April 4, 2014

TO: Select Agency Fiscal Officers

FROM: Wendy Jarrett, Assistant Director Accounting Division

SUBJECT: AFRS Data Security Project

Thank you for your response to the recent survey on data security. You were identified as a fiscal officer for an agency that indicated concerns about the access plan, the change to viewing historical instances or both. We studied all of the survey input, discussed with the Department of Enterprise Services (DES) possible modifications to the original plan, and revised the plan as explained in the table below.

There are two key changes. First, for all access levels, all Enterprise Reporting (ER) reports can be scheduled for all agencies EXCEPT for reports (and one extract) that include vendor name and vendor number fields (payment reports). Access to the payment reports is limited depending on access level as defined in the table below. The list of payment reports is presented at the end of this memo. Second, historical instance viewing is limited to one's own instances ONLY when payment report instances are involved. For Web Intelligence access, the need for each user to be assigned an access level, and the requirement for each user with access level 1 or 2 to sign a non-disclosure agreement are unchanged.

Access Level	Enterprise Reporting Standard Reports (ER)	Web Intelligence (Webi)	Target Users
1	**Access:** Each user has statewide access to all data in all ER Reports that use the AFRS Data Warehouse. **Historical Instance:** Each user can view all historical instances of reports in ER.	Each user has statewide access to all of the AFRS Data Warehouse.	Users with statewide business needs. Ex.: OFM Budget and Statewide Accounting staff, OST, SAO audit staff, Leg staff.
2	**Access:** Each user has access to all data in all reports that use the AFRS Data Warehouse EXCEPT payment detail reports which are limited to agencies in each user's group. **Historical Instance:** Each user can view all historical instances of reports in ER EXCEPT payment report instances which can only be viewed for each user's username.	Each user has access to the AFRS Data Warehouse for agencies in each user's group.	Users with responsibilities for multiple agencies. **Refer to the attached list for specific groups of agencies.**
3	**Access:** Each user has access to all data in all reports that use the AFRS Data Warehouse EXCEPT payment detail reports which are limited to each user's agency. **Historical Instance:** Same as level 2.	Each user has access to the AFRS Data Warehouse only for the user's agency.	Users with agency-specific responsibilities.

We believe that the revised plan addresses the concerns that were expressed by agencies and that risk will still be lowered to a tolerable level by: allowing access to all general ledger, revenue, and expenditure detail reports; allowing more historical instance viewing; and limiting access to vendor information in ER.

In addition, we added two new groups to Access Level 2: one for higher education so peer comparisons can be made, and one for DSHS/HCA/DEL to meet their business needs.

However, we need to know from you if we have adequately mitigated your concerns so that your agency can continue to meet its business needs. Please provide your feedback on this revised plan to Kim Thompson at Kim.thompson@ofm.wa.gov by **April 11, 2014**.

Next steps

A general list of next steps follows with changes from the original timeline bolded. We will provide ongoing communication to agency fiscal officers and through the AFRS Listserv.

Next Steps	Due Date
Gather agency input through the survey tool.	March 14, 2014
Develop list of agency input based on survey results.	March 18, 2014
Identify statewide and agency mitigation as needed and communicate to agencies.	April 4, 2014
Collect input from agencies that expressed concerns.	**April 11, 2014**
Consider input from agencies and address as appropriate.	**April 16, 2014**
Identify and notify users that need access to statewide data or data belonging to other agencies (access levels 1 and 2). Send list to DES.	**April 25, 2014**
Finalize non-disclosure agreement (NDA).	April 30, 2014
Develop process for granting and modifying user access.	June 2, 2014
Provide training to DES Solutions Center and agencies for NDA process.	June 2, 2014
Collect NDA forms for access levels 1 and 2. Notify DES to grant access.	June 16, 2014
Deploy access level security.	June 30, 2014

Payment Reports

Payment Report Name	Folder within ER
AFRS Data Extract	/Financial Reports/Downloads/Extracts
Encumbrance Flexible	/Financial Reports/Encumbrances
Cost Allocation Expenditure Activity By Vendor	/Financial Reports/Expenditure Activity
Expenditure Activity By Vendor	/Financial Reports/Expenditure Activity
Cost Allocation Expenditure Activity Flexible	/Financial Reports/Expenditure Flexible
Expenditure Activity Flexible	/Financial Reports/Expenditure Flexible
General Ledger Activity By Vendor	/Financial Reports/General Ledgers

If you have any questions, please contact Kim Thompson at 725-0224 or kim.thompson@ofm.wa.gov.