9.2 Budget Security for Commitment Control

Purpose: Budget security for Commitment Control is defined using the general security module. The budget security in Commitment Control is not set up for security purposes. These are the instructions on how to enter the budget security information in PeopleSoft.
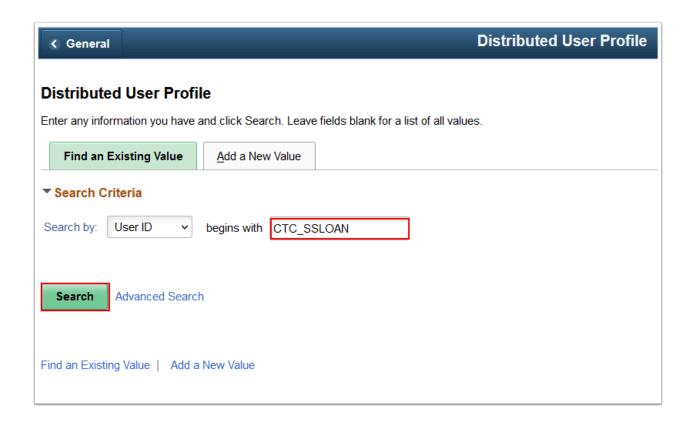
Audience: Finance Staff.

❗ You must have at least one of these local college managed security roles:

• ZD Local Security Admin

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.
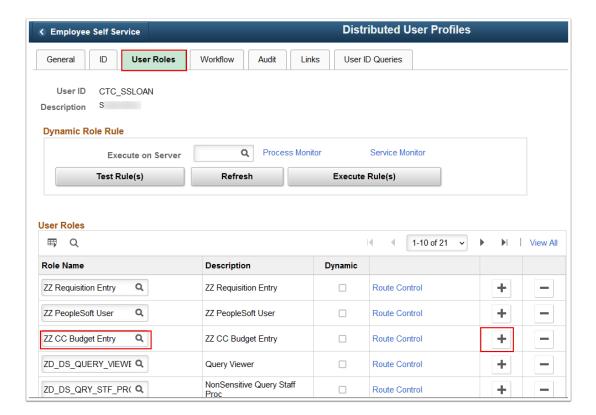
Entering a Security Role for User

Navigation: NavBar > Navigator > PeopleTools > Security > User Profiles > Distributed User Profiles

1. On the **Distributed User Profile** search page, enter or select the **User ID** of the person who requires additional security roles. The **Distributed User Profiles** page will display.

2. Select the **User Roles** tab to get the listing of current roles assigned. If required role is not listed, select the **Add a New Row [+]** icon to add a new role for this user.

3. At the bottom of the page, select the **Save** button.

ZD_DS_QRY_PURCHA 🔍	NonSensitive Query Purchasing	☐	Route Control	➕	➖
ZD_DS_QRY_PROJEC 🔍	NonSensitive Query Projects	☐	Route Control	➕	➖
ZD_DS_QRY_GRANTS 🔍	NonSensitive Query Grants	☐	Route Control	➕	➖
ZD_DS_QRY_GEN_LEI 🔍	NonSensitive Query Gen Ledger	☐	Route Control	➕	➖
ZD_DS_QRY_EXPENSI 🔍	NonSensitive Query Expenses	☐	Route Control	➕	➖

Save   Return to Search   Previous in List   Next in List   Add   Update/Display

Role Name	Title	Description
ZD CC Budget Inquiry	BUDGET INQUIRY	Inquiry Access to Commitment Control for things like Budget Overview and Budget Detail
ZZ CC Budget Approval	BUDGET APPROVAL	Approval Access for Budget Journals
ZZ CC Budget Entry	BUDGET ENTRY	Access to Enter Budget Journals
ZZ CC Budget Processing	BUDGET PROCESSING	Access to Process Budget Journals such as Budget Checking, Posting, Running Request Build, etc
ZZ CC Budget Reports	BUDGET REPORTS	Access to Commitment Control Reports
ZZ CC Local Config	BUDGET CONFIGURATION	Allows user to assign Commitment Control Budget Rules to Users

💡 The level of budget security determines the allowable access of the user. The above listing is in ascending order. The description listing builds on the prior listing to give an overview of the access level of each role.

4. Process complete.