SECTION 2: AKSAS SECURITY & AUTHORITIES Overview

INTRODUCTION

Section 2: AKSAS Security & Authorities provides a general overview and detailed procedures for obtaining security access to the Alaska Statewide Accounting System (AKSAS), signing on to and off of AKSAS, maintaining passwords, obtaining source RD transaction authority, and obtaining access to transactions input by other RD codes. This section also provides procedures for authorizing employees as certifying officers and approving officers.

AKSAS Security

AKSAS is a computer application located on the State of Alaska Computer Network and is maintained by the Division of Finance. Obtaining security rights to AKSAS is a multi-step process requiring authorization from the user's agency, the Department of Administration, Information Technology Group (ITG) that controls access to applications located on the state=s computer network, and the Division of Finance that maintains security controls for AKSAS. Users are also assigned an AKSAS RD code by their agency used to sign on to AKSAS and to perform other authorized functions in AKSAS, such as recording or certifying transactions.

ITG Authorization

ITG controls access to applications located on the State of Alaska Computer Network. Agencies submit the LOGONID Request Form to ITG to add, change, or delete applications to which a user has access. Each authorized user is assigned a CICS Logon ID and password, and given security access to the requested applications. The applications to which users have access display on their personalized State of Alaska Computer Network Menu screen.

For users authorized access to AKSAS, the selection AKSAS/GENEVA CICS is displayed on their personalized State of Alaska Computer Network Menu screen. However, the AKSAS/GENEVA CICS selection by itself does not allow a user to access AKSAS. The Division of Finance must also designate the CICS Logon ID as having security rights to AKSAS.

Division of Finance Authorization

The Division of Finance controls access to AKSAS through the Natural Security system which provides protection against unauthorized access or improper use. Agencies initiate updates to Natural Security via the LOGONID Request Form submitted to ITG. LOGONID Requests that affect AKSAS (add or delete AKSAS as an authorized application) are processed by ITG and then forwarded to the Division of Finance to update Natural Security.

Once the Division of Finance adds a user to Natural Security, the user can select AKSAS/GENEVA CICS from their State of Alaska Computer Network personalized menu and access the AKSAS Sign On screen. An AKSAS RD code and password is required to sign on to AKSAS.

AKSAS RD Codes

RD codes and passwords are used to maintain security controls in AKSAS. Each agency establishes an RD code structure and assigns the RD codes to their AKSAS users. Users enter their RD code and password on the AKSAS Sign On screen to get into AKSAS and display the AKSAS Main Menu screen. From the AKSAS Main Menu screen users can, depending on their RD code authority, use online inquiry; record, certify, and/or authorize transactions; and perform other special functions such as request hard copy reports and use the 1099 tax reporting system. The Division of Finance maintains the security authorization levels for each RD code.

AKSAS RD Code Authority

RD code authority is maintained by the Division of Finance. AKSAS RD codes have different levels of authority depending on the user=s needs. An RD code may be authorized as a source RD code for financial and structural transactions, a certifying RD code authorized to certify transactions for processing, an authorization RD code to dual authorize transactions before processing, and/or as having alternate access to transactions input by another RD code.

Source RD Code

AKSAS uses source RD codes to identify users as having authority to record financial transactions in AKSAS. A user=s RD code may be authorized as a source RD code for as many types of transactions as necessary to perform job functions. Source RD code transaction authority is maintained on the System Management File (SMF) Authorized RD Code Table (SAU) by the Division of Finance. Department heads or delegated authorities are responsible for submitting Source RD Code Request forms or other written requests to the Division of Finance to add, change, or delete source RD code transaction authority on the SAU.

Certifying RD Code

RD codes with certifying authority have the authority to certify that transactions are correct and that sufficient funds are available before processing. In order for a user=s RD code to be authorized as a certifying RD code, the user must be appointed as a certifying officer in accordance with the *Alaska Administrative Manual (AAM) 15.010-040 - Certification* and must have a current Certifying Officer=s Affidavit on file with the Division of Finance. Each certifying RD Code must belong to a user. Users may not share certifying RD codes but a user can have multiple certifying RD codes. Certifying RD codes are identified on the System Management File (SMF) Authorized RD Code Transaction Table (SAU) maintained by the Division of Finance.

Dual Authorization RD Code

Dual authorization RD codes are used when transactions require additional approval before processing. Any RD code may be designated as a dual authorization RD code by entering the RD code in the ADD=L AUTH RD field on a transaction. Dual authorization RD codes may also be specified on the System Management File (SMF) Authorized RD Code Transaction Table (SAU) maintained by the Division of Finance for specific source RD code/transaction code combinations. Dual authorization RD codes may be shared when appropriate for a specific purpose such as interagency journal entries or RSAs.

Alternate Access

Alternate access authorizes an RD code to access transactions entered by another RD code. Individuals authorized alternate access to a batch 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. RD codes with alternate access authority are identified on the SMF Alternate Access Table (SAA) maintained by the Division of Finance.

Other Authorities

Agency Security Contact

Agency security contacts have the authority to request security changes in AKSAS including password changes, SAU updates, requests for alternate access to transactions input by another RD code, and updates to report request destinations and downloading capability. All security contacts must have a current Agency Security Contact Authorization form on file with the Division of Finance.

Approving Officer Authority

Approving officers have the authority to authorize invoices or other billing documents for payment. Department or division heads may delegate approval authority as necessary to insure payments are processed in the most expedient manner. Agencies are responsible for developing approving officer procedures to meet their requirements consistent with the guidelines in *AAM 35.060 - Payment Approval*. All approval authorities are

delegated in writing and kept on file in agency fiscal offices.

Procurement Officer Authority

Procurement officers have the authority to purchase services or supplies, and are responsible for ensuring purchases are properly documented and procedures are followed. Generally, the department head authorizes procurement responsibilities to the director level. A director may further delegate all or part of their delegated authority to any of their subordinates through an authorization memo or other in-house procurement authorization form.

Memorandums or other in-house records authorizing a person as a procurement officer are required to be kept on file in each agency=s fiscal office, and updated or replaced as needed. For detailed information about procurement policies and procedures, refer to *AAM 81.010 - 260 - General Procurement*.

AUTHORITY

AS 37.10.020	Vouchers to be Approved by Administrative Officer
AS 37.10.030	Responsibility of Officer or Employee Approving or Certifying Voucher
AS 37.10.040	Enforcement of Liability
AAM 10.100	AKSAS Access Security
AAM 15.010-040	Certification
AAM 35.060	Payment Approval
AAM 81.050	Purchasing Delegations

TERMINOLOGY

Affidavit - A written statement of responsibility that is acknowledged and accepted by an employee by signing the affidavit.

Agency Security Contact - An individual authorized by the Division of Finance as having the authority to request security changes in AKSAS.

AKSAS - Acronym for the Alaska Statewide Accounting System. AKSAS is a mainframe application maintained by the Division of Finance and used by authorized individuals to manage and track the state=s financial resources. AKSAS is designed to present fairly and with full disclosure the financial position and results of financial operations of the funds and account groups of the state in conformity with generally accepted accounting principles (GAAP).

AKSAS RD Code - A department-specific, five-digit code assigned to employees for user identification in the Alaska Statewide Accounting System (AKSAS). The RD (responsibility/distribution) code and password are used to specify the functions the user is authorized to perform in AKSAS. RD codes are also the electronic signature used by certifying officers and those responsible for additional levels of approval for transactions.

Appointing Authority - A department head (commissioner) or delegated authority responsible for appointing certifying officers on Form 02-933.

Approving Officer - An employee delegated the authority to approve various types of financial transactions for payment.

Certifying Officer - A department head (commissioner) or responsible representative designated by a department head as having the authority to certify various types of AKSAS transactions.

CICS ID - A logon ID assigned by the Information Technology Group (ITG) that allows access to applications located on the State of Alaska Computer Network. A user must have a CICS Logon ID to access AKSAS.

Delegate - To give an individual the authority to act as one=s representative for approving, certifying, and/or purchasing services or supplies.

Password - A five to ten character user-defined word used in combination with the AKSAS sign on RD code to gain admittance to AKSAS.

Procurement Officer - An employee delegated the authority to purchase services or supplies.

Recommending Authority - The division director responsible for recommending an employee as a certifying officer or approving officer.

SAU - Acronym for the System Management File (SMF) Authorized RD Code Transaction Table. The SAU is maintained by the Division of Finance and identifies authorized source RD code and transaction code combinations and the authorized certifying RD and/or dual authorization RD codes.

Source RD Code - A five-digit AKSAS RD code identified on the System Management File (SMF) Authorized RD Code Transaction Table (SAU) as having authority to record specific transactions in AKSAS.

FORMS

LOGONID Request Form
AKSAS Security Contact Authorization Form
Approving Officer Authorization memo
AKSAS Certifying Officer's Affidavit (Form 02-933)
Source RD Code Request (Form 02-951)

REPORTS

Online and hard copy reports are available to provide information on RD code authority. Online reports are available through System Table Inquiry. Hard copy reports are available through AKSAS Report Request Maintenance (RR).

AKSAS Online Reports

System Table Inquiry - Used to display a list of authorized transaction codes for the AKSAS sign-on RD code. Detail for a specific transaction code can also be displayed to view designated authorization and certification RD codes. To access the System Table Inquiry screen, press <PF12-Help> from the AKSAS Main Menu screen. On the System Table Inquiry screen select AUTHORIZED TRANSACTIONS.

AKSAS Hard Copy Reports

SAU Report (B08001) - This report provides information for source RD code, transaction code, certifying RD code, and authorization RD code combinations contained on the SMF Authorized RD Code Transaction Table (SAU). Data for the specified source RD code and lower levels is available in three sort combinations:

Source RD Code/Transaction Code - This report is sorted by source RD code and lists authorized transaction codes for each source RD code. Valid open item types, certification and authorization RD codes, and the authorized dollar limit are listed in transaction code sequence for each source RD code.

Transaction Code/Source RD Code - This report provides the same information as the Source RD Code/Transaction Code report but is sorted in transaction code sequence. The transaction code, source RD code, valid open item types, certification and authorization RD codes, and the authorized dollar limit are listed in source RD code sequence for each transaction code.

Cert/Auth/Source/Trans Code - This report is sorted by certification/authorization RD code. The certification/authorization RD code name, control type (authorization or certification), source RD code and name, transaction code, and the authorized dollar limit are listed in source RD code sequence by control type for each certification/authorization RD code.