
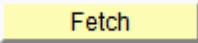




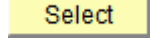






University of Maryland, Baltimore

eUMB Financials – Running the UMB Roles/Dept Online View

Access: To use this page you must hold the **UMB_DEPT_ADMIN (Department Administrator)** role in eUMB Financials.

1. Open **eUMB Financials**.
2. Navigate to **UMB Utilities > UMB Security > UMB Role/Dept Security**.
3. Use the **UMB User Roles Inquiry tab** to search by role name, department or both:
 - To search by **ROLE**:
 - Click the **Lookup** button  to search for the role name.
 - Click the role name to **select**.
 - Click the Fetch button  to search.
 - To search by **DEPARTMENT**:
 - Click the **Access DeptID** tree icon.  Locate your School or Unit.
 - Click folder icons  to open each branch of the tree until you locate the desired department.
 - Click the desired **DeptID**.  **06204000 - Financial Systems** 
 - Click the **Select** button  at the bottom of the tree list.
 - Back on the main page, click the box next to **Include Child Departments?** to include sub-departments under your selected DeptID.
 - Click the Fetch button  to search.
 - To search by **BOTH Role and DeptID**, fill in both fields. Click the Fetch button  to search.
4. **Viewing results:**
 - Click the **column header**  to re-sort results by that field (such as User DeptID).
 - Click the **Download** button  to download results to Excel for more advanced sorting.

NOTES On Using the Role/Dept Security Page in eUMB Financials:

1. **Active Employees and Affiliates Only:** The UMB Roles/Department Security pages display data only for Active Employees or Affiliates. To view roles for Terminated Employees, refer to the UMB User Security page at **UMB Utilities > UMB Security > UMB User Security**.
2. **Access DeptID** = the user specified on this row has access to view and/or complete role-related transactions for the listed department ID.

3. **Access Dept ID = UMB.** This means that the role allows the user to create a transaction (such as JE or requisition) for any UMB department. This applies to any role other than Dept Requisition Approver.
4. **Access Dept ID = a department ID (such as '10415010'):** This indicates that the department specified is a workflow department and the condition applies only to Dept Requisition Approver role. The named Dept Requisition Approver will be part of the requisition approval process.
5. **You may encounter Dept IDs for departments outside your area.** The **RECOMMENDED ACTION** is further research to determine whether or not the access is still required. Examples follow:
 - a. **Access Dept ID is outside your area:** The named user from your department has access to view or complete a transaction for the department outside your area.
 - b. **User Dept ID is outside your area:** The named user from outside your department has access to view or complete a transaction for your department.