Access and Security in M-Reports

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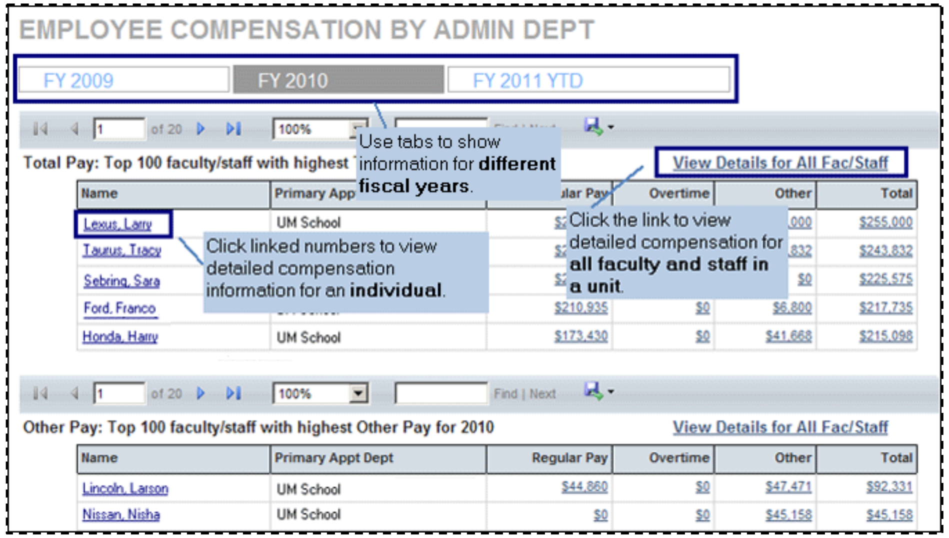
Internal Controls Management Oversight Reports



</td><td>Individuals responsible for the annual financial certification process in their school/college/department group and those who support the certification process need to use Internal Controls reports. Some examples are Deans, Directors, VPs, key financial managers, and key HR managers.</td><td>No one is automatically granted access to Internal Controls reports. Users with a business need to view these reports can request access via the Online Access Request System (OARS). The M-Reports role associated with this capability is ICEmployment. Unit Liaisons (UL) and the CPU approve and authorize requests.</td><td>When you first view an Internal Controls report, you see a report for a default criteria set (i.e., the initial report filters) that is based on your Departmental Security Settings. You have the ability to drill down and see further details.</td><td>Internal Controls Management Oversight Reports Profile</td></tr>
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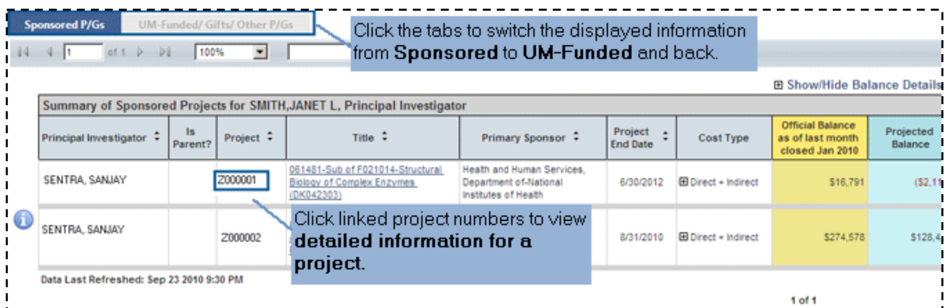
Project/Grant Reports



</td><td>Individuals assigned to a Project (or those who support them) need access to Project reports. Your access is based on the role you are assigned on a Project. Faculty and staff assigned as the Principal Investigator (PI), Project Director, or Project Administrator (SAPOC) for a Project are auto-granted access. Access is also auto-granted to users with the M-Reports role ICEmployment.</td><td>Non-Faculty users who are not auto-granted but who have a business need to view the reports can request access via the Online Access Request System (OARS). The M-Reports role associated with this capability is ProjectGrantReports. Unit Liaisons (UL) approve and authorize requests.</td><td>When you first view Project reports, you see a summary of your active Projects for your default criteria set (i.e., the report filters initially in place). Your default criteria set is based on your role on a Project. This list includes any Project on which you are the PI and/or the SAPOC.

If you are a non-Faculty user, or if you have the M-Reports role ICEmployment, you can search for and view other projects. If you are a Faculty user, you can view your own projects. All users with access to a project have the ability to drill down to its details, such as voucher and payroll information.

Users with an appointment in one of the job families below are considered Faculty for this purpose.</td><td>Project/Grant Reports Profile</td></tr>
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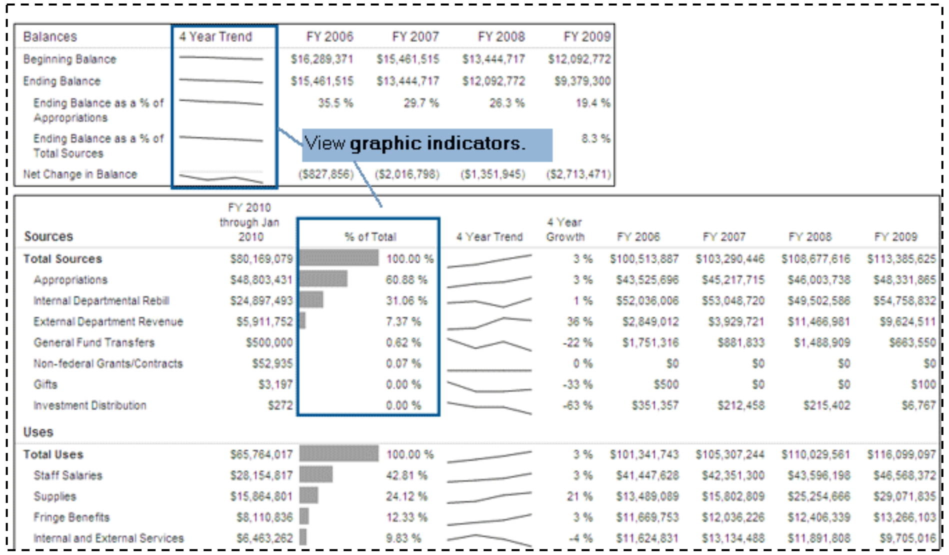
<td>Source/Use Reports

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<td>Individuals responsible for financial management and/or budget preparation and managers who have a business need to view financial information for a department or department group need access to Source/Use reports.</td>
<td>Access is auto-granted to users with access to the General Ledger dataset in the UM Data Warehouse (Oracle role M_GL_DW1_SEL). Access is also auto-granted to users with the M-Reports role ICEmployment. Users who are not auto-granted but who have a business need to view the reports can request access via the Online Access Request System (OARS). The M-Reports role associated with this capability is SourceUseReports. Unit Liaisons (UL) approve and authorize requests.</td>
<td>When you first view Source/Use reports, you see a default criteria set that is based on your primary appointing department and the department group it rolls up to (e.g., LSA). You are not limited to these settings, so you can change the filters in the criteria bar to view information for any department. You also have the ability to drill down to details.</td>
<td><u>Source/Use Reports Profile</u></td>
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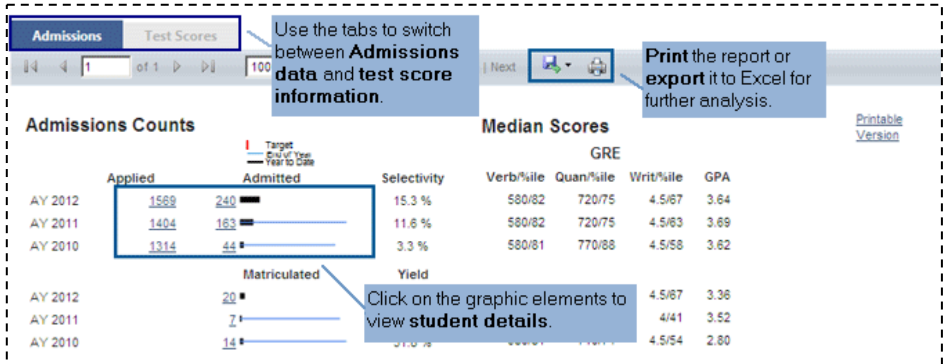
<td>Admissions Dashboard

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<td>Deans, Directors, and Department and Admissions Chairs need access to the Admissions Dashboard. Specific access must be granted to have the ability to set targets for each program.</td>
<td>There is no auto-granted access to this dashboard. Once it is made available to the general campus, users with a business need can request access through the OARS system. The M-Reports role associated with viewing the Dashboard is AdmissionsAid. The M-Reports role associated with setting targets is AdmissionsTargetSetter.</td>
<td>When you first view the Admissions Dashboard, you see a summary of all of the programs you have been granted access to view. You can set default criteria and save those views to easily segment out different populations from the programs you have access to view. Only users with the role that allows for setting targets will see the Set Targets page.</td>
<td><u>Admissions Dashboard Profile</u></td>
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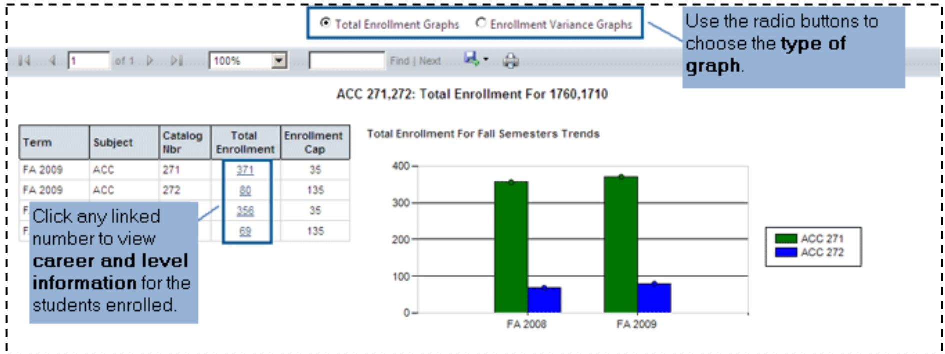
<td>Enrollment Trend Reports
</td>
<td>These reports are useful for Deans, Curriculum Managers, and Curriculum Maintainers for viewing enrollment trends that assist with course demand planning. Access is automatically granted to those with "Dean" in their title, as well as staff/faculty with one of the following M-Pathways roles:

SR Curriculum Viewer
SR Enrollment Request User
SR Enrollment Request Viewer
SR Class Maintainer</td>
<td>Users who are not auto-granted but who have a business need to view these reports can request access to Enrollment data in M-Reports via the Online Access Request System (OARS). The M-Reports role associated with this capability is EnrollmentTrends. Unit Liaisons (UL) approve and authorize requests.</td>
<td>When you initially view the report, there is no default criteria set displayed and the report is blank. Choose appropriate values for each filter in the Criteria Bar.</td>
<td>Enrollment Reports Profile</td>
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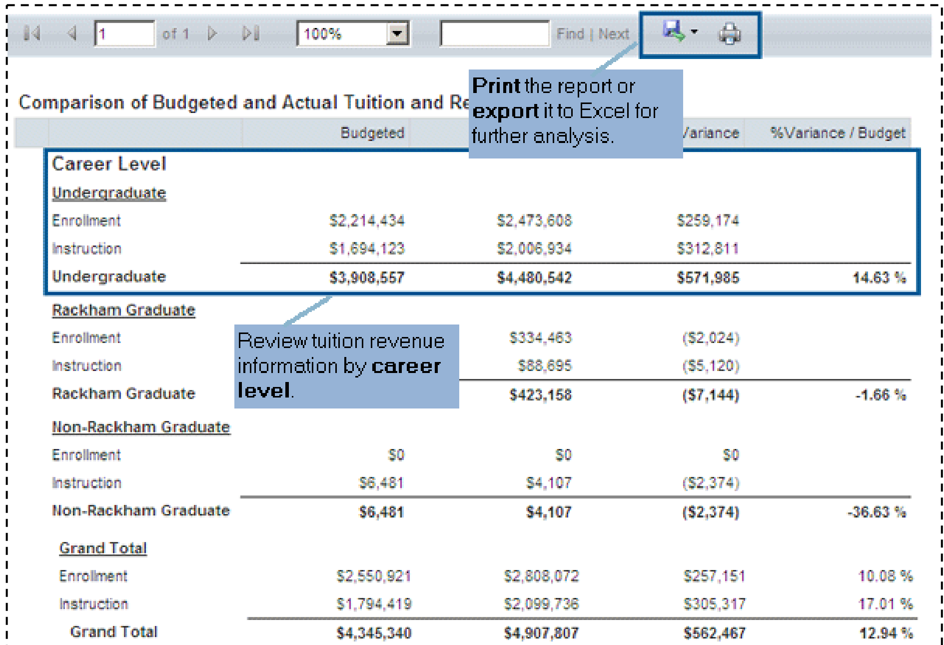
<td>Tuition Attribution Reports
</td>
<td>Users who are responsible for budget administration need to use Tuition Attribution reports.</td>
<td>Access is limited primarily to Unit Budget Administrators. For information about access, contact the Office of Budget and Planning via email.</td>
<td>When you first view the report, the default criteria are empty and the report is blank. You can choose appropriate values for each filter in the Criteria Bar. Users with access are not limited to specific departments and have the ability to drill down to student details.</td>
<td>Tuition Attribution Reports Profile</td>
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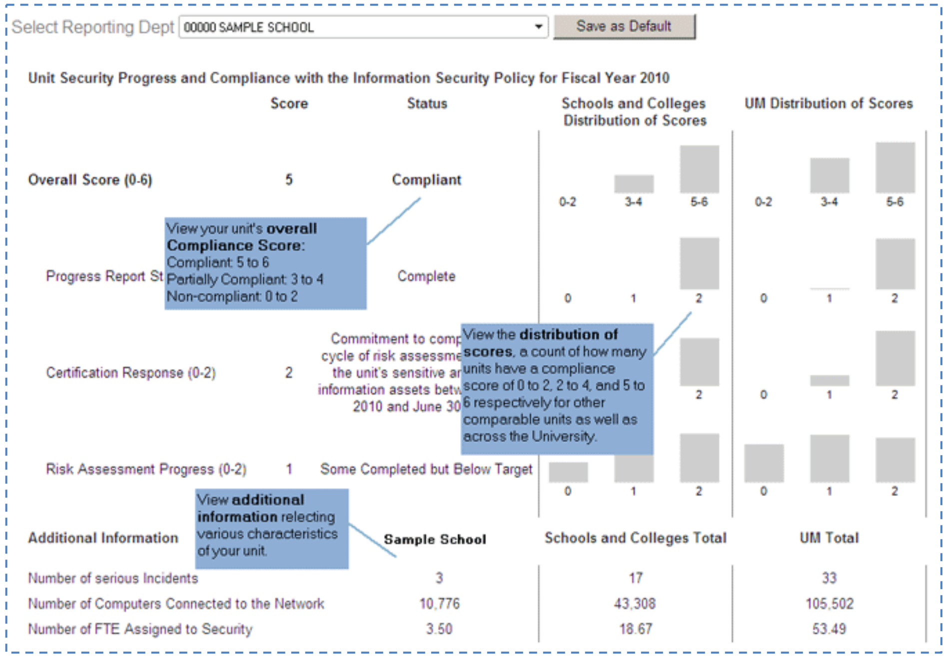
Information Security  	The overview report is available to Deans, Directors, Budget Administrators, Security Unit Liaisons and the IT Security Council. The unit-level report is available to the same audiences. However, unit-level security is implemented so that individuals can only view their unit reports.	There is no auto-granted access to these reports. Users with a business need can request access through their security unit liaison. See a list of liaisons at https://www.safecomputing.umich.edu/download/Security UL List.pdf. The security unit liaison should contact ITS/IIA at its.iia.progress@umich.edu to process the request.	When you first view the Information Security tab, you can choose the Overview report or Department Reports from the left-hand navigation menu. When you choose Department Reports, the report shows the unit that you have been authorized to view.	Information Security Profile