

Appendix A: EFASC Guidance on Appropriate Responsibilities

Segregation of Duties

If you are from:	And you've selected:	And:	We recommend:	Based on:
HQ or Field	PO Entry	AP Invoicing	One or the other - this is a clear problem.	STARS Segregation of Duties guidance
HQ or Field	PO Entry	AP Payments	One or the other - this is a clear problem.	STARS Segregation of Duties guidance
OR	AP Payments	AP Invoicing	One or the other	STARS Segregation of Duties guidance
HQ or Field	Supplier Entry	AP Payments	Not providing AP Payments	STARS Segregation of Duties guidance
HQ or Field	Receivables Establishment and Billing	Collection Processing	One or the other	STARS Segregation of Duties guidance
HQ or Field	AR Roles	AP Roles	Not providing both - AR for AR team members only	STARS/DISCAS guidance