



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	13	SECURITY	Effective Date	10/01/2015
Sub-section	01	STAR Finance Security	Revision Date	04/13/2020

BACKGROUND

Within the STAR Finance environment, employees require various levels of access to complete their job duties. Access is granted within STAR Finance through security roles and row security. A security role allows a user to view and/or interact with specific pages within the STAR Finance modules (e.g., AP, AR, GL, P-Card, etc.). Row security determines the Business Units and Ledgers that users may view and/or process transactions for within STAR Finance.

POLICIES

1. In accordance with the principle of least privilege, users should be granted the least access that will allow them to complete their job duties. As such, users should only be provisioned the roles and row security needed to perform their job duties.
2. To the extent possible, separation of duties (SOD) should be maintained as part of the access granted to a user. If it is determined that a user requires roles that have been identified as a SOD violation, it is the granting agency’s responsibility to ensure that appropriate compensating controls are in place to mitigate the risk created by the SOD violation.
3. STAR Finance security requests must be entered and approved by separate individuals that both have knowledge of agency operations and the user’s job duties. STAR system controls will prevent one individual from both entering and approving a security request.
4. STAR system controls will prevent a user from entering or approving a security request related to their account.
5. Requests for users that have SOD violations or roles identified as high risk will require two levels of approval. The first level will be applied by the agency and the second level will be applied by SCO.
6. The development and modification of security roles and row security profiles will be controlled by DOA.
7. A record of all security requests will be maintained.

PROCEDURES

Establishing and Modifying Access to Agency Security Requester and Approver Roles

1. The WI_AGENCY_SECURITY_REQUESTER and WI_AGENCY_SECURITY_APPROVER roles allow users to enter and approve security requests, respectively. Requests to establish or modify access to these roles should be made by completing the STAR Finance Security Authorization Request form, which is available on the STAR Connection site and included as an attachment to this section of the WAM.
2. Agency staff should follow the instructions on the STAR Finance Security Authorization Request form when completing this type of request.



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Establishing and Modifying Access to Other Roles

1. Users with the WI_AGENCY_SECURITY_REQUESTER role must submit security requests on the Add/Update Security Request page within the STAR Enterprise Security Portal. This individual will select the roles, row security, etc., that will be provisioned to the user.
2. After the request has been submitted it will be routed to the agency staff member(s) with the WI_AGENCY_SECURITY_APPROVER role who will complete the agency-level approval. Unless SCO approval is required, the request will be picked up for batch processing after the agency approval is applied.
3. Agency security requesters and approvers should consult the applicable STAR Job Aids for more information related to the STAR Finance security request and approval process.
4. Requests for users with new or existing SOD violations and/or high-risk roles will be routed to SCO for an additional level of approval. SCO will review these requests and follow up with agency staff as needed. After the SCO approval has been applied, these requests will be picked up for batch processing.