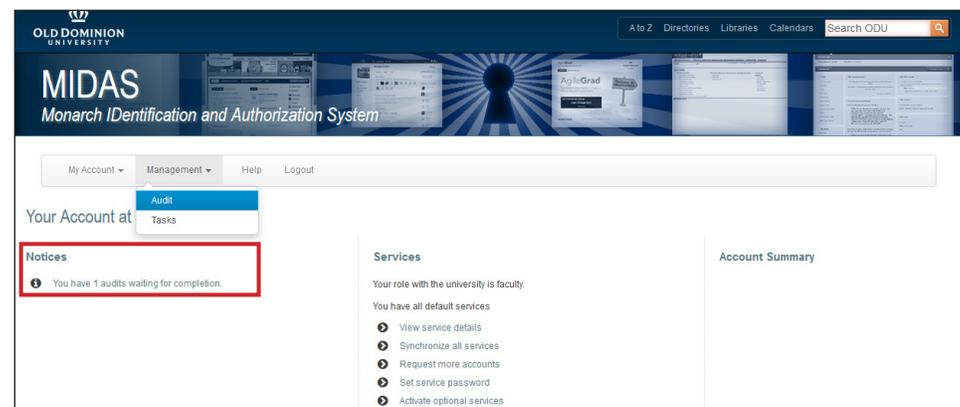# BUD Audit –
Detailed Guide

The Banner system is a data repository with numerous types of legally protected information, requiring tightly controlled access approved by Budget Unit Directors (BUDs) and Data Owners. Following industry best practices, access to data within Banner is reviewed annually by both BUDs and Data Owners. This annual audit is intended to identify any Banner access that was not removed properly as employee changes occur.

Introduction

As a Budget Unit Director or Data Owner, you can perform your Audit online via MIDAS (https://midas.odu.edu). When you log in, you will see an option under **Management** called **Audit**.
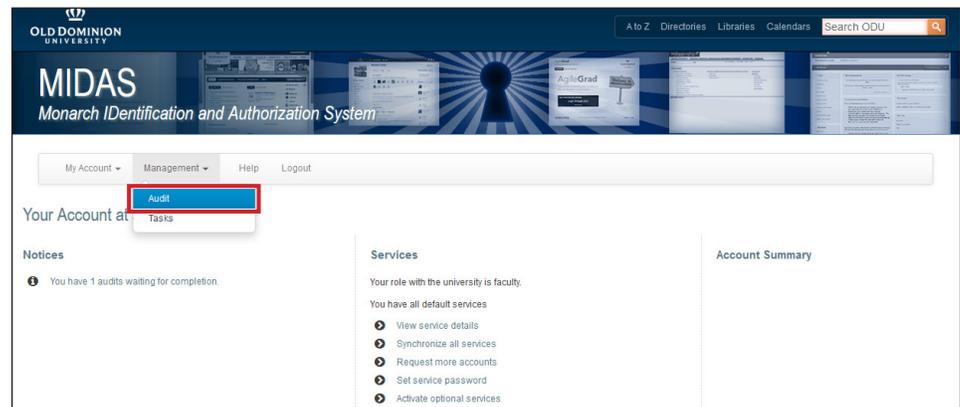
When you log in to MIDAS, the system automatically checks to see if you have any Audits assigned to you. If you have Audits that need to be completed, you will see a message under **Notices**. Clicking either the Audit menu link (shown above) or the **Notice** (shown below) will take you to the Audit Overview page.

Audit Overview

The Audit Overview page lists your current Audits. If you have any archived Audits, they will be listed on the right side of the page.

MIDAS Audit

Audit Overview

Listed below are the annual audits assigned to you as well as those that you have viewing rights to. Please review employee access and take appropriate actions. To indicate audit completion, please submit the audit via the corresponding button.

Actions for selected audits:

[Reclaim] [Delegate] [Report] [Submit] II.

I. Audit	Progress III.	Status IV.	Assigned User V.	Items VI.	Due Date VII.
Banner Audit 2014: SUMMER CAMP BASEBALL	0.00	not delegated	Selig, Wood	3	- not found -
Banner Audit 2014: SUMMER CAMP-SAILING	0.00	not delegated	Selig, Wood	2	- not found -
Banner Audit 2014: SUMMER CAMP SWIMMING	0.00	not delegated	Selig, Wood	2	- not found -
Banner Audit 2014: SUM CAMP-WOMEN'S LACROSSE	0.00	not delegated	Selig, Wood	2	- not found -
Banner Audit 2014: ATHLETICS	0.00	not delegated	Selig, Wood	156	- not found -
Banner Audit 2014: ATHLETIC ACADEMIC CENTER	0.00	not delegated	Selig, Wood	38	- not found -
Banner Audit 2014: MONARCH COACHES SHOW	0.00	not delegated	Selig, Wood	3	- not found -
Banner Audit 2014: WOMEN'S LACROSSE	0.00	not delegated	Selig, Wood	4	- not found -
Banner Audit 2014: ATHL SUPPORT OPERATIONS	0.00	not delegated	Selig, Wood	7	- not found -
Banner Audit 2014: FOOTBALL	0.00	not delegated	Selig, Wood	4	- not found -
Banner Audit 2014: INDOOR TENNIS CENTER	0.00	not delegated	Selig, Wood	4	- not found -
Banner Audit 2014: WRESTLING GIFTS	0.00	not delegated	Selig, Wood	3	- not found -

I. **Audit**
The Audits are presented in a tree format with a checkbox for each Audit. Some actions can be completed from this screen, but you can't actually process the audit until you select the name of the Audit and view the Audit Items. You can perform an action on each Audit individually or check multiple Audits at once.

II. **Actions for Selected Audits**
Reclaim: When you reclaim an Audit, you take it back from a delegate and reassign it to you. This is possible if you have delegated an Audit at some point.
Delegate: Takes you to the Audit Delegation page and allows you to assign an Audit to someone else (see section below for more information). This only works for one Audit at a time.
Report: Displays a rudimentary report about the current state of an Audit. This only works for one Audit at a time.
Submit: Submits an Audit. This action makes the Audit read-only for you and marks it as ready to be worked on by the account managers. An Audit cannot be submitted until all Audit Items contained within have been completed and progress is at 100%.

III. **Progress:** The progress of an audit is displayed as a percentage of status, assigned user, number of items and due date.

IV. **Status:** The status indicates whether an Audit is completed, delegated or not delegated. This provides a quick indication of where an Audit is in the process.

V. **Assigned User:** An Audit can either be assigned to you (the Budget Unit Director or Data Owner) or it can be delegated to someone else. This field shows who the Audit is currently assigned to.
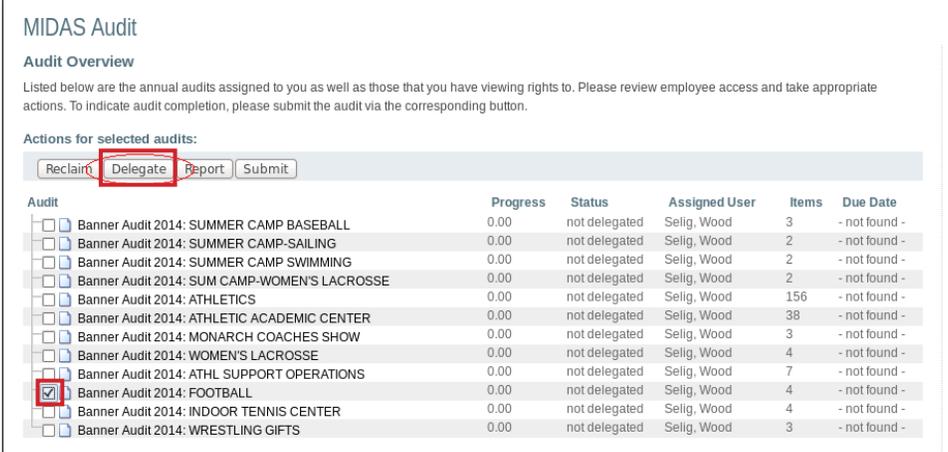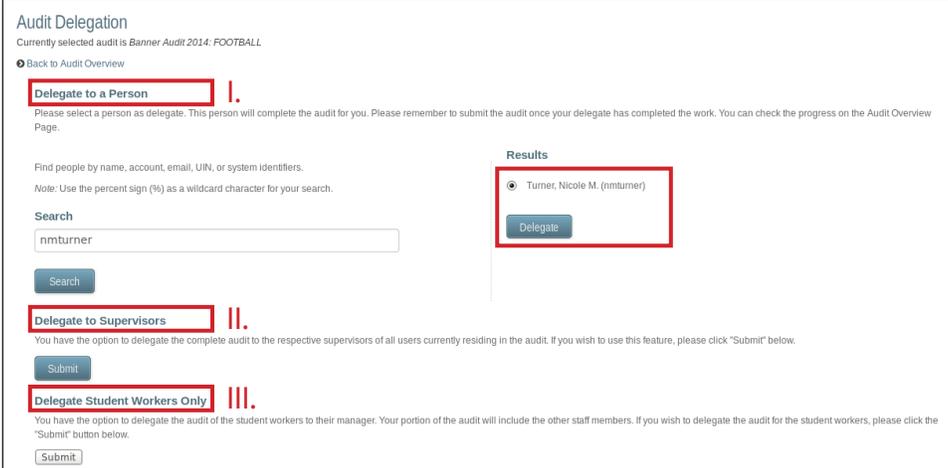
VI. **Items:** The item list shows how many Audit Items are contained within an Audit.

VII. **Due Date:** This is the date that the Audit is due to be submitted.

Delegating an Audit

You can delegate an Audit to someone else in order for them to complete the Audit Items associated with it. You (the Budget Unit Director or Data Owner) will still need to submit the Audit once it is completed.

1. Select the Audit that you wish to delegate and click the **Delegate** button.

2. This will take you to the **Audit Delegation** page where you have 3 options:

I. **Delegate to a Person:** You can delegate an Audit to a specific user. To do this, use the search box to look up the person you wish to delegate to. You can search by name, UIN, MIDAS ID or email address. Select the person from the Results area on the right and click **Delegate**.

II. **Delegate to Supervisors:** You can delegate the whole Audit to *all Supervisors of all auditable persons*. To select this option, click the **Submit** button in this section.

III. **Delegate Student Workers Only:** You can delegate only *student workers* to their Supervisors. All other auditable persons will remain assigned to you.

The **Audit Overview** will now show a new tree with the assigned user updated to reflect the delegate. Delegated Audits will be *read-only* for you – you will be able to view them, but you cannot approve or revoke. You can always choose to reclaim a Delegated Audit.

Note: Once you delegate an Audit, only the delegate can interact with that Audit's items. You can still view the Audit, but you won't be able to edit or update until the delegate performs the work and submits the delegated Audit.

After the delegate submits the Audit, you can submit the *original* Audit that is assigned to *your* name, verifying and approving that your delegate has performed the work to your satisfaction. Otherwise, if you try to submit a delegated Audit while it is still assigned to your delegate, you'll receive an error stating that you cannot submit an audit that is not assigned to you.

If you need to make any changes to a delegated Audit, you can *Reclaim* the Audit, which will give you editing rights again.

Processing an Audit

Clicking on the Audit name will allow you to process the contained Audit Items. This is where you actually review each Audit Item within an Audit and make decisions.

The default view is the Budget Code view where Audit Items will be listed based on the Budget Code they belong to. Audit Items are displayed 25 records at a time, so use the paging buttons in the top right to view additional records.

You can also view the Audit Items by Person, Right, Group, Job Function and Service. *(At this time, you can only choose Person, Right or Budget Code)*. There is a 3-tiered viewing hierarchy with different options available at different levels depending on what you choose.

Click **Update View** to reflect your selection.

You can also view Audit Items by Status.

Approved: View Audit Items that have already been approved.
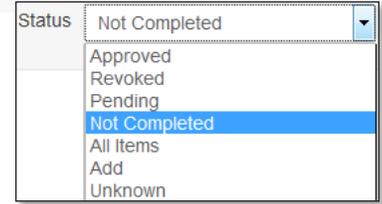**Revoked:** View Audit Items that have had rights revoked.
Pending: View Audit Items where the auditor requested more information about a user and is waiting for the reply.
Not completed: View Audit Items that have not yet been worked on.
**All Items:** View all Audits that are available.
***Add:** Add a class/object to a user.
(This option is only available to Data Owners)

Working on a Person's Rights

Clicking on a person's name expands that user's Rights. Select a Right using the checkbox and enter a comment for the specific line. Click **Approve** or **Revoke**. You can also select all and enter a global comment for all selected items, then click **Approve** or **Revoke**.
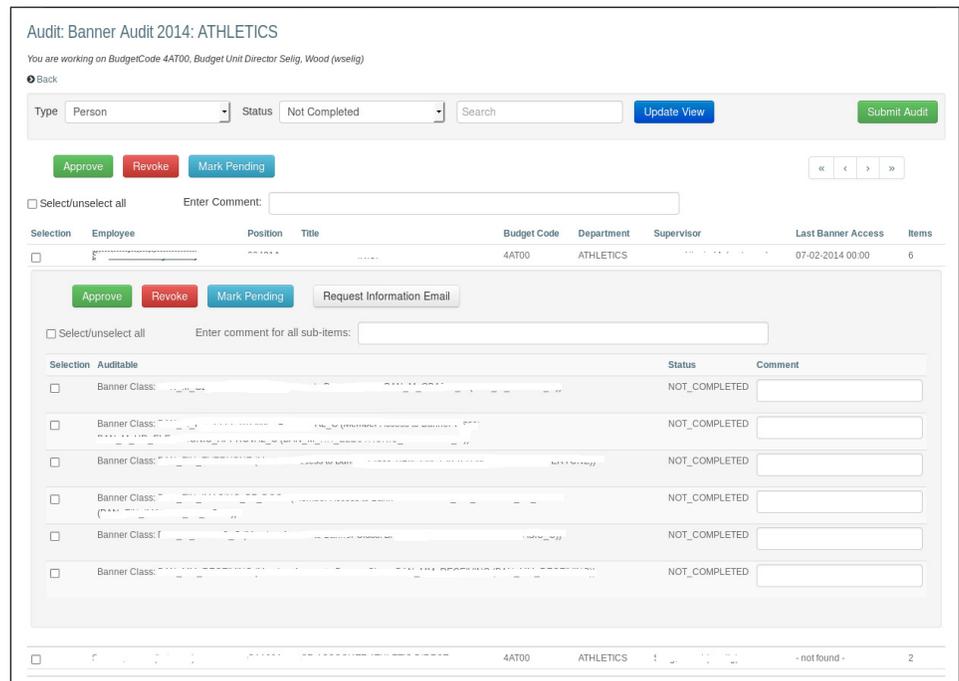
There are options to approve and revoke in the inner and outer tier. If you're unsure exactly what you are approving or revoking, it may be best to restart the process.

If you need to request more information about a user's access, you can mark the item Pending while it is being investigated. You can also request the additional information from this screen by clicking on **Request Information Email**. This opens a new window with a pre-configured email that can be sent to the Budget Unit Director, Supervisor or the person being audited. You can also type in additional email addresses in the CC: field and edit the email text.
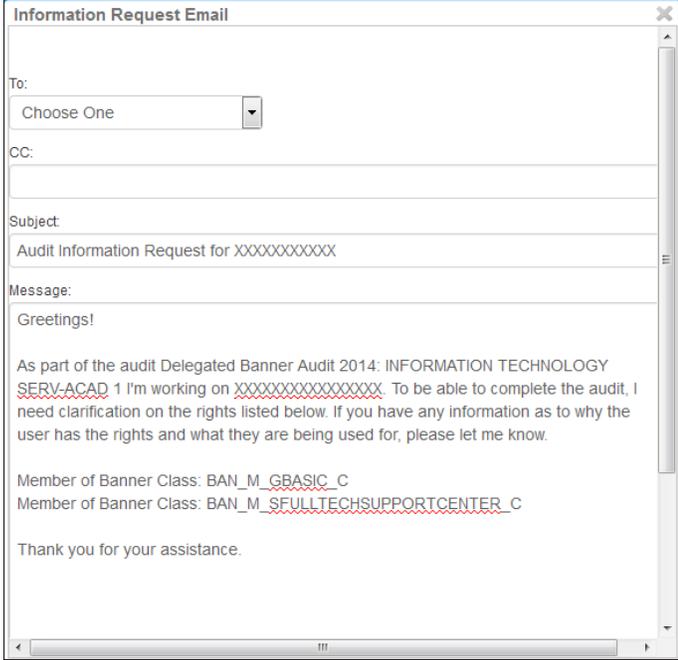
Submitting an Audit

Please remember to submit your audit after all items are processed.

Audit Report

The Audit Report gives you a summary of the Audit and lists all of the Audit Items underneath. You have the option to export the Audit Items to an Excel sheet.