

# **JPMC ACCESS Online Banking Procedures & Controls**

## **Responsible Offices: Treasury Management and Bursar**

**Effective Date: May 1, 2016**

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The information set forth below summarizes the procedures and controls for obtaining and utilizing the online banking entitlements of JPMC ACCESS for all Ohio University bank accounts.

Following are the online banking products:

- Administration
- Account Transfer
- ACH
- Checks
- Reports
- Statements
- Wire

### **Objectives:**

This document summarizes the procedures and controls for online banking put in place to protect University assets and minimize any risk of financial loss. Each individual school, department, center, institute, and/or program (“University Departments”) that requires online access is responsible for ensuring the access is appropriate and segregation of duties is in place and maintained.

### **Responsible University Offices:**

The Treasury Management and Bursar Offices co-administer access to JPMC ACCESS. Access cannot be granted, modified, or deleted without approval by the office that did not initiate the request.

### **General Procedure:**

1. Online banking access requires completion of the JPMC ACCESS User Request Form (Appendix A).
2. The JPMC ACCESS User Request form is used to create new users, modify existing users and to delete users.
3. The JPMC ACCESS User Request form requires approval by the Department Head before submitting to the Bursar Office. Treasury Management will be copied either via email or a shared Box folder.
4. The Bursar Office will review the form for completeness and process the request.
5. Treasury Management will review the form and approve the access in JPMC ACCESS.
6. Approval of the access in JPMC ACCESS can only be completed by the Office that did not initiate the request. In most cases, the Bursar Office will initiate the request but if initiated by Treasury Management, the Bursar Office will approve.

**Additional Controls:**

1. IDs and passwords are unique to each employee.
2. RSA token devices are assigned to individuals that have more than inquiry only access.
3. Account transfers can be made between University accounts and between the University and University Foundation accounts.
4. Account transfers can be self-approved since they can only be made between University and University Foundation accounts. The only exception is that the individual preparing bank reconciliations cannot self-approve transfers. We are considering changing the process of self-approving, but don't see any immediate risks with the current set up.
5. The Foundation can only make transfers to the University clearing account, not from.
6. Wires and ACH payments require approval/release from an authorized individual that did not initiate the transaction.
7. The University utilizes Positive Pay with payee name verification for checks with the exception of the Baker Center account. Back-end controls are in place for the Baker Center account.
8. For ACH payments, a file is transmitted to JPMC and payment is not released until the totals are confirmed by a University representative.
9. Bank Reconciliations are prepared monthly by the Controller's Office personnel. The student refund and loan fund accounts are reconciled by the Bursar Office personnel. The Operating Account, the Payroll account, and the Clearing Account (used for incoming ACH and wire deposits) are reconciled daily.
10. Beginning this summer 2016 and going forward, a report of User Entitlements as of June 30 will be provided to the department heads for review and verification that current access is appropriate and segregation of duties is maintained.
11. The Department Heads must provide confirmation that access is appropriate and provide changes to access (if any) to Treasury Management and the Bursar Offices within a week of report distribution.
12. A Wire Process was implemented by the Director of Procurement effective July 1 to minimize the number of wires and enhance controls.
13. Beginning in FY16, the Director of Treasury Management reviews a wire report each month and may make random selections to confirm appropriate documentation and authorization.
14. Beginning in FY17, the Director of Treasury Management will review Direct Deposit Set-up Forms for ACH payment creation.

# Ohio University: JPMC ACCESS User Request Form

## TO BE COMPLETED BY REQUESTOR

### Section 1: Requestor Information

Employee Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Position/Job Function \_\_\_\_\_ Department \_\_\_\_\_ Building/Room# \_\_\_\_\_

Type of Request (mark appropriate box with an "x"):

**Create New User Account**

Add Entitlements

Emulate user \_\_\_\_\_

**Modify Existing User**

Add Entitlements (Select below)

Delete Entitlements (Select below)

**Delete User Account**

No longer employed

New responsibilities

Reason for Account Access and/or Modification to Entitlements: \_\_\_\_\_

### Section 2: Entitlements Product Request – Check Requested Items (see page 2 for product descriptions)

**PAYMENTS**

**Account Transfer**

**ACH**

Create

Modify

Delete

Approve

Reverse/Reclaim/Delete  
after approval (eServe)

**Wire**

Create

Modify

Delete

Approve

Reverse/Reclaim/Delete  
after approval (eServe)

Bank Account Name(s):  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKS**

Check Print

Positive Pay Exceptions

Data Download

Inquiry, Stop, Photo

Reconciliation Input

Reconciliation Output

Bank Account Name(s):  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT**

Balance & Transaction

Returns & Exceptions

Wire Detail

Checks Paid

Bank Account Name(s):  
\_\_\_\_\_  
\_\_\_\_\_

**BANK STATEMENTS**

Bank Account Name(s):  
\_\_\_\_\_  
\_\_\_\_\_

**ACH INFODEX**

Bank Account Name(s) \_\_\_\_\_

### Section 3: Requestor Agreement

*By signing this form, I certify that I have read and understand Policy 55.002: User of University Resources (<https://www.ohio.edu/policy/55-002.html>) and Policy 91.003: Computer and Network Use (<https://www.ohio.edu/policy/91-003.html>). I understand that my JPMC ACCESS ID and password are to be kept confidential. Should I share this information, my access will be revoked.*

\_\_\_\_\_  
Print Requestor Name

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

### Section 4: Manager Approvals

*By signing this form, I approve this employee for the access requested above.*

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Name

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Upon completion of Section 4, submit to: Sherry Downs, Office of the Bursar, 010 Chubb Hall**

Approved by (Treasury Management Director): \_\_\_\_\_

Date: \_\_\_\_\_

Completed by (Office of the Bursar Representative): \_\_\_\_\_

Date: \_\_\_\_\_

## Page 2: Product Descriptions

<b>Product</b>	<b>Product Details</b>	<b>Description</b>
<b>Payments</b>	Account Transfer	Transfer funds between bank accounts.
	ACH	Submit incoming and outgoing ACH transactions.
	Wire	Submit incoming and outgoing wire transactions.
<b>Checks</b>	Check Print	Submit check print files for the bank to print and distribute to payees. Setup and define multiple check formats and remittance documents.
	Data Download	Download paid check transaction details in CSV or QuickBooks format.
	Inquiry, Stop, Photo	Search for paid check information and retrieve the accompanying images with 10 year retention. Ability to place and revoke stop payments and request copies of paper check images.
	Positive Pay	Daily pay or return decisions for check presented for payment that meet an exception criteria (e.g. check data does not match positive pay file, stale date, etc.)
	Reconciliation Input	Upload a file or manually enter check issue and cancel information.
	Reconciliation Output	View and download reconciliation reports and data files.
<b>Cash Reports</b>	Balance & Transaction	Summary and detailed views of balance and transactions by account, date, or location.
	Checks Paid	Detailed view of checks paid by account or date.
	Returns & Exceptions	Detailed view of returns and exceptions by account (e.g. check, ACH).
	Wire Detail	Detailed view of incoming and outgoing wire transactions by account or date.
<b>Statements</b>	Bank Statements	Access to online bank statements.