



# ADDY NOTE



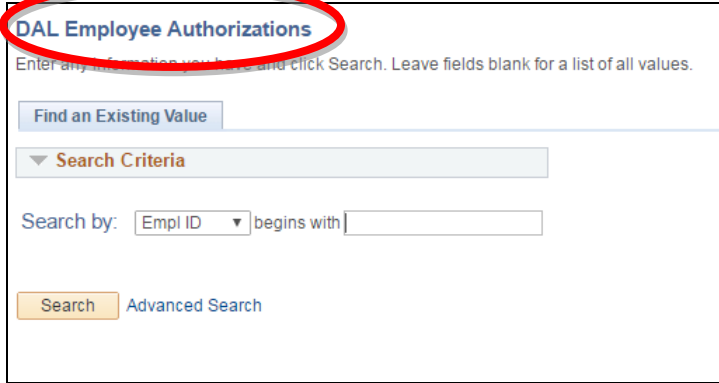
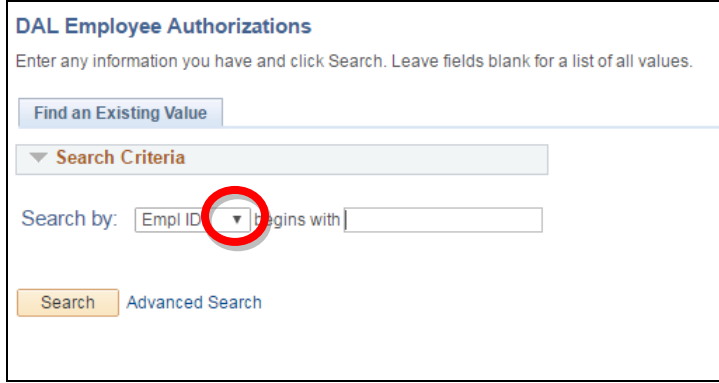
FINANCIALS  
REFERENCE  
DATABASE

## ATTENTION:

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

## Inquiring on the DAL for Employee Authorizations

This Addy Note explains how to search for an employee and view that employee's active DAL codes by using the Departmental Authorization List.

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; Departmental Authorizations &gt; Employee Authorizations.</b></p>  <p>The screenshot shows the 'DAL Employee Authorizations' search interface. At the top, the title 'DAL Employee Authorizations' is circled in red. Below the title is a search form with a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and a 'Search by' field set to 'Empl ID' with a 'begins with' input field. There are 'Search' and 'Advanced Search' buttons at the bottom.</p>
2.	<p>To begin, click the down arrow in the <b>Search by</b> field.</p>  <p>The screenshot shows the same search interface as above. The down arrow in the 'Search by' dropdown menu is circled in red, indicating the next step in the process.</p>




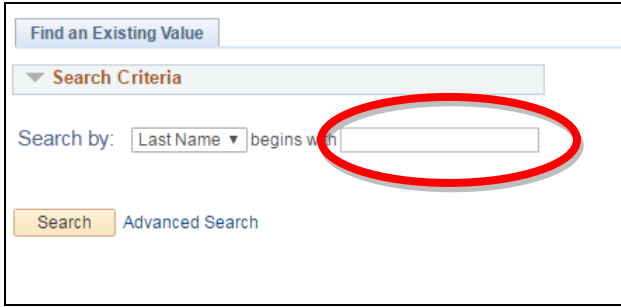
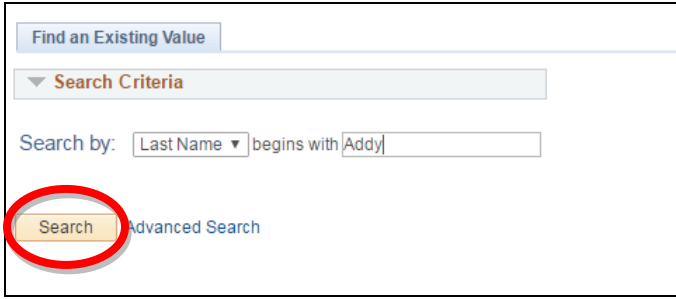
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Step	Action
3.	<p>Select your <b>Search by</b> criteria from the drop-down list. It is recommended to search by selecting <b>Last Name</b>.</p> 
4.	<p>Complete the empty <b>Search by</b> field.</p> 
5.	<p>Click <b>Search</b>.</p> 



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Step	Action								
6.	<p>If only one employee has the name you entered (as in this example), the DAL Authorizations page for the employee will display. The DAL Authorizations page contains the following information:</p> <ul style="list-style-type: none"> <li>• <b>SpeedType Key:</b> The department or project number.</li> <li>• <b>Description:</b> Provides a brief description of the SpeedType Key.</li> <li>• <b>Department Authorization:</b> Displays the security access associated with a particular department or project.</li> <li>• <b>As of Date:</b> Refers to the effective date.</li> </ul> <div data-bbox="305 930 1386 1184" style="border: 1px solid black; padding: 5px;"> <p>DAL Authorizations</p> <p>Empl ID 1053332      Addy,Rebekah Lynn</p> <table border="1"> <thead> <tr> <th>SpeedType Key</th> <th>Description</th> <th>Department Authorization</th> <th>As Of Date</th> </tr> </thead> <tbody> <tr> <td>1 00030001</td> <td>FIX-FIXED ASSETS INVEST IN PLT</td> <td>PCT-Property Custodian</td> <td>09/29/2016</td> </tr> </tbody> </table> </div>	SpeedType Key	Description	Department Authorization	As Of Date	1 00030001	FIX-FIXED ASSETS INVEST IN PLT	PCT-Property Custodian	09/29/2016
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