

Class Errata Sheet

Please complete with any revisions or additions and return with the roster at the end of class so the changes may be made prior to the next class.

Thank you.

CLASS: Agency System Management DATE: 11-18-10

Be specific with changes and provide electronic copies of screen prints if applicable. Also, if there are a lot of changes, you may be asked to provide electronic revisions or changes.

Page #	Correction
177	Remove the line "OSBM Budget Systems (BPS, BRS, SCS, Allotments)" from the section Monthly Budget Report Reconciliation Procedures.
178	Before section titled "Reports Certification Process: Guidelines" add the following: Special Reports Two additional reports were created to assist agencies in the certification process. The OSCOP* Precertification Diff Rpt is sorted by budget code and quickly shows the agency whether or not they are in balance for that particular code. The report will show what areas are out of balance. The step-by-step reconciliation procedures can then be used to correct out of balance conditions. The OSCOP* Precert CMCS Receipt & Exp report lists transactions from CMCS so they can be compared to the BD800 report to show differences between cash transactions posted to CMCS and NCAS. These reports are only available in Systemware.
180	After the last set of systemware reports (mocey) and before the folder, change the sentence that says "June CI reports are located in the MOCER series of reports not the MOCER series" to "June CI reports are located in the MOCER series of reports not the MOCEY series".
181	Before the section titled "Late Month-End Report Certifications" add the following gray box: <div style="background-color: #e0e0e0; padding: 5px;">Quarter End Process: <i>Effective September 2010, OSBM began approving quarter end certifications before an agency/university can finalize the certification process. The addition of this step will not extend the 10 day requirement.</i></div>
182	Remove the following sentence "The recertification box must be checked on the Month-EndReport Certification Form." From the section Re-certification of Month-End Reports.