

Budget Prep Security Reports

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

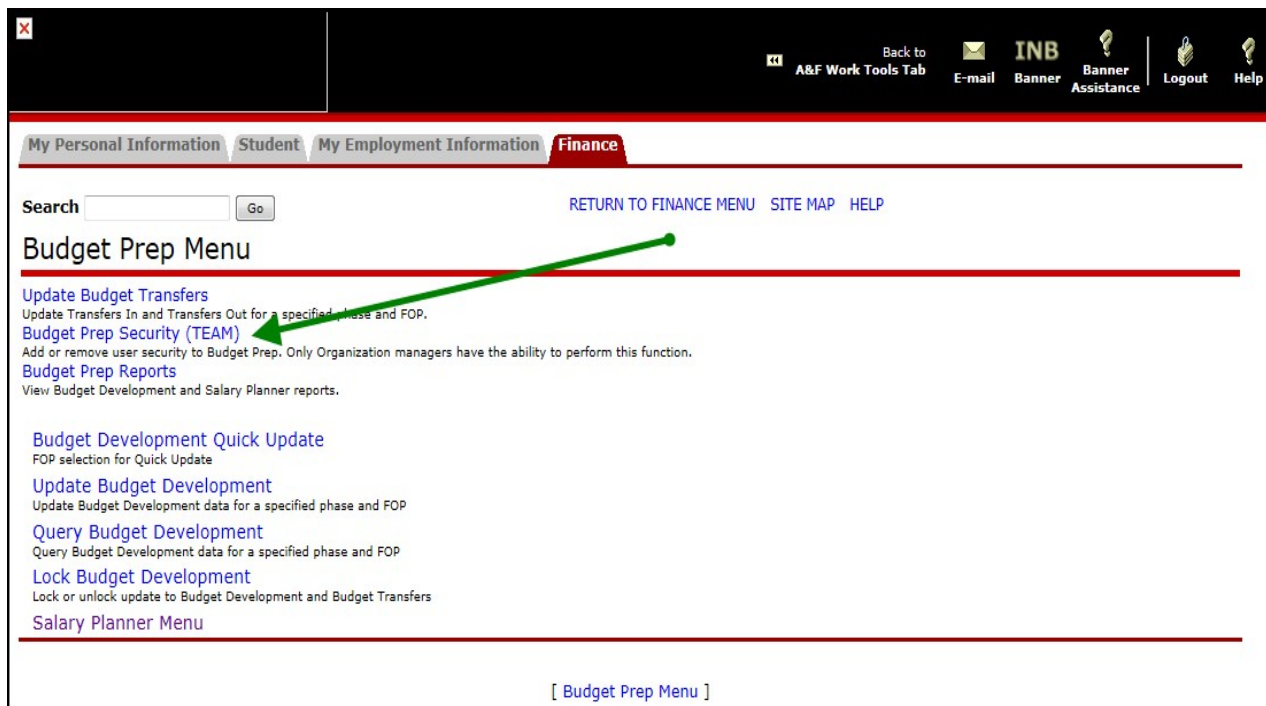
A Financial Manager is assigned to each level of the organization hierarchy. Access may be assigned at the lowest FOP organization level or at a higher level which grants access to the lower FOP levels as well. The Financial Manager for each organization must register delegates (including themselves)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

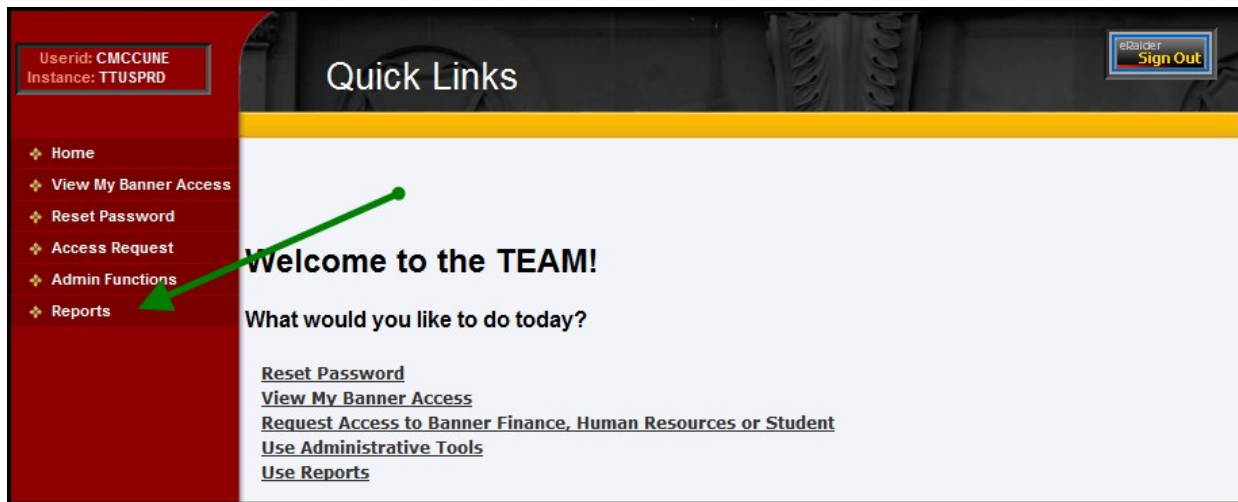
Instructions for the TEAM Application Budget Prep Security Reports

Finding out who has access to Budget Prep Modules

Accessing TeamApp: From the Budget Prep Menu select the “**Budget Prep Security (TEAM)**” link.

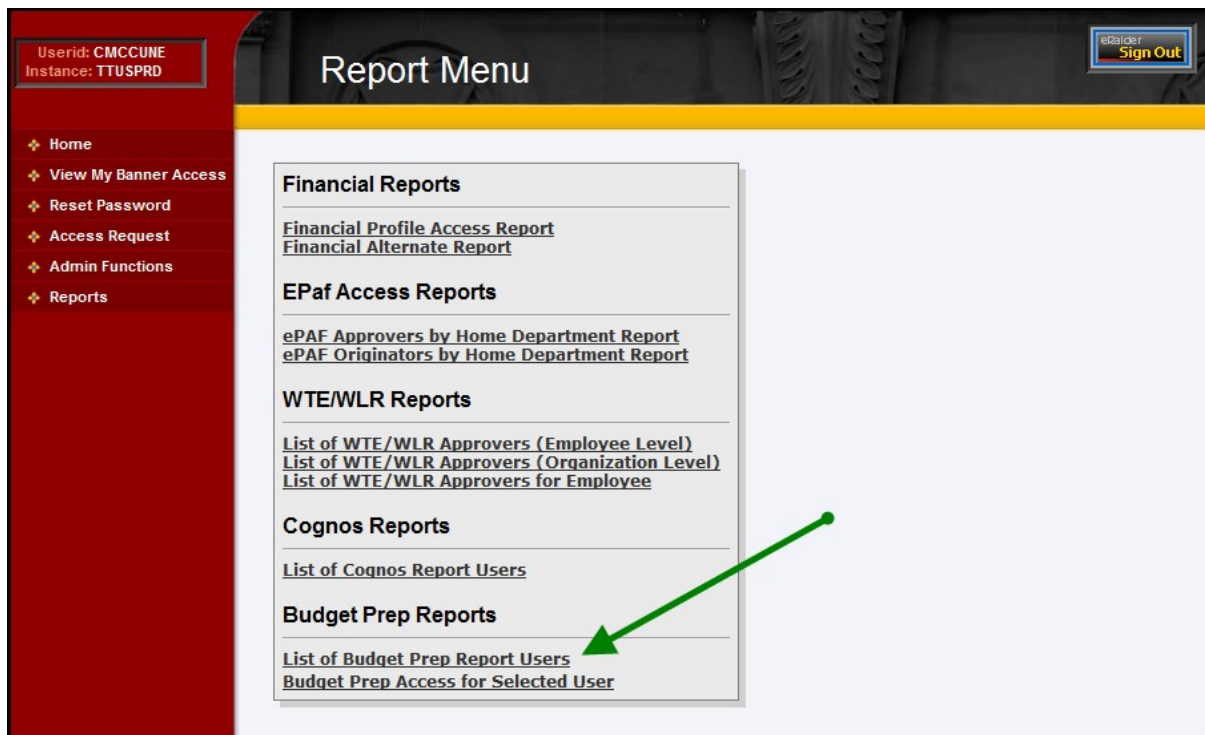


In the TEAM application, select the “Reports” link.

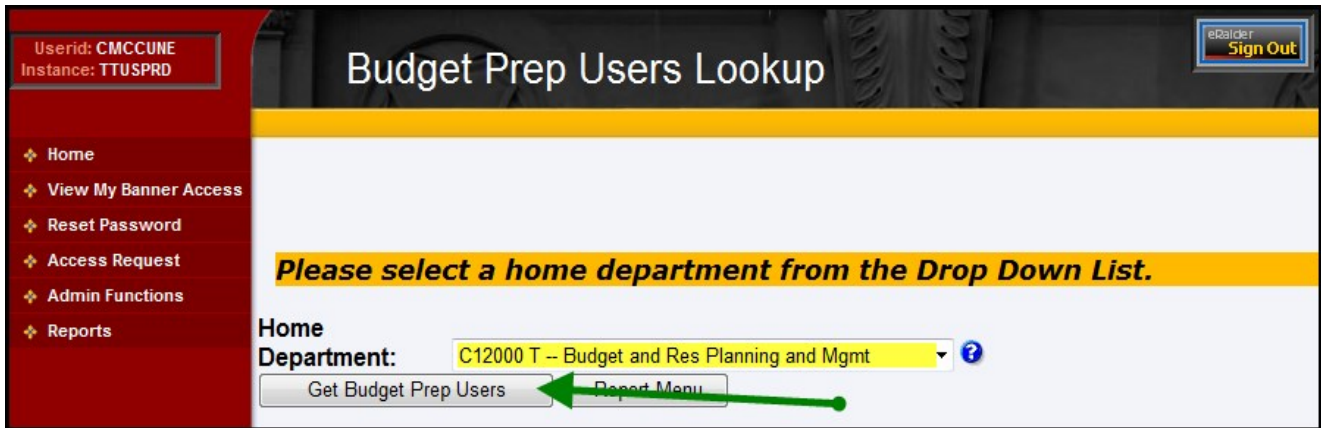


Two reports are available for viewing. Click the desired report.

- **List of Budget Prep Report Users:** Lists the users assigned to selected home departments.
- **Budget Prep Access for Selected User:** Lists the organization access assigned to an individual.



For the list of Budget Prep Users, select a “**Home Department**” from the drop-down list and select “**Get Budget Prep Users**” and a list of users with security will be displayed.



A list of Budget Prep Users for that organization will be displayed.

