

Segregation of Duties



How do I know if I have Segregation of Duties issues?

- Obtain “RF User Security Report” from your campus security administrator
- Review user responsibilities for conflicts which may give a single user too much system access

Examples of Conflicting Responsibilities	How does this conflict create risk?	How might you mitigate this risk?
AP Administrator & Campus Supplier Update	Allows one user the potential to set up a fraudulent vendor and approve an invoice for payment to that vendor	Review of the “RF New Supplier/ New Supplier Site Listing” by an individual who does not have the ability to add a new supplier.
AP Administrator & Purchasing Administrator and/or Purchasing Buyer	Allows one user to generate a fraudulent purchase order and process an invoice for payment without detection	Review of the “RF Summary and Detail Payment Register” by an individual other than the person who input the transaction.
Purchasing Administrator & Campus Supplier Update	Allows one user to generate a purchase order and create a supplier	Review of the “RF New Supplier/ New Supplier Site Listing” by an individual who does not have the ability to add a new supplier.
AR Billing & CR Specialist	Allows one user to modify invoices and cash receipts posted, increasing the risk that controls may be circumvented	Checks should be received and endorsed by a separate individual prior to being given to the CR Specialist for posting.
HRMS Admin or Benefits Administrator & HR/PR Specialist	Allows one user to add a ghost employee, establish a salary, add benefits and divert the paycheck without detection	Review of the “RF Detail Control Register Full Report” by an individual other than the person who input the transaction.

Documentation:

Be sure to maintain evidence that your compensating control is in place so that it is available for review. Documentation may include keeping paper or electronic copies of the information which was reviewed, with a signature or mark and date indicating that it has been reviewed. Documentation may also be in the form of an Excel log indicating the date the information was reviewed and by whom.

For additional resources on Segregation of Duties refer to the following RF policies, procedures and guidelines:

- “Finance Duty Segregation Guidelines”- http://www.rfsuny.org/media/RFSUNY/Procedures/ba_finance-duty-segregation_guid.htm
- “Grants Management (OGM) Billing Duty Segregation Guidelines”- http://www.rfsuny.org/media/RFSUNY/Procedures/ba_grants-management-ogm-billing-duty-segregation_guid.htm
- “Human Resources/Payroll/Labor Distribution Duty Segregation”- http://www.rfsuny.org/media/RFSUNY/Procedures/lab_human-resources-hrms-payroll-labor-distribution-duty-segregation_guid.htm