MONTHLY BUSINESS MANAGERS’ MEETING

“A REVIEW OF SECURITY ACCESS”

Tuesday, December 11, 2012
9:30 am – 11:00 am
LSU Student Union – Atchafalaya Room

Presented by Accounting Services
Announcements

- Final Accounts Payable check run on December 20
- All deposits should be recorded and submitted to the Bursar’s Office no later than December 21
- There will be no meeting in January 2013
Security Access

Donna K. Torres, CPA

Accounting Services
Option 1:
Security access report of employees for which an individual is listed as supervisor.

Option 2:
Security access report for individuals with the following profiles:
- HRSDEAN
- HRSDEPTHEAD
- HRSAUTH
- SIGAUTH
- BUSMGR

Supervisor/Departmental Security Search

Report Parameters

*Report Type:
- Option 1: Supervisee
- Option 2: Departmental

Option 1: Search by Supervisee(s)

*Search Type: All Supervisees

Supervisee LSUID: (only required if searching for specific supervisee)

System:

OR

Option 2: Search by Department/College

department or college is required

Department:

College:

System:

* Output Format:
  Excel

* Indicates a required field.
Business Manager Checklist

✓ Reconcile ledgers on a monthly basis

✓ Review Security Access report

✓ Ensure long distance bills are reviewed and signed

✓ Verify leave certifications

✓ Perform quarterly budget to actual analysis

✓ Reconcile scholarships
Questions