

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

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:

#### 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.

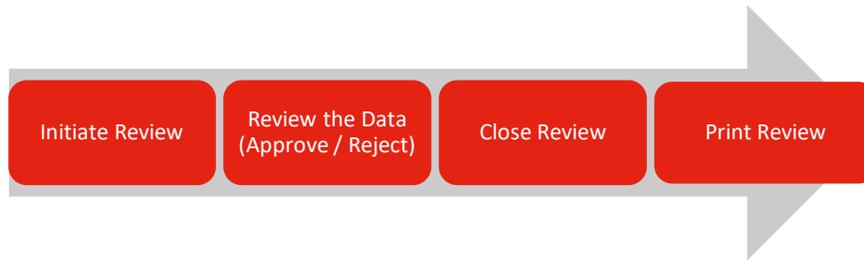


### Benefits

- 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.

**Watch a short demo of  
Periodic Review [here](#)**

# 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; e.g. in User Profile Review:

User Filter

- All
- Users Added
- Users Deleted
- Users Changed
- User Unchanged
- Current Users
- Users Without Roles

Status

- All
- Not Reviewed
- Approved
- Rejected

## Reviewing the data

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

System Role	Role Description	Effective Date
<b>Current Snapshot</b>		
<input type="radio"/> APCLERK	AP Clerk	23/06/2017
<b>Previous Snapshot</b>		
<input type="radio"/> APCLERK	AP Clerk	23/06/2017
<input type="radio"/> APSETUP	AP Setup	23/06/2017

They can either Accept or Reject the changes and add an explanatory comment or attach a media object containing evidence or explanation, 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](mailto:sales@qsoftware.com) or visit [www.qsoftware.com](http://www.qsoftware.com)



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