

Periodic Review

Conducting Periodic Access Reviews can be an extremely arduous and painful process.

It can swallow up a lot of technical effort to produce complex (and often inaccurate) access reports. Business managers have to wade through reams of unintelligible data and try to work out what it means so that they can sign it off. It's no wonder that most people groan when review time comes around...

It no longer needs to be like that. Our Periodic Review module automates and simplifies the process. It allows you to:

- 🔍 Produce review reports with the touch of a button
- 🔍 Present business managers with clear information which they can understand and review much more easily
- 🔍 Capture data on approvals, rejections and explanatory notes directly into your JDE system
- 🔍 Quickly and easily produce evidence for your auditors.

WHAT CAN YOU REVIEW?

Our Periodic Review module allows you to conduct reviews of two different areas:

User Profiles:

This is where you can review information about Users and their Roles. You can:

- See which roles are assigned to a User and check that they are appropriate (P95921)
- Find out which Users were added, changed or deleted and ensure that the User ID aligns with the full name from the address book (P0092)
- Confirm that the User's status (enabled/disabled) and the proxy ID is correct (P98OWSEC).

Security Workbench:

Here you can review information from the security workbench (F00950) and user defined objects (F00950W) tables, to check that the security granted to Roles/Users is appropriate.

For both of these you can choose to print:



Take the Pain out of
Periodic Access Reviews:
Simplify and Streamline the Process

BENEFITS:

- 🔍 **Saves a huge amount of technical effort**
- 🔍 **Accurate, intelligible information makes it much easier for managers to review**
- 🔍 **Speeds up the review process**
- 🔍 **Approvals and rejections are documented within your JDE system**
- 🔍 **Provides evidence to satisfy your auditors**
- 🔍 **Works independently of security tools - you can use it however you manage your security**

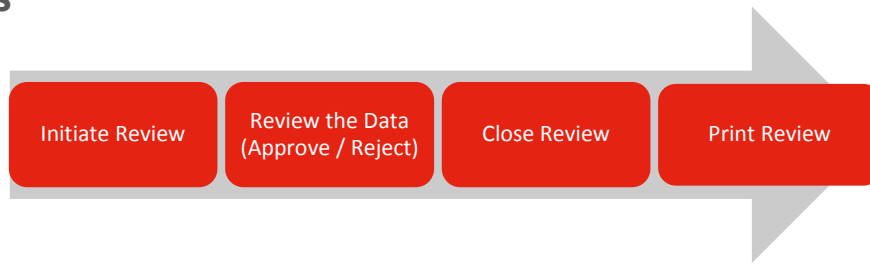
Detailed Review:

All information is included in the review report including changes within all key security types. Previous and current values are printed along with approval details.

Summary Review:

Information regarding the approval details is displayed on the report.

HOW IT WORKS



Approvers

Prior to conducting any reviews, you will need to identify the Business Owners who are responsible for carrying out the reviews and set them up as Approvers. Each Approver can own as many Roles as required.

Approvers are automatically notified when a review has been initiated, and they will be required to review all the items that affect their Role(s).

Initiating a Review:

Whether you are conducting a review of User Profiles or the Security Workbench, the process is very similar.

A Baseline review is executed first; the system will create a snapshot including all the information in all the relevant tables. Subsequent reviews can then be run which allow you to compare previously captured data with current data to assist with identification of changes.

Reviewing the data:

Filters are provided to give Approvers flexibility when working with the data; eg in User Profile Review:

| User Filter | Status |
|--|---|
| <input checked="" type="radio"/> All | <input type="radio"/> All |
| <input type="radio"/> Users Added | <input checked="" type="radio"/> Not Reviewed |
| <input type="radio"/> Users Deleted | <input type="radio"/> Approved |
| <input type="radio"/> Users Changed | <input type="radio"/> Rejected |
| <input type="radio"/> User Unchanged | |
| <input type="radio"/> Current Users | |
| <input type="checkbox"/> Users Without Roles | |

For each User displayed in the results, Approvers can drill down to see the details of the changes, including Current and Previous Values:

| System Role | Role Description | Effective Date |
|-------------------------------|------------------|----------------|
| Current Snapshot | | |
| <input type="radio"/> APCLERK | AP Clerk | ... |
| Previous Snapshot | | |
| <input type="radio"/> APCLERK | AP Clerk | ... |
| <input type="radio"/> APSETUP | AP Setup | ... |

They can either Accept or Reject the changes and add an explanatory comment if required. A full audit trail is maintained, showing who approved/rejected what and when. By applying the 'Status Not Reviewed' filter, Approvers can quickly identify any items that they have not yet reviewed.

Close Review

When the review is complete, you can 'close' the review. The system retains all closed reviews, so you can access them if you need to check changes that took place in previous review periods – for example if you need to prove what happened in answer to a question from an auditor.

Printing Review Reports:

You can print the review report, detailing all items reviewed, their current and previous values and who approved them, providing evidence for your auditors. This can include lines for physical sign off if required.

You can also print a review report showing only the rejected items that need to be corrected in your JDE system. This list can also be used during the next review to check that the changes have been made.

To find out more or request a demo,
email sales@qsoftware.com
or visit www.qsoftware.com



US Headquarters
5889 Greenwood Plaza Blvd, Suite 401
Greenwood Village, CO 80111
Tel: (720) 390 7970

UK & EMEA Headquarters
Connect House, Kingston Road
Leatherhead KT22 7LT United Kingdom
Tel: +44 (0)1372 700850



www.qsoftware.com