



SUBJECT

ELECTRONIC DATA TRANSMISSION

1. **GENERAL POLICIES** - The usual method of transmitting transactions is through the use of forms (ie, claims, transfer documents, etc.). Some agencies will transmit transactions through the use of electronic media (ie, on-line, disk, tape, etc.). Those agencies who utilize electronic data transmission of transactions must adopt and follow the following policies.
 - a. All transactions transmitted through the use of electronic media are subject to audit by the Department of Administration.
 - b. All supporting documentation, such as invoices, etc., must be retained by the agency.
 - c. Agencies will establish internal controls to prevent transactions from being input in the wrong period, unrecorded, lost or duplicated.
 - d. Employees authorized to input transactions will not be authorized to approve transactions.
 - e. Only approved transactions will be input.
2. **FINANCIAL INFORMATION SECURITY**
 - a. Protection of financial information is done through several layers of security.
 - b. The first part is connection security. You must be connected to the computer where the application runs.
 - c. The next layer is system software security. This protects all applications and data stored in files. You must have a USERID and password to pass through this level.
 - d. The final layer is application security. The application security is controlled by the owner of the application who decides the needs of the person wanting access and places the controls on the requester's USERID in the application.

Each level is performed by different people and the integrity of the system and the application is assured in the process.