

Batch Management Request
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Batch Management Request

Batch Management Request Overview

Listed below are the five functional areas that may require batch management. A user having access to any one of the Roles listed may need to be entered in Batch Management.

- Accounts Payable Role (N000AP): 20, 21, 30, 40, 50, 51
- Accounts Receivable Role (N000AR): 20, 32, 34, 36, 37, 40, 50
- Budget Role (N000BD) : 20, 23, 24, 30, 50
- Fixed Assets (N000FA) 20, 30, 50
- General Ledger Role (N000GL): 20, 30, 33, 50, 53, 54
- Grant Project Role (N000GP) : 30,
- Procurement Role (N000PT): 20, 30, 31, 40, 41, 50, 51
- Interface Role Transactions (N000FT): See FT Role Descriptions

As an example, users who have access to Procurement (PT) need to be entered in Batch Management following these guidelines:

- When a User receives goods or services, a Type O batch is created. The O Batches require only two-steps receive/approve 2. Post, as the O Batches comes in an Approved status once the goods or services are received in the system.
- Another User needs to post the batch. This User's ID will be entered in the Approver/Poster column on the Batch Management Spreadsheet.

Users with FT Role may need access to the Interface batched transactions that are submitted. The Interface User ID creates the batch. If the Interface does not submit the batches in a ready to post status, Users will need access to approve and post the batch submitted by the Interface, under the Interface ID. See Role Description for FT Roles to determine if batch approval and posting is needed. The FT Role Descriptions will identify the Interface ID creating the batch.

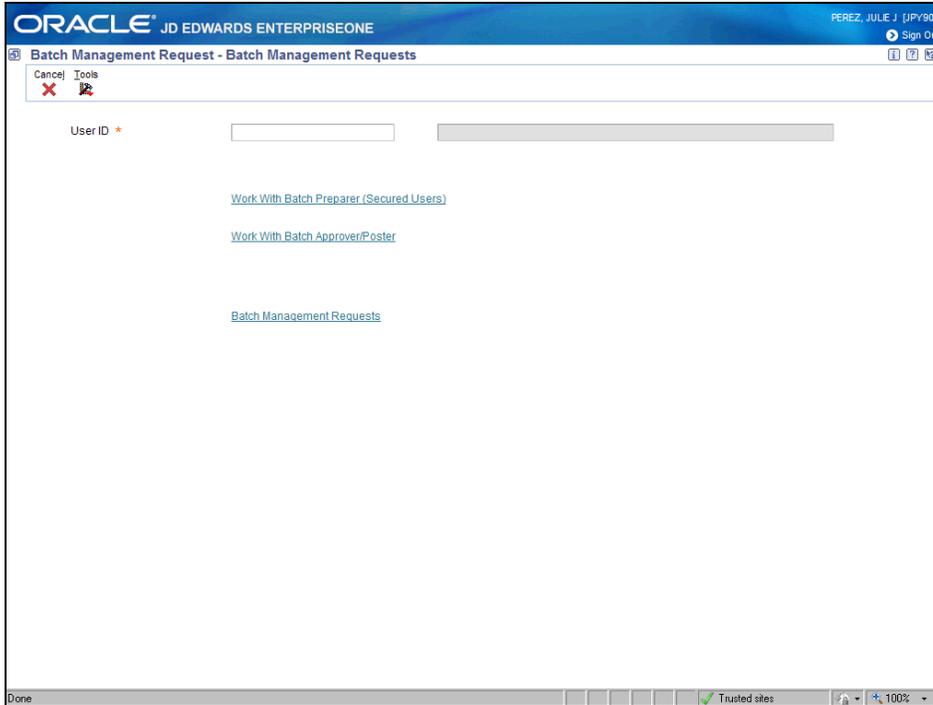
Batch Management Request Lesson

Procedure

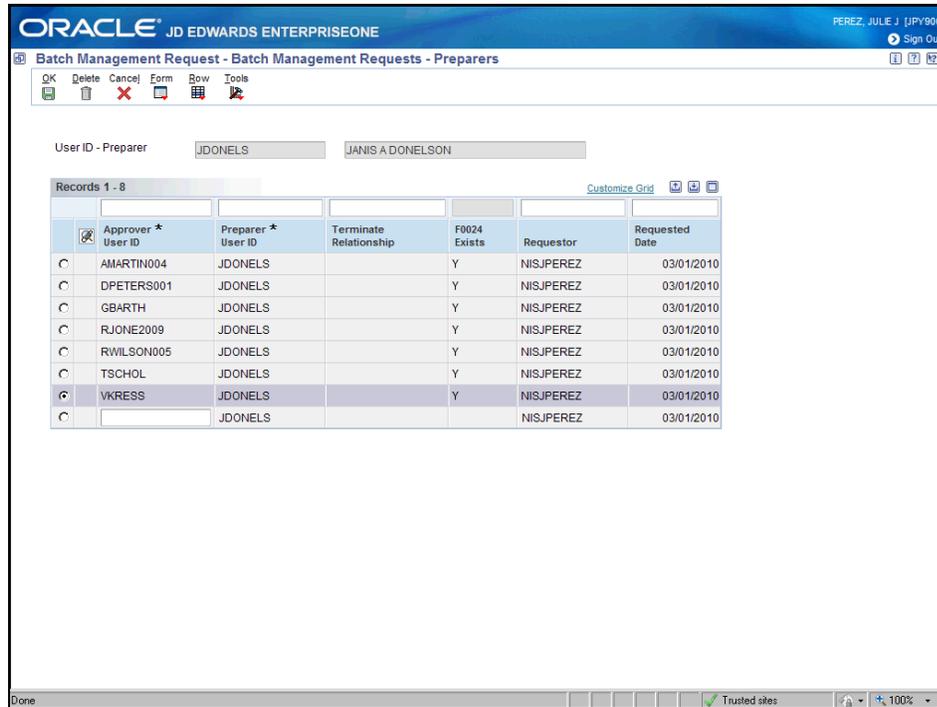
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Authorized Agents link. Authorized Agents
3.	Click the Batch Management Request link. Batch Management Request

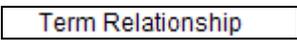
Training Guide

Batch Management Request



Step	Action
4.	<p>Batch Management Requests are created based on an individual User ID. Once the Authorized Agent enters the User ID, there are two options for creating Batch Management relationships between end users.</p> <ul style="list-style-type: none"> o Work with Batch Preparer - User ID belongs to the person creating/preparing the batch. Authorized Agent will define the Approver of the batches. o Work with Batch Approver/Poster - User ID belongs to the person approving/posting the batch. Authorized Agent will define the end users whose batches will be approved.
5.	Enter the end user's User ID into the User ID field
6.	<p>Decision: Update User Batch Management Set-up through:</p> <ul style="list-style-type: none"> • Work With Batch Preparer Go to step 7 on page 2 • Work With Batch Approver/Poster Go to step 19 on page 4
7.	Work with Batch Preparer (Secured Users)
8.	<p>To define User who will APPROVE & POST batches created by the User ID, click the Work With Batch Preparer (Secured Users) link.</p> <p>Work With Batch Preparer (Secured Users)</p>

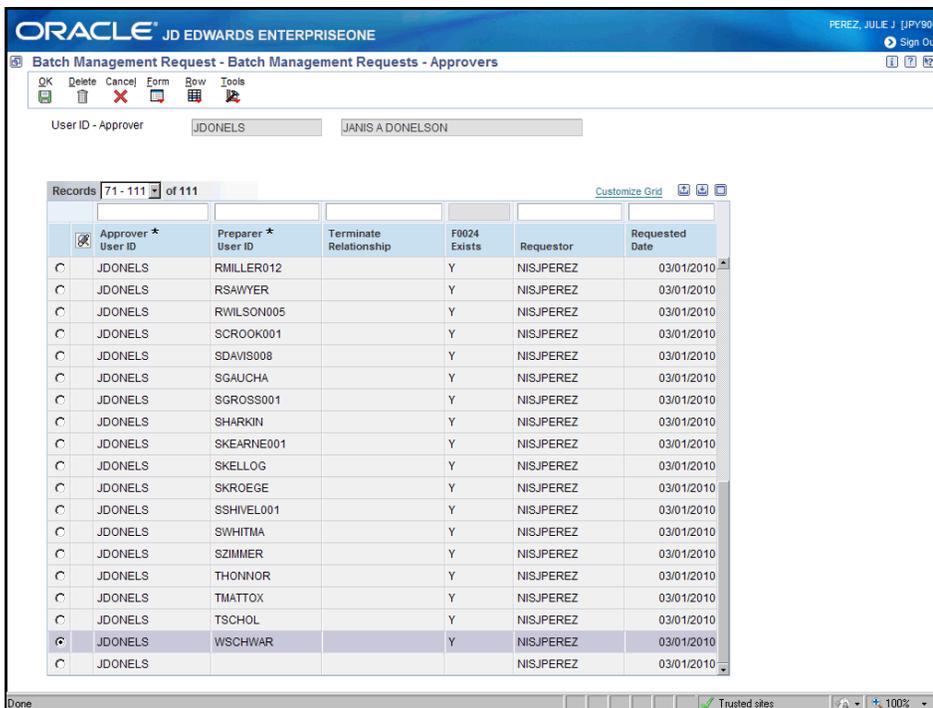


Step	Action
9.	Existing Preparer relationships will appear in the grid. Enter new Approver's User ID in the first space available on the grid. Repeat process for additional Approvers.
10.	Terminate a relationship by selecting the Row of the Approver to be terminated. Click the appropriate radio button. 
11.	Click the Row button. 
12.	Click the Term Relationship menu. 
13.	Terminate Relationship grid column populates with a "Y" for requested terminations.
14.	To Terminate All Approvers for the User ID, Select Form > Terminate All .
15.	Clicking the OK Button will move requested additions and terminations to a review queue for Batch Management. 

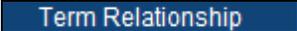
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Step	Action
16.	<p>Decision: I want to:</p> <ul style="list-style-type: none"> Complete Batch Management Request Process Go to step 17 on page 4 Continue to work with Batch Management Requests Go to step 6 on page 2
17.	<p>Click the Cancel button.</p> 
18.	<p>End of Procedure. Remaining steps apply to other paths.</p>
19.	<p>Work with Batch Approver/Poster</p>
20.	<p>To define User whose batches will be APPROVED & POSTED by the User ID, click the Work With Batch Approver/Poster link.</p> <p>Work With Batch Approver/Poster</p>



Step	Action
21.	<p>Existing Approver relationships will appear in the grid. Enter new Preparer's User ID in the first space available on the grid.</p> <p>Repeat process for additional Preparers.</p>

Step	Action
22.	<p>Terminate a relationship by selecting the Row of the Preparer to be terminated.</p> <p>Click the appropriate radio button.</p> 
23.	<p>Click the Row button.</p> 
24.	<p>Click the Term Relationship menu.</p> 
25.	<p>Terminate Relationship grid column populates with a "Y" for requested terminations.</p>
26.	<p>To Terminate All Preparers for the User ID, Select Form > Terminate All.</p>
27.	<p>Clicking the OK Button will move requested additions and terminations to a review queue for Batch Management.</p>  <p>Go to step 16 on page 4</p>