

## Run Commitment Control Budget Security Report in Finance

To view which additional access rights were granted to the user in Finance, you can run a report that will display all Budget Rules that have been defined.

**Navigation:** *Commitment Control > Define Budget Security > Security Report*

Create a *NEW* Run Control, by clicking **Add a New Value** and entering a unique **Run Control ID**, then click **ADD**.

The screenshot shows the 'Security Report' configuration page. At the top, there is a breadcrumb trail: '< Employee Self Service' and 'Security Report'. Below this, the title 'Security Report' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Under 'Search Criteria', there is a dropdown menu for 'Run Control ID' set to 'begins with' and a text input field containing 'SecurityReport'. A checkbox for 'Case Sensitive' is unchecked. At the bottom of the search section, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'. Below the search section, there are links for 'Find an Existing Value' and 'Add a New Value'.

*There are No parameters (which means it displays values for All Colleges).*

The screenshot shows the 'Commitment Control Budget Security Report' configuration page. At the top, the title 'Commitment Control Budget Security Report' is displayed. Below the title, there are two input fields: 'Run Control ID' with the value 'SecurityReport' and 'Language' with a dropdown menu set to 'English'. To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the input fields, there is a section titled 'Report Request Parameters' with a text area containing the message 'No parameters required.' At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Find your college users. If they are offboarding, remove the rules. If they change jobs, update as needed.

Always run the **Request Build** process after ANY changes.

**Navigation:** *Commitment Control > Define Budget Security > Request Build*