

**LSF012: LaGov Security – Statewide Support - OSRAP**  
**Request for Position Security – Form Instructions**

Revised 09/22

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

- Position Number:** Position number to be assigned LaGov statewide support security.
- Personnel Area:** Position belongs to this business area.
- Position Holder Name:** Employee name.
- Holder Personnel #:** Personnel number assigned by HR department.
- Business Area Access:** List of agency numbers the user requires access.
- Start Date:** The beginning date for the permissions requested.
- End Date:** The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned.
- Action:** **Check appropriate action to be taken for position number listed on this form.**
- Add:** Add the selected security to the position. Any existing security on the position governed by this form will remain intact.
- Remove:** Remove the selected security from the position. If no job functions are selected, then all job functions related to the form will be removed.

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**Job Functions:**

- AA-03 Capital Asset Valuation Adjust Responsible for creating and/or updating Asset Master Records as well as processing retirements, sales, and transfers of Asset Master Records. Additionally, the Capital Asset Accountant will approve purchase orders for movable property AMR's, and record donations of AMR's into the asset accounting database. The Capital Asset Accountant will also link real property AMR's to their related Real Estate objects in the RE module.
- AP-11 Vendor Master Data Maint Responsible for maintaining master data required to conduct business between vendors and LaGov agencies. Key responsibilities include: changing and/or updating vendor master records; blocking/unblocking vendor master records; marking vendor master records for deletion; maintaining vendor direct deposit status.
- AP-15 Vendor Block/Unblock Process Responsible for blocking/unblocking DOTD ROW vendor master records.
- AP-17 Vendor/EFT Disp for Agencies Display to financial reports to view payment details, check register information and AP cash availability. This role is restricted to the Office of Statewide Reporting and Accounting Policy.
- AP-18 Check Printer Access Access to PAY\* (check) printers. Allows users to access the device used to print vendor checks. This role is restricted to the certain users at Office of Statewide Reporting and Accounting Policy.
- AP-19 Vendor Bank – Display Display to reports to view vendor master record details. This role is restricted to the Office of Statewide Reporting and Accounting Policy and LaGov employees.
- AR-09 Temporary Customer Approver Responsible for changing/editing information entered incorrectly by staff.
- AR-18 AR Master Data Processor Responsible for creating and maintaining Customer master data in the AR module of LaGov. This role is restricted to the Office of Statewide Reporting and Accounting Policy and LaGov employees.

CM-12C Deposit Classification – Post	Responsible for approving/posting the LaGov document to classify Cash Receipts. This role will also have the ability to create and/or edit deposit classification documents. NOTE: This was previously known as CR in AFS.
CO-08 CO Master Data Processor	Responsible for creating and maintaining Cost Center master data in the CO module of LaGov. This role is restricted to the Office of Statewide Reporting and Accounting Policy and LaGov employees.
FI-01C Financial Inquiry	Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another financial role and to those who have responsibility for overseeing and monitoring financial activities.
FM-13 FM Master Data Processor	Responsible for creating and maintaining Funds Center master data in the FM module of LaGov. This role is restricted to the Office of Statewide Reporting and Accounting Policy and LaGov employees.
GL-13B Special Revenue JE – Post	Responsible for the approval/posting of special revenue documents in LaGov. This will include transfer of revenues between Treasury Funds and Agency Funds, Seeds and Carryovers/Transfers between fiscal years. This role will also have the ability to create and/or edit these special revenue documents. NOTE: This was previously known as a J3 document in AFS.
HCM-31 OSRAP - Financial Inquiry	Allows statewide fiscal inquiry within the LaGov HCM system.
LAGOV-01 Help Desk Support	Affords update access to LaGov Help Desk ticket application. Role reserved for LaGov team members that respond to users help tickets.
LO-01 Logistics Inquiry	Display of inventory management information, such as list of material documents; list of warehouse stocks on hand; display of individual and collective MRP list; display of reservations, listing of stock in transit; display of planned orders; display of purchase orders, display of inventory counts; display of material forecast. Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all state agencies movable property. Display of warehouse information such as transfer requirements; inventory count documents; bins; storage units.
RE-01B Building Master Data Process	Responsible for creating and maintaining Real Estate Master Data for buildings including: setting up the financial structure of the building (site, buildings, and available and rental spaces). This role replaces the functionality previously processed by ORM.
SBP-14 Cntrl Agency Apprvr-Operating	Responsible for analyzing and approving the annual State Operating Budget in LaGov Budget which will be loaded into LaGov ECC. This includes reviewing reports that access the staging area database in LaGov Budget and accessing a Control Agency approval form in the LaGov Budget Portal for Operating Budget only.
ZCTL-01 Cntrl Agency - AP Inv Park	Acting as a Control Agency, responsible for entering and modifying invoice documents for AP invoices. AP invoices do not require a purchase order to be paid. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role.
ZCTL-02 Cntrl Agency - AP Inv Post	Acting as a Control Agency, responsible for entering, modifying, and posting invoice documents for AP invoices. AP invoices do not require a purchase order to be paid.
ZCTL-03 Cntrl Agency - FM Bdgt Proc	Acting as a Control Agency, responsible for entering budget amendment documents, transferring budget between budget types, and reversing budget entry documents.
ZCTL-04 Cntrl Agency - GL Park	Acting as a Control Agency, responsible for creating and modifying G/L documents. This role allows G/L documents to be parked and/or saved as completed waiting posting by an approver.

ZCTL-05 Cntrl Agency - GL Post

Acting as a Control Agency, responsible for posting G/L documents created and/or modified by another user. This role can create and change G/L documents then park and/or save as completed.

The agency Security Administrator or Alternate is responsible for retaining a copy of each form submitted for audit purposes.