

Once you have been mapped to an ARC security role(s) and completed the corresponding required training, you will be able to view your security access in ARC. This job aid will teach you how to run the appropriate query to view your security access in ARC.

1. After logging into ARC, click the **Reporting and Monitoring** tile.



2. In the search box, enter the query name "CU_SEC_ROLES_BY_OPRID" and click "Search". Once the query appears, click either "HTML" to view on the screen or "Excel" to export directly to excel.

Note: Pop-up blocker needs to be turned-off.



3. Enter your UNI in the "User" search box.



- The query will return all roles the user has been granted in ARC and, where applicable, the departments (route controls) for approval. For further information about security and security roles, please review the Finance Security Handbook at <https://www.finance.columbia.edu/content/finance-security-handbook>.

CU_SEC_ROLES_BY_OPRID - SEC - Roles by Users

User: je2015

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (10 kb)

View All First 1-30 of 30 Last

UNI	Name	Role Name	Route Control	Role Description
1 je2015	Erickson, Jacqueline A.	CU_GL_WF_ITF_DEPT_APPROVER	DEPT_2510202	Internal Transfer Approver
2 je2015	Erickson, Jacqueline A.	CU_GL_WF_ITF_OVERRIDE_INITIATOR	DEPT_2510202	GL Departmental Internal Transfer Override Approver
3 je2015	Erickson, Jacqueline A.	CU_GL_WF_JE_DEPT_APPROVER	DEPT_2510202	Journal Entry Approver
4 je2015	Erickson, Jacqueline A.	CU_GL_WF_JE_OVERRIDE_INITIATOR	DEPT_2510202	GL Department Override Approver Regular Journal Entry
5 je2015	Erickson, Jacqueline A.	CU_GL_PG_CF_CENTRAL_APPROVER		GL ChartField Central Approver
6 je2015	Erickson, Jacqueline A.	CU_SEC_CS_ACCT_ENTRY_ALLACCNCTS		All Accounts
7 je2015	Erickson, Jacqueline A.	CU_SEC_PG_AUDIT_REPORT		Ability to run Security audit reports This role is cre
8 je2015	Erickson, Jacqueline A.	CU_GL_PG_CNTRL_RPT_NONPY		GL Central ARC Reports
9 je2015	Erickson, Jacqueline A.	CU_SEC_CS_ACCT_ENTRY_STDJRNLPR		Standard Journal Processor
10 je2015	Erickson, Jacqueline A.	CU_PG Procurement Inquiry Only		Procurement Inquiry Only
11 je2015	Erickson, Jacqueline A.	CU_SEC_CS_ACCT_INQRY_ALLACCNCTS		All Account Balance Inquiry
12 je2015	Erickson, Jacqueline A.	CU_AP_PG_PG_APPROVAL_ACCESS		AP Workflow Approval Access
13 je2015	Erickson, Jacqueline A.	CU_SEC_CS_DEPT_ENTRY_ALLDEPTS		Access to All departments exists in the system no matte
14 je2015	Erickson, Jacqueline A.	CU_SEC_CS_ACCT_ENTRY_PROCURPRC		Procurement Processor
15 je2015	Erickson, Jacqueline A.	CU_GL ChartField Requester		Chartfield Requester
16 je2015	Erickson, Jacqueline A.	CU_SEC_CS_ACCT_ENTRY_JRNLTRNSF		Journal Transfer Processor
17 je2015	Erickson, Jacqueline A.	CU_SEC_PG_CSA		CU Central Security Approver
18 je2015	Erickson, Jacqueline A.	CU FIN Security Admin Disp		CU FIN Security Admin Display Only Ability to give acc
19 je2015	Erickson, Jacqueline A.	CU_GL_PG_RECUR_TEMP_ENTRY		Recurring And Template Journal Entry
20 je2015	Erickson, Jacqueline A.	CU_SEC_CS_DEPT_INQRY_ALLDEPTS		Access to All departments exists in the system no matte
21 je2015	Erickson, Jacqueline A.	CU_GL_WF_ENDOWMENT_COMPLIANCE		GL Recap / Decap Approver
22 je2015	Erickson, Jacqueline A.	CU ARC Online Reporting Only		ARC Online Reporting (Includes Financial Data Store)
23 je2015	Erickson, Jacqueline A.	CU_GL_PG_FUNCTION_OVERRIDE		GL Function Override
24 je2015	Erickson, Jacqueline A.	CU_GL_PG_CF_DEPT_APPROVER		GL ChartField Department Approver
25 je2015	Erickson, Jacqueline A.	CU_SEC_PG_SERVICE_CENTER		This role is created by Bhargava Gorty on 7/6/2012. Thi
26 je2015	Erickson, Jacqueline A.	CU_PC_PG_PROJ_MAIN1		Project Costing Maintainer 1
27 je2015	Erickson, Jacqueline A.	CU Standard Non-Page Perm		CU Standard Non-Page Perm
28 je2015	Erickson, Jacqueline A.	CU_PC_PG_PROJ_MAIN2		Project Costing Maintainer 2
29 je2015	Erickson, Jacqueline A.	CU_PC_PG_PROJ_INQ		Project Costing Attribute Inquiry
30 je2015	Erickson, Jacqueline A.	CU FIN Application-Display Onl		CU FIN Application-Display Only

Getting Help

Please contact the Finance Service Center
<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now
<https://columbia.service-now.com>