



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

IFAS Security Overview

IT Procedures for IFAS



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Presented to Oakland USD Board Audit Committee

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IFAS Hosted by Sungard

All IFAS hardware and software is hosted off premises by Sungard Public Sector, Inc.

- Professionally-managed data center including 24/7/365 IT monitoring of networking, hardware and software.
- Comprehensive system management, including regular application of security updates across all levels of the infrastructure.
- Routine maintenance and repairs include logging of system activity and regular backups for disaster recovery purposes.



OUSD Authorization Procedures

User access to IFAS is subject to strict controls over who has access and what they are able to do in the system.

- An IFAS security authorization form must be completed and approved by management before IFAS access is granted.
- Security roles are restricted by site to prevent access to funds controlled by other departments.
- Security roles are restricted by system function to prevent unauthorized changes to sensitive employee and budget data.
- A recent security audit was completed by OUSD and Sungard with a focus upon access to employee and payroll records.



OUSD Authentication Procedures

Users login to IFAS using their Active Directory password from within the OUSD domain.

- Users must be within the OUSD network (onsite or VPN) to access IFAS which eliminates the risk of eavesdropping over unsecured networks.
- Connections are encrypted using SSL
- Users authenticate using their Active Directory password which ensures that the password requirements for IFAS match those enforced for Active Directory.
- Active Directory access is terminated when a person leaves OUSD which automatically prevents former users from accessing IFAS.



OUSD Workflow Approvals

IFAS Workflows ensure that all purchasing and budget transfers are subject to the necessary approvals.

- Any IFAS user can enter a requisition but approvals are required before Procurement will issue a purchase order.
- IFAS routes requisitions to department management for first level approval.
- Requisitions involving restricted funds are subject to second level approval by the Department of Accountability.
- The OUSD Finance Department is the third level (final) approver for purchasing and budget transfers.
- No changes are made to workflow configuration or routing without approval by Finance management.



OUSD Contracts Online

OUSD has implemented an online system for approving Vendors and Professional Services Contracts.

- Standard Professional Services contracts are managed using a fully online process that requires the necessary management approvals before a contract can be approved or ratified by the Board.
- Contracts Online ensures that purchase orders are only issued for budgeted and approved contracts.
- Contracts Online ensures vendors are approved each school year to ensure that contractor details, background checks, TB testing, insurance coverage, and EPLS information are kept current and correct.



OUSD Invoicing Procedures

Payment of vendor invoices and employee reimbursement requests are subject to strict controls.

- Employee overtime and reimbursements require designated budget and approval by department management.
- Physical items must be received in IFAS before invoices are paid.
- Vendor invoices for professional services must be approved by department management before invoices are paid.
- Vendors must be approved for the current school year and recorded in IFAS in order to be paid.

EVERY STUDENT THRIVES!



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