



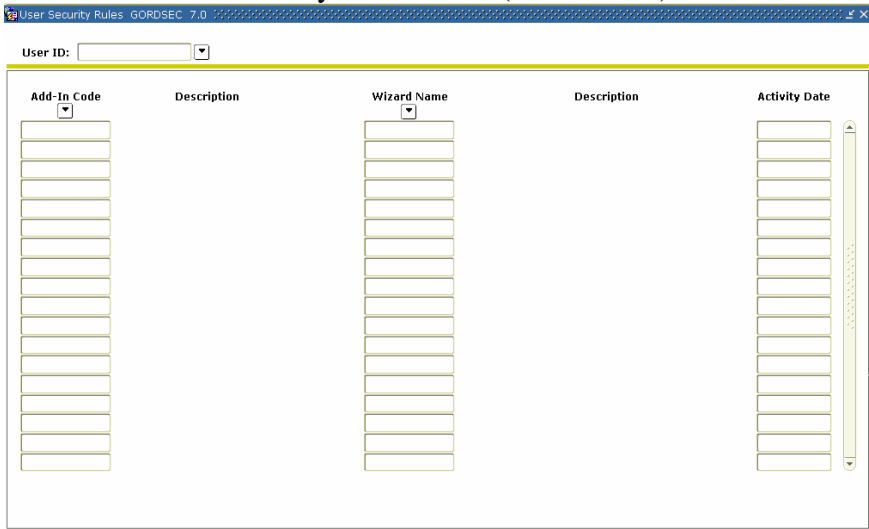
Spreadsheet Budgeting Using Banner 7

Job Aid: Functional Security Setup

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Procedure

Follow these steps on the User Security Rules Form (GORDSEC) to set up functional security for users who require access to Spreadsheet Budgeting.

Step	Action
1	<p>Access the User Security Rules Form (GORDSEC).</p> 
2	<p>Enter FIMSUSR in the User ID field.</p> <p><u>Note:</u> FIMSUSR is the Finance master user ID used when institutions must grant access to users for Spreadsheet Budgeting. FIMSUSR is set up from the install of the Spreadsheet Budgeting module.</p>
3	<p>Perform a Next Block function.</p>
4	<p>Select Copy User IDs from the Options pull-down menu.</p>
5	<p>Enter the user ID of the person that requires access to Spreadsheet Budgeting in the User ID field.</p> <p><u>Example:</u> TRAIN02</p>
6	<p>Press Tab.</p>
7	<p>Enter FIMSUSR in the Copy from User ID field.</p>
8	<p>Click the Copy button.</p> <p><u>Note:</u> Once the Copy is performed, the user has been granted access to Spreadsheet Budgeting.</p>



Spreadsheet Budgeting Using Banner 7

Job Aid: Functional Security Setup (Continued)

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Procedure, continued

Step	Action
9	Perform a Rollback function. <u>Note:</u> Once the Rollback function is performed, Banner takes you back to the User ID field in GORDSEC. You then enter the user ID of the person that has been granted access to Spreadsheet Budgeting so that you can view the Wizards to which they have access.
10	Enter the user ID of the person that has been granted access in the User ID field. <u>Example:</u> TRAIN02
11	Perform a Next Block function. <u>Note:</u> Before exiting GORDSEC, you can remove specific functions for the user by using the <u>Remove</u> function from the Record pull-down menu. Be sure to click Save if you make any changes.
12	Click the Exit icon.