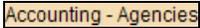
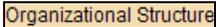
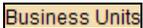
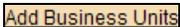
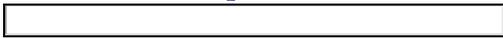


Adding Agency Business Units Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounting - Agencies link.</p> 
3.	<p>Click the Organizational Structure link.</p> 
4.	<p>Click the Business Units link.</p> 
5.	<p>Click the Add Business Units link.</p> 
6.	<p>Click the Add button.</p> 
7.	<p>Enter the new business unit into the Business Unit field.</p> <p>Warning: If you attempt to add a BU number that already exists, you will be notified of the error by a red background in the Business Unit field.</p> <p>Note: This is a NIS-required field. The first two digits represent the agency and the last six are used at agency discretion to fit into security groups, to make the BU more user-friendly, or to otherwise assist the agency in organizing BUs. This field should be numeric values only.</p>
8.	<p>Make sure you are on the Revise Single BU tab.</p>
9.	<p>Click in the Description field.</p> 
10.	<p>Enter the title or purpose of the business unit, grant, or project into the Description field.</p>
11.	<p>The Parent BU field is optional. If you wish to tie this business unit to others through a Parent/Child relationship use this field.</p>
12.	<p>Click in the Fund field.</p> 
13.	<p>Enter a five-digit number representing the source of funding into the Fund field. Use the Visual Assist tool if necessary.</p>

14.	Enter a two letter code characterizing the source of funding into the Type Business Unit field. Use the visual assist tool if necessary.
15.	Click the More Detail tab. 
16.	Description Line 2 and Description Line 3 fields - complete if additional description is required. This is generally completed for 309 projects.
17.	Click in the Grant/Project Type field. 
18.	Enter the appropriate code in the Grant/Project Type field. Use the visual assist tool if necessary. Note: If this is a Grant business unit, and you entered GX or GY in the Type BU field on the Revise BU tab, State Accounting requires you to complete the Grant Number field on the More Detail tab. 
19.	Click the Cat Codes 1-20 tab. 
20.	Complete any of the fields on the Cat Codes 1-20 tab required by your agency.
21.	Click the Cat Codes 21-30 tab. 
22.	Complete any of the fields on the Cat Codes 21-30 tab required by your agency. Note: If this is a Grant business unit, and you entered GX or GY in the Type BU field on the Revise BU tab, State Accounting requires you to complete the CFDA field on the Cat Codes 21-30 tab. If CFDA number is not assigned, please contact State Accounting via the Mail-in Database links on the State Accounting website. Navigate to the following website and click Business Units email link: http://www.das.state.ne.us/accounting/nis/contacts.htm .
23.	Click the OK button. 
24.	Click the Cancel button. 
25.	Click in the Business Unit field in the QBE line. 
26.	Enter the new business unit number into the Business Unit field.
27.	Click the Find button to ensure the business unit was added. 

28.	Click the Close button. 
29.	You have successfully completed this lesson. Note: All Business Units must be submitted to State Accounting for review. (Submit business units to State Accounting via the Mail-in Database links on the State Accounting website. Navigate to the following website and click Business Units email link: http://www.das.state.ne.us/accounting/nis/contacts.htm . State Accounting will review, and change the posting edit code to Y(es), or K, therefore activating the Business Unit. End of Procedure.