

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.

General
Distributed User Profile

Distributed User Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

Search by:
User ID
begins with
CTC_SSLOAN

Search
Advanced Search

Find an Existing Value | Add a New Value

- 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.

Employee Self Service
Distributed User Profiles

General
ID
User Roles
Workflow
Audit
Links
User ID Queries

User ID
CTC_SSLOAN
Description
S

Dynamic Role Rule

Execute on Server
Process Monitor
Service Monitor

Test Rule(s)
Refresh
Execute Rule(s)

User Roles

1-10 of 21
View All

Role Name	Description	Dynamic			
ZZ Requisition Entry	ZZ Requisition Entry	<input type="checkbox"/>	Route Control	+	-
ZZ PeopleSoft User	ZZ PeopleSoft User	<input type="checkbox"/>	Route Control	+	-
ZZ CC Budget Entry	ZZ CC Budget Entry	<input type="checkbox"/>	Route Control	+	-
ZD_DS_QUERY_VIEWE	Query Viewer	<input type="checkbox"/>	Route Control	+	-
ZD_DS_QRY_STF_PR	NonSensitive Query Staff Proc	<input type="checkbox"/>	Route Control	+	-

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

ZD_DS_QRY_PURCHA	NonSensitive Query Purchasing	<input type="checkbox"/>	Route Control		
ZD_DS_QRY_PROJEC	NonSensitive Query Projects	<input type="checkbox"/>	Route Control		
ZD_DS_QRY_GRANTS	NonSensitive Query Grants	<input type="checkbox"/>	Route Control		
ZD_DS_QRY_GEN_LEI	NonSensitive Query Gen Ledger	<input type="checkbox"/>	Route Control		
ZD_DS_QRY_EXPENSI	NonSensitive Query Expenses	<input type="checkbox"/>	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.