

GUAM POWER AUTHORITY Standard Operating Procedure	No. *SOP-148	Issued: 6/20/11
	Prepared By: <i>P. R. Aguigui</i> PAMELA R. AGUIGUI, Chief Budget Officer	
	Concurred by: <i>R. Wiegand</i> Randall Wiegand, Chief Financial Officer	
Title: <b>BUDGET JDE ACCESS PROCEDURES</b>	Approved By: <i>J. Flores</i> JOAQUIN FLORES, P.E., Gen. Mgr.	
Effective Date: 6/20/11	Supersedes No.	Page 1 of 3

### 1.0 PURPOSE

To establish security and access authority to the Budget Information Module in the JDE system along with responsibilities and procedures for authorized users.

### 2.0 SCOPE

This policy shall apply to all employees of the Guam Power Authority who are granted access to the Budget Information system.

### 3.0 RESPONSIBILITY

#### 3.1 **COST CENTERS**

3.1.1 Division Heads shall provide the Budget Office a list of employees authorized to have access (inquiry only) to the Budget Information Module for their business units using the authorization form provided in Exhibit A.

3.1.2 All authorized personnel must sign the authorization form (Exhibit A) agreeing to the confidentiality clause.

3.1.3 The completed form shall be forwarded to the Budget Office.

3.1.4 Cost Centers shall review and update annually the listing of employees authorized access to the Budget Information Module System.

3.1.5 Cost Centers shall notify the Budget Office in writing of any changes to the list of authorized users.

#### 3.2 **BUDGET OFFICE**

3.2.1 Upon final review and approval of the request, the Budget Office shall forward the form (Exhibit A) to Computer Services for processing.

3.2.2 Every fiscal year, the Budget Office shall notify cost centers to update the Authorization Form.

**3.3 COMPUTER SYSTEM DIVISION**

3.3.1 Computer Services shall process only those authorization forms received from the Budget Office and approved by the Division Heads.

3.3.2 Computer Services shall ensure only those employees authorized access to the Budget Information Module are programmed in the JDE system.

3.3.3 Any request for changes shall be channeled through the Budget Office for concurrence.

DISTRIBUTION: A, B, C, & D



# GUAM POWER AUTHORITY

ATURIDÅT ILEKTRESEDÅT GUAHAN  
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

Attached hereto and made a part of SOP-148

6/20/11

## EXHIBIT A

### FY \_\_\_\_ JDE BUDGET MENU AUTHORIZATION REQUEST FORM

DIVISION/SECTION: \_\_\_\_\_

EFFECTIVE DATE : \_\_\_\_\_

This Form **MUST BE** updated each Fiscal Year **AND** as needed.

No.	NAME OF EMPLOYEE	POSITION TITLE	Authorized Business Unit	*Signature (Please read access agreement below)
1				
2				
3				
4				
5				
6				

Requested by/Date: \_\_\_\_\_

**DIVISION HEAD**

Approved by/Date: \_\_\_\_\_

**CHIEF BUDGET OFFICER**

Received by/Date: \_\_\_\_\_

**COMPUTER SERVICES**

#### **\*SECURITY AND CONFIDENTIALITY SYSTEM ACCESS AGREEMENT:**

- Unauthorized use of or access to any GPA data records is prohibited.
- System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignments.
- System users may not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. Users may not delete or cause to be deleted data from any record or report without authorization.
- No official record or report, or copy thereof, may be removed from the office where it is maintained except when performing duties.
- System users agree not to leave a workstation unattended without properly and completely exiting from the system.
- Each system user has unique access (a login and password). No system user may divulge or allow anyone else to use his/her access. If a system user suspects someone of knowing or using his/her access, he/she will immediately notify his/her supervisor and Computer Services Division.
- No one is to aid, abet, or act in conspiracy with another to violate any part of the system access.

GPA\_BUDGETFORM01\_JDE\_AUTHORIZATION

Created May 05, 2006