ROLE REVIEW WORKSHEET

This worksheet is the fifteen-minute check that catches that drift before an auditor does. This is not a full audit. It is a quick check: find the few roles that need fixing, and set the date you will look again. **Do it in one sitting.**

Step 1: Who can create, and who can approve?

Get two lists from your system: who can create a transaction, and who can approve one. Write down any name that shows up on both lists. **Stop at five. If there are more, that is your answer.**

NAME OR ROLE ON BOTH LISTS	TYPE OF TRANSACTION	WHAT TO DO & WHO WILL DO IT	DATE TO FIX BY
e.g. J. Cruz - AP Clerk	*Vendor bills*	*Take away approval - Finance Mgr.*	*DD/MM/YYYY*

**More than five names? That is what a permissions review is for. Just reply and we will take a look.*

Step 2: Three questions about your roles

Open your list of roles and ask each question below. Write the names of any roles that match. If none do, write "none" and move on.

ASK THIS	WRITE THE ROLES THAT MATCH	THEN DO THIS
Is this role built for one person? The role is named after someone, or only one person uses it.	*e.g. AP Clerk (Maria)*	*Move the person into a shared role built around the job.*
Does anyone have full access they do not need? Full or admin access was given to unblock someone quickly.		Give only the one permission they need, and set a date to check it again.
Has anyone kept access after moving teams or leaving? Compare your role list with recent movers and leavers.		Remove the access, and add this step to your leavers checklist.

Step 3: Set your next check

Permissions stay tidy when someone looks at them regularly, not when they are perfect on day one. Sign it, date it, and put the next check in your calendar before you close this page.

CHECKED BY	DATE	NEXT CHECK DUE (IN 3 MONTHS)	ADDED TO YOUR LEAVERS CHECKLIST?
			◻ Yes