

DAL Security Access Codes

CODE	DESCRIPTION	REQUIRED TRAINING
DAL (Department Authorization List)	The Department Authorization List (DAL) functions to define single user security roles within UCF Financials. These security roles allow employees to perform financial functions as assigned, such as authorizing auxiliary purchases, creating and approving requisitions, creating journal entries, approving purchasing card transactions, and transferring and declaring assets lost or missing.	Financials Navigation (FNV 120) Chart of Accounts (FCA121) Enhanced DAL Training (FSC122)
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.	N/A
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.	N/A
DDC Deans, Directors, or Chairs <i>only assigned to ONE employee per department or project</i>	A single individual appointed to oversee the work of a department or project. The DDC authorizes assets transfers, and declares assets lost or missing, and approves DAL requests created by a DAL Processor (DLP) and asset transfer requests created by a Property Custodian (PCT). This role also approves payment for invoices totaling \$50,000 and greater.	N/A
DLP DAL (Department Authorization List) Processor	Authorizes employee to create DAL requests. All requests created by the DLP are routed to both DDC and RFO for approval.	N/A
FSI Financials System Inquiry	Authorizes employee to run and access queries on: vendor, voucher, requisition, purchase order, general ledger, and budget inquiry data within the UCF Financials system.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 - Chart of Accounts Plus, at least one of the following: FAM120 – Asset Management Inquiry FAM121 – Property Custodian Training FAP120 - Accounts Payable Inquiry FGL120 – Budget and Journal Inquiry FGL121 – Create and Upload Journals FPO120 – Purchasing Inquiry FRP120 – Reporting Essentials
JEC Journal Entry (Create)	Authorizes employee to create, edit, and budget check journals in UCF Financials, and submit those journals for approval and posting.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 – Chart of Accounts Plus: FGL121 – Create and Upload Journals Recommended: FGL120 – Budget and Journal Inquiry
PCA Purchasing Card (Approve)	Authorizes employee to approve Purchasing Card transactions in UCF Financials and approve payment for invoices less than \$50,000.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 – Chart of Accounts Plus: FPO125 – PCard Training for Cardholders FPO126 – PCard Training for Approvers Recommended: FAP120 – Accounts Payable Inquiry FPO120 – Purchasing Inquiry
PCT Property Custodian (Approve/Create)	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.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 – Chart of Accounts Plus: FAM121 – Property Custodian Training Recommended: FAM120 – Asset Management Inquiry
PRA Purchasing – Requisitions (Approve)	Authorizes employee to approve purchase requisitions in UCF Financials and approve payment for invoices less than \$50,000.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 - Chart of Accounts Plus: FPO120 – Purchasing Inquiry FPO124 – Creating ePro Requisitions
PRC Purchasing – Requisitions (Create)	Gives individuals security to create requisitions in the UCF Financials System.	Prerequisites: FNV120 – Financials Basic Navigation FCA121 – Chart of Accounts Plus: FPO120 – Purchasing Inquiry FPO124 – Creating ePro Requisitions Recommended: FRP120 – Reporting Essentials FPO123 – UCF Travel Guidelines

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<p>PTU Purchasing Card Cardholder Transaction (Update)</p>	<p>The PTU code authorizes a PCard holder, delegated by the department's RFO, to update his or her own PCard transactions before the PCard Approver (PCA) reviews and approves them.</p>	<p>Prerequisites: FNV120 – Financials Basic Navigation FCA121 – Chart of Accounts</p> <p>Plus: FPO125 – PCard Training for Cardholders FPO126 – PCard Training for Approvers</p> <p>Plus, at least one of the following: FAM120 – Asset Management Inquiry FAP120 - Accounts Payable Inquiry FPO120 – Purchasing Inquiry</p>
<p>RFO Responsible Fiscal Officer <i>only assigned to ONE employee per department or project</i></p>	<p>The RFO is the individual primarily responsible for the financial activity and financial security for a particular department or project. The RFO authorizes assets transfers, and declares assets lost or missing, and approves DAL requests created by a DAL Processor (DLP) and asset transfer requests created by a Property Custodian (PCT). This role also approves payment for invoices totaling \$50,000 and greater.</p>	<p>Financials Navigation (FNV 120) Chart of Accounts (FCA121) Enhanced DAL Training (FSC122)</p>