

# Batch Management Spreadsheet Instruction

The BATCH MANAGEMENT Spreadsheet must be completed and sent to the NIS Security by the Authorized Agent. If you need assistance to complete the spreadsheet, please contact NIS Security at: [nis.security@email.state.ne.us](mailto:nis.security@email.state.ne.us) or (402) 471-0609.

Batch Management identifies the internal control flow of transactions to be processed. The User ID relationship begins with preparer and then flows to the approver, then poster. Batch flow is needed for batches created in accounts payable, accounts receivable and general accounting, procurement to record goods received, and batches created via the fixed asset transfer program or the manual encumbrance program.

You may enter more than one USER on the spreadsheet. Please do not hide rows. Only submit those employee's address book number, and User ID needing relationships updated.

When a spreadsheet update has been completed the Authorized Agent will be notified.

Please complete BATCH MANAGEMENT Spreadsheet as explained below:

## **Column A**

### **Effective Date:**

Enter the effective date of this change or update. It may be the date you make the request or it may be a future date.

## **Column Batch Management updated**

### **Agency Number:**

Enter the three digit agency number.

## **Column C**

### **Action:**

Enter one of the following letters to indicate the type of relationship action requested for each user:

**T** is to terminate relationship of Users

**N** is to identify a new relationship with a User

## **Column D**

Enter the Address Book Number of the person who will be preparing documents

## **Column E**

Enter the User ID of the person who will be preparing documents. (Preparer or Secured user)

## **Column F**

Intentionally left blank as a divider between preparer and approver/poster

## **Column G**

Enter the Address Book Number of the person who will be approving/posting documents

## **Column H**

Enter the User ID of the person who will be approving/posting documents