

FINANCE PROCEDURE MANUAL	TITLE: PantherNet/Finance Security Administration	
	NUMBER: FIN-CON-006	VERSION: 03
	ISSUED DATE: 6/11/2013	REVISION DATE: 5/3/2016

➤ **Purpose:**

Two levels of security are maintained within the PantherNet Security and Financial Information system - Security Groups and Financial User Groups. Both groups relating to Finance are defined and maintained by the Controller's Office or designee. Pre-defined security groups and financial user groups are used to grant College personnel PantherNet finance access and budgetary access to funds. Security groups and financial user groups are reviewed periodically by appropriate College management/administration or designee in order to ensure appropriate personnel have restricted access in PantherNet/Finance.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at Palm Beach State College including financial, student, and payroll/personnel records.

Security Group: Provides user access to the associated functions/modules belonging to a PantherNet system (i.e., Financial Information system, etc.)

Security User Profile: Defines user's access to PantherNet system(s) and their functions.

Financial User Group: Defines approver(s) for Finance documents (i.e., Department Requisitions, PCard transactions, etc.), and also grant users access to associated Org Units.

Financial User Profile: Defines particular user's access to financial user groups.

College Management/Administration: Vice Presidents/Provosts, Deans, Associate Deans, Department Directors, Managers/Supervisors, etc.

➤ **Responsibility:**

College Management/Administration or designee: Reviews and/or requests employee access to PantherNet/Finance.

Controller's Office or designee: Defines and maintains PantherNet/Finance security groups/user profiles and financial user groups/profiles.

➤ **Procedure Details:**

1. College Management/Administration or designee periodically reviews their department/division's employee PantherNet/Finance [security](#) and [financial user groups](#). College Management/Administration or designee sends a request* ([FIN-CON-003](#)) to the Controller's Office or designee if an employee's PantherNet/Finance access needs to be added/revised/removed.
2. The Controller's Office or designee adds/revises/removes PantherNet/Finance security and groups/user profiles and financial user groups/user profiles:
 - a) When requested by the College Management/Administration or designee.
 - b) Upon receiving users disabled list from Information Technology and/or employee terminations list from the Payroll Supervisor.
 - c) When terminated employee financial user profiles, approval structures, alias profiles, and time & attendance (T&A) profiles are listed in the daily PantherNet Inactive Users With Financial and T&A Profiles SQL report.

*The Controller's Office or designee accepts email requests from the College Management/Administration or designee to add/revise/remove [financial user groups](#) and [user profiles](#).

➤ **References:**

Procedure - Request for PantherNet Application Access – Finance System:

[FIN-CON-003](#)

Palm Beach State College Board Policy:

6Hx-18-1.23

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section1/1.23.pdf>

6Hx-18-1.24

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section1/1.24.pdf>

Palm Beach State College Computer Use Agreement:

<http://intranet.pbcc.edu/hr/Documents/emailaccountrequest.pdf>