* How are orders (or transactions, etc) entered in the system? By who?
  + Customers place orders
* Are there approvals for services/orders/etc outside the system or inside the system?
  + Approvals occur within the system
* What are other department, if any, interactions/expectations?
  + None
* How are users added to the system? Manually added or through a roles management system, etc?
  + Users will be added through a system control
* What is the approval process for adding users to the system?
  + Policy Based
* What roles are in the system? What functions can each role perform in the system?
* How do users log into the system (e.g., CAS Authentication)?
  + ADFS Azure OpenId (Sync’d with CAS)
* How will employee separations and transfers be managed (e.g., manually or automated)?
  + Manually
* What is the change management process (e.g., software development methodology, configuration management system used and build/deployment process)?
  + Agile
* How are approvals for requirements, acceptance testing and production approval captured for code changes?
* Provide a list of IT personnel and their roles; including access levels to systems (e.g., database, application server).
  + John Knoll – Application Developer, Full Access
  + Scott Kirkland – Application Developer, Full Access
* What types of transactions does the system allow (budget, receivables, payables, etc. internal billing, journal transactions (other than internal billing) between accounts within your organization, journal transactions (other than internal billing) between accounts in your organization and accounts of other organizations.)?
  + ?
* List of KFS Accounts that will be used.
* If accounts are not specifically known then what types of accounts will be used (Income, expense, etc)
  + Income
* What types of fund sources (Federal? Other contracts and grants? General Funds? Etc) will be used?
  + Credit Card Payments from Cyber Source
* List of Financial Object Codes used for each transaction type?
* If financial object codes are not known then please provide additional detail on how the system will generate transactions per type.
  + ?
* How are transactions processed for each transaction type?
* How does the system or your process ensure that there is a separate initiator and approver for each transaction? Describe the separation of duties process.
  + The initiator is an automatic process
* How are reconciliations handled between system and the Financial System? Describe the reconciliation process.
* How are defaulted transactions reconciled? For example, what is the process to correct a transaction that was rejected by KFS and the default chart, account number and object code are posted to the General Ledger.
  + ?
* Who performs the reconciliations?
  + Brian?
* Who reviews the reconciliations?
  + Brian?
* How are customer financial transaction inquires and incidents tracked?
  + Order tracking system in ANLAB application
* Who responds to customer financial transaction inquires/incidents?
  + Brian?