Guidelines for Maintaining User Profiles

Date: September 30, 2016
Presentation Topics

The following subjects will be covered in this session:

- User Profile Groups
- User Profile Points to Remember
The target audience for this session is:

- Local Agency Program Coordinators (LAPCs)
- Agency Program Coordinators (APCs)
### User Profile Groups

<table>
<thead>
<tr>
<th>USDA Functional Entitlement Group (FEG) to be Utilized in User Profile</th>
<th>User Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAGC_APC-LAPC</td>
<td>USDA specific APC FEG</td>
<td>Account Setup and Maintenance, Transaction Management and Allocation</td>
</tr>
<tr>
<td>PAGC_AO4</td>
<td>USDA specific AO FEG</td>
<td>No Account Setup and Maintenance, no allocation and limited reporting</td>
</tr>
<tr>
<td>PAGC_RPT</td>
<td>Reporting only FEG</td>
<td>Standard reporting</td>
</tr>
<tr>
<td>PAGC_AO2</td>
<td>View only APC FEG</td>
<td>View only: Account Administration, Transaction Management and Standard reporting</td>
</tr>
</tbody>
</table>
Points to Remember: Cardholder User Profiles

- Best practice for Cardholder User ID setup
  - Cardholders self register their purchase card and create own User ID and password.
  - Please remind cardholders of the requirement to use a valid government email address in their profile. The email address must be the same address included on their cardholder application.

- Cardholder User IDs never have a processing or reporting hierarchy assigned to User IDs
  - The hierarchies gives cardholders reporting access to all other cardholders in their hierarchy.

- If cardholders attach their travel cards to their User IDs (thus making maintenance difficult), then submit a User ID Maintenance worksheet to the U.S. Bank Account Coordinator to complete maintenance.
Points to Remember: Cardholder User Profiles cont’d.

- Cardholder User ID should be removed when the cardholder’s card is closed
  - If a travel card is attached, please submit a User ID Maintenance form to remove the purchase card from the User ID, thus removing the User ID from the purchase program account list.
- To find active cardholder User IDs with closed accounts:
  - Run the System User List with Account Details report in AXOL>Reporting>Administration.
  - Select Active User IDs, the USDA_CH entitlement group.
Points to Remember: AO User Profiles

- Transaction Approval Manager should be checked Yes.
- AOs should only have 1 entitlement group assigned.
  - AOs require the PAGC_A04 entitlement group.
  - AOs should **not** be assigned the PAGC_AO2 entitlement group.
- AOs are assigned at the Division/Department and Level 6/Level 7 hierarchy.
  - AOs must be assigned to the **exact** same hierarchy as their cardholders.
- ONLY actual individuals fulfilling the AO role are given this entitlement group assignment.
  - PAGC_AO2 is available for those individuals, such as Financial POCs, needing view-only access to the system.
Points to Remember: AO User Profiles cont’d.

- AOs are not allowed to attach any purchase or travel card to their AO User ID.
  - Attaching any card to an AO User ID violates an A-123 segregation of duties.
  - The CCSC removes attached cards and repeat offenders will be escalated to management.
- AOs must have a separate user profile for each role. AOs cannot be assigned to the same hierarchy or higher where AOs have a purchase card in their name.
  - This assignment violates A-123 segregation of duties.
  - Important Note: LAPCs need to validate the hierarchy assignment when the AO was a cardholder prior to becoming an AO.
Points to Remember: LAPC User Profiles

- LAPCs are assigned the PAGC_APC-LAPC entitlement group.
- LAPCs must only have one entitlement group assigned.
- LAPCs should be assigned at the appropriate level of hierarchy for their span of responsibility.
- Processing and Reporting hierarchy must match.
- LAPCs are not allowed to:
  - attach their own purchase or travel card to their LAPC User ID
  - attach any other cards to their LAPC User ID
- Attaching any card to an LAPC User ID violates an A-123 segregation of duties requirement.
- The CCSC removes attached cards.
- Repeat offenders will be escalated to management.
LAPCs cannot be assigned to the same hierarchy or higher hierarchy where LAPCs have a purchase card.

- Assigning LAPCs to the same or higher hierarchy violates the A-123 segregation of duties.
- Important: APCs need to validate the hierarchy assignment when the LAPC was a cardholder prior to becoming an LAPC.
Points to Remember: Other Users

- Other Users in AXOL
  - The PAGC_A02 is established for read-only users needing to view transaction management in AXOL.
    - Transaction Management is set to No.
    - PAGC_A02 is not assigned along with the PAGC_04 entitlement group.
  - The PAGC_RPT entitlement group is for those users only needing reporting capabilities in AXOL.
Points to Remember: A-123 Controls

It is important to monitor User IDs in AXOL because:

1. A-123 controls require that the purchase card program only provide access to those individuals needing access to purchase card data.
   - AOs and LAPCs have access to full account numbers and expiration dates.
   - Terminated employees MUST have their User IDs removed in a timely manner.
   - Users who have not logged in the AXOL for an extended period of time should be evaluated as to their need for access.

2. A-123 controls require that individuals are assigned with the appropriate access level and not more than is required to perform their duties
   - Individuals who are not Approving Officials should not have Transaction Approval marked as Yes.
   - Individuals who are not Approving Officials should not be assigned the PAGC_AO4 entitlement group.

Remember: Your agency annually certifies that the User ID list is accurate. Lack of timely maintenance and review puts your agency in violation of that certification.
Points to Remember: E-mail

- Why should users have a valid USDA email address in their User ID?
  - Both U.S. Bank and the CCSC use the email address to communicate to users. Invalid addresses do not allow us to contact the user when necessary.
  - All U.S. Bank data is available for Freedom of Information Act (FOIA) requests. Both purchase card and User ID emails fall under this umbrella. Emails must be valid government addresses so that personal email addresses are not presented as part of FOIA request results.
Summary

- APCs and LAPCs are required to monitor their agency users IDs and make all necessary changes.
- Coordinators should adhere to the Points to Consider when managing User profiles in Access Online.
- Other Access Online (AXOL) users include read only users (PAGC_A02), and users needing reporting capabilities only (PAGC_RPT entitlement group).
Question and Answer Session