ADDY NOTE

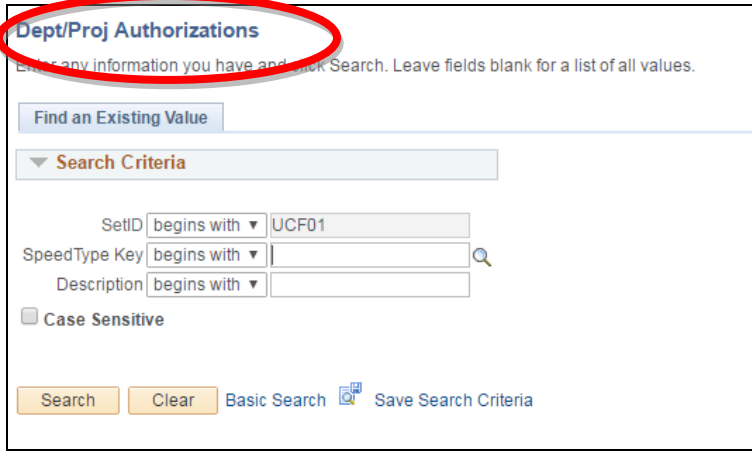**ATTENTION:**
This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

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Inquiring on the DAL for Department/Project Authorizations

This Addy Note explains how to search for employees on the Departmental Authorization List using a department or project, in order to see a list of employees associated with the department or project and the employee's corresponding delegated DAL/security access.

Please note: This information will not be available for all UCF Financials users.

Step	Action
1.	Navigate to: **Main Menu** > **Departmental Authorizations** > **Dept/Proj Authorizations**.

ADDY NOTE

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Step	Action
2.	Begin by entering **UCF01** in the **SetID** field.
3.	Click the lookup icon beside the **SpeedType Key** field. This will open a pop-up window. **Note**: If you already know you **SpeedType Key**, enter it in the field, and proceed to **Step 7**.

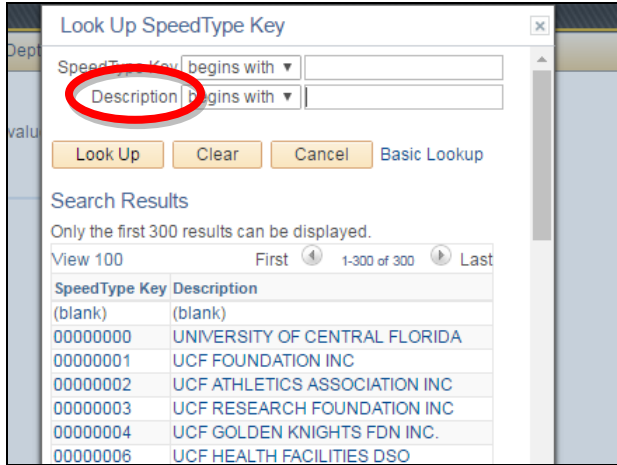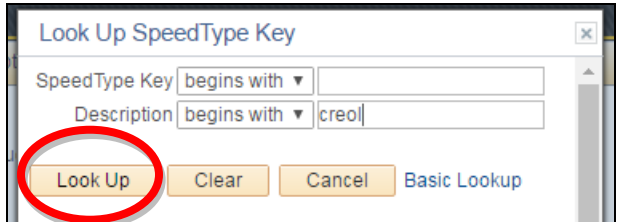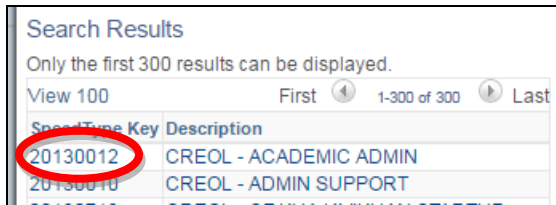# ADDY NOTE

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Step	Action
4.	Enter the name of the department or project (or a protion of the name) in the **Description** field. In this example, we will type in "creol".
5.	After typing in "creol", click the **Lookup** icon.
6.	Select the **SpeedType**.

ADDY NOTE

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Step	Action
7.	Your selected **SpeedType** will now be inserted, and the pop-up window will close. Click **Search**.
8.	The **Dept/Proj Authorizations** page contains a list of employees associated with the department or project and the employee's corresponding delegated DAL/security access. **Please note**: The **Name** and **EmplID** is intentially blank below, but will display for the user.

Step 7 image:

Dept/Proj Authorizations

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

Find an Existing Value

▼ Search Criteria

SetID begins with ▼ UCF01
SpeedType Key begins with ▼ 20130012
Description begins with ▼
☐ Case Sensitive

Search   Clear   Basic Search 🔍 Save Search Criteria

Step 8 image:

SpeedType   20130012   CREOL - ACADEMIC ADMIN

Personalize | Find | 🔲 | 🔳   First ◄ 1-29 of 29 ► Last

	Empl ID	Name	Department Authorization	As Of Date
1	_____		AXA-Auxiliary Purch (Approve)	01/19/2016
2	_____		CSA-Cashiers Check (Approve)	01/19/2016
3			AXA-Auxiliary Purch (Approve)	01/19/2016
4			CSA-Cashiers Check (Approve)	01/19/2016
5			FSI-Financials System (Inquiry	01/19/2016