



# MONTANA LEGISLATIVE AUDIT DIVISION

## INFORMATION SYSTEMS AUDIT

# Banner: Administrative Services System

Montana State University-Bozeman

FEBRUARY 2010

09DP-07

REPORT SUMMARY

Banner is the enterprise system that MSU uses to manage university business such as registering students for classes and paying faculty and staff.

### Context

The Banner system is used by Montana State University-Bozeman (MSU) to assist in the administration of financial, human resource, student, and financial aid records. Banner was developed by a third party vendor and customized through modifications developed by MSU.

The Banner system consists of four modules:

- ▶ Finance – manages MSU financial data including budget, accounts, ledgers, purchases, and payments.
- ▶ Human Resources – manages MSU employment information and payroll processing including job and employee information, taxes, benefits, and deductions.
- ▶ Student Services – manages MSU student academic information including admissions, class registration, course information, rosters, grading, and enrollment status of students.
- ▶ Financial Aid – manages the MSU student financial aid process from the receipt of the student’s financial aid form through needs assessment and award issuance.

### Results

This audit focused on the Finance and Financial Aid modules, including system modifications, and also addressed limited areas within the Human Resources module. Audit work was conducted to ensure:

- ▶ access to Banner is limited to users with identified business needs
- ▶ Banner modification controls and processing controls function as intended

Overall, we conclude MSU has controls in place over the audited areas. However, we did identify areas where MSU could improve. This report contains two recommendations for MSU to strengthen user access controls to ensure access is segregated by job duties and needs, and strengthen controls over the use of a code migration account to increase individual accountability.

Recommendation Concurrence	
Concur	2
Partially Concur	0
Do Not Concur	0
Source: Agency audit response included in final report.	

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