

Introduction to iBudgets

| Level | Privilege Name | Features | Functions | Authority Manager Steps | Training Needed ? | Training Contact |
|-------|-------------------------|----------|---|---|---|--|
| 1 | Access | Fewest | May initiate all types of iBudgets journals | Granted by your manager in Authority Manager | iBudget training recommended | Creed Raftery 5-1220 |
| 2 | SU Budget Administrator | | Level 1 capabilities, uploads with normal routing, and limited Fund Transfers with routing | Granted by the University Budget Office (Andrew Harker) | Cost Policy & iBudget training required | Lisa Forgatsch 5-9830 & Creed Raftery 5-1220 |
| 3 | SU Budget Manager | Most | Level 1 & 2 capabilities, uploads with no routing, and additional Fund Transfers with routing | Granted by the University Budget Office (Andrew Harker) | Cost Policy & iBudget training required | Lisa Forgatsch 5-9830 & Creed Raftery 5-1220 |