



ADDY TIPS



Departmental Authorization List (DAL): Security Access Codes and Descriptions

This Addy Tip lists and describes the 14 available DAL codes in UCF Financials. Use any one or all of these codes to request Financials transaction and security role access for a UCF employee.

| Code | | Description |
|------------|--|--|
| AXA | Auxiliary Purchases (Approve) | Authorizes employee to purchase, or approve the purchase of, items in any of the Auxiliary store locations on campus. (e.g., Computer Store, Printing Services, and Office Supply) and approve payment for invoices less than \$5,000. |
| CSA | Cashiers/Checks (Approve) | Authorizes employee to receive, or approve the receipt of, checks or travel advances for departments from Finance & Accounting or the Cashiers Office. |
| DDC | Deans, Directors, and Chairs Note: This code can only be assigned to one employee per department or project. | A single individual primarily responsible for the operations of a department or project. The DDC approves DAL role assignments, has authority to approve payment of invoices (including invoices totaling \$50,000 and above) and declares assets lost or missing. This individual will be able to assign SBC access to any person within their department or project at any level. |
| DLP | DAL Processor | Authorizes employee to create DAL role assignment requests. All requests created by the DLP are routed to both DDC and RFO for approval. |



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| Code | | Description |
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| FSI | Financials Security Inquiry | Authorizes employee to run queries on and have access to: supplier, voucher, requisition, purchase order, general ledger, and budget inquiry data in UCF Financials. |
| JEC | Journal Entry (Create) | Authorizes employee to create, edit, and budget check journals in UCF Financials, and submit those journals for approval and posting. |
| PCA | Purchasing Card (Approve) | Authorizes employee to approve Purchasing Card transactions in UCF Financials and approve payment for invoices less than \$50,000. |
| PCT | Property Custodian Note: This code can only be assigned to one employee per department or project. | A single individual delegated by the department's DDC or RFO to assist in tracking and maintaining the department's inventory of state-owned property. The PCT code authorizes an employee to create transfer and lost/missing requests for assets, and to approve asset transfers from other departments or projects. |
| PRA | Purchasing – Requisitions (Approve) | Authorizes employee to approve purchase requisitions in UCF Financials and approve payment for invoices less than \$50,000. |
| PRC | Purchasing – Requisitions (Create) | Gives individuals security to create requisitions and complete receiving and inspection in UCF Financials. |
| PTU | Purchasing Card Cardholder Transaction Update | The PTU code authorizes a UCF Financials user, delegated by the department's RFO, to update PCard transactions before the PCard Approver (PCA) reviews and approves them. |



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| Code | | Description |
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| RFO | <p>Responsible Fiscal Officer</p> <p>Note: This code can only be assigned to one employee per department or project. It is recommended that the employee who is assigned the RFO role be different than the DDC to provide increased operational flexibility.</p> | <p>The RFO is the individual primarily responsible for the financial activity and financial security for a particular department or project. The RFO approves DAL role assignments, has authority to approve payment of invoices (including invoices totaling \$50,000 and above) and declares assets lost or missing.</p> <p>This individual will be able to assign SBC access to any person within their department or project at any level.</p> |
| SBC | Standard Budget Creator | <p>Gives an employee the ability to create Budget Journals in Draft & Final ledgers, and the ability to “self-approve” the budget journal only in Draft ledger.</p> |
| SBA | Standard Budget Approver | <p>Workflow will route FIN budget journal for approval, based on Journal Source.</p> <p>Gives an employee the ability to “self-approve” FIN journals, provided they also have the SBC code.</p> <p>To request this code, please fill out and submit form 41-960, located on the UCF Finance & Accounting website: http://www.fa.ucf.edu/Forms/Forms.cfm.</p> |