![State Accounting Office of Georgia - Fiscal Leadership for Georgia]

Generating Security Listing by User and Role - HCM

This document walks you through the process of generating a listing of users and their assigned roles in your agency. The Security Listing by User and Role Report enables you to audit access that has been granted to users in your agency. This is the same information that the State Accounting Office provides quarterly. Now you can generate this at any time to insure compliance with your agency's requirements.

STEP 1:

- Access HCMPROD at https://route88.state.ga.us/psp/sao/?cmd=login
- Login

STEP 2:

- From **Menu** navigate to **Reporting Tools** > **Query** > **Query Viewer**
- Select the "Query Name" option from the **Search By** drop down list
- In the **begins with** field enter **LIST_USERS_ROLES_BY_AGENCY**
- Click **Search**
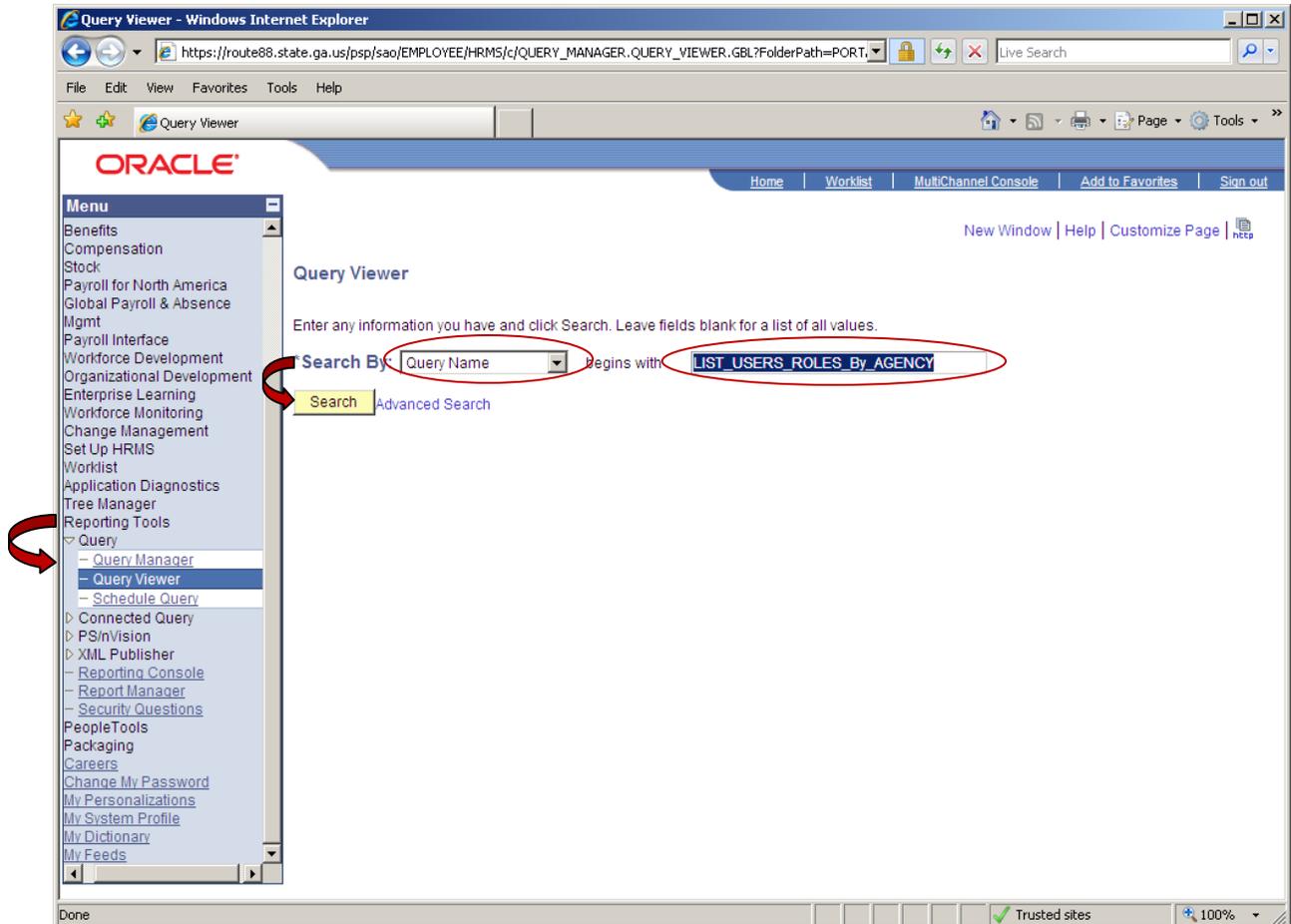
STEP 3:

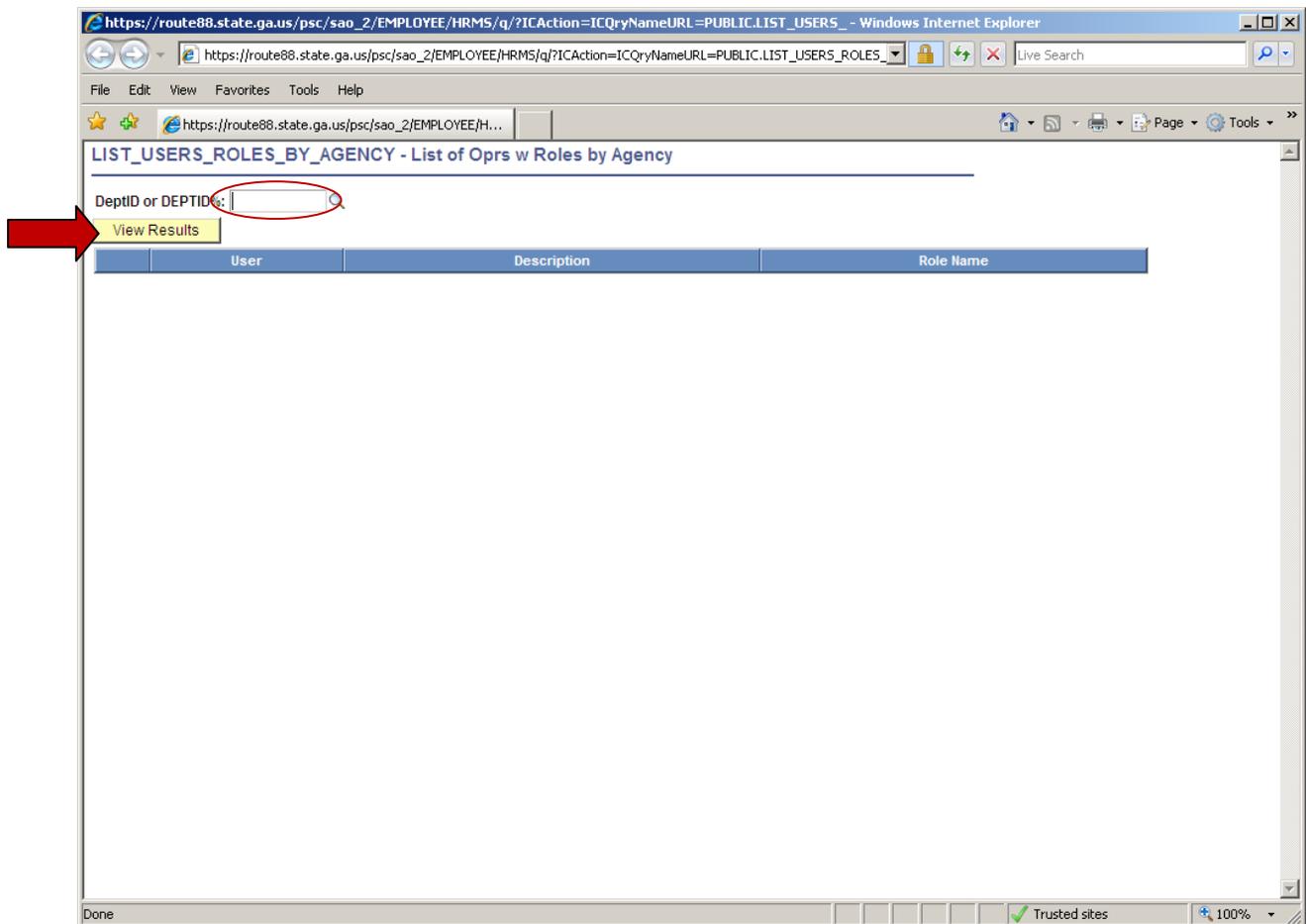- Click on **HTML** or **Excel** to choose output

STEP 4:

- Enter your Department ID in **DEPTID**
- Click the yellow **View Results** button

STEP 5:

- The results for your business unit will appear
  - ✓ The results are in the following sort order: **User** (User ID), **Description** (User name) then **Role Name**
  - ✓ One line appears for each role that the user is assigned
- You may download the results by selecting one of the options appearing after **Download results in:**
  - ✓ The options depend on whether you chose HTML or Excel