quick Tickets in Magic Self Service allows Agency Administrators to:
 - Prefill incident descriptions and the required data needed to expedite first call resolution
 - Automatically route each ticket type to the appropriate SFS Program Team to facilitate its resolution.
- Magic Self Service can be accessed via the following link:
 - <https://sdesshd.osc.state.ny.us/helpdesk/>

For more information on Agency Administrator Quick Tickets, please refer to Job Aid # JAA-ASA000-011



ASA Self Service

- ASA Self Service allows Agency Security Administrators (ASAs) to independently perform the following security functions online, directly in the SFS:
 - Add, change and remove SFS user accounts;
 - Lock and unlock user accounts and reset passwords;
 - Change roles and permission lists; and
 - Run queries against employee data, security access, and other system-related user information

- ASA self service provides Agencies with greater control over their user provisioning, quicker processing time, real time validation against current SFS data, and custom configuration by business unit for allowable roles

Ensuring Effective Security

- Validate tasks performed by separated or on leave employees have been delegated and related outstanding workflow has been reassigned, and sufficient coverage exists for approval
- Ensure Employee data exists for all employees (e.g. valid supervisor assignments)
- Verify Primary Permission Lists meet needs of users assigned (this will be time consuming to change if they are not correct)

Links & Additional Information

Links & Additional Information

- SFS Security Page on SFS Secure
 - <https://www.sfs.ny.gov/index.php/ee1/ee1-readiness/ee1-agency-security>
- SFS Help Desk
 - (518) 457-7737
 - (877) 737-4185 (toll-free)
 - HelpDesk@sfs.ny.gov
- Magic Self Service:
 - <https://sdesshd.osc.state.ny.us/helpdesk/>