Job Aid 09 Count Authorizations for Users

**USE**

This report can be used to view the roles and profiles assigned to a user.

**INFORMATION**

Roles and profiles assigned to a user/users (composite roles are not included; however, single roles assigned via composite roles are) along with the number of authorizations in each.

**RELATED PROCESSES**

* Process 1: New or Amended Roles

**SPECIFIC SCENARIOS**

* Step 4A: Analyze for a single user.
* Step 4B: Analyze for a multiple users by user ID.
* Step 4C: Analyze for a multiple users by user group.

| Step | Description | Screenshot |
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| 1 | Navigate to the ‘Reports and Analytics’ tab. |  |
| 2 | Click on the ‘Count authorization for Users’ report located in the ‘Security Reports’ section. |  |
| 3 | Select the system for which information is required. In this case, the selection is PS1. |  |
| 4A-1 | Analyze for a single user. Click on the ‘-‘ at the end of the ‘User Group’ row to delete the user group search criterion. |  |
| 4A-2 | Add the user ID. In this case, ‘FF\_AR\_01’, an AR Cashiers FireFighter ID, was typed in. The search option can also be used to search for an ID. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 4A-3 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4A-4 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  User: User ID of the user with access to the role  Role Name: SAP role name  Role Description: Business name for SAP role  System: The system in which the role is assigned to the user |  |
| 4B-1 | Analyze for a multiple users by user ID. Click on the ‘-‘ at the end of the ‘User Group’ row to delete the user group search criterion. |  |
| 4B-2 | Click on the ‘+‘ at the end of the ‘User’ row to add an additional user ID search criterion row for each ID. In this case, one additional row is added; thus, we can analyze for a total of two user IDs. |  |
| 4B-3 | Add the user IDs. In this case, ‘FF\_AR\_01’ and ‘FF\_AR\_MGR\_01’, two AR Cashiers FireFighter IDs, were typed in. The search option can also be used to search for IDs. Please refer to the ‘Search for Input Values’ reference document (R3) for further information. |  |
| 4B-4 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4B-5 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  User: User ID of the user with access to the role  Role Name: SAP role name  Role Description: Business name for SAP role  System: The system in which the role is assigned to the user |  |
| 4C-1 | Analyze for a multiple users by user group. Click on the ‘-‘ at the end of the ‘User’ row to delete the user ID search criterion. |  |
| 4C-2 | Add the user group. In this case, ‘VPF-TAX’, the user group containing all user in VPF who are part of the Tax area, was typed in. The search option can also be used to search for user groups. Please refer to the ‘Search for Input Values’ reference document (R3) for further information.  NOTE: The report can also be executed for multiple user groups by following steps similar to those outlined for multiple user IDs in steps 4B. |  |
| 4C-3 | Run the report in the foreground. If the report is expected to yield a large amount of data, execute the report by running a background job. See the ‘Execute a Background Job’ reference document (R5) for further information. |  |
| 4C-4 | Analyze the data. This data can also be exported. See the ‘Export Data from GRC’ reference document (R8) for further information.  User: User ID of the user with access to the role  Role Name: SAP role name  Role Description: Business name for SAP role  System: The system in which the role is assigned to the user |  |
| 4C-5 | Sorting on role by clicking on the ‘Role Name’ column header will show the users grouped by role. |  |