

# IRIS Authorizations/ Security

# User Administration

- User Maintenance - defining a user has many components including the following:
  - Basic User Data
  - Defaults
  - Parameters
  - User Authorizations
- Primary Transaction – SU01
- Central User Administration

# Basic User Data

- Name
- Initial Password
- Validity period of a user's account
- User Group
- User Type

# Types of R/3 Internal Users

- Dialog
- Batch Data Communication - BDC
- Background
- CPIC

# User Defaults

- Logon language
- Default printer (local or network)
- Date and decimal formats
- Time Zone

# Parameters

Used to determine the default value for a field.

- Parameter Id
- Value
- Description

# Standard Parameter Assignments

|     |      |                              |
|-----|------|------------------------------|
| KME | Z_UT | FI Account Assignment Model  |
| KPL | UT   | Chart of Accounts            |
| MOL | 10   | Personnel Grouping           |
| PNI | US   | Country Key                  |
| UGR | 10   | HR User Group                |
| VKO | UT   | Sales Organization           |
| BUK | UT   | Company Code                 |
| CAC | UT   | Controlling Area             |
| EKO | UT   | Purchasing Organization      |
| FIK | UT   | FM Area                      |
| FWS | USD  | Currency Unit                |
| FZ2 | Z_UT | G/L Account Line Layout      |
| FZ5 | Z001 | Parking Document Line Layout |
| FBZ | Z01  | Posting Document Line Layout |

# Rules for Passwords

- Minimum 6 characters
- Not to begin with '?' or '!'
- Not to begin with any sequence of 3 characters contained in the user name
- Not to begin with 3 identical characters
- Can not use 'PASS' or 'SAP'
- USR40 Password Lockout List
- NOT Case-sensitive
- Can change only once a day
- Can not change to 5 previous passwords

# USR40 – PW Lockout List

\*IRIS\*

\*VOL\*

FIESTA\*

MOC\*

ORANGE\*

ROCKYTOP

SMOKEY\*

TENN\*

UT\*

# User Authorizations

- Granted via Activity Groups/Roles and/or Profiles
- Assigned to user master records to provide access to R/3 functionality

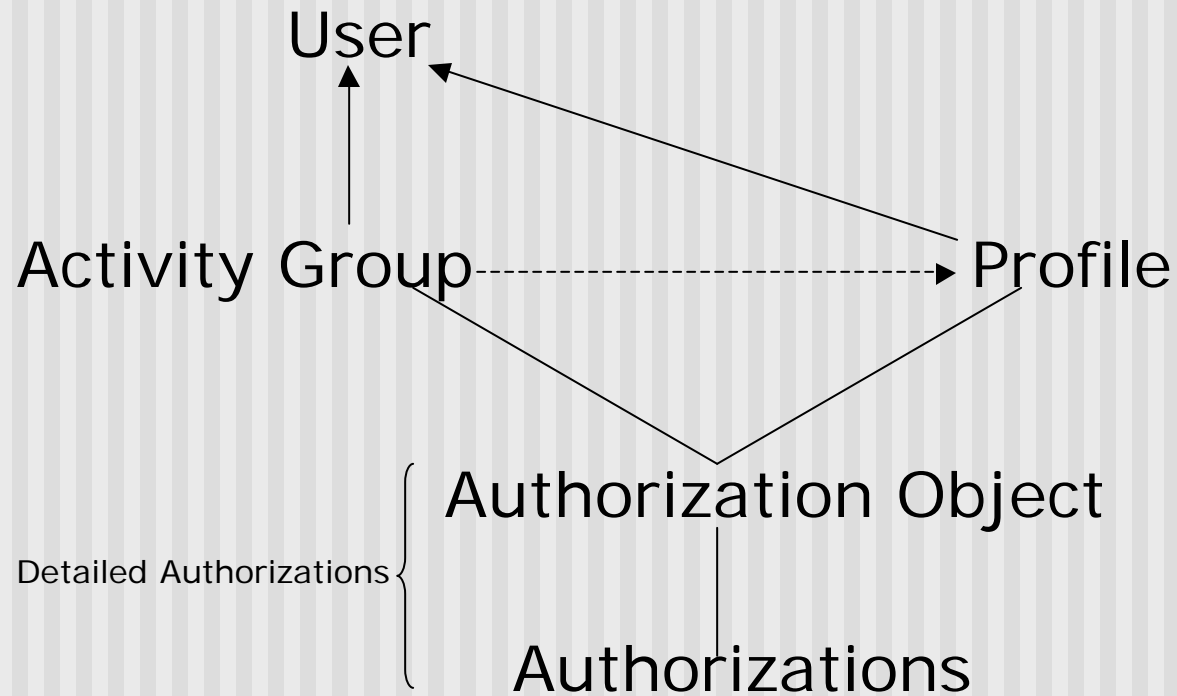
# Activity Groups

- Created via the Profile Generator (PFCG)
- Serve as containers for user menus and authorization objects and values
- Used to generate authorization profiles

# Authorization Profiles

- Generated from assignments made to Activity Groups in the Profile Generator (PFCG)
- Assigned to users via Activity Group Assignment
- Some high-level profiles, such as SAP\_ALL, can be assigned directly to users

# Relationship of Activity Groups and Profiles



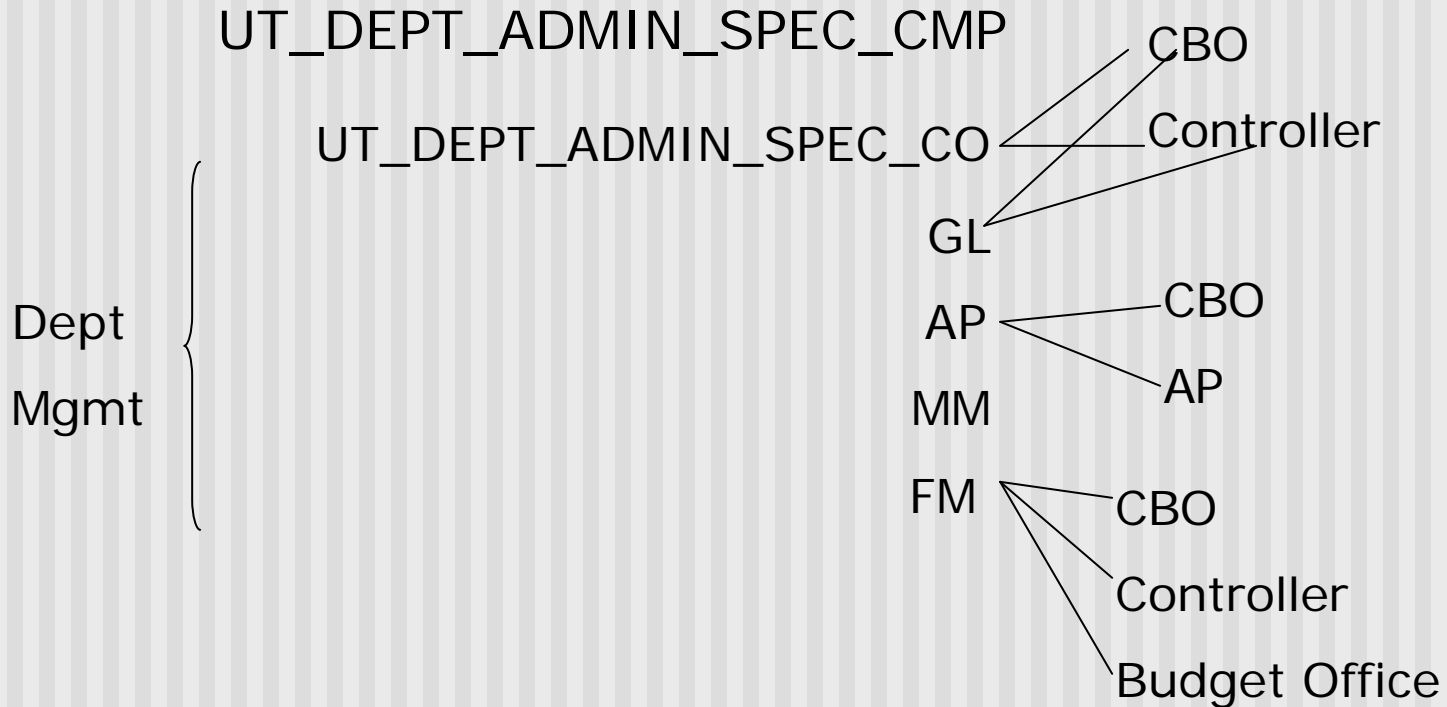
# Profile Generator

- Menu – User Menu
- Task Assignment – associate workflow task for “potential agents”
- Authorizations – assign authorization objects and generate profiles
- Users

# UT Activity Groups/Roles

- Departmental Roles
  - Departmental Specialist
  - Departmental Management
  - Funds Centers
- Campus Office Roles
  - For example, CBO's, Personnel Specialists
- Central Office Roles
  - For example, Accounts Payable/Controller's Office
- Project Team/Support Roles

# Composite Roles



# UT Roles – Breakdown

## Departmental

Functional Role

Campus data role

Funds center role

## Campus Level

Functional Role

Campus data role

## Central

Functional Role

# Relationship to Workflow

- Security
  - Provides the ability for a user to perform an action
- Workflow
  - Routes the document to the appropriate person
  - Performs background processing for some functionality
- User must have both security and workflow to act upon work items

# Workflow

## Roles/Assignments

- Departmental Reviewer
  - Reviews documents before approver
- Departmental Approver
  - Provides the departmental approval for documents
- Other special workflows
  - Journal vouchers, CBO level approvals, HR/security processes

# Useful Transaction Codes

|  |  |
|--|--|
| <b>SU01D</b>   | <b>Display Users</b>                               |
| <b>User Reports - Tools--&gt;Administration--&gt;User Administration--&gt;Information System</b> |  |
| <b>ZAPPS</b>   | <b>Display Approvers/Workflow Responsibilities</b> |
| <b>ZSUBS</b>   | <b>Workflow Substitutes Report</b>                 |
| <b>ZWIRPT</b>  | <b>Workflow Work Item Aging Report</b>             |
| <b>SWI5</b>  | <b>Workload Analysis</b>                           |
| <b>SM04</b>  | <b>Current Users Logged in on "App Server"</b>     |
| <b>AL08</b>  | <b>Current Users Logged in on System</b>           |
| <b>PFCG</b>  | <b>Profile Generator</b>                           |
| <b>PP01</b>  | <b>Display Workflow Responsibilities</b>           |
| <b>FM5S</b>  | <b>Display Fund</b>                                |
| <b>FM2G</b>  | <b>Funds Center Hierarchy</b>                      |

# Security System Settings

- Password reset – 62 days
- Logon screen - disappears after 3 unsuccessful logon attempts
- User ID lock – after 6 unsuccessful login attempts
- Automatic logout - after 8 hours of inactivity