



Australian Government

**Office of the Australian Building and
Construction Commissioner**

Finance Direction 6

Financial Systems

Process Owner: Chief Financial Officer
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Change History

Update the following table as necessary when this document is changed:

Date	Nature of Change
June 2007	Procedure Drafted
December 2007	Approved version
August 2011	Procedure Updated for New Organisational Structure

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1. Commissioner's Instructions (CI)

A Delegated Official is responsible for ensuring that financial systems are developed and maintained in line with corporate strategies.

2. Introduction & Objectives

The purpose of this procedure is to specify the rules that govern the use of the ABCC's financial system, SAP.

SAP, is operated by Accounting Services and Business Services and administered by DEEWR.

3. Supporting Information

3.1 Related References & Pronouncements

FMA Act 1997:	N/A
FMA Regulations:	N/A
Related Finance Directions:	<ul style="list-style-type: none"> ■ Finance Direction 2 – Delegations
Other References:	<ul style="list-style-type: none"> ■ ABCC Business Continuity Plan ■ ABCC Crisis Management Plan ■ ABCC Emergency Response Plan ■ ABCC Security Risk Management Plan

3.2 Responsible Officers and Contacts

Position/Title	Level	Responsibility
Chief Financial Officer	SES1	<ul style="list-style-type: none"> ■ Responsible for reviewing and approving access right changes due to transfers or change in roles.
Director, IT and Performance Analysis	EL2	<ul style="list-style-type: none"> ■ Overall responsibility for immediate troubleshooting of the network and information systems. ■ Escalating high urgency matters to DEEWR.

3.3 System Access Requests

To obtain new access or change existing access to SAP, a BIS Access Request form must be completed and forwarded to the Chief Financial Officer for approval.

System	System Owner	System Administrator	System User
SAP	DEEWR	DEEWR	ABCC Finance & PLC Staff

4. Guidelines

4.1 Network/System Administrator

- 4.1.1 The Director, IT and Performance Analysis is the main system administrator for the network.
- 4.1.2 There is no ABCC based System Administrator for SAP. SAP is administered by DEEWR and all issues should be referred to the DEEWR helpdesk.

4.2 Access Rights

- 4.2.1 Access to SAP and any modification to access rights is determined and approved by the CFO. Individual user's access rights are role based. DEEWR is responsible for the setup of SAP access rights.