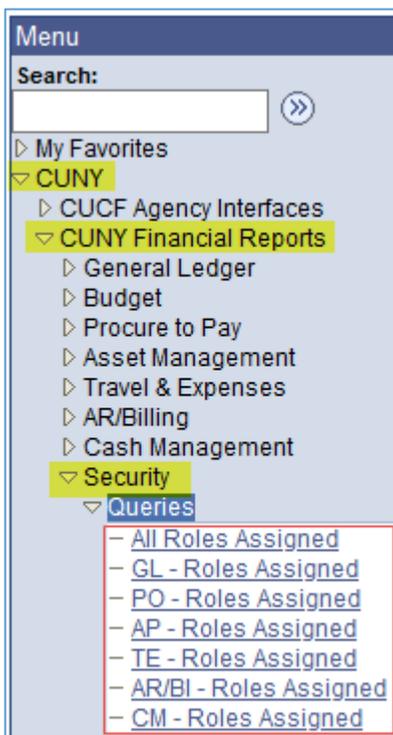


# How to Use Security Queries?

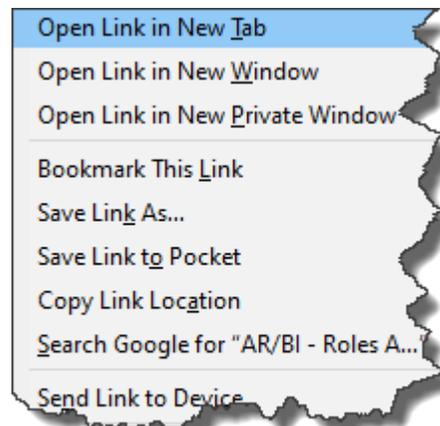
**BUSINESS OBJECTIVE:** Financials CUNYfirst Access Approvers or their designees are encouraged to run Security Queries to audit appropriate access into our pillar. These role-based queries blend HR and Financials data and display the assigned **Primary Permission List** for employees. PPLs assign access to Tax Levy and Non-Tax Levy business units.

**STEP#1:** From the Enterprise Menu, click on the **Financials Supply Chain** link.

Navigate to CUNY > CUNY Financial Reports > Security > Queries



**STEP#2:** To keep the above vertical navigation intact, we recommend to right-click on the query name and select the option to **Open Link in New Tab**.



**STEP#3:** For example, let us run the **AR/BI – Roles Assigned** query for YRK College.

**NOTE:** These security queries have been designed to use XXX01 to represent campuses. The results will include Tax Levy **and** Non-Tax Levy data.

**CU\_SEC\_SME\_FSAR\_USER\_ROLE - AR/BI - Roles Assigned**

Business Unit:

**STEP#4:** Once the query results are displayed, download them into Excel. Let us examine the data elements and key data values.

HR Job Data								Financials Role Data			
Business Unit	Empl ID	Name	Department	Job Title	Job Indicator	Empl Status	Locke d Out	Receivables/Billing Roles	Primary Perm List	BUs Assigned by PermissionList	
YRK01			Business Office	Finance Budget Specl	P	A	0	CU_FSAR_BI_Invoice_VW	CUFSDPGLYRK0102030455	YRK01, YRK02, YRK03, YRK04, YRK55, YRKEM, YRKNS, YRKPR, YRKSF	
YRK01			Business Office	Finance Budget Specl	P	A	0	CU_FSAR_Customer_VW	CUFSDPGLYRK0102030455	YRK01, YRK02, YRK03, YRK04, YRK55, YRKEM, YRKNS, YRKPR, YRKSF	
YRK01			Business Office	Finance Budget Specl	P	A	0	CU_FSAR_Deposit	CUFSDPGLYRK0102030455	YRK01, YRK02, YRK03, YRK04, YRK55, YRKEM, YRKNS, YRKPR, YRKSF	

Job Indicators
P = Primary Job
S = Secondary Job

Employee Statuses
A = Active
L = Leave of Absence
P = Leave With Pay
S = Suspended
W = Short Work Break

**NOTE:** As we can see from the results, the user filtered in the query has three specific **AR/Billing roles**. Further, we can observe the Tax Levy and Non-Tax Levy business units in which the user can perform those roles.