

Department Charge



Manage Department Business Manager Assignments

As the Business Manager you can assign Department Business Manager rights to one or more users for each Organization you manage. One person can be designated as the Primary Department Business Manager. Any additional Department Business Managers assigned will be secondary Department Business Managers.

From the Department Business Manager setup screen in Financial Toolkit (**Admin > Department Business Manager Setup**) you can:

- A. Filter the list by searching for an Organization's Name or code. You can also search for an assigned manager's name. All records containing the string of characters searched for are returned.
- B. Determine the Primary Department Business Manager. The first person you add will be assigned as the primary and will be shown in **bold** text. The Primary Department Business Manager, along with the Business Manager, will be responsible for reviewing and approving privilege requests from ServiceNow. The Primary Department Business Manager will also manage card setup and view charges for cardholders within their department.
- C. Secondary Department Business Managers can manage cardholders setup and view charges. They can not approve privilege requests. You can assign as many Secondary Department Business Managers as necessary.
- D. Use the plus (+) icon to add an additional Department Business Manager for a specific organization.
- E. Use the X icon to remove a Department Business Manager and end their assignment.

Department Business Manager Setup

Enter the Net ID or name of individuals into the input fields below Department Business Manager.

The first, bolded Department Business Manager for an Org is the Primary. The Primary Department Business Manager will be responsible, in addition to the Business Manager, for reviewing and approving ID manage the setup of and view charges for cardholders who have that department as their ID card's default.

Secondary Department Business Managers will only be able to manage cardholders setup and view their charges. They will not be part of the ID Charge privilege request process. You may assign any number

Type to filter A

Department Orgn	Department Business Manager
50001 - Auxiliary Operations	+ <input type="text"/> ✕
55000 - Bookstore	+ CESSMAN ✕ Christina Sedore B
55000 - Bookstore	+ DBOUDREA ✕ Denise Moulds C
55005 - Cedar Grove Cemetery	+ GGREAR ✕ Gina Grear D
55007 - Auxiliary IT	+ DTORMEY ✕ Daniel Tormey E
55010 - Licensing	+ <input type="text"/> ✕ F
55012 - Auxiliary Services	+ <input type="text"/> ✕