Security Roles

Enterprise Reporting will be available to anyone with any of the Commitment Accounting security roles. DSAs are responsible for requesting security roles.

UF_KA_BUDGETING_INQUIRY

If you wish to View Inquiry ONLY, request this role. You must also provide a Dept ID. This will give you access to everyone in your department.

UF_KA_DEPT_BUDGETING_TRAINEE

If you are going to process transactions in Commitment Accounting (including Retros) for your Department ONLY and you have completed the training requirement PST985 Commitment Accounting Basics, you should request this security role. You must also provide a Dept ID. This will give you access to everyone in your department. This role will expire 90 days after receipt. Complete the PST986 Commitment Accounting Advanced course to obtain the UF_KA_DEPT_BUDGETING_ADMIN role.

UF_KA_DEPT_BUDGETING_ADMIN

If you are going to process transactions in Commitment Accounting (including Retros) for your Department ONLY and you have completed the training requirement PST986 Commitment Accounting Advanced within 90 days of receiving the UF_KA_DEPT_BUDGETING_TRAINEE role, you should request this security role. You must also provide a Dept ID. This will give you access to everyone in your department. The role will expire 3 years after receipt. Complete PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced to have the role renewed.

NOTE: The DSA must indicate what department ID's access will be given in order for the above security roles to work. Updating the Account Code Security is an overnight process.

UF_KA_PAYROLL BUDGETING

If you are at the College Level and will be processing transactions that are likely to include "Cross College Transactions" and you have completed both PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced, you must request this security role. College Level security will include ALL in row level security. This means you will have access to everyone and can complete the Cross College Transactions. This role does not expire.

NOTE: The DSA should send an email to University Payroll & Tax Services staff providing notification that this employee needs college level processing access in myUFL. Updating the Account Code Security is an overnight process.