



Designing Process Driven Security Or...What Happens When Sue Goes on Vacation?

By Beth Outtrim

E1 Editor's Note: In JDE, users can now have up to 30 Roles. In this article, Beth discusses how to use these to design security roles based around an employee's most basic job functions. This will allow an organization to respond quickly to personnel changes for things such as vacations or illness, or organizational changes for promotions, etc., without upsetting the normal daily office routine and also adhering to Segregation of Duties and other audit requirements.

Introduction

Since we began security design and administration, several sweeping changes have been taking place in the office work environment:

- "Back office" support staff is getting flatter due to cost cutting and technology advances such as Accounts Payable automation.
- Technological advances reduce the amount of mind-numbing, repetitious, time-consuming tasks.
- Increasing numbers of partially or fully remote workforce members.

These changes came while JDE announced that users can have up to 30 Roles. Why does this matter? It allows us to use a new concept in the way that we design security. If an organization has only three people in Accounts Payable, the traditional roles of Accounts Payable Clerk and Accounts Payable Supervisor isn't going to cut it. What we need is a different way of designing security roles that break the Accounts Payable Clerk and/or Supervisor down into their most elemental functions – vendor maintenance, address book approval, voucher entry, matching, and posting, payment group creation, check writing, check update, etc. This allows us the luxury of responding quickly to personnel changes, secure in the knowledge that each of the "building blocks" can be removed and/or reassigned and the User Roles will work without delays.

We'll set up an example Accounts Payable department. We will define the employees' duties and responsibilities, and show the functions each employee performs and how that is impacted by the "normal" things that happen in people's lives, such as:

- Absences – Vacations, relocations, illnesses, etc.
- Organizational changes – Restructuring, promotions, etc.

All the while adhering to Segregation of Duties (SOD) and Critical Processes Reporting to meet or beat audit requirements.

For the purposes of this article, we will only define the roles for an Accounts Payable department and some of its' most obvious duties. One of the assumptions on which this is based is that the remainder of the security is set up with best practices. For example, *PUBLIC has been granted inquiry rights only to the master files, MSBF are secured to IT or SuperUsers, and row security is set to *EXCLUSIVE, etc.

Let's look at how we can accomplish this without modifying anything within the system.

First, we'll discuss the methodology from a theoretical level. Then, we'll give the listings of the objects for each of these roles.

Our Example Organization

In our example organization we have three employees. Mary is the Accounting Lead. Judy, AP Clerk, has been there two years. She is familiar with most of the vendors and the General Ledger accounts most commonly used to create voucher entries for each. Sue is fairly new. She has been given the vendor creation responsibility and batch entries. Table 1 has all the roles that we have designed for this article. Table 2 illustrates which employees have been assigned to which roles. The roles have been color coded to visualize how this is accomplished. We will use Judy as our example.

1	Voucher Entry
2	Voucher Matching
3	Creating Payment Groups
4	Write Checks
5	Update Checks to G/L
6	Creating Vendors
7	Address Book Change Approval
8	1099 Processing
9	Batch Creation
10	Batch Approval (Requires entries in P00241)

Table 1: Roles

Job Description Assigned			
Sue		Judy	Mary
6		1	5
9		2	7
		3	10
		9	

Table 2: Employee Responsibilities

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