



# Controller's Report Library Newsletter

## DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.



## Who in Who-ville isn't confused by BANNER Security?

Let Santa and his elves deliver you a better understanding of Banner user access. Here are your BANNER Security reports all tied up with a bow...



Do you see what I see? A star, a star...no, my user profile!



Use **SEC-Banner User Security Profile (#25)** to view your security access. Just search/select your Banner User ID and see which Funds, Orgs, Banner Classes and Employee Classes you can see.


Not sure what these Banner Classes mean...check out **SEC-Banner Security Detail (#205)** which shows you the Objects (Forms/Processes) bundled in each Class. Just select "all" for each option, enter/select your Banner User ID and the display option will default to User, Class & Object



There'll be  in your  if you don't keep your New Year's resolution to sweep out old dusty security...Have any of your employees transferred to another unit/department?

Use **Report # 11 (SEC-Banner Access)** to see which departmental users may still have access to your unit's financial information. All you need is your org/index number to see if anyone has left your dept but can still look in your org stocking. Use this report and



there's not a snowball's  chance that you'll have coal in your stocking next year!

**Congratulations**, you can now take Banner Security off your wish list and add it to your list of Year 2010 accomplishments!

*Please feel free to contact me at [kullbeer@umdnj.edu](mailto:kullbeer@umdnj.edu) with any suggestions, comments or concerns. Enjoy! Eric*

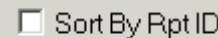


## Some Helpful Hints



### Did You Know....

- that you can re-sort your Controller's Report Library reports by number instead of the default grouping by category? Just check the "Sort by Rpt ID" box in the upper right hand corner of the menu



- that Controller's Report Library Training (P677) will be held on May 18<sup>th</sup> from 10-12 in New Brunswick? Sign-up forms are available on the HR Training website and seats are going fast!
- that the Banner Security Access Request Form is available in the my.umdnj Staff Toolbox and that the Confidentiality Statement is now electronic?
- that your feedback is welcome and we appreciate your suggestions?



### Points of Contact

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