SECTION 2:   AKSAS SECURITY & AUTHORITIES
Alternate Access Authority

INTRODUCTION

Alternate Access Authority provides procedures for requesting the ability to access transactions input by another RD code. Individuals with authorized alternate access can verify the batch/transaction status, correct errored transactions, modify or delete a transaction, release an errored batch for processing, or change the batch effective date.

Pending transactions (those waiting to be processed and those rejected due to errors during previous processing cycles) should be accessible by individuals other than the person who entered them. For example, it may be necessary for supervisors to review and/or modify transactions for individuals reporting to them. To establish alternate access, the RD code is specified on the SMF Alternate Access Table (SAA) maintained by the Division of Finance. The SAA identifies the specified input RD codes for which alternate access is authorized. Alternate access may be specified for a single RD code or for an RD code and all lower levels. Up to 20 RD codes can be listed and a lower level indicator specified on each one.

The DO - Access Other Batches function available on the AKSAS Main Menu is used to access transactions input by other RD codes. This menu option only displays if the AKSAS sign-on RD code is authorized alternate access by the Division of Finance. Refer to *Section 4: Financial Transactions & Batch Processing, Access Other Batches* for procedures.

Alternate access RD codes can change transactions entered by other users. Requests for alternate access should be carefully considered.

PROCEDURES

I. **Add, change, or delete alternate access.**

    A. To add, change, or delete alternate access authority for an RD code, send a written request to the Division of Finance, Systems Administration.

        1. **Add alternate access:** Specify the RD code of the individual requiring alternate access and the input RD code or codes to which the individual should have alternate access. Be sure to specify whether or not alternate access should be given to lower levels of the input RD codes.

        2. **Change or delete alternate access:** Specify the alternate access RD code and the specific RD codes to be changed or deleted.

    B. The request must be signed by the Agency Security Contact.

    C. Submit the request to the Division of Finance for processing. Upon receipt of the request, the Division of Finance updates the SMF Alternate Access Table (SAA).

II. **Review a hard copy report of the SMF Alternate Access Table (SAA).**

    A. Periodically, review the SMF Alternate Access Table (SAA) report. This report lists in alternate access RD code sequence, each input RD code the alternate RD can access, and whether or not lower levels of the input RD code can also be accessed.

1.   Request a hard copy report of the Alternate Access Table for your department from the Division of Finance, Systems Administration.

2.   Review the Alternate Access Table report and verify all alternate access RD codes for your agency. Notify the Division of Finance in writing of any changes that may be necessary.