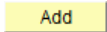




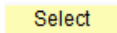
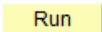
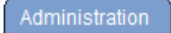


# University of Maryland, Baltimore

## eUMB Financials – Running the Roles Validation Report

**Access:** To run this report you must hold the eUMB Financials **Department Administrator** role.

1. Open **eUMB Financials**.
2. Navigate to **UMB Utilities > UMB Security > UMB Roles Validation report**
3. If you already have a **Roles Validation Run Control ID**, search, select it and move on to Step 4. Here's information for those who need to **create a Run Control ID** for the Roles Validation Report:
  - a. The Run Control ID stores settings for running a report. If you have not done so already, you should **create a Run Control ID for the Roles Validation Report**. Use this Run Control ID each time you run this report.
  - b. **To create a new Run Control ID: click the Add A New Value tab.**
  - c. **Enter a name** for your new Run Control ID. Run Control IDs can contain up to 30 characters - uppercase, lowercase or mixed including numbers, dashes - or underscores `_`. They cannot include spaces. Some valid examples are: RolesValidationRpt or Roles\_Validation\_Rpt123 or Roles-validation-rpt)
  - d. Click the **Add** button. 
4. **Enter** a Department ID. To select the ID from the Department Tree:
  - a. Click the **Find** tree icon.  Locate your School or Unit.
  - b. Click folder icons  to open each branch of the tree until you locate the desired department.
  - c. Click the desired **DeptID**.  **06204000 - Financial Systems** 
  - d. Click the **Select** button  at the bottom of the tree list.
5. Click the **Run** button. 
6. The Process Scheduler Request page opens. Do not change any settings. Click **OK**.
7. If you are running more than one instance of the report, write down the **Process Instance ID**. [Process Instance:2386359](#) **REMINDER:** Allow reports to run to completion before re-using a Run Control ID.
8. **View results** from the Report Manager > Administration tab or the Process Monitor page. The following steps refer to viewing from the **Report Manager > Administration tab**. If you prefer to run reports and return later to view them, follow Reporting Tools > Report Manager > Administration tab to navigate directly to the page.
  - a. **REMINDER: Report Manager > Administration tab** lists report information as soon as the report has run to success and Status=Posted. For most Roles Validation reports this takes a few minutes at most.
  - b. Click the **Report Manager** link. [Report Manager](#)
  - c. Click the **Administration** tab. 
  - d. Click the **Details** link [Details](#) on the appropriate row. (If you ran more than one instance of the report, use the 'Prce Instance' column (Process Instance) to identify the desired instance.)

- e. Click the PDF link [umrfn511\\_2386359.PDF](#) to open the report.

### **NOTES on Using the Roles Validation Report in eUMB Financials:**

1. **Active Employees and Affiliates Only:** The UMB Roles Validation Report displays data only for Active Employees or Affiliates. Be sure to **REMOVE roles for Affiliates** who change responsibilities or leave the department. If the role is not removed, the Affiliate will continue to have access until their access expires (up to 12 months).
2. **Access Dept ID** = the named user has access to view and/or complete role-related transactions for the listed department ID.
3. **Access Dept ID = UMB.** The role allows the user to view and/or create a role-related transaction in eUMB Financials for any UMB department. (Example: any Journal Entry Initiator can generate a GL journal for any UMB department.) You will see this for any role other than Dept Requisition Approver.
4. **Access Dept ID = a department ID (such as '10415010')**: This indicates that the department specified is related to the role only as a workflow department. The condition applies only to the Dept Requisition Approver role. The named Dept Requisition Approver will be part of the requisition approval process.
5. **User Dept ID** = the department which "owns" the named user; the user's home department.
6. **User Dept ID is outside your area:** The named user from outside your department has access to view or complete a role-related transaction for your department.  
**RECOMMENDED ACTION:** research further to determine whether or not such access is still required.
7. **'Outside Home Dept?' column** = a user "owned" by a different department has access to view and/or complete role-related transactions for the department you are viewing.