

**Policy:** Financial Edge Access

**Section:** Senior Management Team

**Number:** 1.SMC.FEAccess.2009.09.23

**Replaces:**

---

Authority from Resolution:

Resolution Recording Date:

Committee: Senior Management Team

Minutes:

Scheduled Update:

Last Review Date: September 2009

Procedure Number:

---

Article 1	Purpose/General Policy
Article 2	Limitations to Granting User Access
Article 3	Acceptable Use Policy
Article 4	Approval Process

---

### **Article 1: Purpose/General Policy**

Working in cooperation with OSU, the OSU Foundation is building a long term partnership to ensure that financial information disseminated to OSU Fund Holders is accurate and timely, and that confidentiality is maintained. This policy specifies the guidelines governing OSU access to Financial Edge (FE) and related OSU Foundation reporting systems.

### **Article 2: Limitations to Granting User Access**

Foundation policy states that access to the Foundation financial system (FE and Financial Reporting Service) is on a need-to-know basis, therefore access is restricted to OSU accounting/support staff directly responsible for managing Foundation Equity Accounts (Projects). The Foundation will direct financial information inquiries from OSU Faculty and other College/Department staff to the primary FE User representing the College or Department. To ensure the accuracy of the financial information disseminated to OSU through Financial Edge (FE), the Foundation requires that all users of FE have a working knowledge of fund accounting.

The Foundation has a limited number of licenses available for University access to Financial Edge. University Departments/Units with three (3) or less active Foundation equity accounts (Projects) or whose equity accounts have an aggregate value of less than \$5,000 will not be

approved for a user account to Financial Edge. Departments/Units that fall within either of these criteria will have access to reports and transaction information through their associated College/Business Center.

### **Article 3: Acceptable Use Policy**

The Foundation has adopted the OSU University Acceptable Use Policy. Violation of the Acceptable Use Policy when using OSU Foundation financial reporting systems will result in the closing of the user account and reporting of the violation to the University. In addition, all financial reporting available through OSU Foundation Financial Systems or related Web sites is confidential and intended for internal use only. Dissemination of Foundation financial information outside the Foundation or University is prohibited.

### **Article 4: Approval Process**

All requests for access originate from the College/Unit Business Officer/ Business Center. In cases where a Unit is not supported by a Business Officer/ Business Center, the request will originate through the Supervising Accountant or Department Head. All requests from individuals will be forwarded to the Business Officer/ Business Center or Unit Head for approval. After receipt of a written request for user access from the authorizing Business Officer/Business Center Manager, the Foundation will conduct a review to verify the requested access is appropriate. In cases where the access level requested does not meet the Foundation requirements, additional information may be requested from the Business Officer/Business Center Manager, to assess the actual need. If the request is approved the Foundation will notify the Business Officer/ Business Center and request that the user sign up to attend a mandatory training session. Reservations for training sessions can be made at [http://osufoundation.org/staffresources/trainingandreference/Training\\_Schedule/trn\\_schedule.html](http://osufoundation.org/staffresources/trainingandreference/Training_Schedule/trn_schedule.html) . When the user has completed training, he/she will then have access to FE.

At 90-day intervals, the Foundation will request verification from the Business Officer that user access within their units is still valid. Non-response from the Business Officer/Business Center Manager will result in the disabling of all user accounts under their supervision.

---

### **Glossary of Terms**

*Business Officer:* OSU Unit supervisor overseeing all accounting/finance functions at the College Level. Where this structure exists, the Business Officer approves user access.

*Business Center:* The “Business Center” is a central administrative support unit under the direction of a Business Center Manager. Where this structure exists, the Business Center Manager approves user access.

*Equity Account:* Foundation funds maintained in a Project account.