

FINANCIAL SYSTEM OF RECORD PROCEDURES 2022

Issued by: Chief Financial Officer

Dated: 21 September 2022

Last amended:

Signature:

Name: Wayne Andrews

1 Purpose and application

- (1) These procedures apply to:
- (a) all staff and affiliates; and
 - (b) establishing and managing finance satellite systems.

2 Commencement

These procedures commence on 22 September 2022.

3 Interpretation

FCT	means the University's Financial Control and Treasury unit.
finance satellite system	means any electronic finance system which: <ul style="list-style-type: none">• provides a repository for University financial data; and• operates in addition to the University's main finance system.
ICT	means the University's Information and Communications Technology unit.
University's main finance system	means the PeopleSoft Financials system which is the University's main reporting and transactional finance application.

4 General principles

- (1) All finance systems must comply with all applicable University policies and procedures, including:
 - (a) [Acceptable Use of ICT Resources Policy 2019](#);
 - (b) [Cyber Security Policy 2019](#);
 - (c) [Cyber Security Procedures 2019](#);
 - (d) [Payment Card Industry Data Security Policy 2019](#);
 - (e) [Privacy Policy 2017](#);
 - (f) [Privacy Procedures 2018](#);
 - (g) [Recordkeeping Policy 2017](#).
- (2) All finance satellite systems must be established, approved and managed consistently with these procedures.
- (3) Refer to [Approved Satellite Finance Systems](#) for a list of approved systems.

5 Establishing new finance satellite systems

- (1) Business units wanting to establish a new finance satellite system must discuss their proposal with the Group Controller, FCT.
 - (a) The Group Controller, FCT will then co-ordinate further consultation between the business unit and Associate Director, Operations, ICT.
 - (i) FCT and ICT will assess the viability of integrating the proposed system with the University's financial system.
 - (b) The business unit, in consultation with the Group Controller, FCT, will develop a business case for establishing the new finance satellite system, which should include:
 - (i) timeframes;
 - (ii) details of benefits and potential adverse issues;
 - (iii) budget and funding source;
 - (iv) proposed management processes; and
 - (v) proposed allocation of responsibilities.
- (2) The business case must be approved by the Vice-Principal (Operations) after endorsement by each of:
 - (a) the head of the business unit;
 - (b) the Chief Financial Officer; and
 - (c) the Chief Information Officer.

6 Managing finance satellite systems

- (1) ICT and FCT will jointly develop and document:
 - (a) appropriate management processes; and
 - (b) statements of responsibilities;for endorsement and approval by the business unit.
- (2) Separate management processes must be established for:
 - (a) finance satellite systems integrated with the University's finance system; and
 - (b) finance satellite systems not integrated with the University's finance system.

7 Backing-up non-integrated finance satellite systems

- (1) All non-integrated finance satellite systems must have an effective backup strategy which enables recovery of electronic data when necessary.
- (2) Any business unit operating a non-integrated finance satellite system must perform a system backup on a periodic basis.
 - (a) Systems that create or update University data daily should also be backed up daily.
 - (b) Systems which do not themselves create or update University data may be backed up less frequently depending on each system's operating parameters.
- (3) Every back-up strategy must be:
 - (a) documented and recorded; and
Note: See [Recordkeeping Policy 2017](#).
 - (b) endorsed by ICT.

8 Responsibilities

- (1) The **Vice-Principal (Operations)** is responsible for approving finance satellite systems.
- (2) The **Chief Financial Officer** and the **Chief Information Officer** are responsible for reviewing and endorsing proposed finance satellite systems.
- (3) The **Group Controller FCT** and the **Associate Director, Operations ICT** are jointly responsible for:
 - (a) assessing the viability of a proposed finance satellite system with the relevant business unit; and
 - (b) in consultation with the business unit, preparing and documenting the management processes and responsibilities for a new finance satellite system.

- (4) The relevant **Business Unit** is responsible for:
- (a) developing the business case for a new finance satellite system, in consultation with the Group Controller, FCT; and
 - (b) complying with the documented management processes and responsibilities for the finance satellite system.

9 Rescissions and replacements

This document replaces the *Satellite Centres – System Backup Procedures*, which commenced on 10 December 2010, which is rescinded as from the date of commencement of this document:

NOTES

Financial System of Record Procedures 2022

Date adopted: 21 September 2022

Date commenced: 22 September 2022

Document owner: Chief Financial Officer and Chief Information Officer

Review date: 22 September 2027

Rescinded documents: *Satellite Centres – System Backup Procedures*

Related documents: [Acceptable Use of ICT Resources Policy 2019](#);
[Cyber Security Policy 2019](#);
[Cyber Security Procedures 2019](#);
[Payment Card Industry Data Security Policy 2019](#);
[Privacy Policy 2017](#);
[Privacy Procedures 2018](#);
[Recordkeeping Policy 2017](#).

AMENDMENT HISTORY

Provision	Amendment	Commencing
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