



AUTHORIZATION PROMOTER

EASY MANAGEMENT OF EXTENDED AUTHORIZATIONS IN EXCEPTIONAL SITUATIONS AND EMERGENCIES

A quick and easy reaction in exceptional situations and emergencies, can be of vital importance. Therefore, in many SAP® systems, IT employees, consultants or key users have access rights to business transactions that are only needed in rare situations. This includes for example:

- ▶ Critical authorizations for key users that are not required in their daily work (e.g. mass maintenance of master data)
- ▶ System authorizations for IT employees that are only to be used in special cases (e.g. open system settings)
- ▶ Create and change authorizations for external consultants (e.g. change vendors and execute payment run).

By doing this, companies want to make sure that they will be able to react as fast as possible in emergency situations. What they are neglecting hereby is that, due to the high access rights, these user accounts are violating compliance regulations and require special monitoring and surveillance.

THE AUTHORIZATION PROMOTER IS THE IDEAL SOLUTION FOR EXTENDED AUTHORIZATION MANAGEMENT

By using a predefined approval procedure, extended authorizations can be requested by designated users. After request approval, the users are able to execute, for a limited period, special tasks in the system that are not included in their regular authorizations. In the background, an automatic logging job is started, that records all activities executed by these users in the system. The advantages are:

- ▶ Simple and secure access right assignment
- ▶ Compliance of the four-eyes-principle throughout the approval procedure
- ▶ Automatic notifications to supervisors and department leaders
- ▶ Quick assignment of access rights
- ▶ Traceability of all executed steps in the system
- ▶ Automatic expiration of extended authorizations after a certain, predefined period of time

The authorization promoter is therefore particularly well suited to react in exceptional situations and emergencies. Instead of permanently granting extended authorizations to users, they can be applied easily and quickly when needed.



THE AUTHORIZATION PROMOTER OVERVIEW

Authorization Promoter IDs:

First the IDs (user accounts) are created for the authorization promoter and equipped with extended authorizations. Thereby different IDs can be created for different SAP® areas.

AuthorizationProm. ID	AuthorizationPromoter ID description
I68.500_ALL	I68 Client 500 with SAP_ALL
I68.500_BASIS	I68 Client 500 with BASIS authorization
I68.500_FICO	I68 Client 500 with FICO authorization

In this example IDs were created with basis and FI/CO authorizations. Additionally a third ID exists that contains all system access rights. An easy way to assign access rights to the authorization promoter IDs, is to use the predefined consolut roles for high authorized users. More information about this can be found in the product sheet of the RoleContent.

Notification and approval groups:

After the user accounts (IDs) have been created they are ready to be added to the menu of the authorization promoter. During this process, a notification and/or approval group can be assigned.

Notification group	FINANCE
Approval group	BASIS <input checked="" type="checkbox"/> Appr. required
Hours auto. approval	4
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

These groups are maintained in a separate transaction and will receive an email notification, as soon as an ID is requested. By marking the field "approval required" the approval procedure will be activated. All IDs that are marked with this indicator can only be used after approval by a person that is included in the approval group. Thereby, the four-eyes-principle ensures that users can not approve their own requests.

Another setting allows to predefine the validity period of the user accounts (here 4 hours). When this time is reached, the users will automatically lose their extended authorizations.

Requesting exceptional authorizations:

The IDs can be requested in the authorization promoter menu. Only IDs are displayed that have been assigned to the regular user authorizations with a special authorization object.

AuthorizationProm. ID	AuthorizationPromoter ID description	Status	Used by	Log on	Log out	Display LOG	Approval	Information
I68.500_ALL	I68 Client 500 with SAP_ALL	CO						
I68.500_BASIS	I68 Client 500 with BASIS authorization	CO						
I68.500_FICO	I68 Client 500 with FICO authorization	CO						

The user accounts are displayed with different states. A red status means that the ID can only be used after approval procedure. Whereas a green status means that the ID can be used immediately, but that a notification will be send to the users of the notification group. This procedure allows to use extended authorizations that are non critical, very quickly. In both cases all steps executed in the system will be recorded in the system log and can be monitored at any time.

Request with notification email

If a user decides to request a non critical ID (green status) he has to click on the connection symbol in the „Log in“ column. An entry mask will appear which requests a ticket number (internal or external) and a description of the tasks the user is intending to do in the system with this ID.

AuthProm. ID	I68.500_FICO
Int. tick. number	INT0001
Ext. tick. number	EXT0001
Please specify here the request:	
Mass maintenance of GL accounts in company code 1000	

This information will be send via email to the supervisors and department leaders that are assigned to the notification group.

from: consultant@help.com
to: supervisor@finance.com
Authorization Promoter -ID I68.500_FICO is used by user CONSULTANT
Request Information:
Internal ticket number: INT0001
External ticket number: EXT0001
Description:
Mass maintenance of GL accounts in company code 1000

The user will be able to use the extended authorizations immediately. In the background, his own SAP® user ID will be switched with the requested authorization promoter ID. While this ID is in use, it will be locked for all other users.

AuthorizationProm. ID	AuthorizationPromoter ID description	Status	Used by	Log on	Log out	Display LOG	Approval	Information
I68.500_ALL	I68 Client 500 with SAP_ALL	CO						
I68.500_BASIS	I68 Client 500 with BASIS authorization	CO						
I68.500_FICO	I68 Client 500 with FICO authorization	CO	CONSULTANT					

Once the user is finished with his tasks, he can sign off by using the disconnecting button in the "Log off" column. If the user does not sign off, the extended authorizations will expire after the validity time is reached.

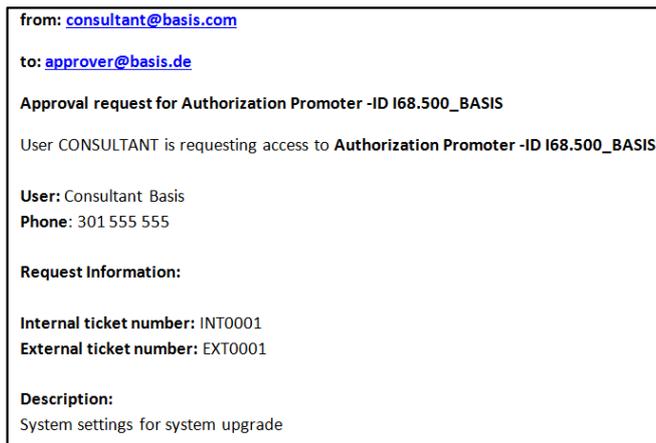
Request with approval procedure

All authorization promoter IDs with critical authorizations should be marked with the approval procedure indicator. If a user is requesting one of these IDs (red status) an entry mask will appear that requests entries in ticket number and/or task description field. Once the user entered this information, the approval procedure will be started. The user will then receive the information to wait until his request is approved before he can use the authorization promoter ID.

In the menu of the authorization promoter, the ID will be displayed as “requested” with a yellow status.

AuthorizationProm. ID	AuthorizationPromoter ID description	Status	Used by	Log on	Log out	Display LOG	Approval	Information
I68.500_ALL	I68 Client 500 with SAP_ALL	○○○						
I68.500_BASIS	I68 Client 500 with BASIS authorization	○○○	CONSULTANT					Approval requested
I68.500_FICO	I68 Client 500 with FICO authorization	○○○						

The next steps in the approval procedure have to be taken by the users of the approval group, assigned to the authorization promoter ID. The approvers will be informed by email about the extended authorization request.



In order to approve the request, the flag symbol in the column „approve“ has to be clicked. For security reasons the following SAP® mask appears:



The requester will automatically receive an email that his request has been approved. To log in with the extended authorizations, he has to click on the connection symbol in the „connect“ column.

AuthorizationProm. ID	AuthorizationPromoter ID description	Status	Used by	Log on	Log out	Display LOG	Approval	Information
I68.500_ALL	I68 Client 500 with SAP_ALL	○○○						
I68.500_BASIS	I68 Client 500 with BASIS authorization	○○○	CONSULTANT					Approved
I68.500_FICO	I68 Client 500 with FICO authorization	○○○						

In the background, the user ID of the requester will be switched to the requested authorization promoter ID. During the time of usage, this ID will be locked for all other users.

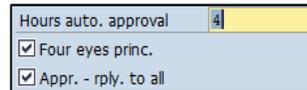
Once the user is finished with his tasks, he can sign off by using the disconnecting button in the “Log off” column. If the user does not sign off, the extended authorizations will expire after the validity time is reached.

Recording of activities in SAP®:

As soon as a user starts working with an authorization promoter ID, all steps in the system will be recorded in the background. The protocol can be adjusted and evaluated with the SAP® standard transactions SM19 and SM20

Additional Settings

Additional settings can be made by using the following customized transaction.



Thereby it is possible to set a default validity time for all authorization promoter IDs. This setting only counts if no other setting is made directly in the authorization promoter ID.

With this transaction it is also possible to activate the four eye principle. This means, that requesters and approvers always have to be different persons (SAP® users).

Additionally an indicator can be set to make sure that all people in an approval group will be informed if a request is approved or denied.

Additional logs:

The authorization promoter is also offering a request and a usage log.

In the request log, all requests per day and ID will be listed. It also contains information about the approver.

Log Nr.	AuthProm. ID	Used by	Request date	Req. time	Int. tick.	Ext. ticket
72	I68.500_BASIS	CONSULTANT	01.05.2015	19:04:58	INT0002	EXT0002
71	I68.500_FICO	CONSULTANT	01.05.2015	19:02:40	INT0001	EXT0001

In the usage log, the time data will be displayed, showing exactly at which time and date the requesters started working with the IDs.

AuthProm. ID	Usage date	Usage time	Log Nr.	Used by
I68.500_FICO	01.05.2015	19:02:40	71	CONSULTANT
I68.500_FICO	01.05.2015	18:36:39	69	CONSULTANT

In addition, the terminal is listed from which the user logged in to the system.

ADDITIONAL INFORMATION

- ▶ The authorization promoter can be implemented to the SAP® system at any time
- ▶ It can be used with the SAP® solution manager or directly in the SAP® production system
- ▶ Customer-specific enhancements are possible

OUR EXPERTISE

- ▶ Many years of experiences in authorization management through numerous authorization projects and SAP® implementations
- ▶ Cross-module know how of our consultants
- ▶ Customer-specific solutions for individual customer requirements
- ▶ Continuous development of our services and products
- ▶ Fast and cost saving implementation
- ▶ Consulting and support after implementation project

OUR SERVICES

- ▶ Check of system requirements
- ▶ Installation of consolut programs
- ▶ Customizing
- ▶ Initial set up of authorization promoter IDs
- ▶ Customizing of Security Audit Log
- ▶ Functional testing
- ▶ Training
- ▶ Active support during go-live

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