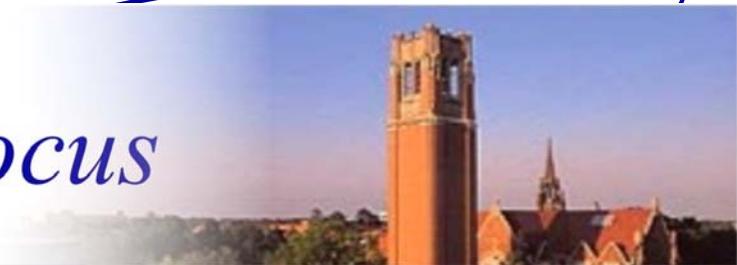


ACR Audit Focus



A quarterly newsletter from the Office of Audit & Compliance Review

Nur Erenguc, Chief Audit Executive
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Inside this issue:

University's Enterprise Directory 1

Flair Transition to Peoplesoft: Audit & Certification 1

Travel Funded by Support Organizations 2

Good Computer Security Practices for Users 2

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University's Enterprise Directory System

The University Enterprise Directory is a centralized repository of directory and other institutional information supported with computer and network systems. It is a mission critical system that stores contact information and identification numbers for University faculty, staff, students, and other affiliates depending on its accuracy. With the University identification number (UFID) assigned automatically by the Directory, departments rely on the Directory to establish and maintain af-



filiation with the University for individuals. The OACR audit conducted this quarter

reflected the Directory to be secure and reliable. Reported concerns, such as duplicate records and invalid birthdates and development standards for data quality and validation will be addressed.

Flair Transition to Peoplesoft: Audit & Certification



As part of the transition from the Florida Accounting Information

Resource Subsystem (FLAIR) to PeopleSoft for financial accounting/reporting and payroll processing on July 1, 2004, OACR is providing limited scope audits of the Finance, Human Resources and Payroll modules. The audits emphasize the evaluation of key controls in the implemented business systems, in-

cluding adequate segregation of duties; integrity reliability and adequacy of information including data required by the Board of Education and the Legislature; and modular security. The audits are scheduled to be completed before implementation and will help ensure that adequate controls exist and are functioning adequately for the required certifications before the transition date of July 1, 2004.



Travel Funded by Support Organizations



University travel may be funded by state funds and funds from affiliated organizations. Rules that govern travel funded by these affiliated organizations vary. Advance travel authorization, which documents the approval of work status outside of the primary location and provides for the commitment of funds, has not generally been required by affiliated organizations. Travel expenditures reviewed

were authorized and adequately supported. Audit concerns to be addressed included the implementation of institutional travel policies and procedures, the requirement that authorizations for travel be in advance of travel and be documented, including the funds to be utilized; and the requirement that all travel reimbursements be signed by the traveler acknowledging that reimbursement has not been requested from other sources.

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Good Computer Security Practices for Users

With the transition from FLAIR to PeopleSoft, the University assumes even greater responsibility for security of its computer based financial and other sensitive information. Basic control elements critical to ensuring proper computer access and accountability include the following Current Best Practices for computer passwords: Passwords should be at least 6 characters. A good password is difficult to guess. It contains alpha, numeric and shift characters. It cannot be found in



the dictionary. Do not use any part or any form of a word that is easily identified with you including your name, user id, birthday, address, phone number, social security number, etc. Do not write passwords down or store them online. Change passwords often, at least every 3 months. Remember, you are responsible for the protection of your password - never provide it to anyone! Careful use of your password protects both you and the University's systems.

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