



ADOA – General Accounting Office

QUICK REFERENCE GUIDE: USER ROLES AND PERMISSIONS





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Overview

This quick reference guide (QRG) explains the **FIN-AZ-SEC-N670 User and Role Inquiry** infoAdvantage report that display the security roles assigned to users along with other pertinent details. The report is available as an on-demand report to be run by an interactive user of infoAdvantage **with security role INFO_INTRCT**.

FIN-AZ-SEC-N670 – User and Role Inquiry (Details with Roles Tab)

FIN-AZ-SEC-N670 User and Role Inquiry provides a complete list of a department’s AZ360 Financial users and their assigned security roles. Enter the department in the prompt to see assignments of users to security roles. Along with the department, additional columns show the user’s ID, first and last name, email address, security role ID, last password change date, and system active/disabled status.

The screenshot (with user names blanked out) illustrates several points:

- All three users have multiple security roles.
- One user is not locked (90 days since the last password reset), one user is locked (90 and 120 days since the last password reset), and one user account is disabled. The user account is disabled as it has security roles, but the last password reset was over 120 days ago.
- There are multiple lines for each user due to the unique security roles assigned to each user.

Department	User ID	First Name	Last Name	Email Address	Role ID	Last Password Change Date	Days since password change	Locked or Disabled
AAA	138542				ALL_READ	10/30/23	58	No
AAA	138542				DEPT_GM_MGR	10/30/23	58	No
AAA	138542				GAO_AR_MGR	10/30/23	58	No
AAA	138542				GAO_CA_MGR	10/30/23	58	No
AAA	138542				GAO_GL_MGR	10/30/23	58	No
AAA	138542				GAO_GM_MGR	10/30/23	58	No
AAA	138542				INFO_AAA	10/30/23	58	No
AAA	138542				INFO_INTRCT	10/30/23	58	No
AAA	141514				ALL_READ	9/18/23	100	Locked
AAA	141514				DEPT_GL_MGR	9/18/23	100	Locked
AAA	141514				GAO_GAAP_MGR	9/18/23	100	Locked
AAA	141514				GAO_LEASE_ANLST	9/18/23	100	Locked
AAA	141514				INFO_AAA	9/18/23	100	Locked
AAA	141514				INFO_INTRCT	9/18/23	100	Locked
AAA	143031				ANY	4/11/23	260	Disabled
AAA	143031				GAO_GL_MGR	4/11/23	260	Disabled
AAA	143031				GAO_PYRL_MGR	4/11/23	260	Disabled
AAA	143031				INFO_AAA	4/11/23	260	Disabled
AAA	143031				INFO_INTRCT	4/11/23	260	Disabled



Use this report to answer questions such as:

- Abigail will be leaving her current position soon. What roles did she have and who else has the same roles? Will someone else need to be assigned these roles?
- Bradley, a Budget Approver, is going on leave for three months. Who else already has the Budget Approver role?
- The Accounts Payable department is reorganizing the processes. Which users have the department's Accounts Payable Analyst role?
- Jim is having trouble accessing AZ360 Financial. How long has it been since Jim reset his password? Is his account active, disabled, or locked?

Security Roles and Changes

Security roles determine what pages and transactions a user can access.

To make changes to a user's security roles, enter a User Maintenance (UDOC) transaction using the process in the **Create and Update a User with UDOC** quick reference guide.

References

- For help with creating a UDOC, see the **Create and Update a User with UDOC** QRG.
- For help with running an interactive report, see the **Run an Interactive infoAdvantage Report** QRG.