

Handling Annual Budget Batches coming from IBIS

At the beginning of each fiscal year, an agency receives batches from OSBM through their IBIS system to post our annual budget into NCAS. If the new fiscal year is the first year in the biennium, there will be one IBIS batch per company. This batch will have an effective date of 7/1/xx and will post to Suspended Batch Master (SBM) with a header error. (The header error will be a closed period indicator/effective date mismatch and is done intentionally to allow agencies time to review the batch before it is released.)

This document details the steps that should be taken to ensure the budget batches can post with minimal complications.

1] Realize the batch is in SBM.—If you have not already been made aware of this by the Budget Director, you will notice this be your review of the batch proof report from the night before, or by reviewing the SBM screens in NCAS.

2] Once the batch has been received, before it is released, reports need to be run for budget staff to allow them to reconcile the batch to IBIS, and reports need to be run to ensure there are no validation errors. All these reports can be run from the GLPUBLIC library in IE.

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D B S  INFORMATION EXPERT  ----- SOURCE MANAGEMENT DIRECTORY LISTING  SMLS

LIBRARY: GLPUBLIC                NUMBER OF MEMBERS: 0177  MAXIMUM: 0225
FIND: _____

MEMBER NAME                        TYPE          LAST UPDATE INFO      NBR RECDS
-----
C-U-GL-REVENUE-BC-REPORT-RUN      RUN STATEMTS  08/27/08  MSAUSER          1
C-U-GL-SBM-LISTING                RPT SERIES   02/13/02  MSAUSER          5
C-U-GL-SBM-LISTING-EFFECT--RUN  RUN STATEMTS  02/13/02  MSAUSER          1
C-U-GL-SBM-LISTING-EFFECT-DATE    RPT SERIES   02/13/02  MSAUSER          5
C-U-GL-SBM-LISTING-RUN            RUN STATEMTS  02/13/02  MSAUSER          1
C-U-GL-SBM-NON168-ERRORS          RPT SERIES   02/13/02  MSAUSER          4
C-U-GL-SBM-NON168-ERRORS-RUN      RUN STATEMTS  02/13/02  MSAUSER          1
C-U-GL-SBM-VALIDATION-REPORT      RPT SERIES   08/10/06  MSAUSER          1
C-U-GL-SBM-VALIDATION-REPORT-R  RUN STATEMTS  08/27/08  MSAUSER          1
C-U-GL-SPECIAL-BUDGET             RPT SERIES   02/13/02  MSAUSER          3
C-U-GL-SPECIAL-BUDGET-RUN         RUN STATEMTS  02/13/02  MSAUSER          1
C-U-GL-SUSP-ACCT-BAL-UNIV         RPT SERIES   02/13/02  MSAUSER          1
C-U-GL-TRIAL-BALANCE-WORK         RPT SERIES   02/13/02  MSAUSER          2
C-U-GL-TRIAL-BALANCE-WORK-RUN     RUN STATEMTS  02/13/02  MSAUSER          1
C-U-GL-TXN-EXPEND-TALLY           RPT SERIES   02/13/02  MSAUSER          2
NOTES: Enter S to select member.  Change library by entering new library name
ACTION: _____ PF1 Help  PF3 End  PF6 Top  PF7 Pg Bwd  PF8 Pg Fwd

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3] (This step will be dependent on what your budget staff wishes to see.) To prepare the report for budget to reconcile to IBIS, you will need to run the C-U-GL-SBM-LISTING-EFFECTIVE-DATE report. To do this, open the associated run statement and make the following changes highlighted in red:

```

EDIT RUN STATEMENTS: C-U-GL-SBM-LISTING-EFFECT--RUN          COLUMNS 001 072
COMMAND INPUT ==>                                          SCROLL ==> HALF
-----1-----2-----3-----4-----5-----6-----7--
***** ***** TOP OF DATA *****
000100 OPTION      DATE-OPTION('MM/DD/YYYY')
000200 RUN        C-U-GL-SBM-LISTING-EFFECT-DATE           ;
000300 FROM      LIBRARY GLPUBLIC                          ;
000400 INTO      LIBRARY finan14                          ;
000500 SELECT    GL-SUSP-COMPANY-ID                        ;
000600 'xxxx'                                          ;
000700 SELECT    GL-INP-CTRL-EFFECTIVE-DATE                ;
000800 '07/01/2020'
***** ***** BOTTOM OF DATA *****

```

(change the INTO LIBRARY to your default Library; change the GL-SUSP_COMPANY-ID for the companies affected; add the effective date of 7/1/ and what ever the calendar year is.)

4] Once this report is run, you can print it from RVLS and give it to the Budget Director for review. (Please note, this will be a LARGE report. It may be best to allow the Budget Director to review online if they share the same IE user library.) Another alternative for agencies that have the capability to run reports directly to X/PTR and X/TND is to run the report to X/PTR for viewing.

5] Once this is run, you can proceed to run the C-U-GL-SBM-VALIDATION-REPORT to determine if there are any accounting distributions that need to be validated before the batch is released. To do this, open the associated run statement and make the changes highlighted in Red.

```

EDIT RUN STATEMENTS: C-U-GL-SBM-VALIDATION-REPORT-R        COLUMNS 001 072
COMMAND INPUT ==>                                          SCROLL ==> HALF
-----1-----2-----3-----4-----5-----6-----7--
***** ***** TOP OF DATA *****
000100 OPTION DATE-OPTION('MM/DD/YYYY')
000200 RUN C-U-GL-SBM-VALIDATION-REPORT ;
000300 FROM LIBRARY GLPUBLIC ;
000400 INTO LIBRARY FINAN14 ;
000500 SELECT GL-SUSP-COMPANY-ID 'xxxx' ;
000600 SELECT GL-INP-CTRL-EFFECTIVE-DATE '07/01/2020'
***** ***** BOTTOM OF DATA *****

```

(Change the INTO LIBRARY to your default Library; change the GL-SUSP_COMPANY-ID for your companies; add the effective date of 7/1/ and what ever the calendar year is. MAKE SURE YOU ADD A SEMICOLON AT THE END OF THE COMPANY ID LINE AND REMOVE THE ASTERISK BEFORE LINE 600 SO THE REPORT WILL PICK ONLY THE EFFECTIVE DATE REQUESTED)

6] Once this report has been run, it can be printed from RVLS. Any validation errors should be investigated. If they should be valid, they can be established in GL. If they should not be valid, discussions will need to occur with budget staff to determine the best way to handle it. The possible options are:

- Do not validate, let the entry hit suspense, and then clear manually
- Validate, let the entry post, and then move manually.

You may have an instance where you have an entry that is not valid in the original batch, but it will be reversed with an entry in the Second Year 606 batches. If this is the case, they can wash themselves out through suspense.

THE MAIN THING TO REMEMBER IS, DO NOT RELEASE THE BUDGET BATCH UNTIL BOTH THE FISCAL STAFF AND BUDGET STAFF ARE CONFIDENT THE BATCHES ARE ACCURATE AND WE HAVE IDENTIFIED ALL VALIDATION ISSUES, AND CORRECTED THOSE THAT ARE POSSIBLE.

Once a batch is released and it processes, it can only be reversed manually. Validation problems WILL GO TO SUSPENSE.