Internal Controls M-Reports Access

To access the Internal Controls related reports and tools located within M-Reports, users must request the **proper access role** via the Online Access Request System (OARS).

Available IC M-Reports Access Roles

Users can request either the **ICEmployment** role or the **ICOtherTools** role, depending on the level of access required.

- The ICEmployment role includes access to all of the Internal Controls reports/tools.
- The ICOtherTools role includes access to only non-employment related Internal Controls reports/tools. This option is intended for those users who are responsible for completing Gap Analyses/Sub-Certifications/Review of other Management Reports but do not need access to sensitive Employment/Payroll information.

ICEmployment	ICOtherTools
Employment Related:	-
Department Employee Compensation	-
Faculty / Staff Pay	-
Overtime Pay	-
Temp Pay	-
Retroactive Pay	-
Gift Fund Analysis	Gift Fund Analysis
Cash Deposit Controls	Cash Deposit Controls
Credit Card Controls	Credit Card Controls
P-Card and T&E Controls	P-Card and T&E Controls
Gap Analysis	Gap Analysis
Sub-Certification	Sub-Certification

Approving/Monitoring IC M-Reports Access

The Access Validation Report – located in M-Reports under the Compliance Tab - can be run at any time to see which users in your department(s) have been granted either of the IC M-Reports access roles.

- Unit Liaisons and users with the ICEmployment role can run the Access Validation Report
- To run the report specifically for users with IC M-Reports access roles:
  - Select "Financial" from the Subject Area drop down menu
  - Select Security Roles "MRPT Compliance/ICEmployment" and/or "MRPT Compliance/ICOtherTools"

Unit Liaisons are responsible for approving all ICEmployment and ICOtherTools role requests
- Also responsible for removing IC M-Reports access, via OARS, when no longer needed (termination, change in department, change in responsibilities, etc.)