

## Access to a Commitment is controlled by:

Your Managing Unit

The Financial Department/ Program used in the Commitment Detail Chartstring

**Edit Access:** If you **Create** the Commitment, your Managing Unit “owns” the Commitment and is responsible for the maintenance and upkeep of the Commitment record (Summary and Details) in AMT. This includes maintenance of the status and the ChartField details.

**View Access:** If your Department number is used in the Commitment To/From, but you did not create the commitment, then you will only see your portion of the commitment.

**Shared View Access:** If the Managing Unit Shares View Access to a commitment with another department, that department will see the same level of Commitment detail as the Managing Unit, but not be able to edit anything (all Chartstrings, Comments and Attachments).

## What Can I See and What Can I Do

	I Created the Commitment (I am the Managing Unit)	My Department # is in Commitment Created by Someone Else	Another Managing Unit SHARES the Commitment with Me
Commitment List: Summary and Detail View	Appears as a Hyperlink The Managing Unit is mine	Appears as Black font, can't drill. I see a Managing Unit that is not mine.	Appears as a Hyperlink I see a Managing Unit that is not mine.
Tab: Commitments Summary	Edit all fields	Cannot See	Can view, not edit
Tab: Commitment Details	Edit Financial Detail (To & From) – Fund	Cannot See	Can view, not edit
Tab: Comments	Add & View	Cannot See	Can view, not add
Tab: Attachments	Add & View	Cannot See	Can view, not add