



Authorized Agents

**NIS User Authorization View
Batch Management View and Reports
Integrity Report where Address Book = X**

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Overview

NIS User Authorization (Master List):

Authorized Agents have access to view user security on NIS through a JDE application. This access will allow the Agent to view a user's ID, Matrix Coding, and Business Unit access on-line. The Master Lists that were previously documented by Authorized Agents will no longer need to be maintained. This access will allow Agents to view a user's current access to NIS, export data from the application, and copy and paste from the application into the NIS User Authorization Spreadsheet to submit any needed changes.

Batch Management:

Authorized Agents have access to view Batch Management set-up in NIS for individual users and to run reports that will identify all Batch Management relationships for their agency.

Within NIS, batches are groups of documents such as journal entries or accounts payable vouchers. A user enters documents using an online application. All batches entered through the G/L, A/P, PT and A/R function are automatically set to PENDING status for further review.

Batch Management is using NIS applications and security to set up the online approval process that enables only authorized approvers and posters to approve or post a batch that has been entered by someone within the State.

Batch approval requires a specified approver to update a batch from the PENDING status to APPROVED and another specified User to update from an approved to a POSTED status.

What Batch Approval does allow:

- > Approval is based on User Id's
- > Allows a single user to have many approvers
- > Allows a user to be set up as preparer, approver and poster

What Batch Approval does not do:

- > Does not provide an audit trail of who approved what transaction.
- > Does not allow authorization to approve based on organizational structure (i.e. Business Unit)

NOTE: Batch Management does not validate if a user is authorized to create a transaction to a specific Business Unit, that is the role of row security on the Business Unit field.

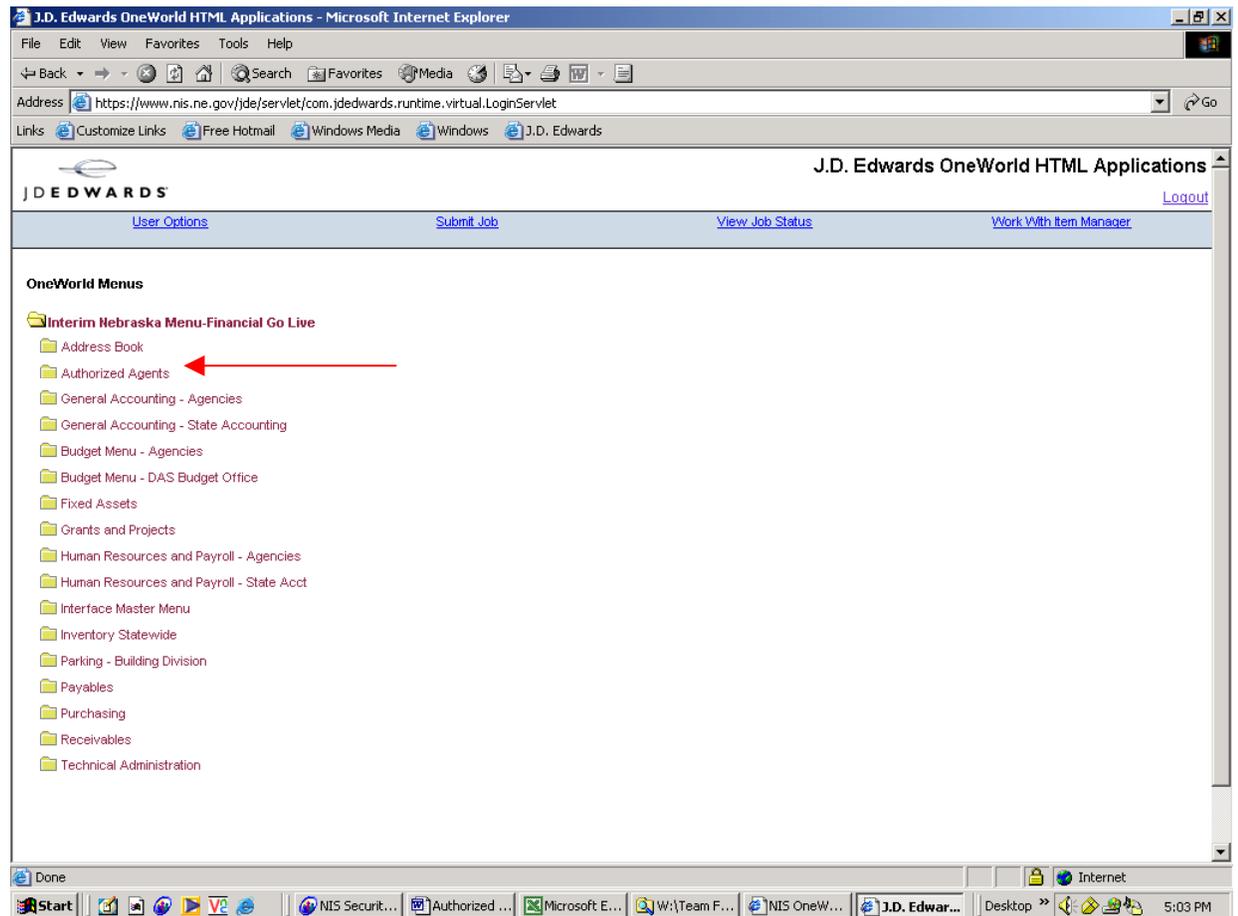
Integrity Report – Address Book = X

Authorized Agents also have access to the Integrity Report where Address Book Search Type = X. This report will provide information to the Authorized Agent on employees who have terminated and still have a NIS User ID. It is important that these ID's be terminated as a person who has left state employment and who still has an active ID can access the NIS system from any computer. The Authorized Agent should submit a NIS User Authorization Spreadsheet to request the User ID be terminated. The spreadsheet is submitted to NIS Security who deletes the User ID and this action removes the user's access from NIS.

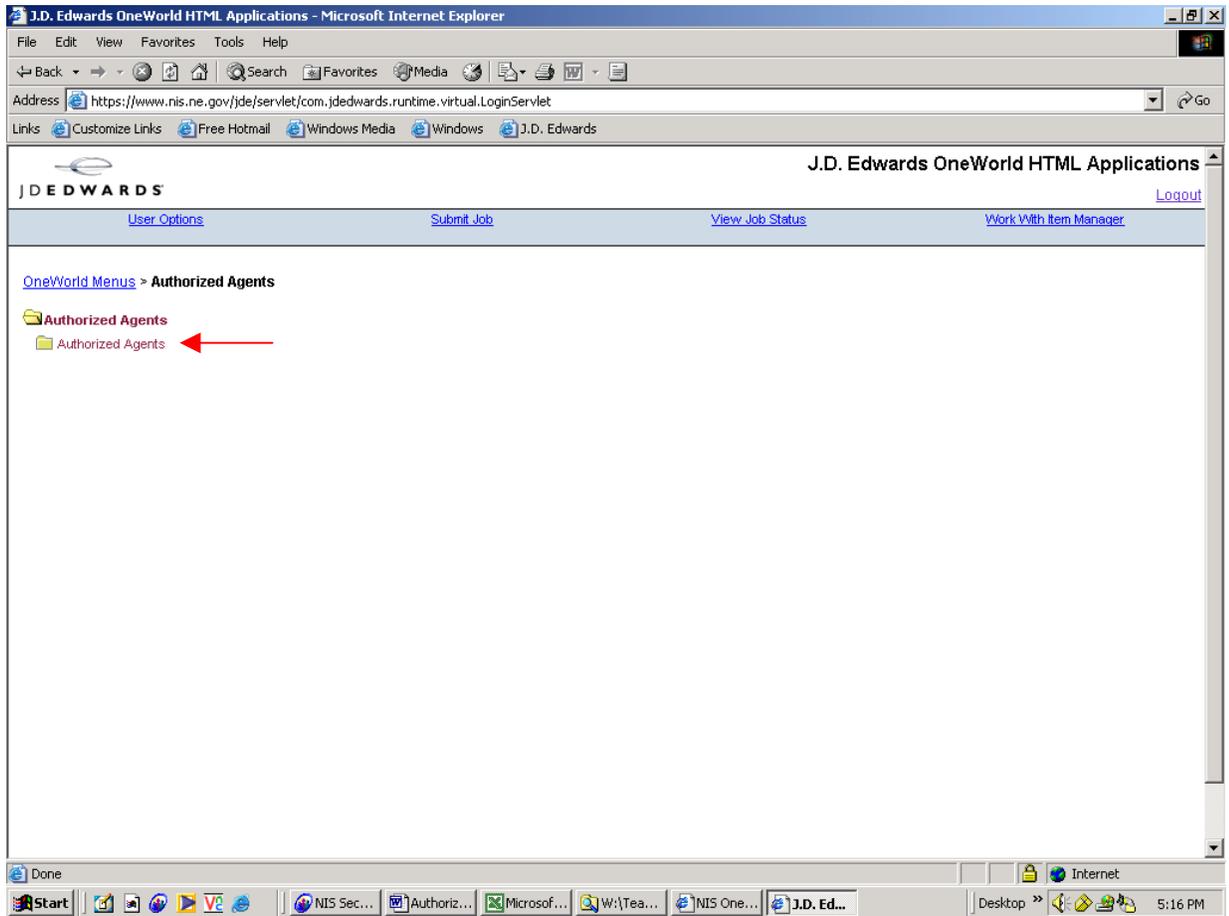
The Integrity Report, Address Book = X, does NOT identify User ID's for University employees, some NETV User ID's, contractors, or volunteers who have ended their service with the State.

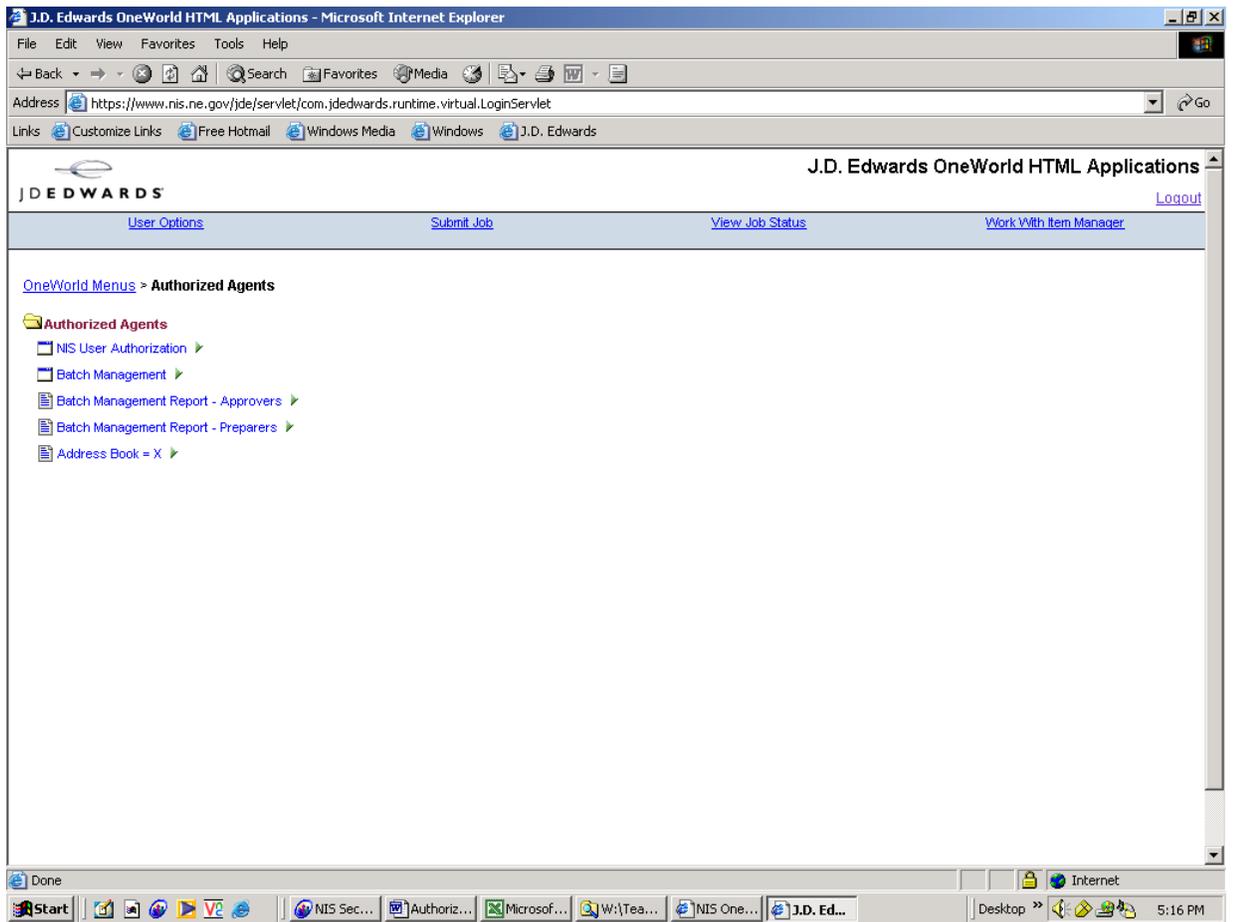
Menu for Authorized Agents

The Authorized Agent menu is shown under the State of Nebraska menu, and listed as the second menu item. Please follow the menu path as shown in the screen shots below. Click on Authorized Agents:



Click on Authorized Agents:

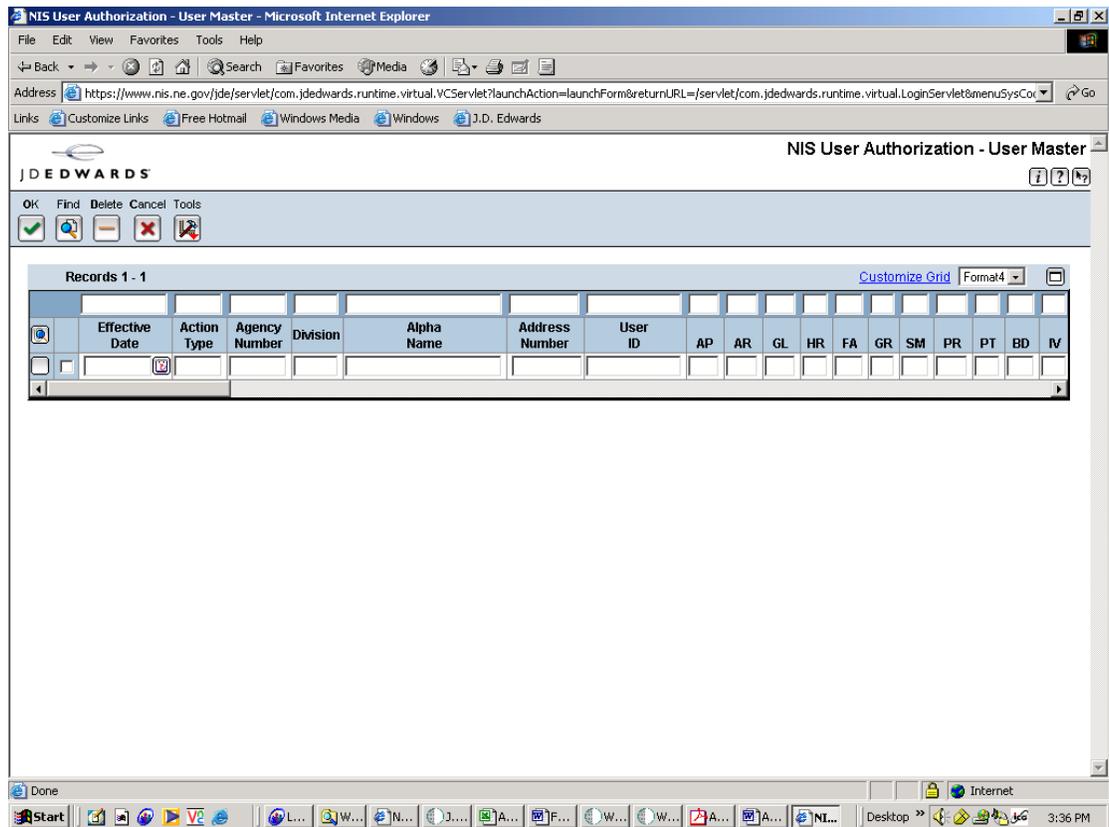




NIS User Authorization (Master List)

This menu item will allow Authorized Agents to view ONE user’s access to NIS or to view the access for all user’s in their agency. The Agent can copy and paste from the application or you can export into an Excel spreadsheet.

Click on menu item NIS User Authorization and the screen below appears. This screen is formatted in the same manner as your NIS User Authorization Spreadsheet.

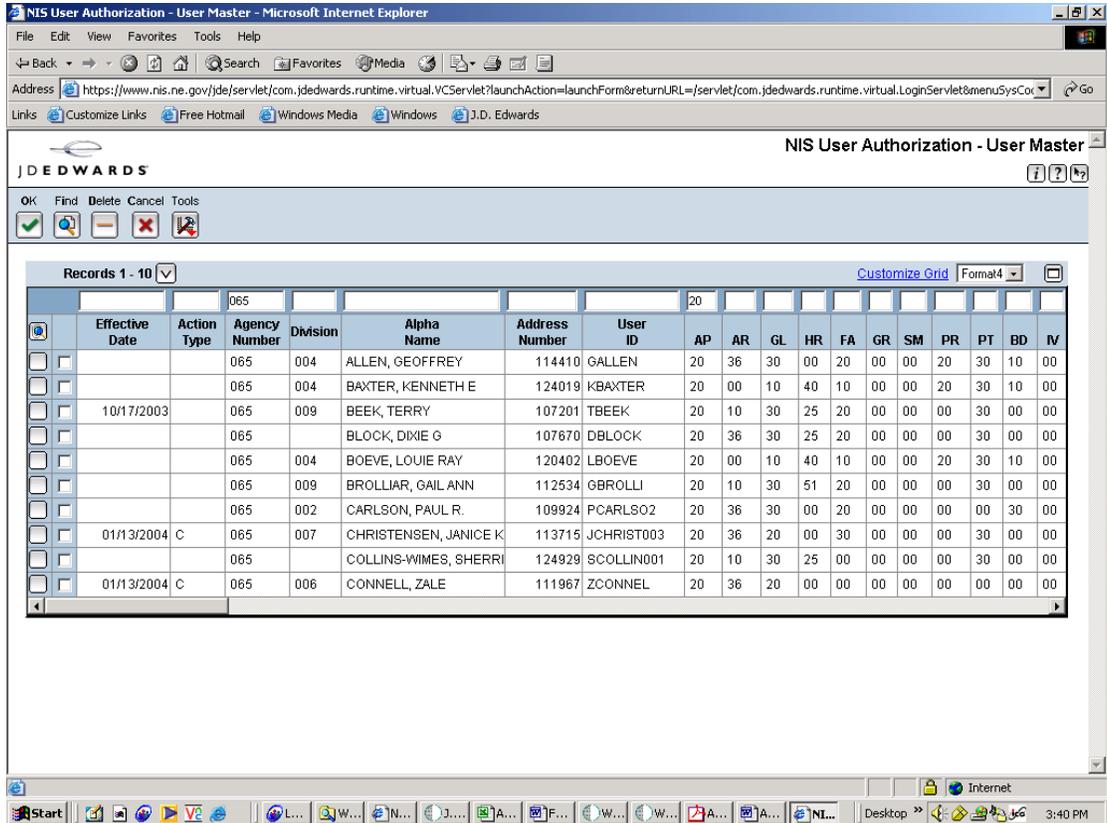


You can query on any field in the application. In the QBE line, enter your agency number above the column titled "Agency Number" as a **three digit** number, and click on Find. Hit the down arrow to view other user's in your agency.

The screenshot shows the 'NIS User Authorization - User Master' application in a Microsoft Internet Explorer browser. The application interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with buttons for OK, Find, Delete, Cancel, and Tools. Below the toolbar is a grid of user records. The grid has a dropdown menu for 'Records 1 - 10' and a 'Customize Grid' button. The data table is as follows:

	Effective Date	Action Type	Agency Number	Division	Alpha Name	Address Number	User ID	AP	AR	GL	HR	FA	GR	SM	PR	PT	BD	IV
<input type="checkbox"/>			065	004	AKSAMIT, TODD A	112272	TAKSAMI	10	00	00	40	00	00	00	10	00	00	00
<input type="checkbox"/>			065	077	ALLEN, BRAEGAN	985385	BALLEN003	00	00	00	52	00	00	00	00	20	00	00
<input type="checkbox"/>			065	004	ALLEN, GEOFFREY	114410	GALLEN	20	36	30	00	20	00	00	20	30	10	00
<input type="checkbox"/>			065	008	ANDERSON, STACI	122644	SGILL001	00	00	00	52	00	00	00	00	20	00	00
<input type="checkbox"/>	01/06/2004	C	065	005	ANGEL, JUDITH LYNN	123687	JANGEL	00	00	00	00	00	00	00	00	51	00	00
<input type="checkbox"/>			065	002	ARCHULETA, AMY	100087	AARCHUL	50	50	50	62	50	50	00	50	00	51	00
<input type="checkbox"/>	12/16/2003	C	065	005	BARNES, PATRICK	121985	PBARNES	00	00	00	00	00	00	00	00	30	00	00
<input type="checkbox"/>			065	005	BARRON, JOHN A	125976	JBARRON	00	00	00	00	00	00	00	00	20	00	00
<input type="checkbox"/>			065	004	BAXTER, KENNETH E	124019	KBAXTER	20	00	10	40	10	00	00	20	30	10	00
<input type="checkbox"/>	10/17/2003		065	009	BEEK, TERRY	107201	TBEEK	20	10	30	25	20	00	00	00	30	00	00

You can then query the user's in your agency that have access to AP20 by entering 20 above the column titled "AP" and clicking on Find.



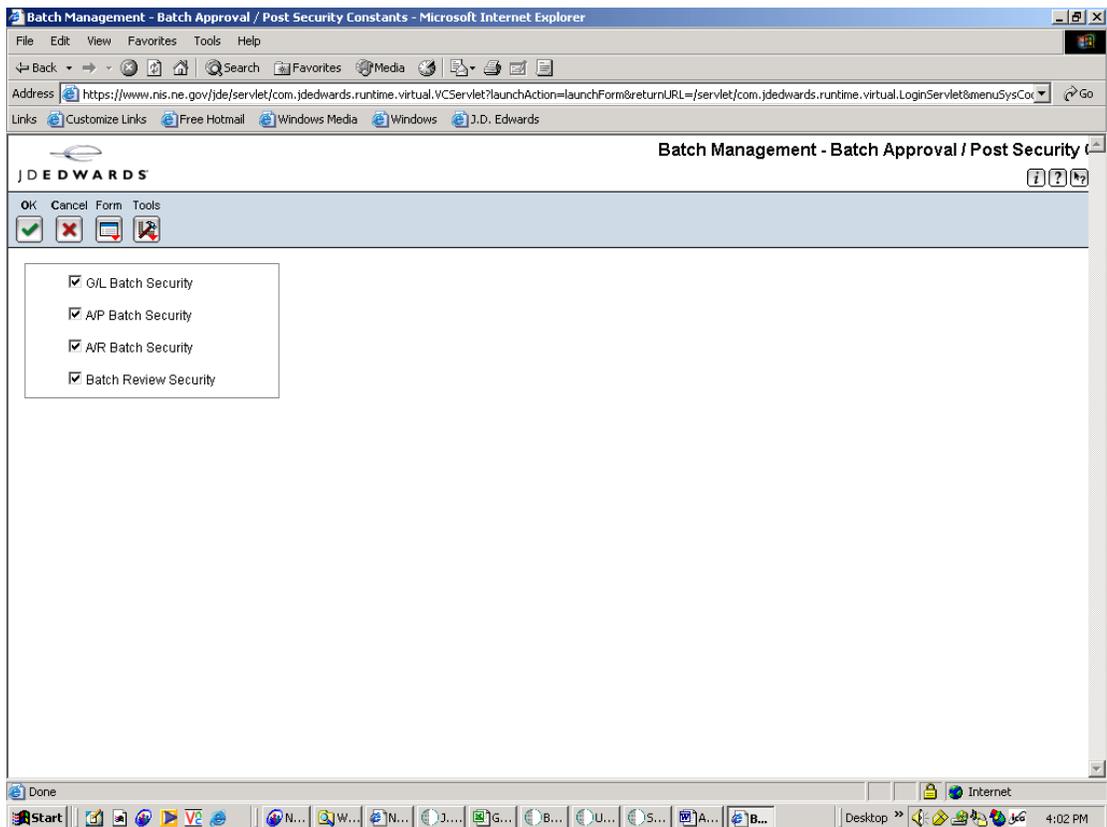
As stated earlier, you can query on any column, including Financial and Security Business Unit access. The application is very versatile.

Batch Management View

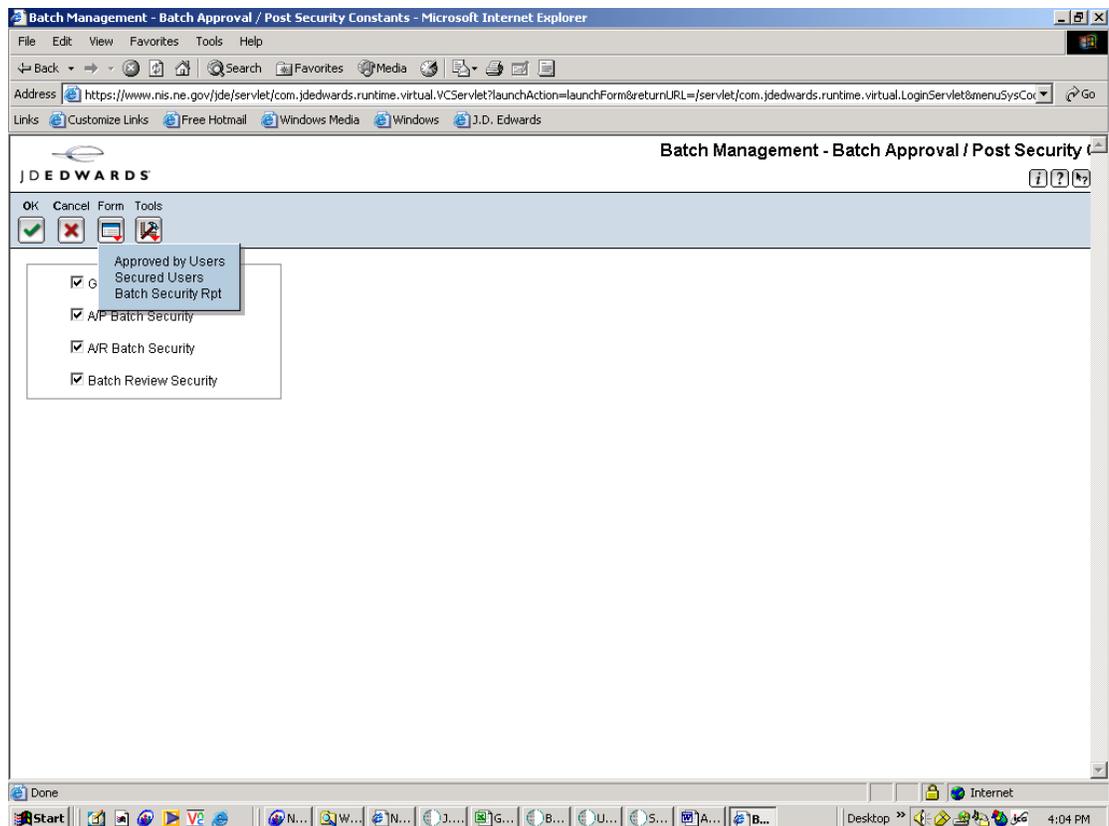
The Batch Management menu items will allow Authorized Agents to review the relationships for one User ID online, or to run reports that will return all relationships entered into Batch Management for their agency. The Authorized Agent can quickly determine if a current relationship is accurate and allow them to perform a complete review for their agency. This access does NOT allow an Authorized Agent to perform any changes in the Batch Management application or table.

To View Batch Management Set up for a user:

The Batch Management (P00241) menu item will allow Authorized Agents to review the relationships for individual User ID's as they exist on NIS. To perform this function, under the Authorized Agents menu, click on Batch Management and the following screen appears:

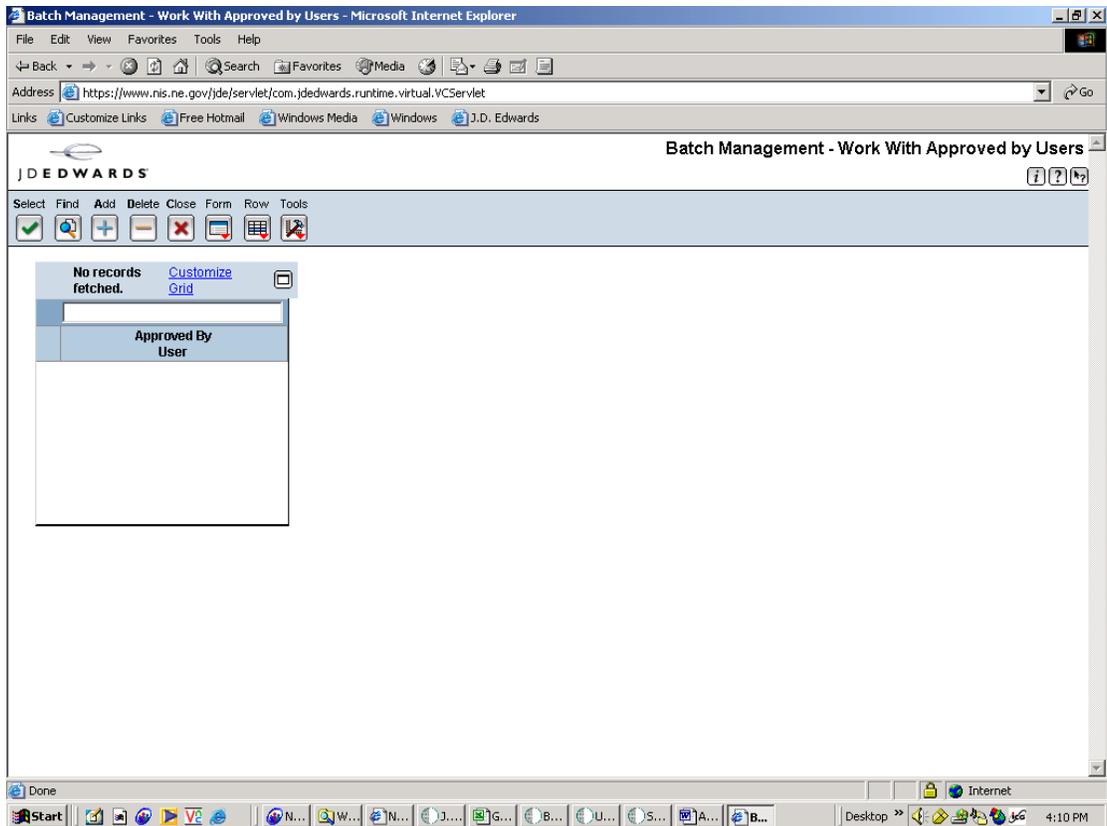


When you click on Form, you will have the following choices: Approved by Users and Secured Users. (Secured Users = Preparers)



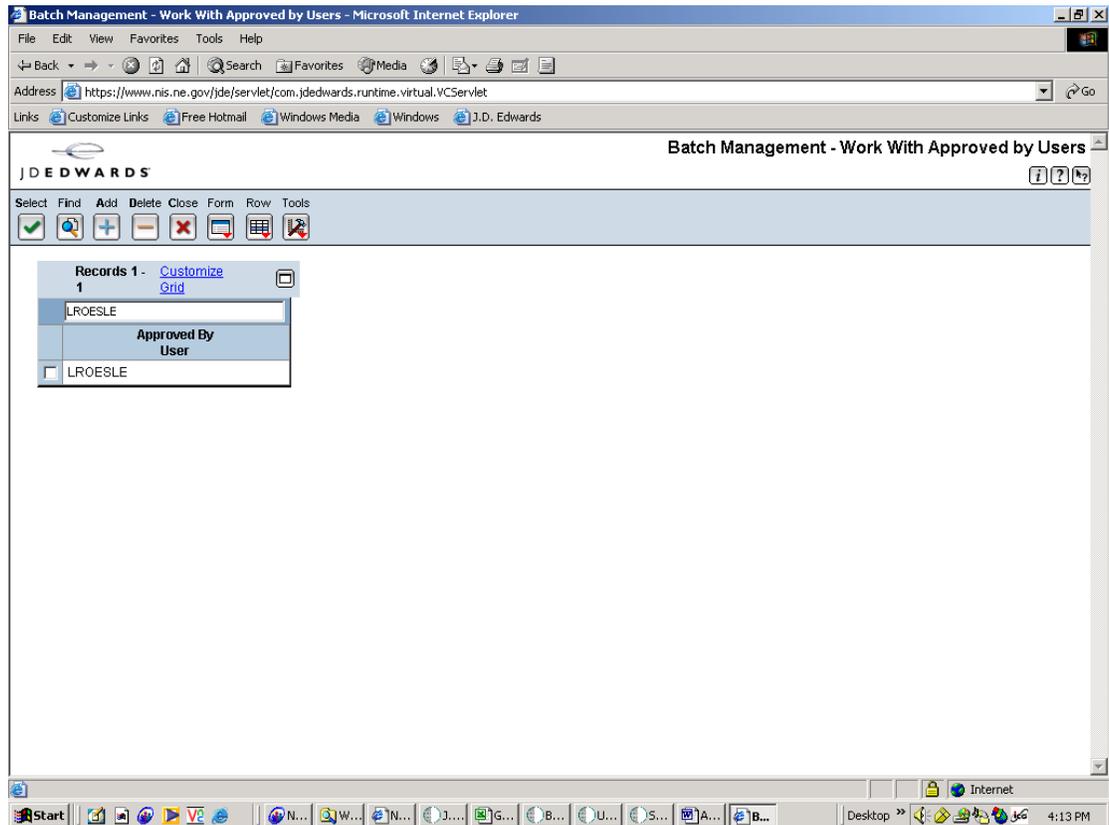
To get the correct results to look up a user in Batch Management, the Authorized Agent must have the correct User ID. You do not need to know if they are a preparer or an approver, but if you know what their function is, it will save you some steps.

To review the relationship for a user who is an approver, click on Approved by Users and the following screen appears:

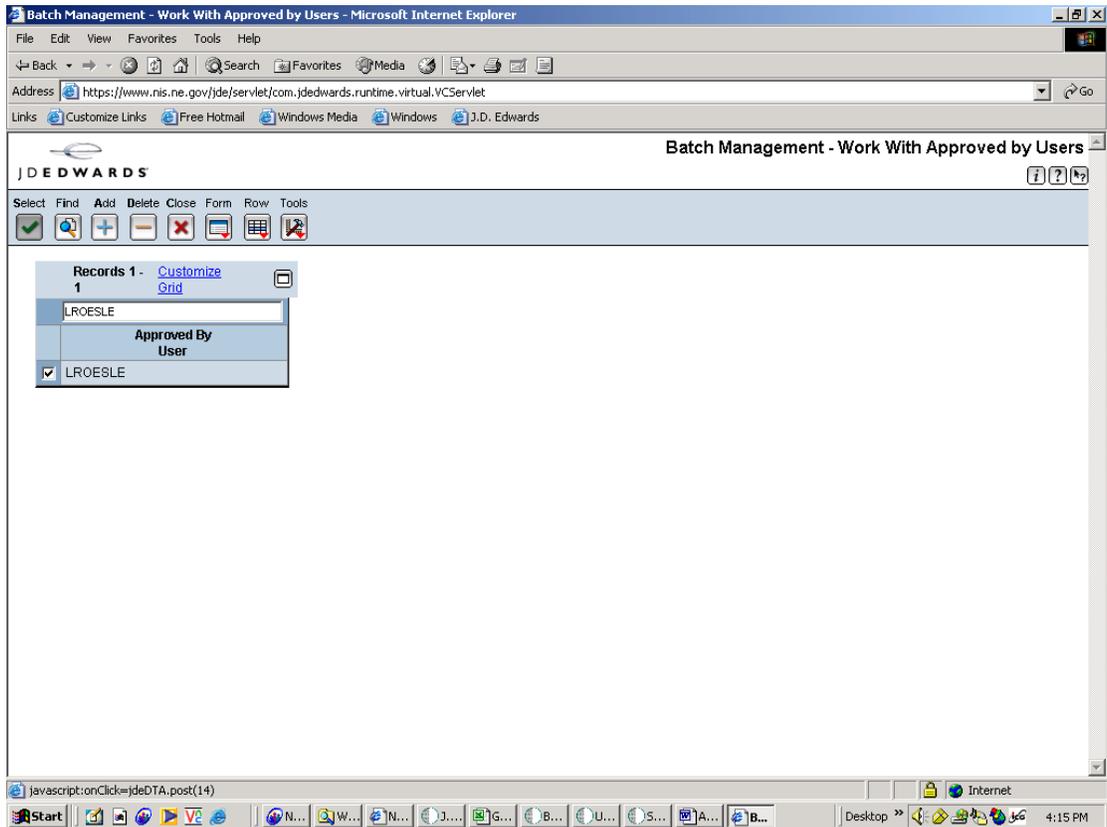


Enter the User ID in the blank field. This field is case sensitive, so you must use capital letters.

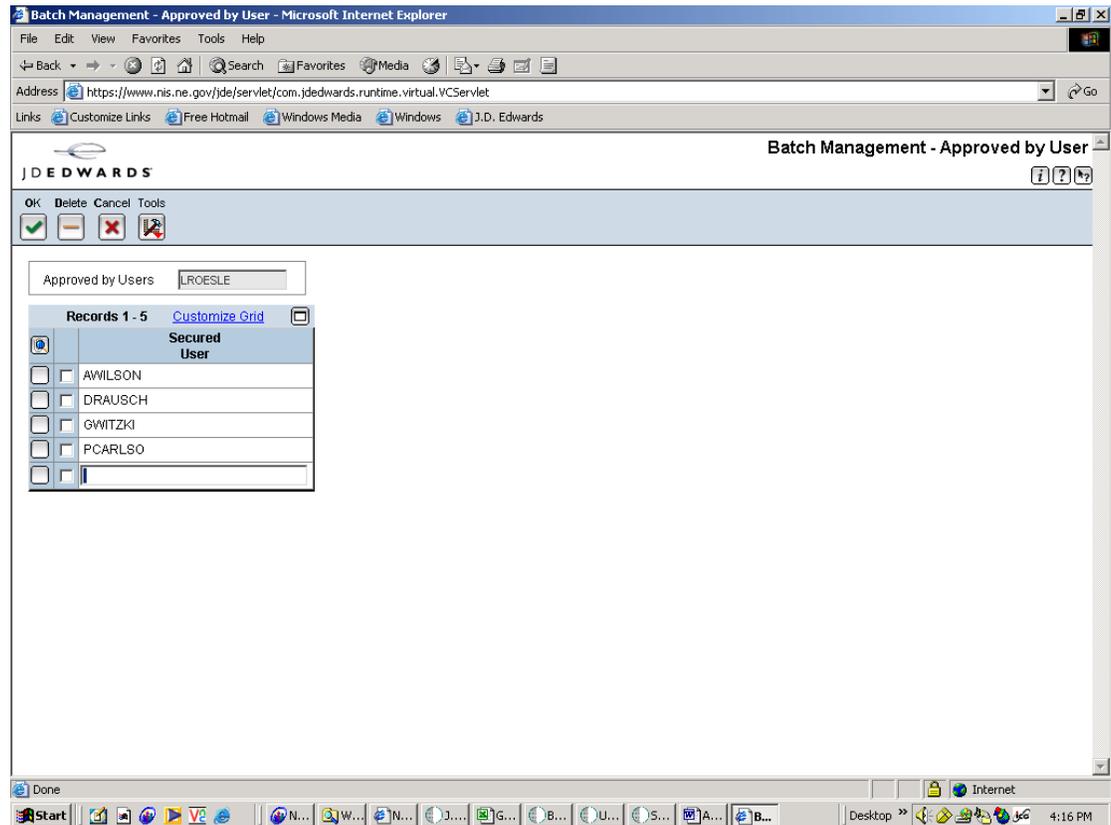
Click on Find and the User ID you just entered will appear below the heading Approved By User:



Highlight the User ID and click on Select:



A list of other User ID's will appear below the heading Secured User. These are the ID's of User's who the approver (the User ID you entered) can approve batches for. In the example shown below LROESLE can approve batches prepared by AWILSON, DRAUSCH, GWITZKI, and PCARLSO.



To close this window, click on Cancel and then click on Close and click Cancel. You are now back at the Authorized Agents menu. To research by a preparer's ID, you would follow this same process EXCEPT select Secured Users from the Form button.

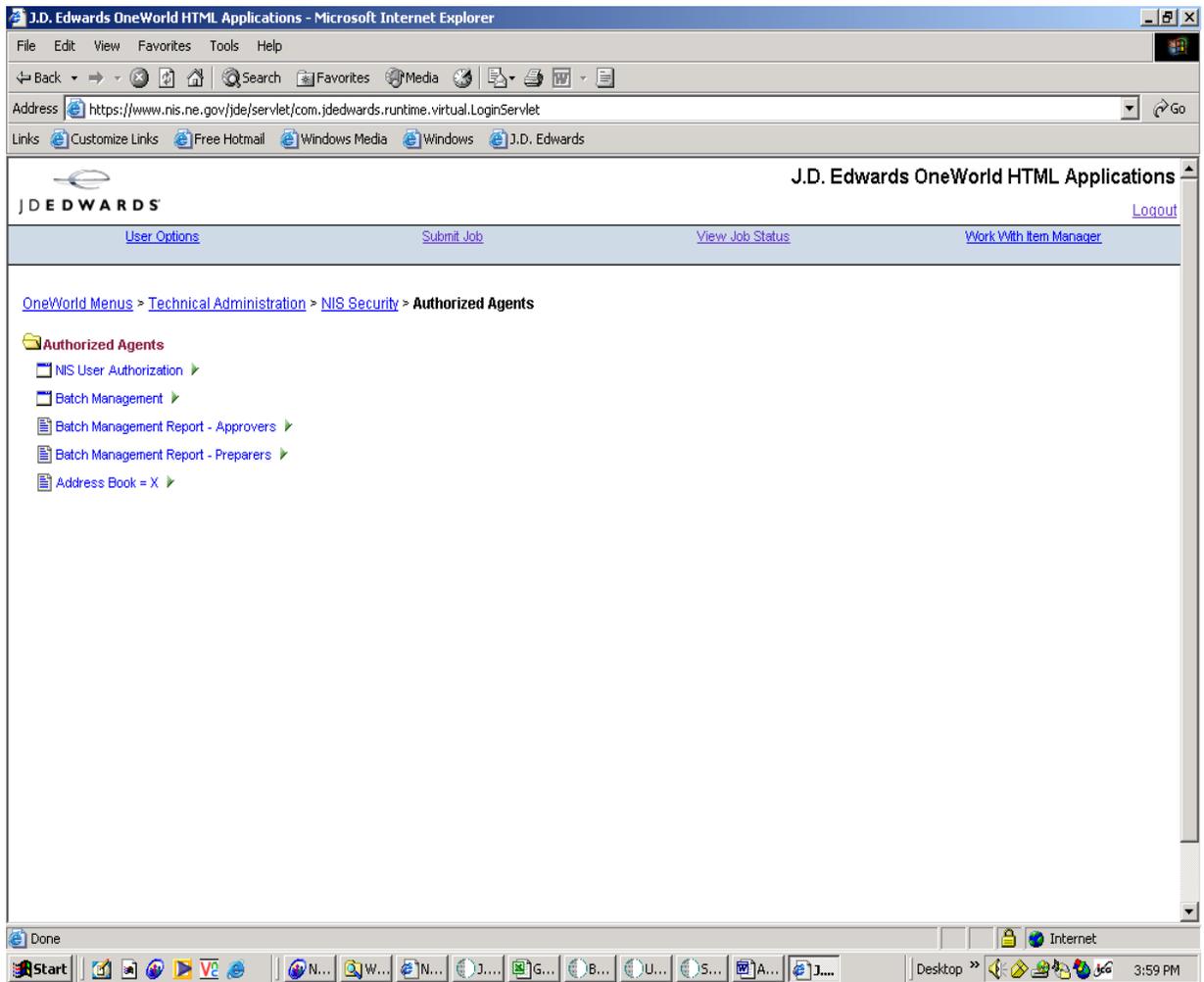
If you do not know if a user is a Secured User (preparer) or an Approver, you would have to enter the ID in both the Approved by User option or the Secured User option and review the ID's that appear. If the user is not an approver or is not a preparer, no ID's will appear in the list.

This view is only informative if the Authorized Agent knows or has access to all the ID's for your agency. If a wrong ID is entered, and a list appears, there is a possibility you could be looking at ID's that do not belong to your agency. To identify User ID's for your agency, you can run the Batch Management Report or use the Master List.

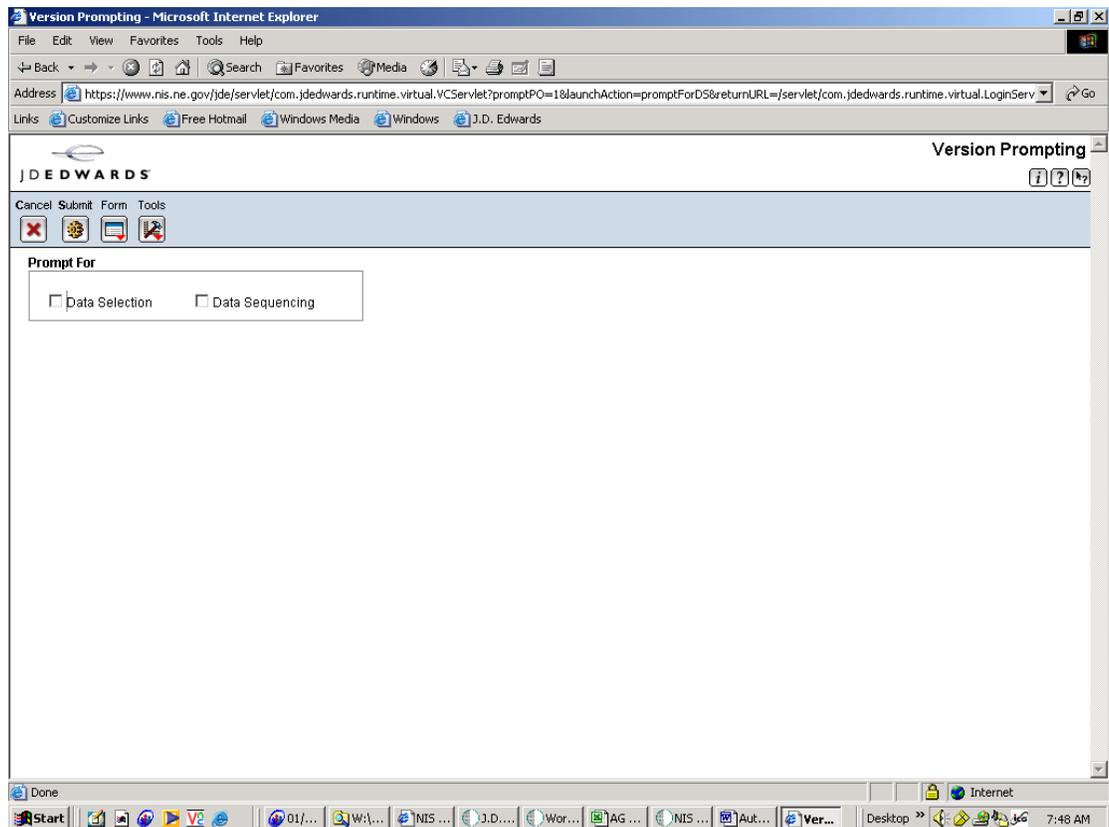
Batch Management Reports

There are two reports under the Authorized Agents menu to select in order to run reports that will return all relationships entered into Batch Management for your agency. Running these reports will enable an Authorized Agent to quickly determine if a current relationship is accurate and allow a complete review of the Batch Management setup for their agency.

Both reports must be run to get a clear understanding of the Batch Management set-up for your agency. The reports are shown below and are titled Batch Management Report – Approvers and Batch Management Report – Preparers.

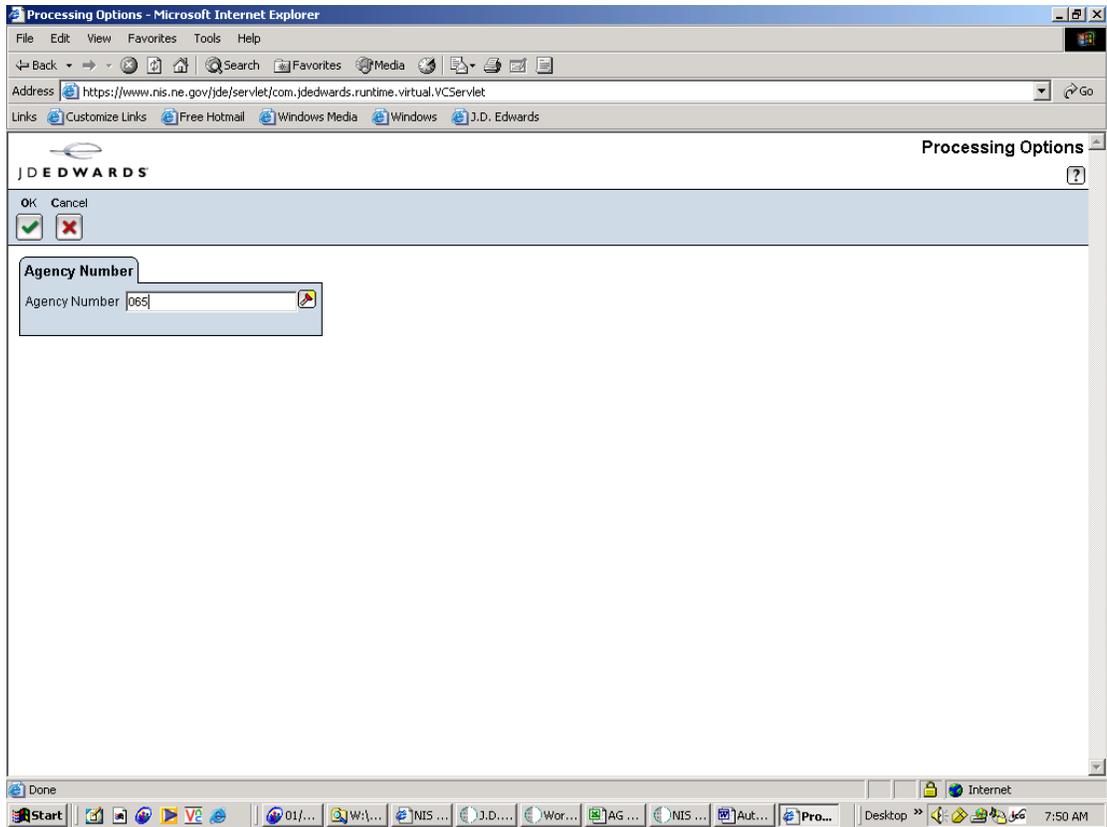


Select Batch Management Report – Approvers and the following screen appears:



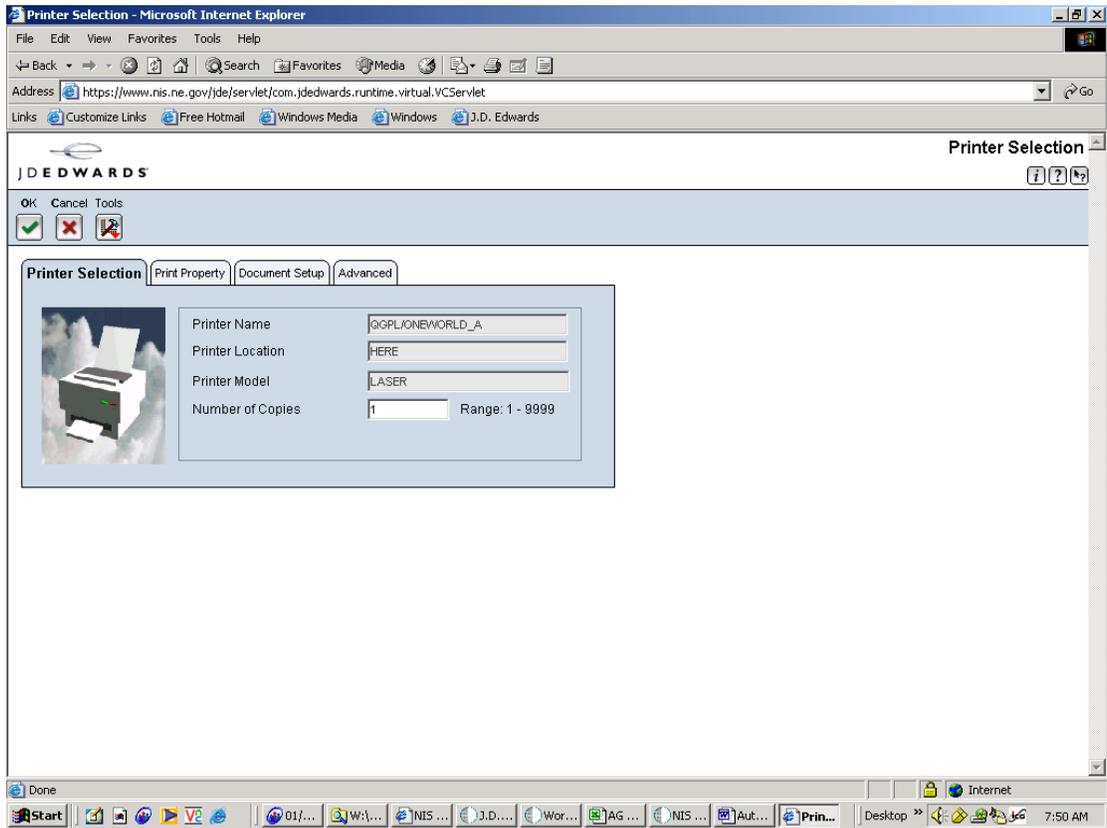
You do not have to choose anything on this screen – Data selection has already been written into the program. Click on Submit.

The screen shot below appears and you are prompted for your three-digit agency number:

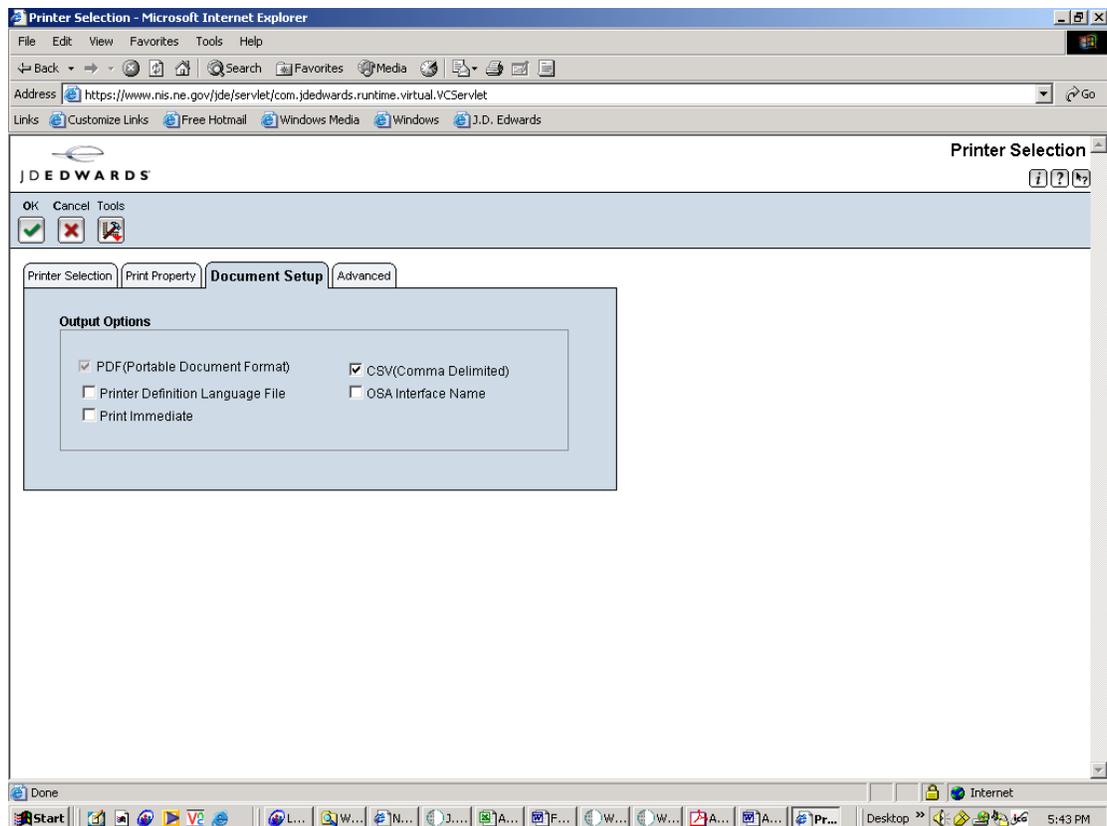


Click OK

If you want to run the report in PDF format, click on OK and the report will run.



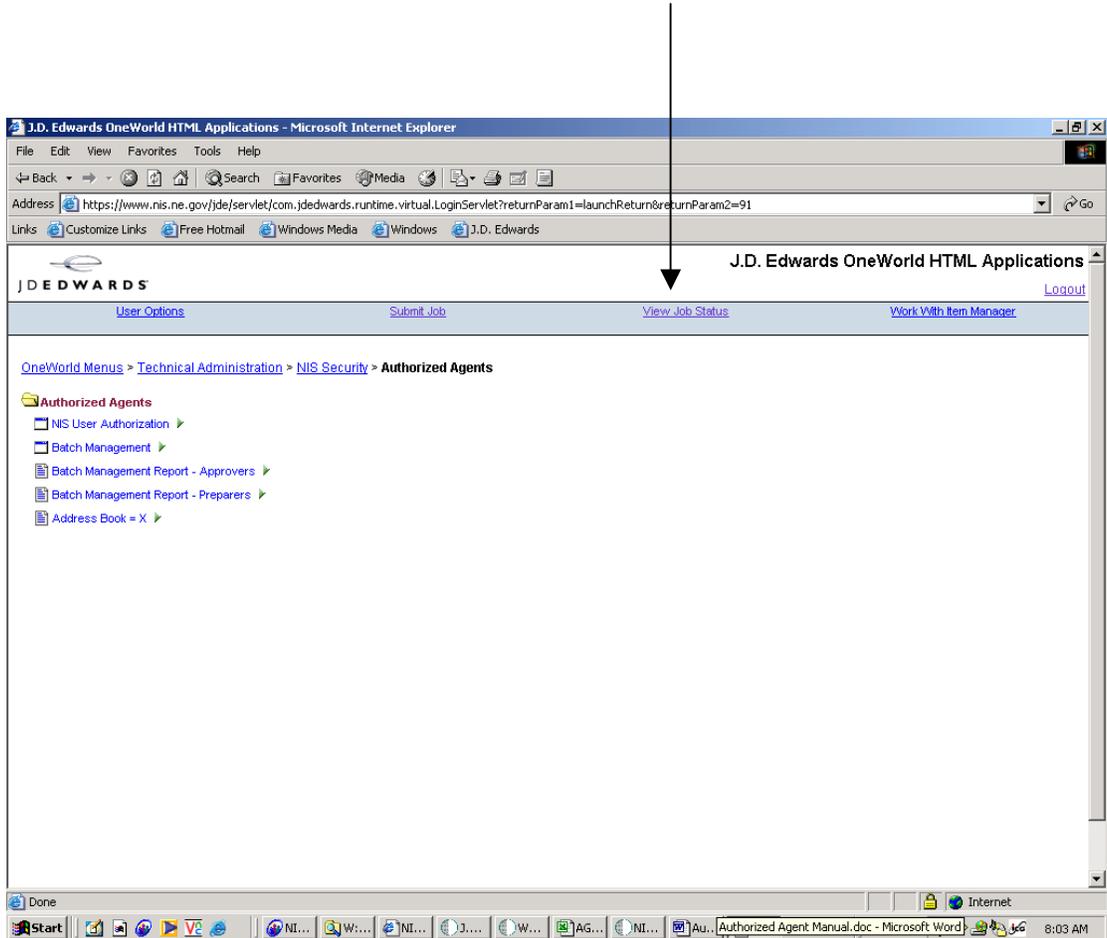
If you want to run the report in CSV (like an excel spreadsheet) select the tab Document Setup and check the box for CSV, then click OK.



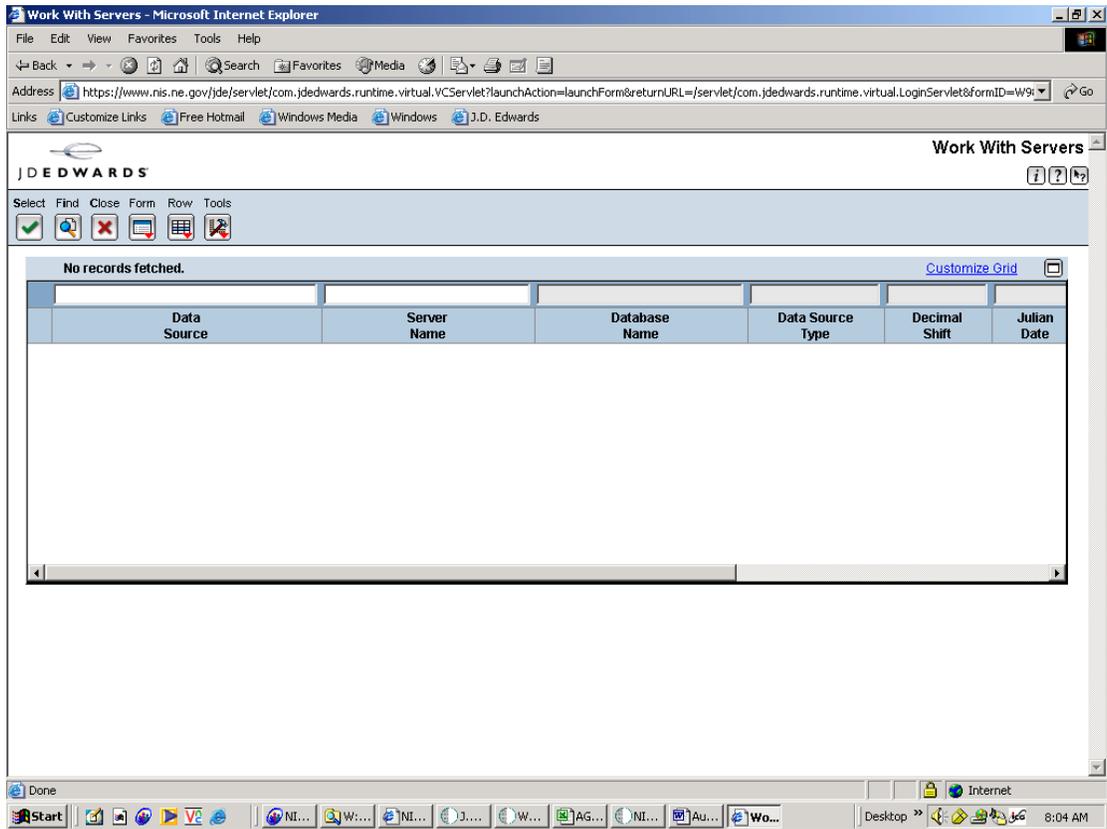
You now need to run the second report, Batch Management – Preparers following the same steps.

After you click OK to run the report, you will be returned to the screen for the Authorized Agents menu.

To view the reports you have just run, click on View Job Status:



Click on Find



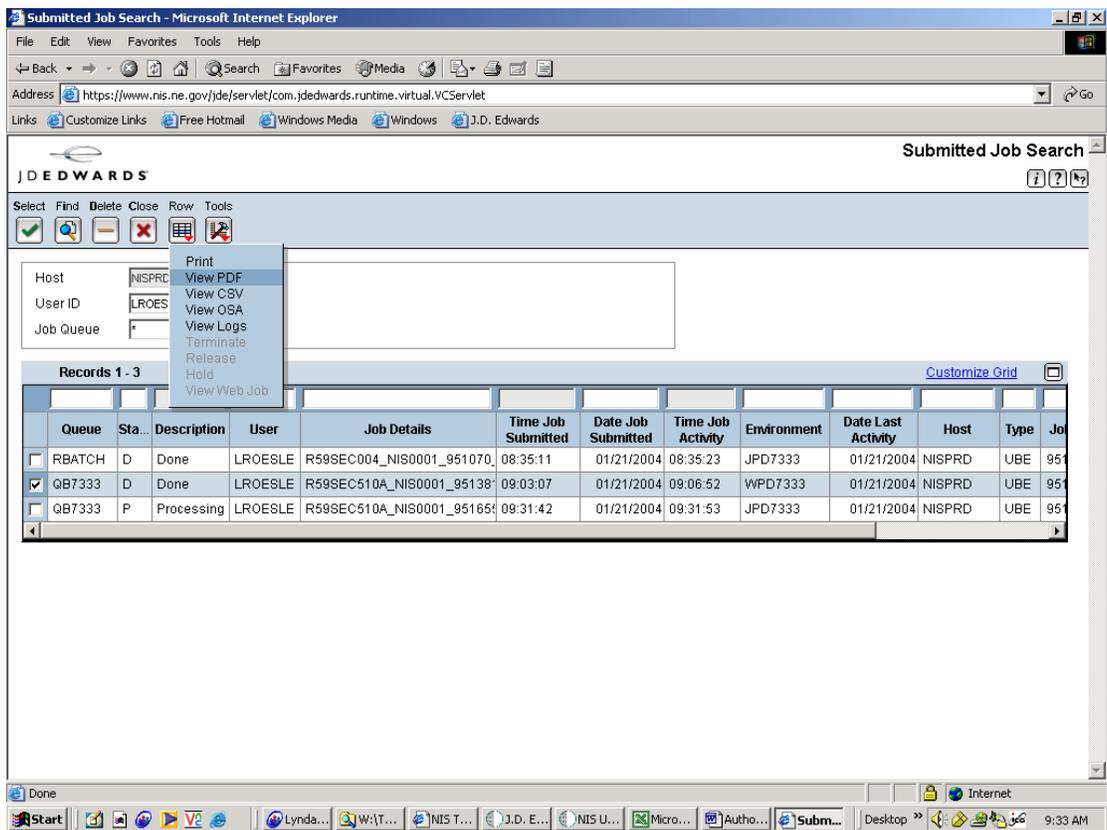
Highlight NISPRD and choose Select

The screenshot shows a web browser window titled "Work With Servers - Microsoft Internet Explorer". The address bar shows a URL from "www.nis.ne.gov". The application header includes the "J D E D W A R D S" logo and a "Work With Servers" title. Below the header is a toolbar with buttons for "Select", "Find", "Close", "Form", "Row", and "Tools". The "Select" button is highlighted with a green checkmark. Below the toolbar is a table with the following data:

	Data Source	Server Name	Database Name	Data Source Type	Decimal Shift	Julian Date
<input type="checkbox"/>	LOCAL	LOCAL	LOCAL	A	N	N
<input type="checkbox"/>	NISDEV	NISDEV	NISDEV - B7333 Server Map	I	Y	Y
<input type="checkbox"/>	NISDEV - Logic	NISDEV	NISDEV - B7333 Server Map	I	Y	Y
<input checked="" type="checkbox"/>	NISPRD	NISPRD	NISPRD - B7333 Server Map	I	Y	Y
<input type="checkbox"/>	NISPRD - Logic	NISPRD	NISPRD - B7333 Server Map	I	Y	Y
<input type="checkbox"/>	WinClient	WinClient	LOCAL	A	N	N

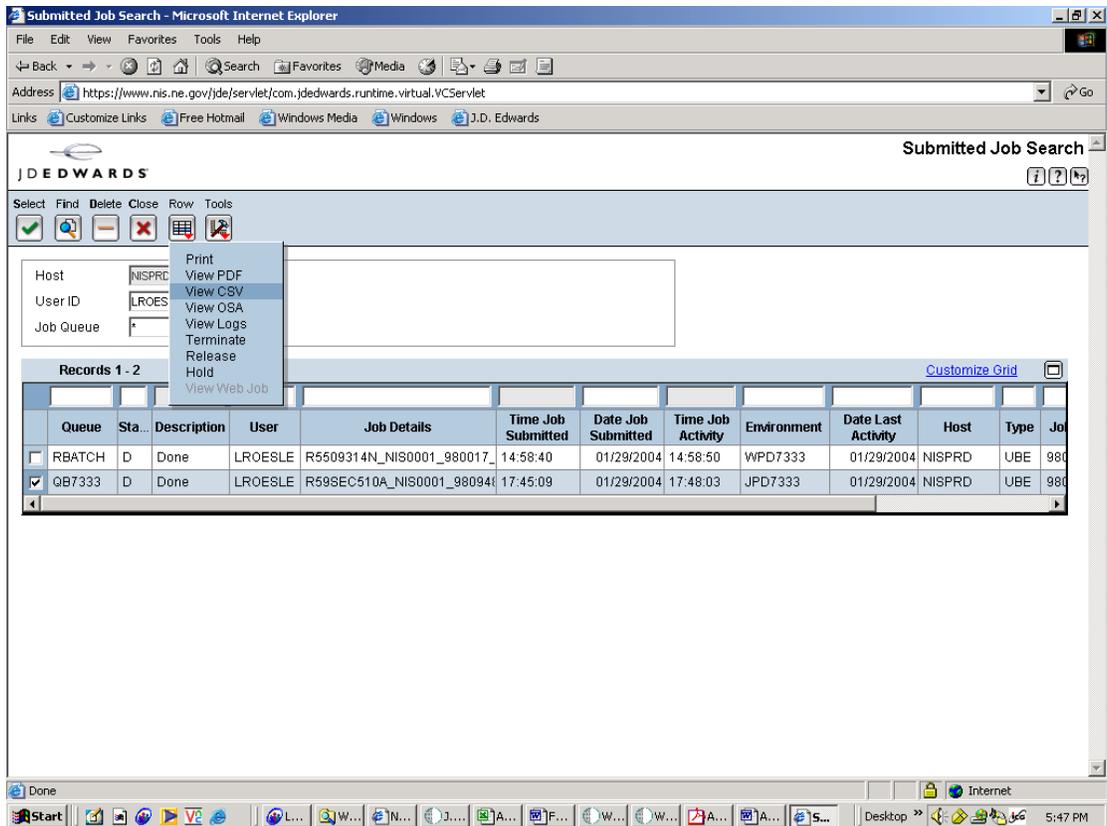
The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 9:31 AM.

Highlight the report you wish to review and go to Row, click on View PDF

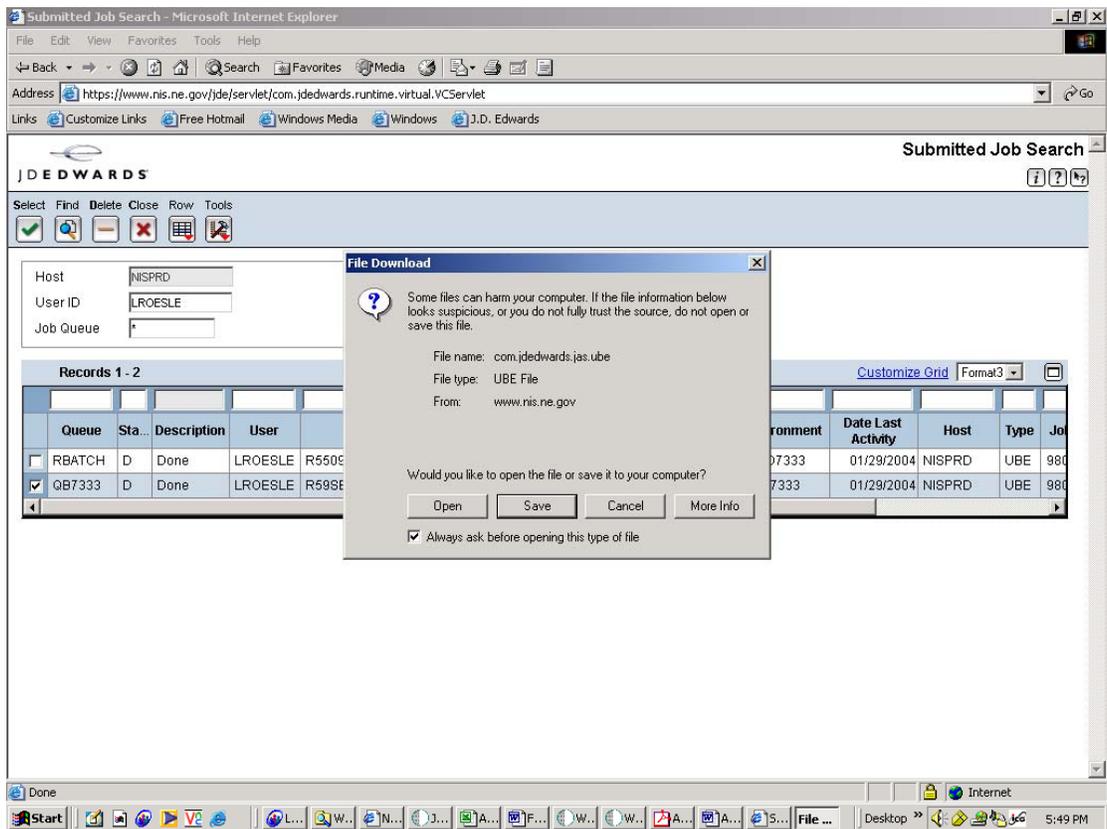


You can then save the file to your local drive.

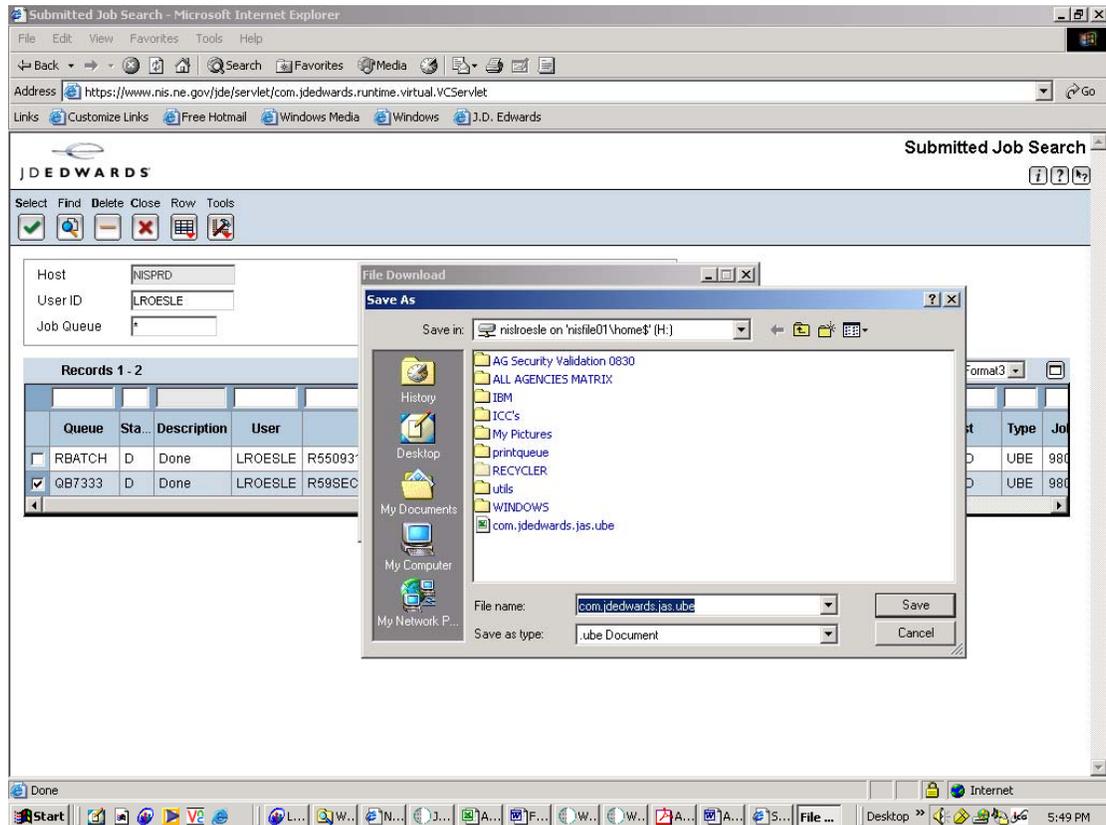
To view a report that was run in CSV format, highlight the report and go to Row, click on View CSV.



If you select View CSV the following screen appears:



Select Save, and you will be prompted as to the file you want to save it to:



Save the report to the correct file, and then open the report from the file.
You can then review the current Batch Management Relationships for your agency.

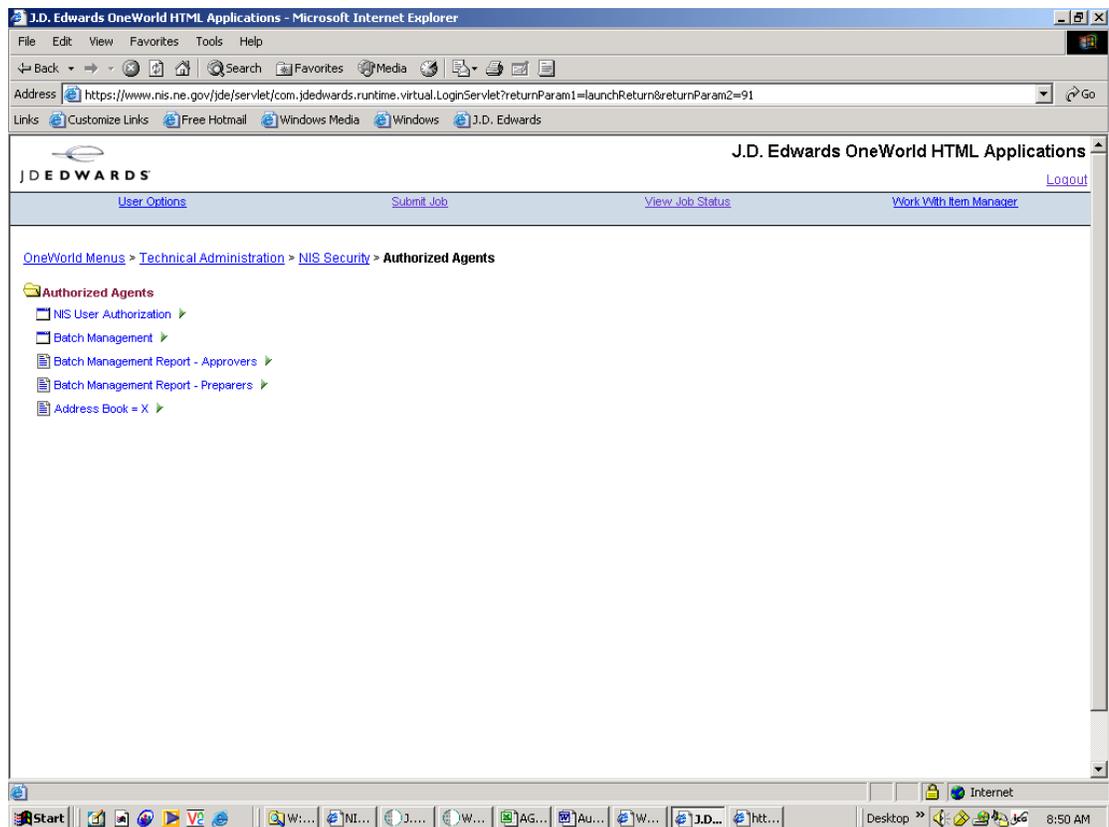
When viewing the report in the column for **Secured Users** (preparer), you may see a User ID but no alpha name or address book number appear for that User ID. What that means is the User's access to NIS has been terminated, but the ID is still in Batch Management. Before terminating the User ID from Batch Management, it should be determined if there are any documents prepared by the User ID. If you terminate a User ID from Batch Management before all documents prepared by that ID are approved, the documents will remain in the system, but cannot be approved by your agency.

If you see a User ID and no alpha name or address book number in the column for **Approvers** it means the User's access to NIS has been terminated, but the ID is still in Batch Management. You should terminate this ID in Batch Management as soon as possible.

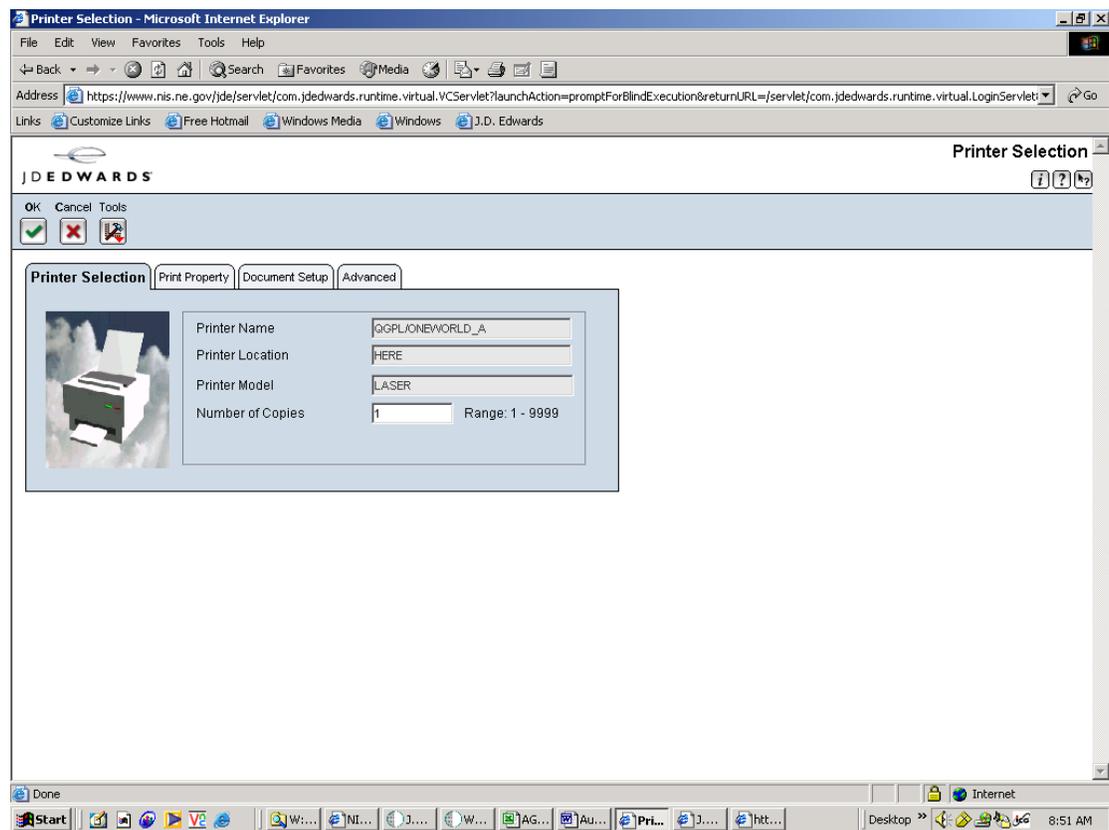
Report where Address Book = X

This report will return the ID's of users who are currently identified in the Address Book as Search Type X, and who still have a current User ID. Search Type X means they are no longer employees of the State of Nebraska, so it is very important that these User ID's are terminated. Authorized Agents are responsible for running this report as often as needed – some agencies may only have to run it once a month, while other agencies may need to run this report at least on a weekly basis.

This report is under the Authorized Agents menu and labeled Address Book = X (see below)

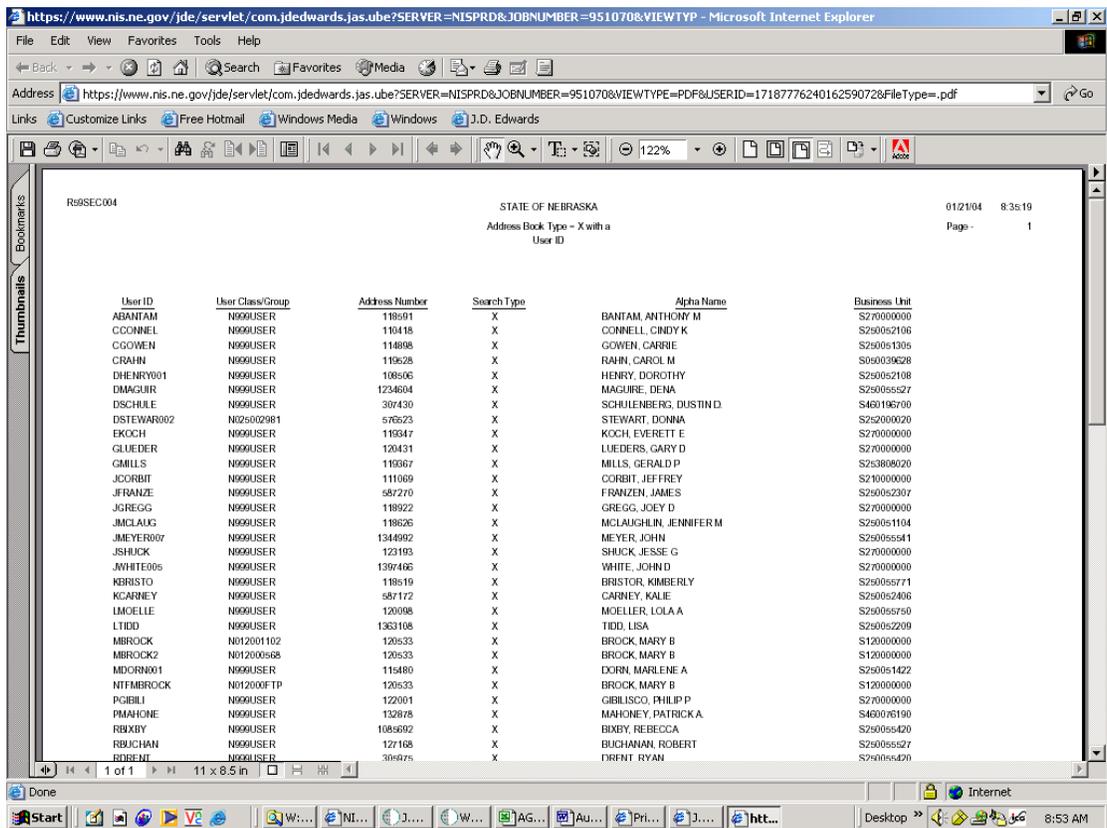


Click on this report and the following screen appears:



Click OK and the report will run in PDF format. If you want to run the report in CSV, click on Document Setup and choose CSV format. To view the report in CSV, please follow the same instructions given for Batch Management Reports.

The PDF file will look like this:



What you are seeing is the User ID, the name of the security group the User ID is currently in, the user's Address Book number, verification that the user is shown as Search Type X, the user's complete alpha name, and the user's security business unit from the employee master. The Authorized Agent should complete a NIS User Authorization Spreadsheet and submit it to the IMS Help Desk to terminate any ID's that appear on the report.

Reminder: if the User ID is active, the terminated employee will still have access to NIS.