Date: October 1, 2020
To: Division of Finance and Administration Cabinet
From: Ronald Cortez, Chief Financial Officer and Vice Chancellor
Subject: Suspicious User Activity Alerts

The Accounting & Fiscal Services Office will implement system alerts and reports to continuously monitor suspicious user access activity. These reports will automatically notify designated individuals in DFA at the time of the incident. After review, an incident report will be initiated if applicable.

Monthly Suspicious User Activities & Reports in the KFS system include:

a) Access by terminated User (“not active” status)
   b) Application transaction access by IT (not including read access)
   c) Instances of transaction access to applications by Admins or Super-Users
   d) Any activities performed by a super-user with another user’s ID
   e) Monthly user access changes report

The Associate Controller will be responsible for reviewing the reports and communicating to the Assistant Vice Chancellor, Controller exceptions noted in the report along with an action plan, if applicable. The Assistant Vice Chancellor, Controller will provide a quarterly report to the CFO, Vice Chancellor Finance and Administration.

Please share this information with the appropriate members of your team.

APPROVED:

10/3/2020

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance & Administration

1 UCI launched KFS, the Kuali Financial System in July 2014. It is a comprehensive enterprise financial system used to process most of the campus' financial transactions, including general ledger, procurement, budget, disbursing, and travel reimbursement.