Cardinal Reports Catalog

Security

Table of Contents

Revision History

Revision Date	Summary of Changes
12/15/2022	Baseline

Training Materials and Resources (FIN)

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal NAV220 Introduction to Cardinal Financial Reporting:** This Web-Based Training (WBT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. The course provides:

  - Key concepts in Cardinal reporting

  - Information and an interactive demonstration on how to run FIN reports using different Reporting Options

  - Information and an interactive demonstration on how to retrieve existing Batch Generated FIN Reports

  - Information on how to add FIN reports to your Favorites folder

  - Information on how to perform an inquiry on financial data

  - Information and an interactive demonstration on how to navigate to the Query Viewer, search for run a FIN query, and download the query results

  - Information on how to add HCM queries to your Favorites folder

  Note: This WBT Course is located on the Cardinal website and can be accessed by following this path:

  Learning > Web-Based Training (FIN) > NAV220: Introduction to Cardinal Financial Reporting

- **NAV220_Monitoring Tips:** This Job Aid provides additional information and navigation instructions for some of the more commonly used Financials reports, queries, and inquiries.

- **NAV220_Reports Crosswalk CARS to Cardinal:** This Job Aid provides a crosswalk of the legacy CARS reports to the Cardinal Financials reports

  Note: These Job Aids are located on the Cardinal website and can be accessed by following this path:

  Learning > Job Aids

Training Materials and Resources (HCM)

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

- **Cardinal NAV225 Cardinal Reporting (HCM):** This Web-Based Training (WBT) course provides training, demonstrations, and exercises that cover the fundamentals of how to run or access HCM reports and queries. Additionally, it covers how to perform inquiries. The course provides:

  - Key concepts in Cardinal reporting

  - Information and an interactive demonstration on how to run HCM reports using different Reporting Options

  - Information and an interactive demonstration on how to use the Reports Manager

  - Information on how to add HCM reports to your Favorites folder

  - Information and an interactive demonstration on how to navigate to the Query Viewer, search for run an HCM query, and download the query results

  - Information on how to add HCM queries to your Favorites folder

  Note: This WBT course is located on the Cardinal website and can be accessed by following this path:

  Learning > Web-Based Training (HCM) > NAV225: Cardinal Reporting (HCM)

- **NAV225 Generating an HCM Report:** This Job Aid provides detailed instructions and screenshots pertaining to running an HCM report.

- **NAV225 Running an HCM Query:** This Job Aid provides detailed instructions and screenshots pertaining to running an HCM query.

  Note: These Job Aids are located on the Cardinal website and can be accessed by following this path:

  Learning > Job Aids

Security Queries

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Users Assigned to Role Query (V_PT_SEC_ROLE_USERS)

REVISED: 12/15/2022

DESCRIPTION:
This query displays all users (User ID) that have a specific role. The query can be used to determine whether there are enough users in a particular role within a Business Unit and/or at a location (Department ID) to perform the related tasks and/or provide backup. For example, search by V_AP_COVA_VOUCHER_PROCESSOR to identify all users with the Voucher Processor role. In addition, the query can be used to identify users who can perform certain tasks, particularly when access to sensitive data may be restricted to very few users. For example, search by V_AP_EDI_COORDINATOR to identify users (User ID) who can enter and/or update supplier Electronic Data Interchange (EDI) information. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_PT_SEC_ROLE_USERS

INPUT / SEARCH CRITERIA: **OUTPUT FORMAT:**
Role Name   HTML
Locked Out (enter 0 to view active users)   Excel
Department ID   CSV
Business Unit

ADDITIONAL INFORMATION:
A list of all users and assigned roles within an Agency can be generated by entering the designated Business Unit and % as the value in both the **Role Name** and **Department ID** fields.

Note: All User IDs and names have been redacted in the sample screenshots provided.

Screenshot of the Users Assigned to Role Query Page for Voucher Processor

Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
1		10001		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
2		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
3		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
4		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
5		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
6		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
7		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
8		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
9		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
10		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR

Screenshot of the Users Assigned to Role Query Page for EDI Coordinator

V_PT_SEC_ROLE_USERS - Users assigned to Role

Role Name (% for all) V_AP_EDI_COORDINATOR   × 🔍
Locked Out? (1=Yes or 0=No) 0
Department ID (% for all) %   🔍
Business Unit 15100   🔍

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (17 kb)

View All   First 1-71 of 71 Last

Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
1		10000		No	15100		V_AP_EDI_COORDINATOR
2		10000		No	15100		V_AP_EDI_COORDINATOR
3		10000		No	15100		V_AP_EDI_COORDINATOR
4		10000		No	15100		V_AP_EDI_COORDINATOR
5		10000		No	15100		V_AP_EDI_COORDINATOR
6		10000		No	15100		V_AP_EDI_COORDINATOR
7		10000		No	15100		V_AP_EDI_COORDINATOR
8		10000		No	15100		V_AP_EDI_COORDINATOR
9		10000		No	15100		V_AP_EDI_COORDINATOR
10		10000		No	15100		V_AP_EDI_COORDINATOR

Screenshot of the Users Assigned to Role Query Page with All Users and Roles

V_PT_SEC_ROLE_USERS - Users assigned to Role

Role Name (% for all) %   × 🔍
Locked Out? (1=Yes or 0=No) 0
Department ID (% for all) %   🔍
Business Unit 15100   🔍

[View Results]

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (3293 kb)

View All   First ◁ 101-200 of 13175 ▷ Last

Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
101		10000		No	15100		V_AP_SECURITY_ADMIN
102		10000		No	15100		V_AP_TRAVEL_EXPENSE_CONFIG
103		10000		No	15100		V_AP_TRAVEL_EXPENSE_PROCESSOR
104		10000		No	15100		V_AP_UTILITY_VOUCHER_APPROVER
105		10000		No	15100		V_AP_VENDOR_CONVER_PROCESSOR
106		10000		No	15100		V_AP_VENDOR_CREATOR
107		10000		No	15100		V_AP_VENDOR_MAIN_SPECIAL
108		10000		No	15100		V_AP_VOUCHER_PROCESSOR
109		10000		No	15100		V_AP_VOUCH_FINAL_APPROVER
110		10000		No	15100		V_AP_VOUCH_FINAL_APP_CAP_OUT
111		10000		No	15100		V_AP_VOUCH_FINAL_APP_LEG_SER
112		10000		No	15100		V_AP_VOUCH_PROC_MAINT_FLG
113		10000		No	15100		V_AP_VOUCH_SUPERVISOR_APPROVER
114		10000		No	15100		V_AR_BATCH_PROCESSOR
115		10000		No	15100		V_AR_BILLING_APPROVER
116		10000		No	15100		V_AR_BILLING_WRKT_APPROVER
117		10000		No	15100		V_AR_BILL_ADJUST_SPECIALIST
118		10000		No	15100		V_AR_COLLECTION_SPECIALIST
119		10000		No	15100		V_AR_COVA_FUNDS_REC_MANAGER
120		10000		No	15100		V_AR_COVA_FUNDS_REC_MGR_MULTI
121		10000		No	15100		V_AR_COVA_FUNDS_REC_MULTIBU
122		10000		No	15100		V_AR_COVA_FUNDS_REC_PROCESSOR

User's Roles Query (PT_SEC_USER_ROLES)

REVISED: 12/15/2022

DESCRIPTION:
This query displays all Role Names assigned to a User ID. The query can be used to identify all security roles held by a specific user to ensure that roles are added and deleted appropriately and to compare with other users. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES

INPUT / SEARCH CRITERIA:	OUTPUT FORMAT:
User ID	HTML
	Excel
	CSV

Note: The User ID has been redacted in the sample screenshot provided.

Screenshot of the User's Roles Query Page

User FIN/HCM Roles Assigned (V_SEC_USER_FIN_HCM_ROLES)

REVISED: 12/15/2022

DESCRIPTION:
This query displays the Cardinal User ID, User ID description, email address, Employee ID, Business Unit, Department ID's, all Role Names assigned, Application the roles are available in, and Primary Permission Lists. The query can be used to identify all security roles held by a specific user to ensure that roles are added and deleted appropriately and to compare with other users. It provides most information needed to fill out the Cardinal Security Forms for a user. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATH:
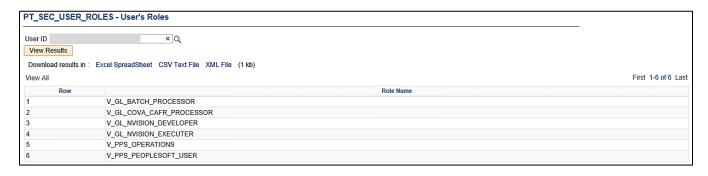Main Menu > Reporting Tools > Query > Query Viewer > V_SEC_USER_FIN_HCM_ROLES

INPUT / SEARCH CRITERIA:	**OUTPUT FORMAT:**
User ID	HTML
	Excel
	CSV

Note: All User IDs, User ID descriptions (names), email addresses, and Employee IDs have been redacted in the sample screenshots provided.
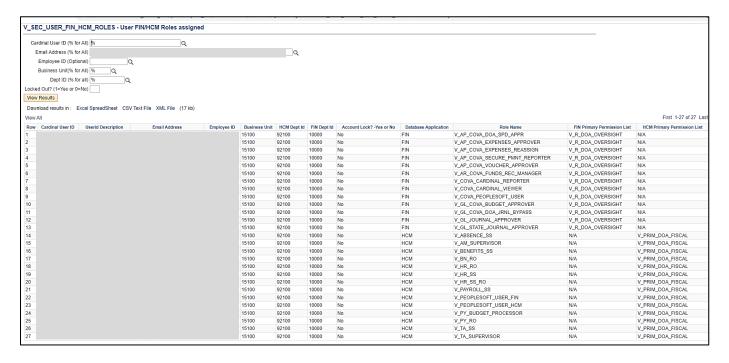
Screenshot of the User FIN/HCM Roles Assigned Query Page by Cardinal User ID

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned

Cardinal User ID (% for All)
Email Address (% for All) %
Employee ID (Optional)
Business Unit(% for All) %
Dept ID (% for all) %
Locked Out? (1=Yes or 0=No)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (17 kb)

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Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PMNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_PRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_PRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_PRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL

Screenshot of the User FIN/HCM Roles Assigned Query Page by Email Address

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned

Cardinal User ID (% for All) %
Email Address (% for All)
Employee ID (Optional)
Business Unit(% for All) %
Dept ID (% for all) %
Locked Out? (1=Yes or 0=No)

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (17 kb)

View All

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Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PMNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_PRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_PRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_PRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL

Screenshot of the User FIN/HCM Roles Assigned Query Page by Employee ID

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned

Cardinal User ID (% for All) %
Email Address (% for All) %
Employee ID (Optional)
Business Unit(% for All) %
Dept ID (% for all) %
Locked Out? (1=Yes or 0=No)

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (17 kb)

View All

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Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PMNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_PRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_PRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_PRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL

Screenshot of the User FIN/HCM Roles Assigned Query Page by Business Unit and Department

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned

Cardinal User ID (% for All) %
Email Address (% for All) %
Employee ID (Optional)
Business Unit(% for All) 15100
Dept ID (% for all) 92100
Locked Out? (1=Yes or 0=No)

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (60 kb)

View All   First 1-93 of

Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission L
1					15100	92100	NA	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
2					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
3					15100	92100	NA	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
4					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
5					15100	92100	NA	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
6					15100	92100	NA	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
7					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
8					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
9					15100	92100	NA	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
10					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
11					15100	92100	NA	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
12					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
13					15100	92100	NA	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
14					15100	92100	NA	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
15					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
17					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
18					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
19					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
20					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_NONE
21					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
22					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_15100_16200_OVERS
23					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_15100_16200_OVERS
24					15100	92100	10000	No	HCM	V_BN_ADMINISTRATOR	N/A	V_PRIM_15100_16200_OVERS
25					15100	92100	10000	No	HCM	V_HR_ADMINISTRATOR	N/A	V_PRIM_15100_16200_OVERS
26					15100	92100	10000	No	HCM	V_HR_POSITION_MGMT	N/A	V_PRIM_15100_16200_OVERS
27					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_15100_16200_OVERS
28					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_15100_16200_OVERS
29					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_15100_16200_OVERS
30					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_15100_16200_OVERS
31					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_15100_16200_OVERS
32					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_15100_16200_OVERS
33					15100	92100	10000	No	HCM	V_TA_RESTRICTED_SPEC_APPROVER	N/A	V_PRIM_15100_16200_OVERS

User Profile Details Query (V_SEC_USER_PROF_EMAIL_DETAILS)

REVISED: 12/15/2022

DESCRIPTION:
This query displays the Cardinal User ID, Description, Employee ID, Email, HCM Primary Permission List, and Business Unit. The query can be used to identify the Cardinal User ID, Employee ID, or Business Unit associated with a specific user. This query may be run in HCM only.

NAVIGATION PATH:
Main Menu > Reporting Tools > Query > Query Viewer > V_SEC_USER_PROF_EMAIL_DETAILS

INPUT / SEARCH CRITERIA:
User ID

OUTPUT FORMAT:
HTML
Excel
CSV

Note: All User IDs, Descriptions (names), email addresses, and Employee IDs have been redacted in the sample screenshots provided.

Screenshot of the User Profile Details Query Page by User ID

Screenshot of the User Profile Details Query Page by Employee ID

Screenshot of the User Profile Details Query Page by Email address