



Generating Security Listing by User and Role - FN

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 FSCMPROD at <https://saofn.state.ga.us/psp/sao/?cmd=login&languageCd=ENG&>
- Login

SAO Financials - Windows Internet Explorer

https://saofn.state.ga.us/psp/sao/?cmd=login&languageCd=ENG&

File Edit View Favorites Tools Help

SAO Financials

 **Financial Systems**

PeopleSoft FSCM

User ID:

Password:

[Forgot your password?](#)

Important Notice

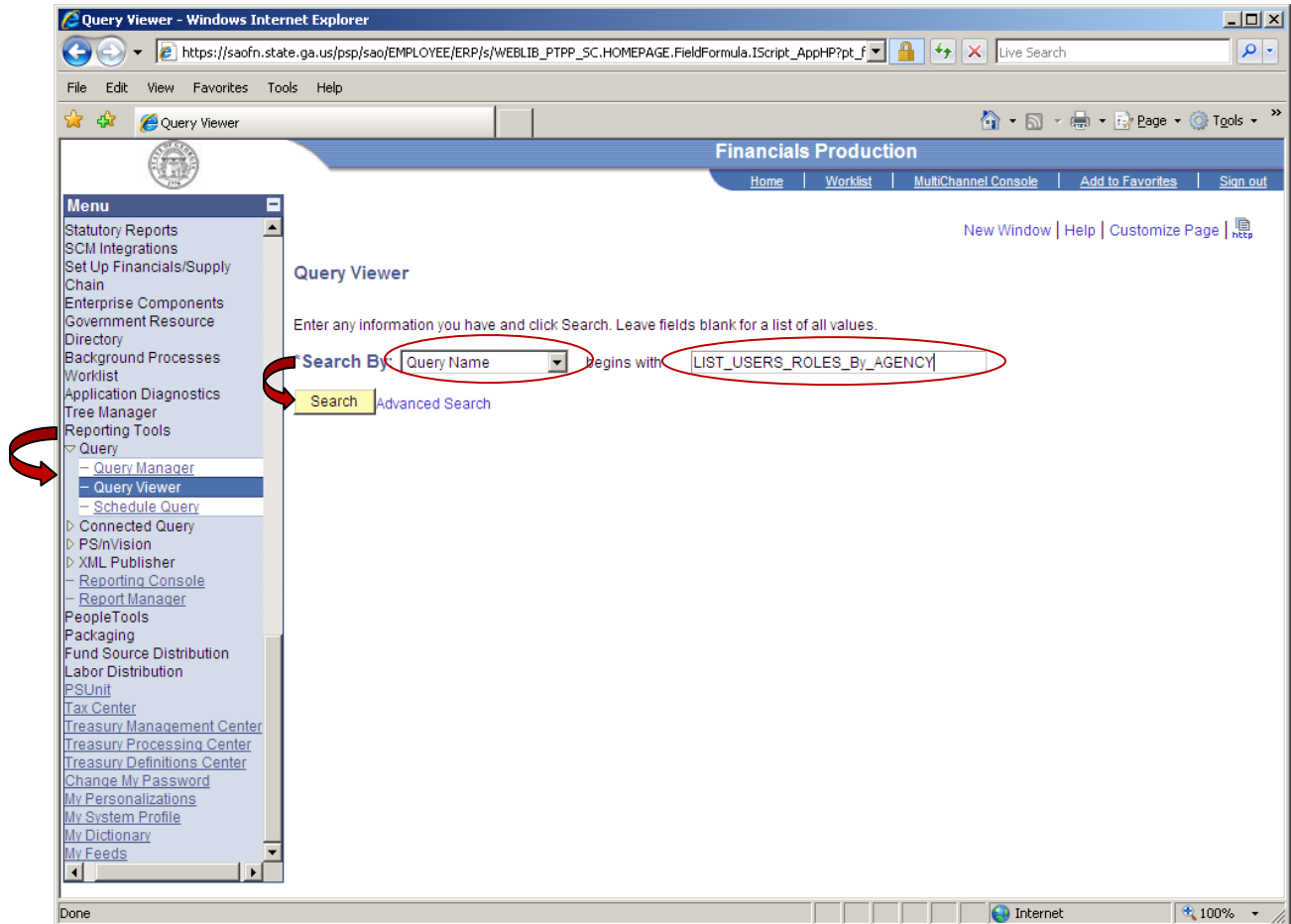
This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Internet 100%

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

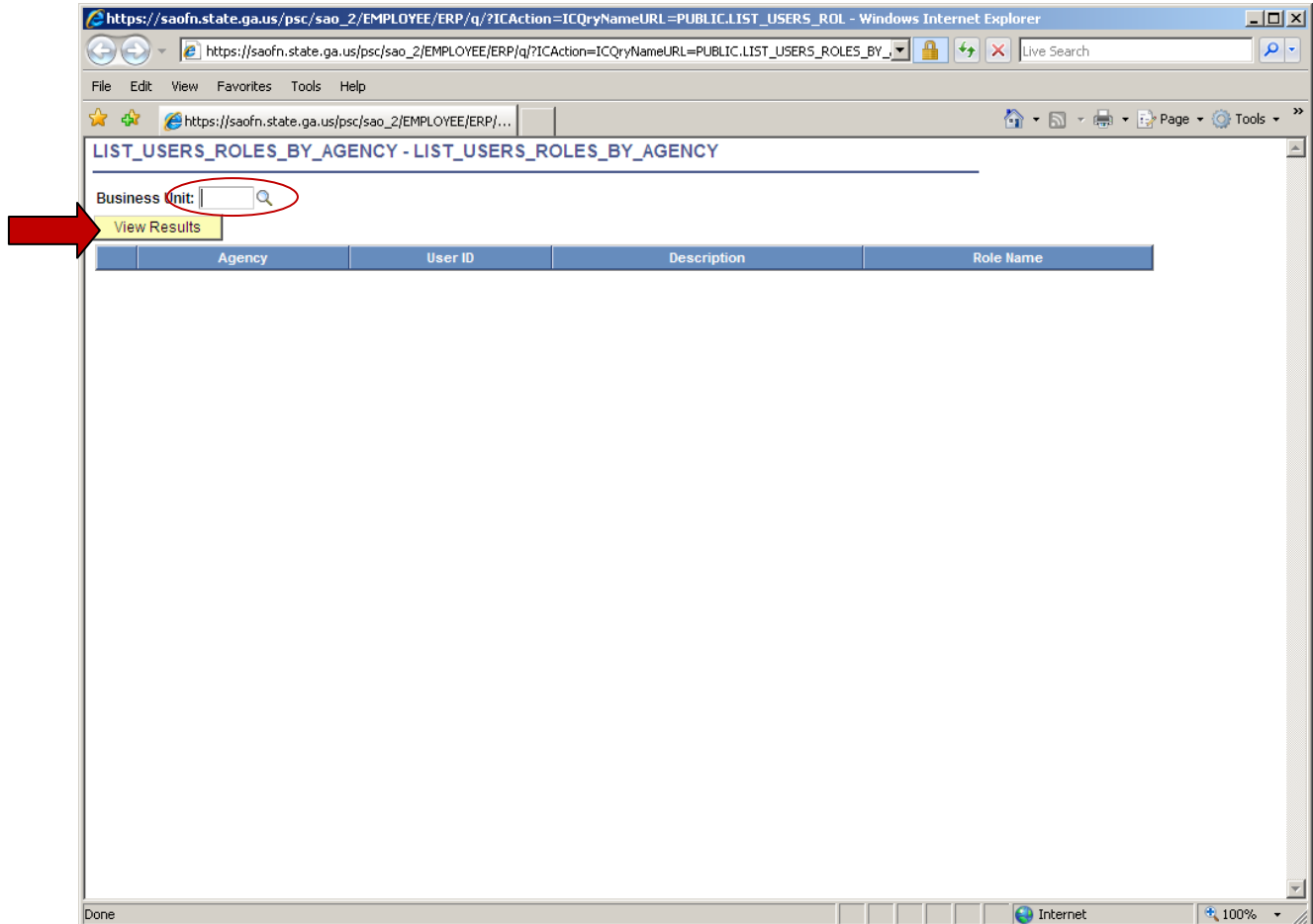
The screenshot shows the 'Query Viewer' application in a browser window. The search results table is as follows:

Query	Customize	Find	View All	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
LIST_USERS_ROLES_BY_AGENCY				HTML	Excel	XML	Schedule	Favorite

Two red arrows point to the 'Run to HTML' and 'Run to Excel' buttons in the table.

STEP 4:

- Enter your business unit number in **Business Unit** or click on the magnifying glass icon to select your business unit
- 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



LIST_USERS_ROLES_BY_AGENCY - LIST_USERS_ROLES_BY_AGENCY

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(63 kb\)](#)

[View All](#) First

	Agency	User ID	Description	Role Name
1	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	DX_407_422_PS_USER
2	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AM_DATA_ENTRY
3	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AM_INQ
4	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AM_INTERFACE
5	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_1099
6	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_EXP_CHK
7	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_INQ_RPT
8	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_PAYCYCLE
9	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VCHR_ENTRY
10	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VCHR_PAYMENT
11	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VCHR_PROCESSING
12	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VENDOR_ADD
13	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VENDOR_INQ
14	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_AP_VOUCHER_UPLOAD
15	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_EE_SECURITY_REQUEST
16	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_GL_INQ_RPTS
17	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_GL_INTERFACE_JOURNAL_UPLOAD
18	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_GL_JRNL_ENTRY
19	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_GL_JRNL_PROCESSING
20	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_LD_INQ
21	407	CAIRVING	Irving,Cornel 404/232-1263 Tem	GA_PO_INQ_RPT
22	407	DLARFLIN	Danny L Arflin 404-656-7920	DX_407_422_PS_USER
23	407	DLARFLIN	Danny L Arflin 404-656-7920	GA_AM_DATA_ENTRY