# GLIB Internal Controls – SLOTH

## SLOTH System Specifications

1. Vendor Products
   1. Azure
      1. Web Application
      2. Database
   2. CyberSource
      1. Credit Card Payment Processor
   3. Stackify
      1. Logging Platform
   4. Sparkpost
      1. Email Provider
   5. StatusPage
      1. External Status Platform
2. System will not contain PII
   1. Found PII will be removed
3. Transaction Types:
   1. Income
      1. From External Clients
   2. Recharge
      1. From Internal, University Clients
4. SLOTH User Authentication
   1. Web Interface: CAS via Office 365
   2. REST Interface: System assigned randomly generated tokens per user
5. SLOTH User Authorization
   1. Managed on application database
   2. Application Admin:
      1. Creates/removes/edits user access by request via ServiceNow
      2. Held by SLOTH Applications Admin and IT Applications Admins as necessary
      3. Role assignment approved by Business Manager
6. Transaction/Data Entry
   1. Recharge
      1. Automatic from customer activity via ANLAB Application
      2. FAU data will be validated against the KFS FAU Validation REST Service
         1. Allowed Object Codes: 3900 and 7288
      3. Processed as a Billing Feed
         1. Document Type Code: GLIB
      4. Final approvals required by Business Manager
   2. Income
      1. Automatic from CyberSource reporting API
      2. FAU data will be validated against the KFS FAU Validation REST Service
         1. Allowed Object Code: 0060
      3. Processed as a Journal Feed
         1. Document Type Code: GLJV
      4. Approval automatic due to auto matching
7. Audit and Logging
   1. All activity logged and stored to both to Azure SQL database and external vendor, Stackify
   2. Audit Logs accessible by IT Applications Admins and Developers as necessary
8. System Change Requests
   1. Change Requests submitted to ServiceNow and/or GitHub Issue
      1. Work begins after first approval by IT Owner
   2. Change Requests are tested and deployed to STAGE environment
   3. PRODUCTION deployments will be advertised to all stakeholders via ServiceNow and Email
      1. Promotion to production on final approval by IT Owner
   4. Any downtime/incidents will be advertised on StatusPage

## Scheduled Reviews/Reconciliations

1. Monthly:
   1. Business Analysts review batch successes and resolve any errors.
   2. Fiscal Officers perform ledger review via FIS403 Report
2. Annually:
   1. Application Admin and Business Manager review user and role assignments
      1. Reviews will be tracked in ServiceNow
   2. IT Management to review Azure system access
      1. Reviews will be tracked in ServiceNow
   3. IT Management to review Azure database access
      1. Reviews will be tracked in ServiceNow