

Using the Auditing Tool Kit

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.27

Information Technology Services

November 2013

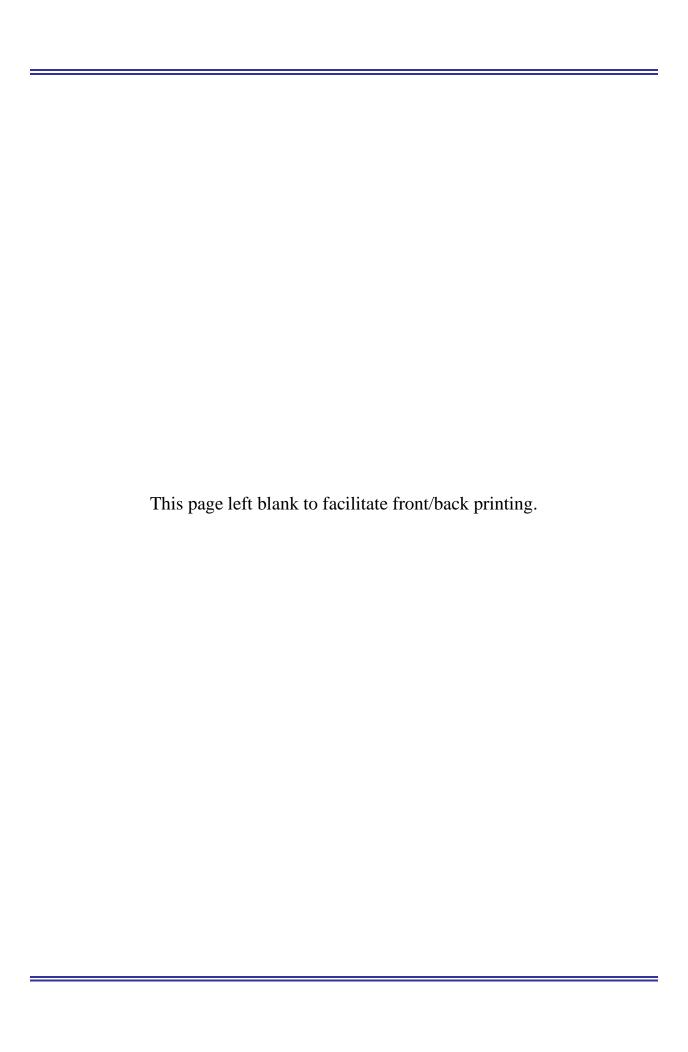


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Using the Auditing Tool Kit

Introduction to the Auditing Tool Kit

Purpose of Tool Kit

The Office of Informational and Instructional Technology (ITS) has worked with the State Auditors to develop a tool kit that institutions can use to provide auditors with documents that meet specific requirements. In addition, the kit includes processes used in the reconciliation between Banner Accounts Receivable and PeopleSoft Financials. The instructions, processes, and scripts provided in the Auditing Tool Kit help institutions prepare hard copies of materials specified before the auditors arrive to conduct the audit.

Ellucian Baseline Banner offers some tools, and ITS has also developed processes and scripts that pull necessary data. Auditors may request that institutions provide the data set each process/script provides.

Target Audience

The target audience for this document includes auditors, comptrollers, Banner Accounts Receivable functional users, and DBAs.

Purpose of Document

This document provides instructions for retrieving data from Banner Accounts Receivable through the use of Banner Baseline processes/forms and ITS-developed processes and scripts.

Tools that Produce Data to Satisfy Auditing Requirements	Probable User
Banner Baseline Tools	AR Functional User
ITS SQL Processes for Auditing Requirements	AR Functional User
ITS SQL Scripts for Security Needs	Banner DBA

Using Screen Captures

Caution



Screen captures capture only what is visible in the application on the screen. You may need to use Banner's scroll bars to adjust what shows and take several captures to produce complete data. Even screen capture tools that have an autoscroll feature cannot capture data that are not visible unless you scroll within an application.

Support

For additional ITS resources and support, contact the ITS HELPDESK:

Web http://www.usg.edu/customer_services

(self-service ticket submission)

E-mail helpdesk@usg.edu

For urgent or production down situations, call the ITS HELPDESK:

Local 706-583-2001

Toll free within 1-888-875-3697

Georgia

References



Detailed information about using all Banner Baseline Accounts Receivable forms and processes discussed here is located in the Ellucian Accounts Receivable user guide.

Auditing Requirements Satisfied with Banner Baseline Tools

Introduction

Banner Baseline Accounts Receivable offers tools that can be used to provide the following lists that satisfy the State Auditor's requirements during the audit period:

Requirement Satisfied	Banner Baseline Tool	Name
All AR users and cashiers assigned to supervisors	User Profile Definition Form	TGAUPRF
All open cashier sessions	Cashier Supervisory Form	TGACSPV
All detail codes	Detail Code Report	TGRDETC
Deleted cashier sessions	Cashier Delete/Report Process	TGRCDEL
Reconciliation Report	Accounts Receivable Reconciliation Report	TGRRCON

Caution

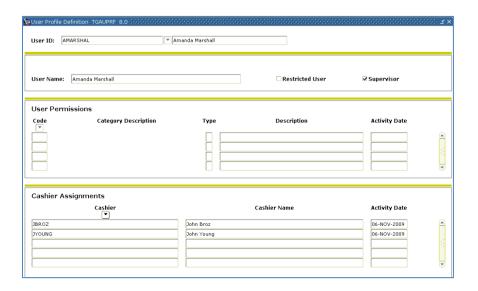


ORACLE reports may be required for running one or more Banner baseline reports.

List of All Accounts Receivable Users and Cashiers Assigned to Supervisors

User Profile Definition Form (TGAUPRF) The User Profile Definition form (TGAUPRF) establishes users within the accounts receivable module. Users may be given restricted access to specific defined criteria.

A screen print of this form provides a list of all AR users and cashiers assigned to supervisors that meet this requirement. A sample follows:

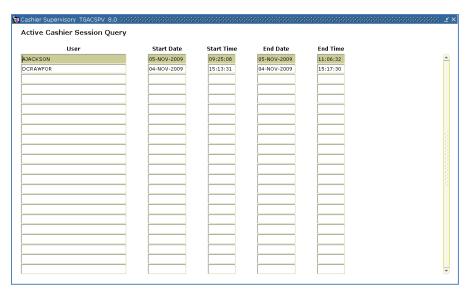


List of All Open Cashier Sessions

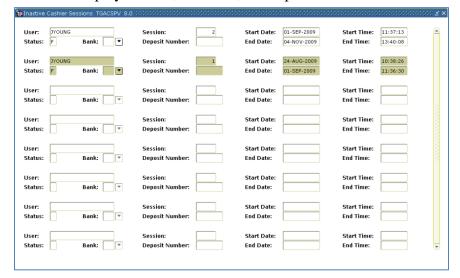
Cashier Supervisory Form (TGACSPV)

The Cashier Supervisory form (TGACSPV) provides a list of all the active cashier sessions to meet this requirement.

The User field displays the cashier user ID. The illustration displays four active cashier sessions with start dates and times. The End Date and Time display the date and time of the last activity in the open session.



Cashier sessions are not assigned a session number until they are closed in the Cashier Session Review form (TGACREV). Page two of TGACSPV displays closed, finalized, and reported cashier sessions.



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List of All Detail Codes

Detail Code Report (TGRDETC)

The Detail Code Report (TGRDETC) displays all detail codes created in Banner AR and the associated details including account numbers and related effective dates to meet this requirement.

Execute this report process from Job Submission (GJAPCTL) and print the results. You can display the information on the screen, print, save to a file, mail, or preview the list.

Warning



TGRDETC is an ORACLE report. ORACLE reports must be installed for the process to execute and complete successfully.

Sample output follows.

6-JT	DL-500	3 12:	19 : 5	8								0111		Pag 1
											Det	ail Code 1	Report	TGROEIC 5.4.0.1
AI de	Bete Code	туре	ĪB	Act	i IV/	Lik Tem Aid		secciption	PTY	Effective Date	De ag Code		Line A/B	General Ledger Interface Information
A	7777	P	3	¥	Ī	1 1	HOPE B	ook Authorise	111	02-MAY-03	cs	100	A	12345678901234567890
													E	12345678901234567890
	D SCE	P	3	¥	ī	ī	Dies	ct Loan Sub	990	01-JAY-80	cs	100	A	108168510023778100
													E	1000000000000000001611
											C T	100	A	108168510023778100
													E	100000000000000000000000000000000000000
											PS	100	A	108168510025778100
													E	100000000000001611
											P 9	100	A	108168510023578100
													E	100000000000021611
											PQ	100	A	108168510023178100
													E	100000000000021611
											PR	100	A	108168510023178100
													E	100000000000021611
											PS	100	A	108168510023578100
													E	100000000000000000000000000000000000000
											PI	100	A	108168510023578100
													E	100000000000021611
											PCI	100	A	108168510023178100
													E	100000000000001611
											PY	100	A	108168510023178100
													E	1000000000000001611
											SE	100	A	108168510025778100
													E	1000000000000001611
											ss	100	A	108168510023778100
													В	100000000000001611

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List of Deleted Cashier Sessions

Cashier Delete/Report Process (TGRCDEL) Run the Cashier Delete/Report process (TGRCDEL) to report cashier sessions that have had all of their transaction detail records fed to the general ledger through the Accounting Feed process (TGRFEED) to meet this requirement.

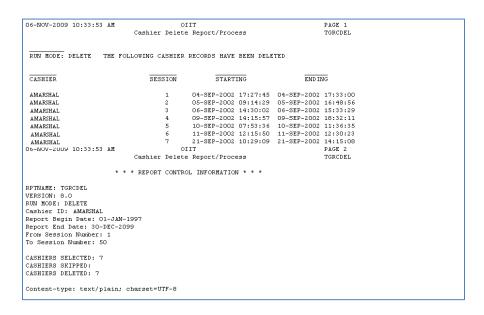
Execute TGRCDEL through Job Submission (GJAPCTL) and print the file.

Warning



Because Banner AR does not store header records for deleted cashier sessions, users should print and keep a hard copy of the report output every time TGRCDEL is run.

Sample report output is provided:



Reconciliation Report

Accounts Receivable Reconciliation Report (TGRRCON) The Accounts Receivable Reconciliation Report (TGRRCON) provides receivable reconciliation information that allows users to reconcile to the general ledger of the financials system to meet this requirement.

The Application of Payments process (TGRAPPL) and the Accounting Feed process (TGRFEED) must be executed successfully **before** running TGRRCON.

Sample output follows:

CHART		JNTS PERCENTAGE	TOTAL FED	APPLIED NOT FED	ADJ FED TOTAL	TOTAL NOT FED	A/R BALANCI
311100	5003	100.00000	2,015.83	.00	2,015.83	15.00	2,030.8
			2,015.83	.00	2,015.83	15.00	2,030.8
		FUND TOTAL	2,015.83	.00	2,015.83	15.00	2,030.8
012110							
	MSCT	100.00000	500.00	.00	500.00	.00	500.0
	PRNC	100.00000	379.29	.00	379.29	.00	379.2
	TMC	100.00000	500.00	.00	500.00	.00	500.0
			1,379.29	.00	1,379.29	.00	1,379.2
		FUND TOTAL	1,379.29	.00	1,379.29	.00	1,379.2
012120							
	TPCH	100.00000	169,875.89	.00	169,875.89	.00	169,875.8
			169,875.89	.00	169,875.89	.00	169,875.8
		FUND TOTAL	169,875.89	.00	169,875.89	.00	169,875.8

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Auditing Requirements Satisfied with ITS Processes

Introduction

ITS has developed processes to produce the following lists that meet the State Auditor's requirements during the audit period:

Requirement Satisfied	Script Name
Term codes and related data	ZAQTERM
Term-based designators for detail codes and associated information	ZAQTBDS
Additional registration fees for a specific term	ZAQAFEE
Fee assessment rules for a specific term	ZAQRGFE
Refund rules used when refunding by total	ZAQRFND
AR supervisors and the cashiers assigned to each	ZAQCASN
Supervisors and restricted users	ZAQTPRF
Financial aid transactions with a source code of 'T'	ZAQCSHT
Residency Status Codes and Students Assigned	ZAQRESS
Thirst Party Contracts	ZAQTPCR
Exemptions and Rate Codes Report	ZAQEXRC
Course Section Fees	ZAQCSFR
Financial Aid Fund Report by Aid Year	ZAQFAFR

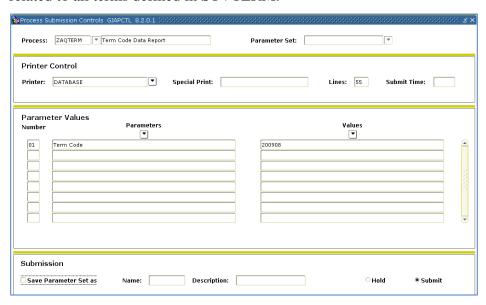
List of Term Codes and Related Data

ZAQTERM

The Term Code Data Report (ZAQTERM) prints report output for all term codes or a specific term. The term description, term/housing start and end dates, term type, academic year, required indicator, activity date, and fields related to financial aid are included in the report.

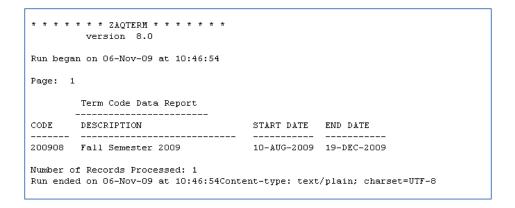
Execute ZAQTERM from Job Submission (GJAPCTL).

The process can be executed for all terms or a specific term. The wildcard value of % is used to execute this process for information related to all terms defined in STVTERM.



The results of the process are written to a .lis file. A .log file is also generated.

A sample output report follows:

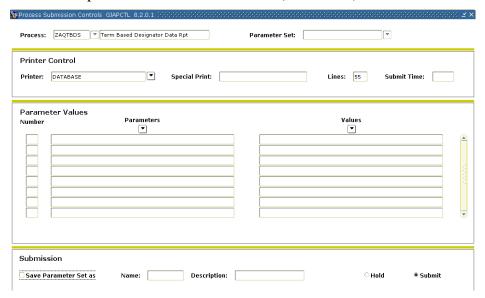


Term-based Designators for Detail Codes and Associated Information

ZAQTBDS

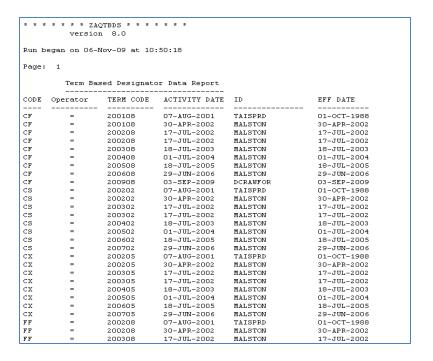
The Term Based Designator Data Report (ZAQTBDS) prints report output for all term-based designators. The description, operator, term code, and effective date are reported.

Execute the process from Job Submission (GJAPCTL).



The term-based designator, operator, term code, activity date, and effective date are provided in the report output. A .lis file is produced, and a .log file is also generated.

Sample output follows:



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List of Additional Registration Fees for a Specific Term

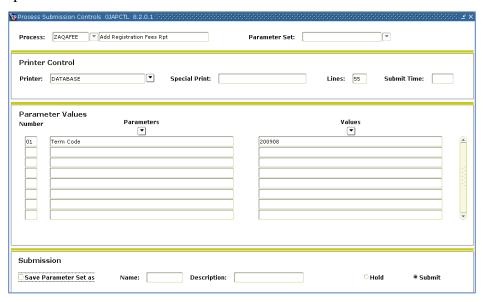
ZAQAFEE

The Additional Registration Fees Report (ZAQAFEE) is a process that provides report output for additional registration fees charged to students for a specific term. The output includes the detail code, detail code description, and amount to be charged for the term selected.

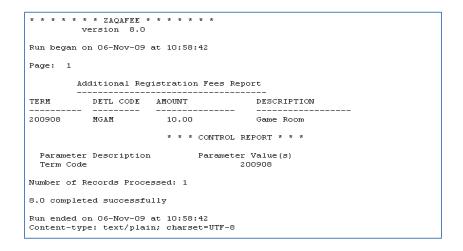
Note: Not all USG institutions use the Additional Registration Fees Control form (SFAAFEE); therefore, results from this process may vary from one institution to another.

Execute the process from Job Submission (GJAPCTL).

The term code parameter will accept a wildcard (%) for all terms and a specific term code.



The output provides the term code, detail code, description, and amount. The information is written to a .lis file, and a .log file is generated. A sample output file follows:

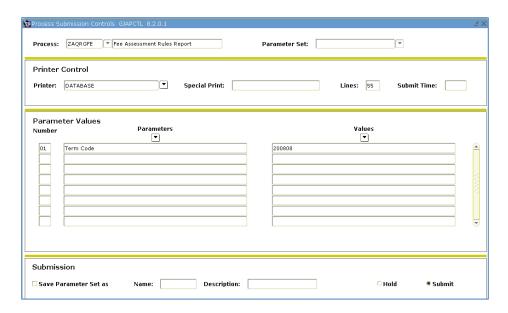


List of Fee Assessment Rules for a Specific Term

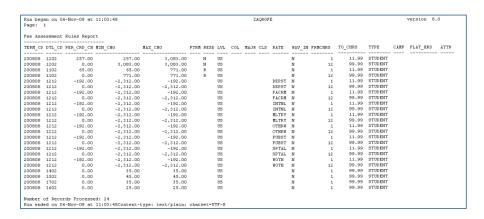
ZAQRGFE

The Fee Assessment Rules Report (ZAQRGFE) provides report output for all fee assessment rules for a specific term code.

Execute the process from Job Submission (GJAPCTL). A specific term code is entered in the Term Code parameter.



The output is written to a .lis file, and a .log file is also generated. Sample output follows:



List of Refund Rules for Refunding by Total

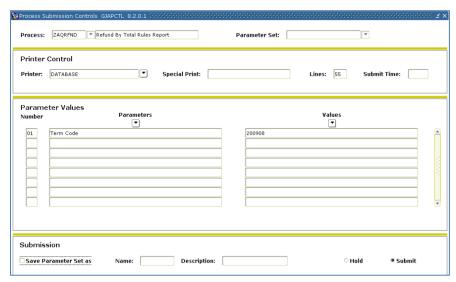
ZAQRFND

The Refund By Total Rules Report (ZAQRFND) provides report output for refund rules associated with refunding by total.

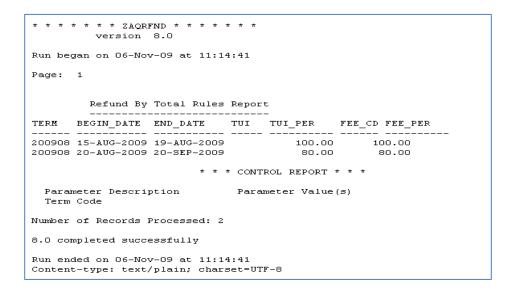
Note: Not all USG institutions calculate refunds by total; therefore, results may vary.

Execute the script from Job Submission (GJAPCTL).

The term code parameter will accept a specific term code or a wildcard (%) for all terms.



The output provides a list of the term code, begin and end dates, tuition detail code, tuition percent, fee detail code, and fee percent. The output is written to a .lis file, and a .log file is also generated. Sample output follows:

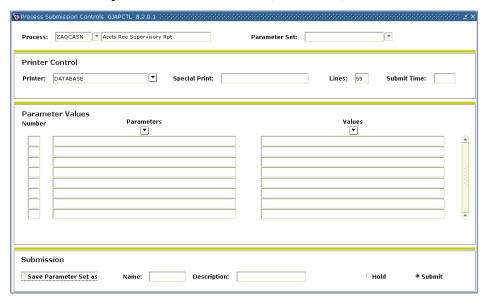


List of Accounts Receivable Supervisors and Cashiers Assigned to Each

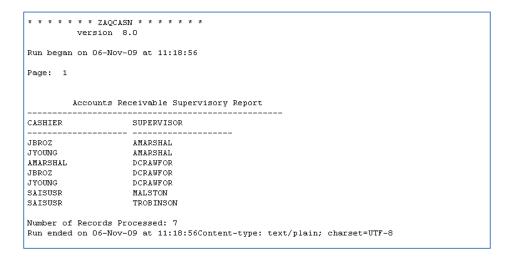
ZAQCASN

The Accounts Receivable Supervisory Report (ZAQCASN) provides report output for each supervisor and all cashiers assigned.

Execute the script from Job Submission (GJAPCTL).



The supervisors and assigned cashiers are written to a .lis file, and a .log file is generated. Sample output follows:



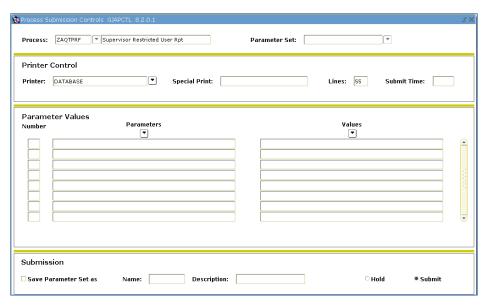
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List of Supervisors and Restricted Users

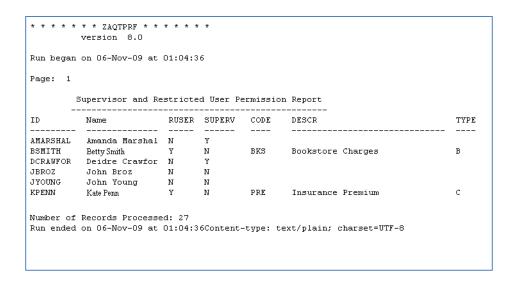
ZAQTPRF

The Supervisor Restricted User Report (ZAQTPRF) provides report output for each supervisor and restricted user, as well as the permissions granted to each.

Execute the script from Job Submission (GJAPCTL).



The output lists all cashier IDs, names of cashiers, restricted indicator, supervisor indicator, category code, category code, description, and type. The output is written to a .lis file, and a .log file is generated. A sample report follows:



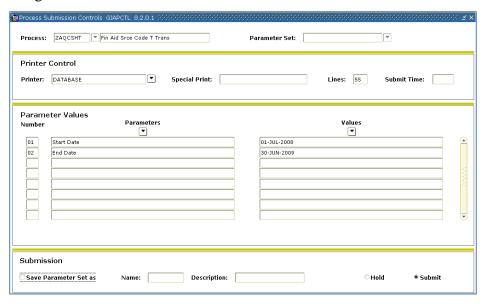
List of Financial Aid Transactions with Source Code of 'T'

ZAQCSHT

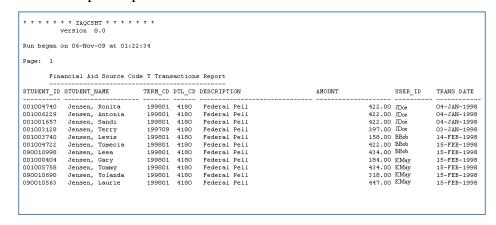
The Financial Aid Source Code T Transactions Report (ZAQCSHT) provides a list of financial aid payments that have a source code of T.

Execute the script from Job Submission (GJAPCTL).

There are two parameters. The start date is the beginning date from which the user wants data to be pulled. The end date is the last date for which the user would like information. Both parameters are entered using the format DD-MON-YYYY.



The output displays the Student ID, Student Name, Term Code, Detail Code, Detail Code Description, Amount, User ID, and Transaction Date. Sample output follows.



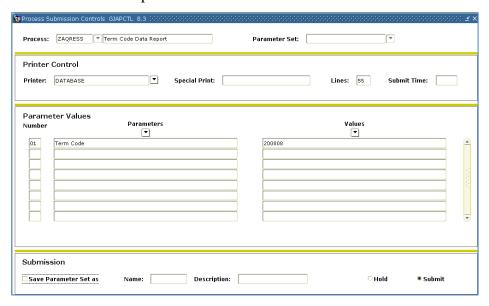
List of Residency Status Codes and the Students Assigned.

ZAQRESS

The Residency Status Code Report (ZAQRESS) provides a list of residency status codes and the students assigned the residency status code for the specified term.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants the data to be pulled.



The output displays the Residence Status Code and Description, StudentID, and Name for the term processed.

```
Residency Status Report
Residence Status Code: B ( Border Student Waiver )
            100000015
Residence Status Code: F ( Families Moving to Georgia )
            000010388
                             Student, Cpenine
Residence Status Code: N ( Out of State Resident )
            100000011 Griffith, Andy Moses
800010355 Heslep, Marilyn
            800010362 Tower, Bea
Residence Status Code: O ( Out of State Waiver )
Residence Status Code: R ( In State Resident )
            000010119 Apples, Ruby Red
966966966 Baker, Alice
            000010357
                             Baker, Jerry
001155667 Banderas, Ant
Malllafaralallalajkdiqqqqqqqqqqqqqq123
            100000017 Bee, Aunt G
444555666 Bird, Larry
            444555666 BITG, DELTY,
001156462 Bishop, Amber
001167650 Bishop, Catelin
001148662 Bishop, Jacqueline
166166166 Blank, Arthur
22-OCT-2013 11:41:32 Test Database
PAGE 2
201108 Residency Ste
ZAQRESS
                        Residency Status Report
Residence Status Code: R ( In State Resident )
            001122334
                             Carter IV, Shawn Michael Jackson
            800010420 Cooper, Bradley
788788788 Dressing, Turkey
888888888 EightNineTenElevenTwelve,
SevenSixFiveFourThreeTwoOne or
            100000010 Fife, Jr., Bar-n'ey T
            001198695
            253533333
                             Goodnplenty, Thomas A
                             Gucci, Mane L
            000010351
                             Hopeless, Hope
            411411411
                             Jackson, Joe
            001036227
            000023761
                              Jensen, Emory
            122122122
                              Johnson, Johny
            000010360
                              Johnson, Pat
                              Logan, Ted Theadore
            100000008
            222333666
                              Miller, Kid
            001042444
                              Panzer, Saul
            000010350
                             Parrot, Polly P
            99999999
                              Pea, Sweet
            100000020
                              Pike, Mayor
22-OCT-2013 11:41:32 Test Database
PAGE 3
201108 Residency C. ZAGRESS
                        Residency Status Report
Residence Status Code: R ( In State Resident )
            000010361 Smith, Alice
147147147 Special, Guy
                             Special, Guy Really
            253532222
                             Stanley, William
            000010368
                             Tank, Tyler
                             Tester, Jimmy
                             Tester, Seven
            77777777
            44444444
            000010352
                             Up, Moving On
                        Residency Status Report
Residence Status Code: R ( In State Resident )
            00010356 Walker, Penny
100000001 Witwicky, Spike
000010370 Wrench, Wanda
            000010370
       -2013 11:41:32 T11852 Database
Control Summary Report
Program Name: ZAQRESS 8.27
Term Code: 201108
Number of Records Reported: 58
```

Georgia Enhancements 8.27 User Documentation
Using the Auditing Tool Kit

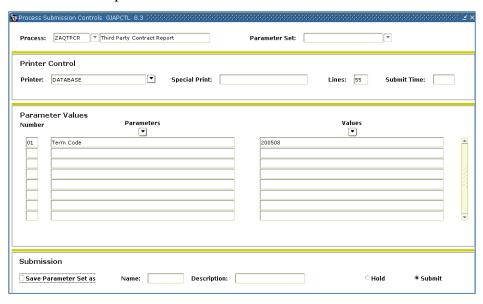
List of Third Party Contracts

ZAQTPCR

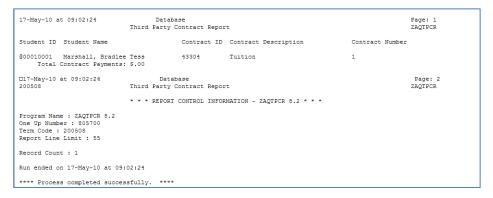
The Third Party Contracts Report (ZAQTPCR) provides a list of third party contracts and the students assigned to the contract for the specified term. Additionally, the amount paid to the student is listed as part of the report output.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.



The output displays the Student ID, Student Name, Contract ID, Contract Description, Contract Number and the Total Contract Payments made to the student. Sample output follows.



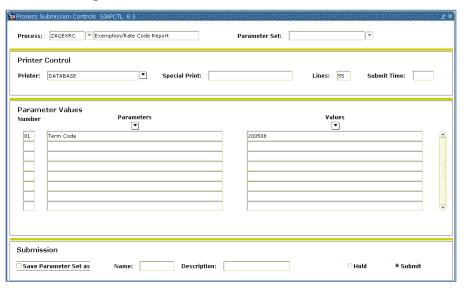
List of Exemptions/Rate Codes

ZAQEXRC

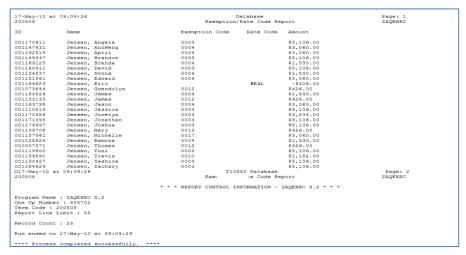
The Exemptions/Rate Codes Report (ZAQEXRC) provides exemptions and/or rate codes used for the term. The students associated with the rate code and the amount waived as provided are part of the report output.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.



The output displays the Student ID, Student Name, Exemption Code, Rate Code, and Amount. Sample output follows.



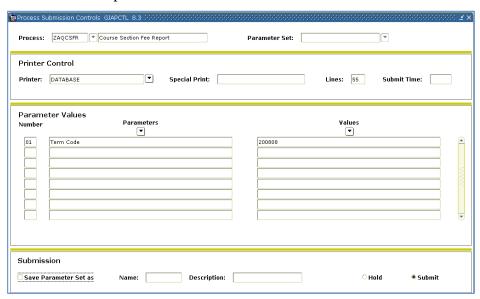
List of Courses with Section Fees Assigned

ZAQCSFR

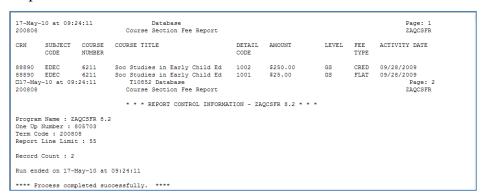
The Course Section Fees Report (ZAQCSFR) provides a list of all courses with course section fees assigned for the term specified.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.



The output displays the CRN, Subject Code, Course Number, Course Title, Detail Code, Amount, Level, Fee Type and Activity Date. Sample output follows.



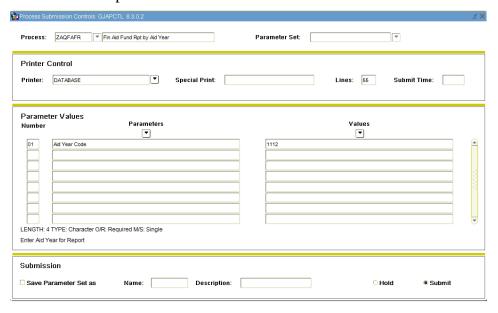
List of Financial Aid Fund by Aid Year

ZAQFAFR

The Financial Aid Fund Report by Aid Year (ZAQFAFR) provides a list of all financial aid funds assigned for the aid year specified.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The aid year is the aid year from which the user wants data to be pulled.



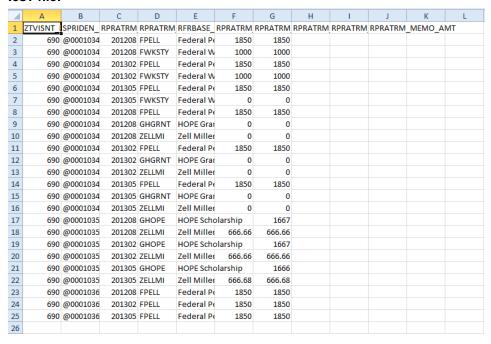
The output displays the institution code, student id, term/period, fund code, fund code description, accept amount, offer amount, paid amount, authorize amount, and memo amount. . Sample output follows.

The results of the process are written to the following: .lis file; .csv file and a .pdf file. A .log file is also generated. Sample output follows.

.lis file:

	FR 8.22.1 ear Code 121	.3			Database Financial Aid Fund	Report by Ai	d Year	11-Jun-13 03 Page: 1	:02:27
					Grant			 	
690	000010348	201208	FWKSTY	Federal Work	Study	1000.00	1000.00		
690	@00010348	201302	FPELL	Federal Pell	Grant	1850.00	1850.00		
690	@00010348	201302	FWKSTY	Federal Work	Study	1000.00	1000.00		
690	@00010348	201305	FPELL	Federal Pell	Grant Study	1850.00	1850.00		
690	@00010348	201305	FWKSTY	Federal Work	Study	0.00	0.00		
690	@00010349	201208	FPELL	Federal Pell	Grant	1850.00	1850.00		
690	@00010349	201208		HOPE Grant					
690	@00010349	201208	ZELLMI	Zell Miller	Scholarship	0.00	0.00		
690	@00010349	201302	FPELL	Federal Pell	Grant	1850.00	1850.00		
690	@00010349	201302							
690	@00010349	201302	ZELLMI	Zell Miller :	Scholarship	0.00	0.00		
690	@00010349	201305	FPELL	Federal Pell	Scholarship Grant	1850.00	1850.00		
690	@00010349	201305	GHGRNT	HOPE Grant		0.00	0.00		
690	@00010349	201305	ZELLMI	Zell Miller	Scholarship	0.00	0.00		
690	000010350	201208	GHOPE	HOPE Scholar	ship Scholarship		1667.00		
	@00010350		ZELLMI	Zell Miller :	Scholarship	666.66	666.66		
690	@00010350	201302	GHOPE	HOPE Scholar:	ship		1667.00		
	@00010350	201302	ZELLMI	Zell Miller :	ship Scholarship	666.66	666.66		
690	@00010350	201305	GHOPE	HOPE Scholar:	ship Scholarship		1666.00		
690	@00010350	201305	ZELLMI	Zell Miller	Scholarship	666.68	666.68		
					Grant				
					Grant				
690	@00010368	201305	FPELL	Federal Pell	Grant	1850.00	1850.00		
One U	am Name : ZA p No : 84045 ear Code: 12	8	22.1						
Numbe	r of Records	Processe	ed : 24						
	egan on 11-J ended on 11-J								
****	Process comp	leted suc	ccessfully.	****					

.csv file:



Page 23 November 2013

November 2013

Auditing Requirements for Security Satisfied by ITS SQL Scripts

Introduction

ITS has developed scripts to be executed by the Banner DBA or Security Administrator to produce the following security information for the auditors. The audit team will request the report output for each requirement during the audit period.

Requirement Satisfied	Script Name
All Users with Access to AR Objects, Including Class and Roles	ZAQTCLS
Determination of Value-based Security Status	ZAQQVBS
Determination of Auditing Status for taismgr	ZAQTAUD
All Users with Permission to Access taismgr Objects at the Database Level	ZAQTOBJ
User Activity as a Results of a Security Violation	ZAQALOG
Oracle Roles	ZAQROLE
All Users with Access to Specific Objects, Including Class and Roles	ZAQSCLS
Assigning Users to a Specific Profile for Security	ZAAFUNC
	ZAAPROF
	ZAAGRPF
	ZAAEXPW

List of All Users with Access to AR Objects, Including Class and Roles

ZAQTCLS Execute ZAC

Execute ZAQTCLS in SQLPlus.

The user running the script must be **BANSECR**.

The report output lists the user, specific objects, role, and activity date that can be accessed only through Banner by the specific user. The output file produced is zaqtcls.lis.

Following is a sample report:

USER			3 Security Report	Arsys C		^L
DEST DEST DEST DEST DEST DEST	e: 1	Page:	2003 @ 3:40 p.m.	Date: April	sql	zaqtcls.s
BAN_QUERY_C TFAADSP BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_OUERY_C BAN_OUERY_C BAN_DEFAULT_M 10-3 BAN_OUERY_C BAN_DEFAULT_M 16-3 BAN_DEFAULT_M 16-3 BAN_OUERY_C BAN_DEFAULT_M 10-3 BAN_OUERY_C BAN_DEFAULT_M 16-3 BAN_D	/ITY	ACTIVITY DATE	ROLE	CLASS	OBJECTS	USER
TFAADSP BAN_ARSYS_C BAN_DEFAULT_M 10-J	P-1995	16-SEP-19	BAN_DEFAULT_M	BAN_ARSYS_C	TFAACCT	BWELSH
BAN_QUERY_C BAN_DEFAULT_Q 21-0	T-2002	21-0CT-20	BAN_DEFAULT_Q	BAN_QUERY_C		
TFADETC BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_DEFAULT_M	JL-2000	10-JUL-20	BAN_DEFAULT_M	BAN_ARSYS_C	TFAADSP	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFADETF BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_DEFAULT_	T-2002	21-0CT-20	BAN_DEFAULT_Q	BAN_QUERY_C		
TFADETF	P-1995	16-SEP-19	BAN_DEFAULT_M	BAN_ARSYS_C	TFADETC	
BAN_QUERY_C	T-2002	21-0CT-20	BAN_DEFAULT_Q	BAN_QUERY_C		
TFADETL BAN_ARSYS_C BAN_DEFAULT_M 16-S	P-1995	16-SEP-19	BAN_DEFAULT_M	BAN_ARSYS_C	TFADETF	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAISTC BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-8	T-2002	21-0CT-20	BAN_DEFAULT_Q	BAN_QUERY_C	Τ	
TFAISTC BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 16-S	IP-1995	16-SEP-19	BAN_DEFAULT_M	BAN_ARSYS_C	TFADETL	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAISTL BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-8	T-2002	21-0CT-20	BAN_DEFAULT_Q	BAN_QUERY_C		
TFAISTL BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 16-S	P-1995	16-SEP-19	BAN DEFAULT M	BAN ARSYS C	TFAISTC	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMASS BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMDET BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMUNA BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFARFND BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_DEFAULT_Q 21-0 21-0 BAN_DEFAULT_Q 21-0 21-0 BAN_DEFAULT_Q 21-0 21-0 </td <td>T-2002</td> <td>21-0CT-20</td> <td>BAN DEFAULT Q</td> <td>BAN QUERY C</td> <td></td> <td></td>	T-2002	21-0CT-20	BAN DEFAULT Q	BAN QUERY C		
TFAMASS BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-S	P-1995	16-SEP-19	BAN DEFAULT M	BAN ARSYS C	TFAISTL	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMDET BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMISC BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAFFND BAN_ARSYS_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_DEFAULT_Q 21-0 21-0 BAN_DEFAULT_Q <	T-2002	21-0CT-20	BAN DEFAULT Q	BAN QUERY C		
TFAMDET BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 16-S	CP-1995	16-SEP-19	BAN DEFAULT M	BAN ARSYS C	TFAMASS	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMISC BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMUNA BAN_ARSYS_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_D 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_D 21-0 BAN_QUERY_C BAN_DEFAULT_D 21-0	T-2002	21-0CT-20	BAN DEFAULT Q	BAN QUERY C		
TFAMISC BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 21-0 TFAMUNA BAN_ARSYS_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_M 21-0 TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S	IP-1995	16-SEP-19	BAN DEFAULT M	BAN ARSYS C	TFAMDET	
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAMUNA BAN_ARSYS_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFARFND BAN_ARSYS_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_Q 21-0 BAN_QUERY_C BAN_DEFAULT_M 16-8 BAN_DEFAULT_D 21-0 21-0 BAN_DEFAULT_M 16-8 21-0	T-2002	21-0CT-20	BAN DEFAULT Q	BAN QUERY C		
TFAMUNA	IP-1995	16-SEP-19	BAN DEFAULT M	BAN ARSYS C	TFAMISC	
TFAMUNA BAN_ARSYS_C BAN_DEFAULT_M 10-J	T-2002	21-0CT-20	BAN DEFAULT Q	BAN QUERY C		
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFARFND BAN_ARSYS_C BAN_DEFAULT_M 10-3 BAN_QUERY_C BAN_DEFAULT_M 16-3 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-3	JL-2000	10-JUL-20			TFAMUNA	
TFARFND BAN_ARSYS_C BAN_DEFAULT_M 10-J BAN_QUERY_C BAN_DEFAULT_Q 21-Q TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_Q 21-Q TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-S						
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-8	JL-2000				TFARFND	
TFAUNAP BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-8		21-0CT-20				
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-8 BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-8		16-SEP-19			TFAUNAP	
TFIAPPL BAN_ARSYS_C BAN_DEFAULT_M 16-S BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-S		21-0CT-20				
BAN_QUERY_C BAN_DEFAULT_Q 21-0 TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-8		16-SEP-19			TFIAPPL	
TFIAREV BAN_ARSYS_C BAN_DEFAULT_M 16-S		21-0CT-20				
		16-SEP-19			TFIAREV	
		21-0CT-20				
<u>-</u>					TFRBILL	
		21-0CT-20			-	
zaqtcls.txt (0%)					txt (0%)	zaqtols.t

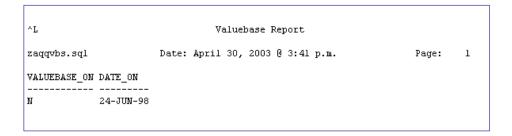
Determination of Value-based Security Status

ZAQQVBS

ZAQQVBS determines if value-based security (VBS) is active.

Execute ZAQQVBS in SQLPlus. The user running the script must be **BANSECR**. Report output is a text file named zaqqvbs.lis that provides information to let the requestor know if VBS is active.

Sample output follows:



Determination of Auditing Status for taismgr

ZAQTAUD

Execute ZAQTAUD from SQLPlus to determine if auditing is active for taismgr. The user must be taismgr. Report output provides information regarding auditing. If no rows are returned, auditing is not active.

Sample output follows:

zaqtaud.sql	Date: July 9, 2003 @ 2:2	7 p.m.	Page: 1		
OS_USERNA	ME USERNAME TIMESTAMP A	CTION_NAME	LOGOFF_TIME	SESSIONIE	RETURNCODE
oracle	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1152	Connected
oracle	TAISMGR 09-JUL-03	LOGON		1153	Failed
oracle	TAISMGR 09-JUL-03	LOGON		1154	Failed
oracle	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1155	Connected
oracle	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1162	Connected
oracle	TAISMGR 09-JUL-03	LOGON		1163	Failed
oracle	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1164	Connected
banner	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1165	Connected
banner	TAISMGR 09-JUL-03	LOGOFF	09-JUL-03	1166	Connected

List of All Users with Permission to Access taismgr Objects at the Database Level

ZAQTOBJ

Execute ZAQTOBJ from SQLPlus. The user must have select privileges on DBA_TAB_PRIVS. A text file named zaqtobj.lis is the report output that provides a list of users who have access to the taismgr objects at the database level.

A sample report follows:

^L	ARS	YS Object Acc	ess Report	
zaqtobj.sql	Date: M	May 28, 2003 @	10:18 a.m.	Page:
TABLE_NAME GRANTOF	GRANTABLE	GRANTEE	OWNER	PRIVILEGE
EXCEPTIONS TAISMGE	YES	BANINST1	TAISMGR	DELETE
EXCEPTIONS TAISMGF		BANINST1	TAISMGR	INSERT
EXCEPTIONS TAISMGF	YES	BANINST1	TAISMGR	SELECT
EXCEPTIONS TAISMGF	YES	BANINST1	TAISMGR	UPDATE
EXCEPTIONS TAISMGF	YES	BANINST1	TAISMGR	REFERENCES
EXCEPTIONS TAISMGF	NO NO	VIEWALL_R	TAISMGR	SELECT
EXCEPTIONS TAISMGF	NO NO	BANUSR2	TAISMGR	DELETE
EXCEPTIONS TAISMGF	NO NO	BANUSR2	TAISMGR	INSERT
EXCEPTIONS TAISMGF	NO NO	BANUSR2	TAISMGR	SELECT
EXCEPTIONS TAISMGF	NO N	BANUSR2	TAISMGR	UPDATE
GJBJOBS_IN TAISMGF	YES	BANINST1	TAISMGR	DELETE
GJBJOBS_IN TAISMGF	YES	BANINST1	TAISMGR	INSERT
GJBJOBS_IN TAISMGF	YES	BANINST1	TAISMGR	SELECT
GJBJOBS_IN TAISMGF	YES	BANINST1	TAISMGR	UPDATE
GJBJOBS_IN TAISMGF	YES	BANINST1	TAISMGR	REFERENCES
GJBJOBS_IN TAISMGF	NO NO	VIEWALL_R	TAISMGR	SELECT
GJBJOBS_IN TAISMGF	NO NO	BANUSR2	TAISMGR	DELETE
GJBJOBS_IN TAISMGF	NO NO	BANUSR2	TAISMGR	INSERT
GJBJOBS_IN TAISMGF	NO NO	BANUSR2	TAISMGR	SELECT
GJBJOBS_IN TAISMGF	NO NO	BANUSR2	TAISMGR	UPDATE
GJBPDEF_IN TAISMGF	YES	BANINST1	TAISMGR	DELETE
GJBPDEF_IN TAISMGF	YES	BANINST1	TAISMGR	INSERT
GJBPDEF IN TAISMGF	YES	BANINST1	TAISMGR	SELECT
GJBPDEF_IN TAISMGF	YES	BANINST1	TAISMGR	UPDATE
GJBPDEF_IN TAISMGF	YES	BANINST1	TAISMGR	REFERENCES
GJBPDEF_IN TAISMGF	NO NO	VIEWALL_R	TAISMGR	SELECT
GJBPDEF_IN TAISMGF	NO NO	BANUSR2	TAISMGR	DELETE
GJBPDEF_IN TAISMGF	NO NO	BANUSR2	TAISMGR	INSERT
GJBPDEF_IN TAISMGF	NO NO	BANUSR2	TAISMGR	SELECT
GJBPDEF_IN TAISMGF	NO NO	BANUSR2	TAISMGR	UPDATE
GJBPDFT_IN TAISMGF	YES	BANINST1	TAISMGR	DELETE
GJBPDFT IN TAISMGF	YES	BANINST1	TAISMGR	INSERT
GJBPDFT IN TAISMGF		BANINST1	TAISMGR	SELECT

List of User Activity as a Result of a Security Violation

ZAQALOG

Execute ZAQALOG from SQLPlus. The user must be **BANSECR**. Output is a file named zaqalog.lis that lists user activity that has violated security within the Banner application. When prompted, enter a start and end date.

A sample report follows:

^L		Not Authorized to Access Report				
zaqalog.sql		Date: Apr	Page: 1			
OBJECTS	ID	ACTIVITY DATE	REASON			
TOQMENU	RGANER	21-0CT-2002	User RGAMER not authorized to acco	 288		
TGACTRL	RGANER	21-0CT-2002	User RGANER not authorized to acco	288		
TSADETF	RGANER	21-0CT-2002	User RGANER not authorized to acco	288		
SOQMENU	BWELSH	21-0CT-2002	User BWELSH not authorized to acco	288		
SIATERM	BWELSH	21-0CT-2002	User BWELSH not authorized to acco	288		
GUAINIT	GENERAL	20-NOV-2002	User GENERAL not authorized to acc	cess		
GUAINIT	UPGRADE1	26-NOV-2002	User UPGRADE1 not authorized to a	cces		
GUAINIT	RGANER	21-0CT-2002	User RGANER not authorized to acco	288		

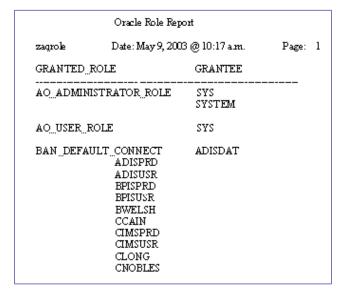
List of Oracle Roles

ZAQROLE

Execute ZAQROLE from SQLPlus to produce a list of user activities that have violated security within the Banner application. The user needs select access to DBA_ROLE_PRIVS.

Following the prompt, enter a start and end date at the time of execution.

The zagrole.lis file is generated. A sample report follows:



List of All Users with Permission to Access Specific Objects at the Database Level

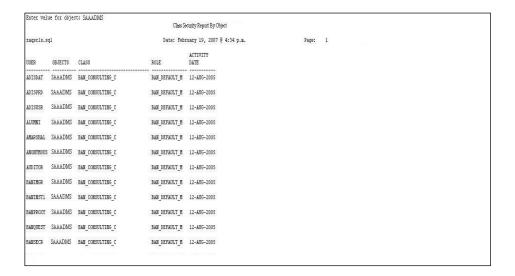
ZAQSCLS

Execute ZAQSCLS in SQLPlus.

The user running the script must be BANSECR.

The report output lists the user, specific objects, role, and activity date that can be accessed only through Banner by the specific user. The output file produced is zaqscls.lis.

A sample report follows:



Assigning Users to a Specific Profile for Security

ZAAFUNC

Execute zaafunc.sql from SQLPlus to create the BOR_VERIFY_FUNCTION password strength function called by BOR_PROFILE. This script will test the strength of passwords to ensure that passwords have a length of at least six, password is not set to the same as another username, password contains at least one number and at least one alpha character, and password is not set to commonly used words such as 'password' or 'oracle'.

The user should be connected as 'sysdba' to execute this script. The zaafunc.lis file is generated. A sample report is below.

ZAAPROF

Execute zaaprof.sql from SQLPlus to create the BOR_PROFILE Oracle profile. The following limits are set on user logins:

Failed login attempts: 5

Sessions per user: 3

Password lock time: 1/1440

Password reuse max: 2 Password reuse time: 180 Password life time: 90

Verify function: BOR_VERIFY_FUNCTION

The user should be connected as system to execute this script.

The zaaprof.lis file is generated. A sample report is below.

ZAAGRPF

Execute zaagrpf.sql from SQLPlus to assign all end users to the BOR_PROFILE that are not Oracle distributed or Banner schema owners.

The user should be connected as 'system' to execute this script.

ZAAEXPW

Execute zaaexpw.sql from SQLPlus to expire passwords for all Banner end users that are not Oracle distributed or Banner schema owners.

The user should be connected as 'system' to execute this script.

Note: This script is not required. However, if the script is not executed, the expiration of passwords is not enforced. The execution will enforce the expiration of passwords for all users.

The zaaexpw.lis file is generated. A sample report is below.

```
11:51:42 SQL> alter user AJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user BJONES password expire;
User altered.
Elapsed: 00:00:00.01
11:51:42 SQL> alter user CJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user DJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user EJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user FJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user GJONES password expire;
User altered.
Elapsed: 00:00:00.02
```

Georgia Enhancements 8.27 User Documentation
Using the Auditing Tool Kit

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 8.0, March 31, 2010	NA	All	Updated screen captures.
Georgia Enhancements 8.2, June 30, 2010	ZAQRESS ZAQTPCR ZAQEXRC ZAQCSFR		Added processing information for new processes delivered.
Georgia Enhancements 8.22.1 June 14, 2013	ZAQFAFR		Added processing information for new process delivered.
Georgia Enhancements 8.27 November 15, 2013	ZAQRESS	18	Updated screen captures.

Appendix B: Reports No Longer Supported

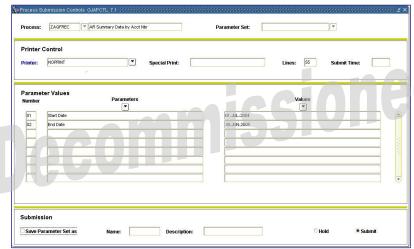
Appendix A includes reports for which ITS has discontinued support. ITS developed processes to be executed by the Banner functional staff to produce reconciliation data. These reports have been superseded by the Aging Analysis Report (ZGRAGES).

Summary Data by Account Number

ZAQFREC

The AR Summary Data by Account Number process (ZAQFREC) produced a report of summary data by account number. Execute ZAQFREC in Job Submission (GJAPCTL).

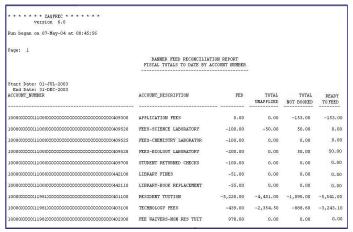
There were two parameters for this process. The start date was the first date for the data pull from the Banner environment. The end date was the last date data was pulled. The format for entering the date for each parameter was DD-MON-YYYY.



The report output listed the following:

- account number
- total unapplied amount
- account description
- total not booked
- total fed amount
- ready to feed

The report output was sorted by account number. The report output was written to a .lis file, and a .log file was generated.



Georgia Enhancements 8.27 User Documentation
Using the Auditing Tool Kit

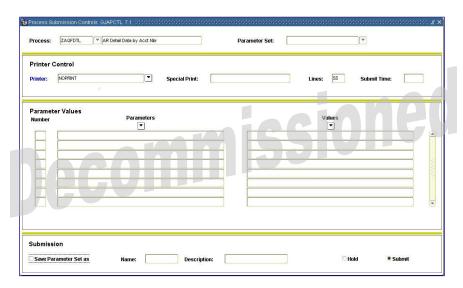
Page B-1 November 2013

Detail Data by Account Number

ZAQFDTL

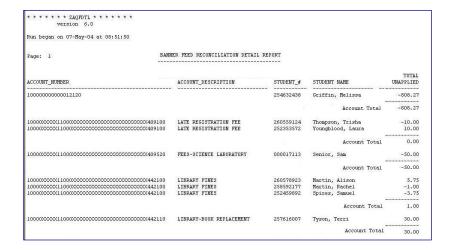
The AR Detail Data by Account Number process (ZAQFDTL) produced a report of detail data by account number.

Execute ZAQFDTL in Job Submission (GJAPCTL).



The report output listed the account number, account description, student ID, student name, and total unapplied amount. The report output was sorted by account number and provided a summary total for each. The report output was written to a .lis file, and a .log file was produced.

Following is a sample report:



Appendix C: Process Flow

AR Auditing Toolkit

