**UF** | **Training & Organizational Development**
*Human Resources*
UNIVERSITY *of* FLORIDA

**Requesting Account Code Security**

While **Roles** provide access to systems or pages, **Setups** specify what data you can access through those systems or pages.
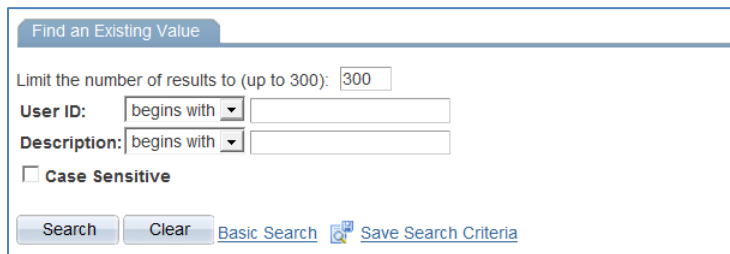
Various setups specify what data you can access in the HR/Payroll modules. Account Code Security setups are used to authorize which commitment accounting combination codes a user can access in the HRMS Commitment Accounting and Letters of Appointment modules.

> For example, you may have access to the review actuals distributions page, but you won't be able to access any combination codes until the Account Code Security setup is completed.

This setup is required for all roles that begin with UF_KA_ or UF_LOA_.

To set up access to commitment accounting combination codes, follow these instructions.

1. Navigate through **Nav Bar > Main Menu > UF SailPoint IdentityNow > Security Setups>Account Code Security**

2. Enter the UFID in the **User ID** field.



3. Click the **Search** button.

4. Enter or Select the **Department** for the combination codes to which you want the individual to have access.



5. Leave the Set ID set to "UFLOR" and the Access Code set to "Read/Write".

   Note: The roles a user has will determine whether the user can update data or only view it.

6. Continue to add departments using the ➕ button.

7. Click the [Save] button. This setup will be completed by an overnight batch process.

Note: If you try to add access to combination codes for "ALL" departments, you'll see the message below instructing you to send that request to payrollhelp@admin.ufl.edu with supporting justification. You'll need to remove the row for "ALL" in order to save the setup.

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