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# PSFIN V8.9 Training

## Georgia*FIRST* Wimba Training Series

### Security 101

May 18, 2010

#### Handouts

Office of Information and  
Instructional Technology  
Version 1.1  
Last Updated: 05/18/2010

**GEORGIA*FIRST***  
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW  
A Project of the University System of Georgia

### **Agenda**

- Wimba Ground Rules
- Review Objectives
- Security Terminology
- Security Requirements for viewing certain types of data
- Creating & Maintaining User Accounts
- Locating Security Information
- Commitment Control Security
- Q & A

### **Wimba Ground Rules**

- Use the chat box to submit questions
- Submit questions to “Main Room”
- We may hold some questions to the end of the session

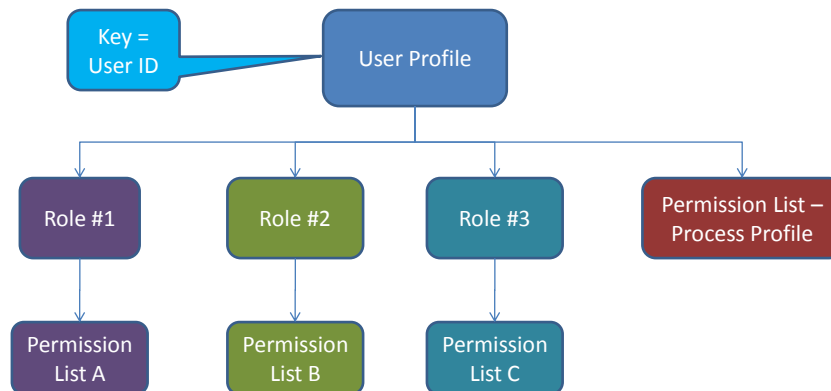
### **Objectives**

- Identify the differences between a Role and a Permission List, and how they are tied to User IDs
- Identify the requirements for viewing Sensitive Data
- Review the differences in roles for Queries and Reports
- Review the queries and reports available for Security
- Define the “Alternate User” function on the Workflow tab
- Identify the different ways to create and maintain user accounts
- Review the steps to handle account lockouts and expired passwords
- Define the steps involved around Commitment Control Security

## Security Terminology

- Security Definition: a collection of related security attributes created using PeopleTools Security. The three main PS Security definition types are:
  - User Profiles
  - Roles
  - Permission Lists

## Security Terminology



## User Profile

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- A security definition that represents one PeopleSoft user
- Each user has an individual user profile, which in turn is linked to one or more roles
- Each role can contain one or more permission lists, which ultimately control what a user can access

## Role

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- Roles are the intermediate objects that link user profiles to permission lists
- Can assign multiple roles to a user profile, and roles can contain multiple permissions

## Permission List

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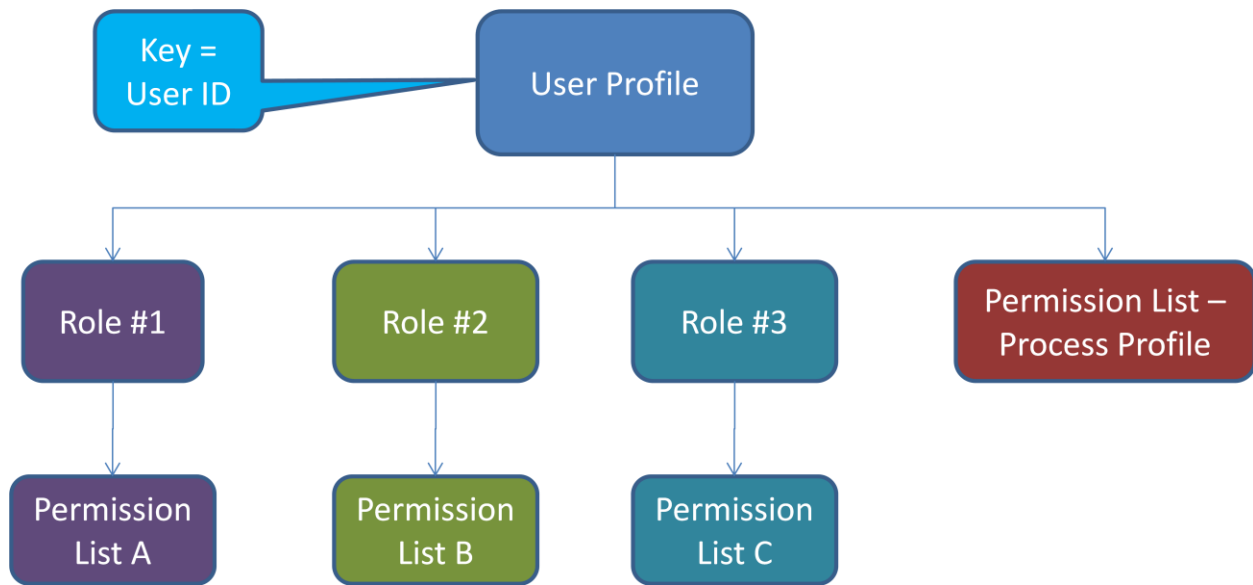
- Groups of authorizations assigned to roles
- Store sign-in times, page access, PeopleTool access, etc.
- May contain one or more types of permissions
- A user profile inherits most of its permissions through roles
  - Apply some permission lists (process profile, row-level security) directly to user profile

## User ID

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- User ID is what is entered in the sign-in dialog box
- Each PeopleSoft User needs a User ID and password
  - Combination grants users access to system
- User ID is the key used to identify the User Profile definition

## Security Terminology



## Security Requirements – Sensitive Data

- To restrict who can view records with sensitive data, use the following roles:
  - For all modules, except Budget Prep
    - Role: BOR\_QRY\_SENSDATA
  - For Budget Prep
    - Role: BOR\_PT\_QRY\_BUDPREP
  - FUTURE ROLE for ADP views
    - Role: BOR\_PT\_QRY\_ADP\_SENSDATA

## Security Requirements – Queries

- BOR\_PT\_QRY\_ALLACCGRPS: role allows access to the records
  - Anyone needing query access needs this role
- In addition, each user need query access will also need one of the following:
  - Query Viewer
  - Query Create Private
  - Query Create Public
  - Query Administrator

## Security Requirements – Queries

- Query Viewer:
  - Only allows a user to view prebuilt/public queries
- Query Create Private:
  - Query Viewer permission, plus allows user to create private queries
- Query Create Public:
  - Query Create Private permissions, plus allows a user to create private and public queries
- Query Administrator
  - Query Create Public permissions, plus allows the user to monitor query performance and usage

## Security Requirements – Reports

- BOR\_FN\_ADMIN\_REPORTING: To run reports, users need this role, plus one of the following roles as well:
  - ReportDistAdmin (Report Administrator)
    - Maintains content of all reports and authorized to access all reports
  - ReportSuperUser (Super User)
    - Maintains content of only authorize reports
  - BOR PeopleSoft User
    - Assigned to all User IDs



## Creating User Accounts: Self Service

- PSFIN Self Service Portal
- Users need:
  - Last four digits of SSN
  - Birth date
  - Zip Code
- Gives access to Financials with Expenses base access
- If user is going to be a core user, Security Admin will have to add the additional roles

## Creating User Accounts: Sec Admin

- PeopleTools > Security > User Profiles > Distributed User Profiles
- Can create new User Profile or use the Copy User Profile feature to duplicate a similar profile
  - Copy a User Profile Business Process: SC.080.103

General | **ID** | User Roles | Workflow | Audit | Links | User ID Queries

User ID: TRAIN20  
 Description: trainee20 ☐ Account Locked Out?

**Logon Information**  
 Symbolic ID: SYSADM  
 Password: ..... ☐ Password Expired?  
 Confirm Password: .....  
 User ID Alias: .....  
[Edit Email Addresses](#)

**General Attributes**  
 Language Code: English ☐ Enable Expert Entry  
 Currency Code: .....  
 Default Mobile Page: .....

**Permission Lists**  
 Navigator: ..... [Explain](#) Primary: BOR\_SHARE [Explain](#)  
 Homepage: .....  
 Process Profile: PT\_PRCSPRFL [Explain](#) Row Security: ..... [Explain](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

General | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

General | **ID** | User Roles | Workflow | Audit | Links | User ID Queries

User ID: TRAIN20  
 Description: trainee20

**ID Types and Values** Find | View All First 1 of 1 Last  
 \*ID Type: Employee

Attribute Name	Attribute Value	Description
EmplID	.....	

**User Description**  
 Description: trainee20  
[Set Description](#) or type in User Description.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

General | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

General
ID
**User Roles**
Workflow
Audit
Links
User ID Queries

User ID: TRAIN20  
Description: trainee20

Customize | Find | View All |

First 1-10 of 47 Last

Role Name	Description	Dynamic		
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	+ -
BOR_EP_ADMIN	[WF] Approval Prcs Dfn-Role	<input type="checkbox"/>	Route Control	+ -
BOR_EP_REQUESTE	ePro Requester	<input type="checkbox"/>	Route Control	+ -
BOR_EX_ADMIN	[WF] Approval Prcs Dfn-Role	<input type="checkbox"/>	Route Control	+ -
BOR_FN_ADMIN_REF	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	+ -
BOR_FN_ALLPAGES	Finance All Pages	<input type="checkbox"/>	Route Control	+ -
BOR_FN_CONFIG_SE	Fin Setup/Config	<input type="checkbox"/>	Route Control	+ -
BOR_FN_NVISION	Access to nVision reports	<input type="checkbox"/>	Route Control	+ -
BOR_FN_TREE_VIEW	Tree Manager Viewer	<input type="checkbox"/>	Route Control	+ -
BOR_LOCAL_SEC_AI	Local Security Admin	<input type="checkbox"/>	Route Control	+ -

Save
Return to Search

Dynamic Role Rule

Execute on Server:

Test Rule(s) Refresh

Execute Rule(s)

[Process Monitor](#)  
[Message Monitor](#)

Add
Update/Display

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

## Maintaining User Accounts

- Account Lockout
  - If a user attempts to login more than five times unsuccessfully, the account will be locked
  - PeopleTools > Security > User Profiles > Distributed User Profiles
  - Security Admin must deselect the “Account Lockout Out?” checkbox

General

ID

User Roles

Workflow

Audit

Links

User ID Queries

User ID:

TRAIN20

☒ Account Locked Out?

Description:

trainee20

Logon Information

Symbolic ID:

SYSADM

Password:

.....

☐ Password Expired?

Confirm Password:

.....

User ID Alias:

[Edit Email Addresses](#)

General Attributes

Language Code:

English

☐ Enable Expert Entry

Currency Code:

Default Mobile Page:

[Main Content](#)

Permission Lists

Navigator

[Explain](#)

Homepage:

[Explain](#)

Process Profile:

PT\_PRCSPRFL

[Explain](#)

Primary:

BOR\_SHARE

[Explain](#)

Row Security:

[Explain](#)

Save

Return to Search

Add

Update/Display

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

## Maintaining User Accounts

- Expired Passwords
- PeopleTools > Security > User Profiles > Distributed User Profiles
- Select the “Password Expired” checkbox to ensure the user to change their password upon initial login

**General** | **ID** | **User Roles** | **Workflow** | **Audit** | **Links** | **User ID Queries**

User ID: TRAIN20  
Description: trainee20

☐ Account Locked Out?

**Logon Information**

Symbolic ID: SYSADM

Password:  ☒ Password Expired?

Confirm Password:

User ID Alias:

[Edit Email Addresses](#)

**General Attributes**

Language Code: English

Currency Code:

Default Mobile Page:

☐ Enable Expert Entry

**Permission Lists**

Navigator:  [Explain](#) Primary: BOR\_SHARE [Explain](#)

Homepage:  [Explain](#) Row Security:  [Explain](#)

Process Profile: PT\_PRCSPRFL [Explain](#)

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

## Maintaining User Accounts

- Workflow Tab
  - Used to assign an alternate user for an approver
  - PeopleTools > Security > User Profiles > Distributed User Profiles
  - Workflow tab
- To query alternate users and expiration dates, query on PS\_ROLEXLATOPR

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[General](#)
[ID](#)
[User Roles](#)
[Workflow](#)
[Audit](#)
[Links](#)
[User ID Queries](#)

User ID: TRAIN20  
Description: trainee20

**Workflow Attributes**

Alternate User ID:

From Date:

To Date:

Supervising User ID:

**Routing Preferences**

☐ Worklist User  
☐ Email User

**Reassign Work**

☐ Reassign Work To:

Total Pending Worklist Entries: 0

[General](#) | 
 [ID](#) | 
 [User Roles](#) | 
 [Workflow](#) | 
 [Audit](#) | 
 [Links](#) | 
 [User ID Queries](#)

## Multi-Campus Approver

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- Adding a new User Profile for someone who is already an approver at a different institution
- System determines whether or not the user is already listed as an employee at another institution
- If user is employed at more than one campus & is an approver at each institution, a second user ID must be created

## Multi-Campus Approver

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- Adding User Profile for Multi-Campus Approvers
  - Navigation: PeopleTools > Security > User Profiles > Save Approver Profile
  - Search for the User ID
- Business Process: SC.080.105



**BOR\_SAVEAPPVR**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search by:  begins with

☐ Case Sensitive

[Advanced Search](#)

**Search Results**

View All First 1-2 of 2 Last

User ID	Business Unit
MCOLE	71000
MCOLE	98000

**Save Approver ID**

**Create Approver User Profile**

Existing User ID: MCOLE

Existing Employee ID: 009\_\_\_0

**New Approver User Information**

New Approver ID: MCOLE\_APPVR\_71

New Employee ID: 009\_\_\_0\_A71

Description: Cole, Mike 71000 Approver

\*New Password: .....

\*Confirm Password: .....



## Locating Security Information

- Security User Access Report
  - Shows all User IDs, with their respective Employee Name and Associated Role Names
  - BOR Menus > BOR Utilities > BOR Security > User Access Report
  - Roles needed to access report:
    - BOR\_LOCAL\_SEC\_ADMIN
    - BOR\_PT\_SEC\_REPORTS
  - Business Process: SC.080.141

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USER ACCESS REPORT		
<b>BUSINESS UNIT:</b>	81000	
User ID	User Name	Role Access
lmazzell_87		BOR PeopleSoft User BOR_EX_AUTH_USERS BOR_QRY_81000 BOR_FN_ADMIN_REPORTING ReportSuperUser
jeffblawert		BOR PeopleSoft User BOR_FN_ADMIN_REPORTING ReportSuperUser BOR_QRY_81000
ajabrams	Abrams, Albert Joseph	BOR_QRY_81000 BOR_FN_ADMIN_REPORTING BOR PeopleSoft User BOR_EX_REASSIGN BOR_EX_APPROVAL ReportSuperUser

## Locating Security Information

- Role Page Access Report
  - Identifies what page access each role contains
  - Only needs to be run once
  - BOR Menus > BOR Utilities > BOR Security > User Access Report
  - Roles needed to access report:
    - BOR\_LOCAL\_SEC\_ADMIN
    - BOR\_PT\_SEC\_REPORTS
  - Business Process: SC.080.141

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**ROLE AND PAGE ACCESS REPORT**

ROLE NAME	MENU NAME	BAR NAME	BAR ITEM NAME	PAGE NAME
BOR PeopleSoft User	MAINTAIN_EMPLOYEE_DATA	USE	EX_EMPLOYEE_PROFILE	CC_CARD_DATA
BOR PeopleSoft User	REPORT_MANAGER	INQUIRE	CONTENT_LIST	CDM_CONTENTLIST
BOR PeopleSoft User	REPORT_MANAGER	INQUIRE	CONTENT_LIST	CDM_CONTENTLIST_ARCH
BOR PeopleSoft User	CDM_RPT	INQUIRE	CONTENT_LIST	CDM_RPT_INDEX
BOR PeopleSoft User	MAINTAIN_SECURITY	USE	CHANGE_PASSWORD	CHANGE_PASSWORD
BOR PeopleSoft User	MAINTAIN_SECURITY	USE	EXPIRE_CHANGE_PSWD	CHANGE_PASSWORD
BOR PeopleSoft User	ADMINISTER_EXPENSE_FUNCTIONS	INQUIRE	TE_EXP_SHEET_INQ	COMBO_EDIT_WRK
BOR PeopleSoft User	ADMINISTER_EXPENSE_FUNCTIONS	USE	TE_EXPENSE_SHEET	COMBO_EDIT_WRK
BOR PeopleSoft User	ADMINISTER_EXPENSE_FUNCTIONS	USE	TE_TRAVEL_AUTH	COMBO_EDIT_WRK
BOR PeopleSoft User	MAINTAIN_SECURITY	USE	EMAIL_PSWD	EMAIL_CONFIRM
BOR PeopleSoft User	MAINTAIN_SECURITY	USE	EMAIL_PSWD	EMAIL_PSWD

## Locating Security Information

- Terminated Users Query
  - BOR\_SEC\_TERMINATED\_USERS
  - Lists users who are 'terminated' and who have active user accounts
  - Recommend that you run at least weekly and deactivate the accounts
    - PeopleTools > Security > User Profiles > Distributed User Profiles
    - On General tab, select "Account Locked Out?" to disable user's ability to login
    - On User Roles tab, remove BOR PeopleSoft User role, which contains sign-on permissions
  - Be sure to review the Primary Permission before disabling the account & ensure it is your business unit
    - If not, it could be a multi-campus user
    - Do not disable another institution's User ID
  - Business Process: SC.080.106

## Locating Security Information

- Searching and Viewing Security Roles
  - Can view the permissions that make up a role
  - PeopleTools > Security > Permissions & Roles > Roles
  - All roles begin with BOR\_XX (XX = module)

**Roles**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search by: Role Name begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

**Search Results**

View All First 1-21 of 21 Last

Role Name	Description
<a href="#">BOR_AP_1099_INQ</a>	Vendor 1099 Inquiry
<a href="#">BOR_AP_1099_PRC</a>	1099 Processes/Maint
<a href="#">BOR_AP_1099_RPTS</a>	Accounts Payable 1099 Reports
<a href="#">BOR_AP_APPROVE_VCHR</a>	Approve Vouchers
<a href="#">BOR_AP_BUDGET_CHK</a>	AP Budget check
<a href="#">BOR_AP_CNTRL_GRP_DELETE</a>	Delete Control Groups
<a href="#">BOR_AP_CNTRL_GRP_MAINT</a>	Create/Maintain Control Groups
<a href="#">BOR_AP_CRTE_PMNTS_MAINT</a>	Payment Post, Cancel, Escheatm
<a href="#">BOR_AP_CRTE_PMNTS_PRC</a>	AP Paycycle Processing
<a href="#">BOR_AP_CUSTOM_PRC</a>	AP Banner Interfaces
<a href="#">BOR_AP_INQUIRY</a>	Accounts Payable Inquire
<a href="#">BOR_AP_MATCH_PRC</a>	Matching and Doc Tol Processes
<a href="#">BOR_AP_PAYCYCLE_APPROVE</a>	Paycycle Approve
<a href="#">BOR_AP_POS_PAY</a>	Process Positive Pay
<a href="#">BOR_AP_QUICK_INV</a>	Quick Entry Invoice
<a href="#">BOR_AP_REPORTS</a>	Accounts Payable Reports
<a href="#">BOR_AP_SETUP_CONFIG</a>	AP Setup & Config
<a href="#">BOR_AP_VOUCHER_BUILD</a>	Voucher Build
<a href="#">BOR_AP_VOUCHER_ENTRY</a>	Regular Voucher Entry
<a href="#">BOR_AP_VOUCHER_MAINT</a>	Maintain Vouchers
<a href="#">BOR_AP_VOUCHER_PRC</a>	Voucher Post, Close, Delete



**General** **Permission Lists** **Members** **Dynamic Members** **Workflow** **Role Grant** **Links**

Role Name:

Description: Voucher Post, Close, Delete

**Permission Lists** Customize Find View All First 1-2 of 2 Last

Permission List	Description	View Definition
AP_ENTER_VCHR_INFO_PRC	Voucher-delete/close/unpost	<a href="#">View Definition</a>
AP_VOUCHER_POSTING	AP Voucher Post	<a href="#">View Definition</a>

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)

[General](#) | [Permission Lists](#) | [Members](#) | [Dynamic Members](#) | [Workflow](#) | [Role Grant](#) | [Links](#) | [Role Queries](#) | [Audit](#)

## Locating Security Information

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- Searching and Viewing Permission Lists
  - Can view the menus attached to a permission list
  - PeopleTools > Security > Permissions & Roles > Permission Lists
  - BOR Permission Lists start with 2-letter prefix for the module
  - Pages tab

**Permission Lists**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search by:  begins with

[Advanced Search](#)

**Search Results**  
view All First 1-15 of 15 Last

Permission List	Description
<a href="#">AP_ENTER_VCHR_INFO_INQ</a>	Enter Voucher Info-Inquire
<a href="#">AP_ENTER_VCHR_INFO_PRC</a>	Voucher-delete/close/unpost
<a href="#">AP_ENTER_VCHR_INFO_PRC_MISC</a>	AP Misc Processes
<a href="#">AP_ENTER_VCHR_INFO_RPT</a>	Enter Voucher Info-Reports
<a href="#">AP_ENTER_VCHR_INFO_USE</a>	Enter Voucher Info-Maintain
<a href="#">AP_ENTER_VCHR_QUICK_INV</a>	Enter Vchr Info-Quick Invoice
<a href="#">AP_ENTER_VCHR_REG_ENTRY</a>	Regular Voucher Entry
<a href="#">AP_ENTR_VCHR_INFO_APPROVE</a>	Approve Vouchers
<a href="#">AP_ENTR_VCHR_INFO_AP_AM_PRC</a>	AP/AM Interface
<a href="#">AP_ENTR_VCHR_INFO_MATCH_PRC</a>	Enter Voucher Info-Match Prc
<a href="#">AP_ENTR_VCHR_INFO_USE</a>	Enter VCHR Info-Maintain
<a href="#">AP_ENTR_VRCH_INFO_PRC</a>	Enter Voucher Info-Process
<a href="#">AP_ENTR_VRCH_INFO_RPT</a>	AP Enter Vrch Info Report
<a href="#">AP_EST_BU_RPT</a>	Establish BU-Reports
<a href="#">AP_EST_BU_USE_N-Z</a>	Establish BU-Payables Options



**General** **Pages** **PeopleTools** **Process** **Sign-on Times**

Permission List: [AP\\_ENTER\\_VCHR\\_INFO\\_PRC](#)

Description: Voucher-delete/close/unpost

Mobile Page Permissions

Menu	Menu Name	Menu Label	Edit Components
ENTER_VOUCHER_INFORMATION	ENTER_VOUCHER_INFORMATION	Enter Voucher Information	Edit Components

[General](#) | [Pages](#) | [PeopleTools](#) | [Process](#) | [Sign-on Times](#) | [Component Interfaces](#) | [Web Libraries](#) | [Web Services](#) | [Personalizations](#) | [Query](#) | [Mass Change](#) | [Links](#) | [Audit](#) | [Permission List Queries](#)

## Additional Security Resources

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- Security Request Form
  - Generic form located on GeorgiaFIRST website
- Recommendation:
  - All institutions have formal documentation on the user and the access they need, along with the appropriate campus signatures for the auditors

## Additional Security Resources

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- Security Job Aid for Job Functions
  - Key Roles: Summary of Module tasks, plus role name required
  - Module-Specific Job Aid tabs
    - Lists sample Job Titles with the corresponding:
      - Security Roles
      - Security Role Description
      - Whether or not Operator Preferences need to be specified
- Located at: <http://www.usg.edu/gafirst-fin/projects/v8/technical/>
  - Select Security Job Aid for Job Functions



Microsoft Excel - security\_job\_aid\_for\_job\_functions.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

B17 Delete Control Groups

	A	B	C	D
1		<b>Asset Management</b>	<b>Role Name</b>	
2		AM Custom Rpts/Prcs	BOR_AM_CUSTOM	
3		Process Asset Depreciation	BOR_AM_DEPRECIATE	
4		Asset Management Inquire Pages	BOR_AM_INQUIRY	
5		Asset Management Interfaces	BOR_AM_INTERFACES	
6		Asset Management Maintenance	BOR_AM_MAINTENANCE	
7		Physical Inventory	BOR_AM_PHYS_INVEN	
8		Asset Management Process	BOR_AM_PROC	
9		Asset Management Reports	BOR_AM_REPORTS	
10		Service/Repair Assets-Maintain	BOR_AM_SERV_RPR	
11				
12		<b>Accounts Payable</b>		
13		Vendor 1099 Inquiry	BOR_AP_1099_INQ	
14		1099 Processes/Maint	BOR_AP_1099_PRC	
15		Accounts Payable 1099 Reports	BOR_AP_1099_RPTS	

Microsoft Excel - security\_job\_aid\_for\_job\_functions.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

C49

	A	B	C	D	E	F
1	<b>Job Title</b>	<b>Security Roles</b>	<b>Description</b>	<b>Operator Preferences</b>		
2	AP Clerk	BOR_AP_INQUIRY	AP Inquiry pages	No		
3		BOR_AP_REPORTS	AP Reports	No		
4		BOR_AP_VOUCHER_ENTRY	Create Vouchers	Yes		
5		BOR_AP_VOUCHER_PRC	Delete, Close, Post and Unpost Vouchers	Yes		
6		BOR_AP_VOUCHER_MAINT	Voucher Maintenance Page	No		
7		BOR_PT_QRY_VIEWER	Query Viewer	No		
9	Pay Cycle Processing	BOR_AP_CRTE_PMNTS_PRC	Run AP Pay Cycles	Yes		
10		BOR_AP_PAYCYCLE_APPROVE	Approve Pay Cycle	No		
11		BOR_AP_CRTE_PMNTS_MAINT	Payment Cancellation, Posting, Escheatments	Yes		
12		BOR_AP_POS_PAY	Process Positive Payment Files	No		
14	AP Supervisor	BOR_AP_INQUIRY	AP Inquiry pages	No		
15		BOR_AP_REPORTS	AP Reports	No		
16		BOR_AP_SETUP_CONFIG	AP Setup pages	No		
17		BOR_AP_CNTRL_GRPMS_MAINT	Create Control Groups	No		
18		BOR_AP_CNTRL_GRPMS_DELETE	Delete Control Groups	No		
19		BOR_AP_MATCH_PRC	Batch Document Tolerance, Match Process and Match Workbench	Yes		
20		BOR_AP_BUDGET_CHK	Batch Budget Check	No		
21		BOR_AP_VOUCHER_PRC	Delete, Close, Post and Unpost Vouchers	Yes		
22		BOR_AP_CRTE_PMNTS_MAINT	Payment Cancellation, Posting, Escheatments	Yes		
23		BOR_AP_VOUCHER_BUILD	Voucher Build Process			
24		BOR_PT_QRY_PUBLIC	Query Create Public			
26	1099 Processing	BOR_AP_1099_RPTS	1099 Reports	No		
27		BOR_AP_1099_PRC	1099 Processing	No		
28		BOR_FN_CONFIG_SETUP	Create A1 Annual Detail Calendar	No		
29		BOR_AP_1099_INQ	1099 Inquiry pages	No		
31	Bank Reconciliation	BOR_GL_BANKING	Maint/Prcs bank statements & Banking Reports	No		
33						

Key Roles: GL Job Aid, AP Job Aid, Expenses Job Aid, ePro & PO Job Aid



## Commitment Control Security

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- Commitment Control (KK) Security is used in addition to application level security in order to facilitate the control of specific budgetary functions such as budget entry, inquiry, and override.

## Commitment Control Security

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- Budget Security Events
- Budget Security Rules
- Associating Budget Security Rules to a User
- Running Security Build

## Budget Security Events

- Allow you to specify the budgetary functions, or events, on which the system enforces security
- Delivered Security Events:
  - Budget Date Override
    - enables you to limit the users who can override the system-defined budget date on a source transaction
  - Bypass Budget
    - enables you to limit the users who can create a GL journal that bypasses budget checking entirely
  - Budget Override
    - enables users to override budget checking exceptions for a new transaction or to pass a transaction that has failed budget checking

## Budget Security Rules

- Security rules are created based on the activated Budget Security Events
- Security rules enable you to establish which security events can be performed on which budgets and which transactions independent of any specific user, until such time as you apply the rules to a user or users

## Assign Budget Security Rule to User

- Commitment Control > Define Budget Security > Assign Rule to User ID
- If user doesn't have any budget security rules, go to Add a New Value tab
- Assign security rule(s) for the user
- Assignments are not complete until the Security Build process is run
- KK.010.013

### Look Up Security Rule

Security Rule:

Security Rule Attribute:

Regular/Dynamic Rule:

[Basic Lookup](#)

#### Search Results

[View All](#) First  1-16 of 16  Last

Security Rule	Security Rule Attribute	Regular/Dynamic Rule	Description
<a href="#">BUDG_DT_AP</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUDG_DT_AR</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUDG_DT_BI</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUDG_DT_EX</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Budget Date Expenses</a>
<a href="#">BUDG_DT_GL</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUDG_DT_PO</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUDG_DT_RQ</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Date security</a>
<a href="#">BUD_ENTRY</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Restrict budget entry to a limit set of users</a>
<a href="#">BYPASS_BD</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">BYPASS BUDGET</a>
<a href="#">OVRD_AP</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>
<a href="#">OVRD_AR</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>
<a href="#">OVRD_BU</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>
<a href="#">OVRD_EX</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Override Expenses</a>
<a href="#">OVRD_GL</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>
<a href="#">OVRD_PO</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>
<a href="#">OVRD_RQ</a>	<a href="#">Super User</a>	<a href="#">Regular</a>	<a href="#">Upgrade rule for Budget Override Security</a>

## Assign Commitment Control Security Rule to User ID

User ID: TPIAZZA

Security Rules for User				Customize	Find	View All	First	1 of 1	Last
Security Rule	Description	Attribute	Regular/Dynamic						
BUDG_DT_AP	Upgrade rule for Budget Date security	Super User	Regular						

Save

Notify

Add

Update/Display

## Run Security Build

- Enables the security rules and assignments to take effect
- Must run the KK Security app engine process (KSEC\_FLAT) to create the tables used by the system to check KK security access
  - Run every weeknight as part of BORDAILY
- Can view the results of the process on the Commitment Control Security Report (GLC8572)

### Request Build Commitment Control Security

Run Control ID:  [Report Manager](#) [Process Monitor](#)


**Report Request Parameters**  
No parameters required.

### Commitment Control Budget Security Report

Run Control ID:  [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**  
No parameters required.



Report ID: GLC8572

PeopleSoft Financials

COMMITMENT CONTROL SECURITY

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Run Date 5/6/2010

Run Time 3:35:55 PM

OIITCASUCCIO

Security Rule	Attribute	All BU	Business Unit	Chartfield	Parameters	Start	Event
BUDG_DT_GL	S	Y					BUDG_DT
OVRD_GL	S	Y					OVERRIDE

OIITSLOAN

Security Rule	Attribute	All BU	Business Unit	Chartfield	Parameters	Start	Event
OVRD_GL	S	Y					OVERRIDE

### **Objectives**

- Identified the differences between a Role and a Permission List, and how they are tied to User IDs
- Identified the requirements for viewing Sensitive Data
- Reviewed the differences in roles for Queries and Reports
- Reviewed the queries and reports available for Security
- Defined the “Alternate User” function on the Workflow tab
- Identified the different ways to create and maintain user accounts
- Reviewed the steps to handle account lockouts and expired passwords
- Defined the steps involved around Commitment Control Security

### **Archive**

- The archive for this Wimba Training Session will be available no later than end of day, May 20, 2010.
- The archive and training materials will be posted to the GeorgiaFIRST website:  
<http://www.usg.edu/gafirst-fin/training/archives/>