

**Subject:** Security Roles for the Business Warehouse Payment Register Report will be Updated Effective Monday, June 17, 2013

**Audience:** Finance Directors, HR Directors, Procurement Directors, AST Leads

In the past, the SCEIS Business Warehouse (BW) [Payment Register Report](#) has provided users with a view of all agency payments made from various house bank accounts (payroll, accounts payable, etc.). In mid-May, the SCEIS Agency Advocates sent each agency a list of users with access to the Payment Register Report. They asked each agency to review the list of users, and let SCEIS know whether each user should retain the access to view payments from all of the agency's payment accounts, or have one or more new security roles applied to limit the user's access to view payments made from only those accounts that pertain to his or her unique job functions.

**Effective today, Monday, June 17, the new Payment Register Report roles will be applied to agency users, as requested by the agencies.** This means that some users will see a change in the payments they can view using the Payment Register Report.

Any users who run the Payment Register Report on or after June 17, and find that they can no longer view payment data that they need, should contact their agency's data owner to request an adjustment to their security roles for this report. Agency data owners can then request the role change via the User Access form, which is available to them through MySCEmployee. If you are unsure who is the data owner for your agency, your [SCEIS Agency Advocate](#) can provide that information.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.