



Cardinal Reports Catalog Security

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/1/2026



Table of Contents

Revision History	3
Training Materials and Resources (FIN).....	4
Training Materials and Resources (HCM)	5
Security Queries	6
Users Assigned to Role Query (V_PT_SEC_ROLE_USERS).....	7
User's Roles Query (PT_SEC_USER_ROLES).....	9
User FIN/HCM Roles Assigned (V_SEC_USER_FIN_HCM_ROLES)	10
User Profile Details Query (V_SEC_USER_PROF_EMAIL_DETAILS).....	13



Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
12/15/2022	Baseline.



Training Materials and Resources (FIN)

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

Cardinal NAV220 Introduction to Cardinal Financial Reporting: This Web-Based Training (WBT) course provides training and video tutorials that cover the fundamentals of how to run or access financial reports and queries. Additionally, it covers how to perform inquiries on financial data. This course is available in [COVLC](#) and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run FIN reports using different Reporting Options
- Information on how to retrieve existing Batch Generated FIN Reports
- Information on how to add FIN reports to your Favorites folder
- Information on how to perform an inquiry on financial data
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run a FIN query, and download the query results
- Information on how to add FIN queries to your Favorites folder

NAV220 Monitoring Tips: This Job Aid provides additional information and navigation instructions for some of the more commonly used Financials reports, queries, and inquiries.

NAV220 Generating FIN Reports and Inquiries: This Job Aid provides detailed instructions and screenshots for generating a FIN report or inquiry.

NAV220 Running and Scheduling FIN Queries: This Job Aid provides detailed instructions and screenshots for running a FIN query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



Training Materials and Resources (HCM)

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

Cardinal NAV225 Cardinal HCM Reporting: This Web-Based Training (WBT) course provides training and tutorial videos that cover the fundamentals of how to run or access HCM reports and queries. Additionally, it covers how to perform inquiries. This course is available in [COVLC](#) and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run HCM reports using different Reporting Options
- Information and an interactive demonstration on how to use the Reports Manager
- Information on how to add HCM reports to your Favorites folder
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run an HCM query, and download the query results
- Information on how to add HCM queries to your Favorites folder

NAV225 Generating an HCM Report: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM report.

NAV225 Running an HCM Query: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



Security Queries

<This page is intended to be blank>



Users Assigned to Role Query (V_PT_SEC_ROLE_USERS)

REVISED: 9/1/2026

DESCRIPTION:

This query displays all users (User ID) that have a specific role. The query can be used to determine whether there are enough users in a particular role within a Business Unit and/or at a location (Department ID) to perform the related tasks and/or provide backup.

For example, search by V_AP_COVA_VOUCHER_PROCESSOR to identify all users with the Voucher Processor role. In addition, the query can be used to identify users who can perform certain tasks, particularly when access to sensitive data may be restricted to very few users. For example, search by V_AP_EDI_COORDINATOR to identify users (User ID) who can enter and/or update supplier Electronic Data Interchange (EDI) information. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATHS:

- Query Viewer > V_PT_SEC_ROLE_USERS
- (Any Cardinal Financials or HCM WorkCenter) > Links > Other Links > Query Viewer > V_PT_SEC_ROLE_USERS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_PT_SEC_ROLE_USERS

INPUT / SEARCH CRITERIA:

Role Name
Locked Out (enter 0 to view active users)
Department ID
Business Unit

OUTPUT FORMAT:

HTML
Excel
CSV

ADDITIONAL INFORMATION:

A list of all users and assigned roles within an Agency can be generated by entering the designated Business Unit and % as the value in both the **Role Name** and **Department ID** fields.

Note: All User IDs and names have been redacted in the sample screenshots provided.

Screenshot of the Users Assigned to Role Query Page for Voucher Processor

V_PT_SEC_ROLE_USERS - Users assigned to Role							
Role Name (% for all) V_AP_COVA_VOUCHER_PROCESSOR							
Locked Out? (1=Yes or 0=No) 0							
Department ID (% for all)							
Business Unit 15100							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)							
View All First 1-69 of 69 Last							
Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
1		10001		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
2		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
3		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
4		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
5		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
6		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
7		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
8		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
9		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR
10		10000		No	15100		V_AP_COVA_VOUCHER_PROCESSOR



Screenshot of the Users Assigned to Role Query Page for EDI Coordinator

V_PT_SEC_ROLE_USERS - Users assigned to Role							
Role Name (% for all) V_AP_EDL_COORDINATOR x Q							
Locked Out? (1=Yes or 0=No) 0 Q							
Department ID (% for all) % Q							
Business Unit 15100 Q							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)							
View All							
First 1-71 of 71 Last							
Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
1		10000		No	15100		V_AP_EDL_COORDINATOR
2		10000		No	15100		V_AP_EDL_COORDINATOR
3		10000		No	15100		V_AP_EDL_COORDINATOR
4		10000		No	15100		V_AP_EDL_COORDINATOR
5		10000		No	15100		V_AP_EDL_COORDINATOR
6		10000		No	15100		V_AP_EDL_COORDINATOR
7		10000		No	15100		V_AP_EDL_COORDINATOR
8		10000		No	15100		V_AP_EDL_COORDINATOR
9		10000		No	15100		V_AP_EDL_COORDINATOR
10		10000		No	15100		V_AP_EDL_COORDINATOR

Screenshot of the Users Assigned to Role Query Page with All Users and Roles

V_PT_SEC_ROLE_USERS - Users assigned to Role							
Role Name (% for all) % x Q							
Locked Out? (1=Yes or 0=No) 0 Q							
Department ID (% for all) % Q							
Business Unit 15100 Q							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (3293 kb)							
View All							
First 101-200 of 13175 Last							
Row	User ID	Dept ID	Location	Account Lock? -Yes or No	Business Unit	OPRID Description	Role Name
101		10000		No	15100		V_AP_SECURITY_ADMIN
102		10000		No	15100		V_AP_TRAVEL_EXPENSE_CONFIG
103		10000		No	15100		V_AP_TRAVEL_EXPENSE_PROCESSOR
104		10000		No	15100		V_AP_UTILITY_VOUCHER_APPROVER
105		10000		No	15100		V_AP_VENDOR_CONVER_PROCESSOR
106		10000		No	15100		V_AP_VENDOR_CREATOR
107		10000		No	15100		V_AP_VENDOR_MAIN_SPECIAL
108		10000		No	15100		V_AP_VOUCHER_PROCESSOR
109		10000		No	15100		V_AP_VOUCH_FINAL_APPROVER
110		10000		No	15100		V_AP_VOUCH_FINAL_APP_CAP_OUT
111		10000		No	15100		V_AP_VOUCH_FINAL_APP_LEG_SER
112		10000		No	15100		V_AP_VOUCH_PROC_MAINT_FLG
113		10000		No	15100		V_AP_VOUCH_SUPERVISOR_APPROVER
114		10000		No	15100		V_AR_BATCH_PROCESSOR
115		10000		No	15100		V_AR_BILLING_APPROVER
116		10000		No	15100		V_AR_BILLING_WRKT_APPROVER
117		10000		No	15100		V_AR_BILL_ADJUST_SPECIALIST
118		10000		No	15100		V_AR_COLLECTION_SPECIALIST
119		10000		No	15100		V_AR_COVA_FUNDS_REC_MANAGER
120		10000		No	15100		V_AR_COVA_FUNDS_REC_MGR_MULTI
121		10000		No	15100		V_AR_COVA_FUNDS_REC_MULTIBU
122		10000		No	15100		V_AR_COVA_FUNDS_REC_PROCESSOR



User's Roles Query (PT_SEC_USER_ROLES)

REVISED: 9/1/2026

DESCRIPTION:

This query displays all Role Names assigned to a User ID. The query can be used to identify all security roles held by a specific user to ensure that roles are added and deleted appropriately and to compare with other users. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATHS:

- Query Viewer > PT_SEC_USER_ROLES
- (Any Cardinal Financials or HCM WorkCenter) > Links > Other Links > Query Viewer > PT_SEC_USER_ROLES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > PT_SEC_USER_ROLES

INPUT / SEARCH CRITERIA:

User ID

OUTPUT FORMAT:

HTML
Excel
CSV

Note: The User ID has been redacted in the sample screenshot provided.

Screenshot of the User's Roles Query Page

PT_SEC_USER_ROLES - User's Roles	
User ID	x Q
View Results	
Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)	
View All First 1-6 of 6 Last	
Row	Role Name
1	V_GL_BATCH_PROCESSOR
2	V_GL_COVA_CAFFR_PROCESSOR
3	V_GL_NVISION_DEVELOPER
4	V_GL_NVISION_EXECUTER
5	V_PPS_OPERATIONS
6	V_PPS_PEOPLESOFT_USER



User FIN/HCM Roles Assigned (V_SEC_USER_FIN_HCM_ROLES)

REVISED: 9/1/2026

DESCRIPTION:

This query displays the Cardinal User ID, User ID description, email address, Employee ID, Business Unit, Department ID's, all Role Names assigned, Application the roles are available in, and Primary Permission Lists. The query can be used to identify all security roles held by a specific user to ensure that roles are added and deleted appropriately and to compare with other users. It provides most information needed to fill out the Cardinal Security Forms for a user. This query may be run in either Cardinal HCM or Financials.

NAVIGATION PATH:

- Query Viewer > V_SEC_USER_FIN_HCM_ROLES
- (Any Cardinal Financials or HCM WorkCenter) > Links > Other Links > Query Viewer > V_SEC_USER_FIN_HCM_ROLES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_SEC_USER_FIN_HCM_ROLES

INPUT / SEARCH CRITERIA:

User ID

OUTPUT FORMAT:

HTML

Excel

CSV

Note: All User IDs, User ID descriptions (names), email addresses, and Employee IDs have been redacted in the sample screenshots provided.

Screenshot of the User FIN/HCM Roles Assigned Query Page by Cardinal User ID

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned												
Cardinal User ID (% for All)												
Email Address (% for All) %												
Employee ID (Optional)												
Business Unit(% for All) %												
Dept ID (% for all) %												
Locked Out? (1=Yes or 0=No) ☐												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)												
View All												
Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PIMNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_PRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_PRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_PRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_PRIM_DOA_FISCAL



Screenshot of the User FIN/HCM Roles Assigned Query Page by Email Address

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned												
Cardinal User ID (% for All) %												
Email Address (% for All) %												
Employee ID (Optional) %												
Business Unit(% for All) %												
Dept ID (% for all) %												
Locked Out? (1=Yes or 0=No) %												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)												
View All												
Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PMTNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_FRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_FRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_FRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_FRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_FRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_FRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_FRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_FRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_FRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_FRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_FRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_FRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_FRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_FRIM_DOA_FISCAL

Screenshot of the User FIN/HCM Roles Assigned Query Page by Employee ID

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned												
Cardinal User ID (% for All) %												
Email Address (% for All) %												
Employee ID (Optional) %												
Business Unit(% for All) %												
Dept ID (% for all) %												
Locked Out? (1=Yes or 0=No) %												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (17 kb)												
View All												
Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission List
1					15100	92100	10000	No	FIN	V_AP_COVA_DOA_SPD_APPR	V_R_DOA_OVERSIGHT	N/A
2					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_APPROVER	V_R_DOA_OVERSIGHT	N/A
3					15100	92100	10000	No	FIN	V_AP_COVA_EXPENSES_REASSIGN	V_R_DOA_OVERSIGHT	N/A
4					15100	92100	10000	No	FIN	V_AP_COVA_SECURE_PMTNT_REPORTER	V_R_DOA_OVERSIGHT	N/A
5					15100	92100	10000	No	FIN	V_AP_COVA_VOUCHER_APPROVER	V_R_DOA_OVERSIGHT	N/A
6					15100	92100	10000	No	FIN	V_AR_COVA_FUNDS_REC_MANAGER	V_R_DOA_OVERSIGHT	N/A
7					15100	92100	10000	No	FIN	V_COVA_CARDINAL_REPORTER	V_R_DOA_OVERSIGHT	N/A
8					15100	92100	10000	No	FIN	V_COVA_CARDINAL_VIEWER	V_R_DOA_OVERSIGHT	N/A
9					15100	92100	10000	No	FIN	V_COVA_PEOPLESOFT_USER	V_R_DOA_OVERSIGHT	N/A
10					15100	92100	10000	No	FIN	V_GL_COVA_BUDGET_APPROVER	V_R_DOA_OVERSIGHT	N/A
11					15100	92100	10000	No	FIN	V_GL_COVA_DOA_JRNL_BYPASS	V_R_DOA_OVERSIGHT	N/A
12					15100	92100	10000	No	FIN	V_GL_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
13					15100	92100	10000	No	FIN	V_GL_STATE_JOURNAL_APPROVER	V_R_DOA_OVERSIGHT	N/A
14					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_FRIM_DOA_FISCAL
15					15100	92100	10000	No	HCM	V_AM_SUPERVISOR	N/A	V_FRIM_DOA_FISCAL
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_FRIM_DOA_FISCAL
17					15100	92100	10000	No	HCM	V_BN_RO	N/A	V_FRIM_DOA_FISCAL
18					15100	92100	10000	No	HCM	V_HR_RO	N/A	V_FRIM_DOA_FISCAL
19					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_FRIM_DOA_FISCAL
20					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_FRIM_DOA_FISCAL
21					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_FRIM_DOA_FISCAL
22					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_FRIM_DOA_FISCAL
23					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_FRIM_DOA_FISCAL
24					15100	92100	10000	No	HCM	V_PY_BUDGET_PROCESSOR	N/A	V_FRIM_DOA_FISCAL
25					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_FRIM_DOA_FISCAL
26					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_FRIM_DOA_FISCAL
27					15100	92100	10000	No	HCM	V_TA_SUPERVISOR	N/A	V_FRIM_DOA_FISCAL



Screenshot of the User FIN/HCM Roles Assigned Query Page by Business Unit and Department

V_SEC_USER_FIN_HCM_ROLES - User FIN/HCM Roles assigned												
Cardinal User ID (% for All) [is] [Q]												
Email Address (% for All) [%] [Q]												
Employee ID (Optional) [Q]												
Business Unit(% for All) [15100] [Q]												
Dept ID (% for all) [92100] [Q]												
Locked Out? (1=Yes or 0=No) []												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (60 kb)												
View All												
First 1-93 of												
Row	Cardinal User ID	Userid Description	Email Address	Employee ID	Business Unit	HCM Dept Id	FIN Dept Id	Account Lock? -Yes or No	Database Application	Role Name	FIN Primary Permission List	HCM Primary Permission L
1					15100	92100	NA	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
2					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
3					15100	92100	NA	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
4					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
5					15100	92100	NA	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
6					15100	92100	NA	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
7					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
8					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
9					15100	92100	NA	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
10					15100	92100	NA	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
11					15100	92100	NA	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
12					15100	92100	NA	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
13					15100	92100	NA	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
14					15100	92100	NA	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
15					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_NONE
16					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_NONE
17					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_NONE
18					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_NONE
19					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_NONE
20					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_NONE
21					15100	92100	10000	No	HCM	V_TA_SS	N/A	V_PRIM_NONE
22					15100	92100	10000	No	HCM	V_ABSENCE_SS	N/A	V_PRIM_15100_16200_OVER
23					15100	92100	10000	No	HCM	V_BENEFITS_SS	N/A	V_PRIM_15100_16200_OVER
24					15100	92100	10000	No	HCM	V_BN_ADMINISTRATOR	N/A	V_PRIM_15100_16200_OVER
25					15100	92100	10000	No	HCM	V_HR_ADMINISTRATOR	N/A	V_PRIM_15100_16200_OVER
26					15100	92100	10000	No	HCM	V_HR_POSITION_MGMT	N/A	V_PRIM_15100_16200_OVER
27					15100	92100	10000	No	HCM	V_HR_SS	N/A	V_PRIM_15100_16200_OVER
28					15100	92100	10000	No	HCM	V_HR_SS_RO	N/A	V_PRIM_15100_16200_OVER
29					15100	92100	10000	No	HCM	V_PAYROLL_SS	N/A	V_PRIM_15100_16200_OVER
30					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_FIN	N/A	V_PRIM_15100_16200_OVER
31					15100	92100	10000	No	HCM	V_PEOPLESOFT_USER_HCM	N/A	V_PRIM_15100_16200_OVER
32					15100	92100	10000	No	HCM	V_PY_RO	N/A	V_PRIM_15100_16200_OVER
33					15100	92100	10000	No	HCM	V_TA_RESTRICTED_SPEC_APPROVER	N/A	V_PRIM_15100_16200_OVER



User Profile Details Query (V_SEC_USER_PROF_EMAIL_DETAILS)

REVISED: 9/1/2026

DESCRIPTION:

This query displays the Cardinal User ID, Description, Employee ID, Email, HCM Primary Permission List, and Business Unit. The query can be used to identify the Cardinal User ID, Employee ID, or Business Unit associated with a specific user. This query may be run in HCM only.

NAVIGATION PATHS:

- Query Viewer > V_SEC_USER_PROF_EMAIL_DETAILS
- (Any Cardinal HCM WorkCenter) > Links > Other Links > Query Viewer > V_SEC_USER_PROF_EMAIL_DETAILS
- NavBar Menu > Reporting Tools > Query > Query Viewer > V_SEC_USER_PROF_EMAIL_DETAILS

INPUT / SEARCH CRITERIA:

User ID

OUTPUT FORMAT:

HTML
Excel
CSV

Note: All User IDs, Descriptions (names), email addresses, and Employee IDs have been redacted in the sample screenshots provided.

Screenshot of the User Profile Details Query Page by User ID

V_SEC_USER_PROF_EMAIL_DETAILS - User Profile Details

User ID (% for All)

Empl ID (% for All)

Email ID (% for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	User ID	Description	Is Locked	ID	Email ID	Prim Perm List	Unit
1			0			V_PRIM_99900_USERS	99900

Screenshot of the User Profile Details Query Page by Employee ID

V_SEC_USER_PROF_EMAIL_DETAILS - User Profile Details

User ID (% for All)

Empl ID (% for All)

Email ID (% for All)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Row	User ID	Description	Is Locked	ID	Email ID	Prim Perm List	Unit
1			0			V_PRIM_99900_USERS	99900



Screenshot of the User Profile Details Query Page by Email address

V_SEC_USER_PROF_EMAIL_DETAILS - User Profile Details

User ID (% for All) %

Empl ID (% for All) %

Email ID (% for All)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last

Row	User ID	Description	Is Locked	ID	Email ID	Prim Perm List	Unit
1			0			V_PRIM_99900_USERS	99900