Assigning Budget Prep Security Access

The Organization / Financial Manager provides authorization for delegates to view and update the Budget Prep modules through the TEAM application.

A Financial Manager is assigned to each level of the organization hierarchy. Access may be assigned at the lowest FOP organization level or at a higher level which grants access to the lower FOP levels as well. The Financial Manager for each organization must register delegates (including themselves) via the TEAM Application to access the Budget Prep modules.

- The organization hierarchy and the assigned financial managers may be viewed in Cognos:
  - Public Folders>TTU Finance>Fund/Org Manager Reports>FI028 Organization Hierarchy Report
- Up to 3 delegates may be assigned to each organization code.
- Assignment to a higher level of the organization hierarchy gives access to the lower level organization codes.

7 Steps to Assign Budget Prep Security Access

Step 1: Access TeamApp

Step 2: Choose “Access Request” from the menu provided.

Step 3: Select the “Budget Prep Security Request” link.
Step 4: Enter the eRaider ID for the user for whom you are requesting access.

- If you do not know the eRaider ID, use the “Search for eRaider ID” button.
- Click the “Next” button to continue.

Step 5: Move the organization code from the “Select Orgn Code” section to the “Orgns Selected” section by highlighting the organization code (use the CTRL key on your keyboard to select more than one) and clicking the single arrow, --OR--
To grant access to all the listed organization codes, click on the double arrow.

**Step 6:** Choose the “Submit” button to add the security.
**Step 7:** A confirmation showing a summary of the request is displayed.

![Confirmation Image]

**Removing Budget Prep Security Access**

To remove security, refer to **Step 5** and choose the deselect arrows to remove organization codes from the “**Orgns Selected**” section.

![Select Organization Code Image]

---

**Contact Us:** dmfr.support@ttu.edu  
Visit us on the web: [http://www.depts.ttu.edu/dmfr/](http://www.depts.ttu.edu/dmfr/)  
DMFR Training Website: [https://apps.dmfr.ttu.edu/training/](https://apps.dmfr.ttu.edu/training/)  
DMFR Portal [https://portal.dmfr.ttu.edu](https://portal.dmfr.ttu.edu)