

Access Request for General Ledger, Fixed Assets and PCLink Policy

Purpose

To document the University's policy and procedures enterprise-wide related to obtaining access, modifying existing access or removing access to Millennium applications which includes the general ledger, fixed assets and PCLink.

Introduction and Background

Millennium (M3LL) is like an "umbrella" software that sits over the Millennium Applications (MAPS) which include the general ledger, fixed assets, PCLink and any other application that operates within the M3LL system. On May 15, 2006, responsibility for most of the security administration related to the Millennium Applications (MAPS) transitioned from the Management Information System (MIS) department to the Office of Financial Affairs (OFA).

Each central accounting office within the University is assigned a Security Liaison. The Security Liaison is the point person responsible for working with their assigned division's user and supervisor to assist with communicating security information to/from OFA. The Security Liaisons and the divisions to which they are assigned are:

- Medical Center and Department of Finance- Mary Robinson
- Office of Contracts and Grants- Michelle Vazin
- University Central and OFA- Matthew McGlasson

Policy

On May 15, 2006, responsibility for most of the security administration in Millennium related to a user's access to the Millennium Applications (MAPS) transitioned from the Management Information System (MIS) department to the Office of Financial Affairs (OFA). As of this date, the OFA is responsible for administering security access to MAPS which includes the general ledger, fixed asset, PCLink, and any other applications that operates within the Millennium system. All security access requests related to these MAPS, including update and view-only capabilities, must be approved by Betty Price, Associate Vice Chancellor of Finance Controller or Kevin Walker, Associate Controller in the Office of Financial Affairs.

All requests for security access and the administration of the access to MAPS must be properly documented. Requests for access or modifications to existing access to the general ledger

system, fixed asset system or PCLink are made by completing a security access form. The form and instructions are located at [M&D Access Request Form](#).

To remove access, the user's supervisor must notify OFA via email at ofa@vanderbilt.edu and copy the appropriate Security Liaison indicating the person's name, the user's sign on ID (if known) and the effective date for removing access.

It is incumbent on all supervisors of MAPS users to notify OFA as soon as possible of any access that needs to be deleted or revised.

Trustee and Effective Dates

This policy and procedure has been reviewed by Linda Neenan, Matthew McGlasson and Chris Rosser. Relative to ongoing review for continued applicability and/or updating, the trustee for this policy is Matthew McGlasson.

Effective: May 2006

Last Revised: June 2006