

Adding Agency Business Units
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

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Adding Agency Business Units

Adding Agency Business Units Overview

Each Fund must have a Balance Sheet Business Unit to account for assets, liabilities, and fund equity. The number of this Business Unit will be the same number as the Fund number. Funds will also have other types of business units to account for revenues and expenditures. These can be simple Income Statement, Grant or Warehouse Business Units.

A Business Unit is a separate entity within a Fund used to track activity. A Business Unit can be a grant, project, warehouse location or cost center. These types of Business Units will account for expenditures and revenues.

Navigation:

We have listed three ways to navigate to the Add business units process. This lesson will be using the General Accounting navigational steps.

General Accounting

Accounting - Agencies > Organizational Structure > Business Units > Add Business Units.

Budget

Budget - Agencies > Organizational Structure > Business Units > Add Business Units.

Grants and Projects

Grants & Projects > Organizational Structure > Business Units > Add Business Units.

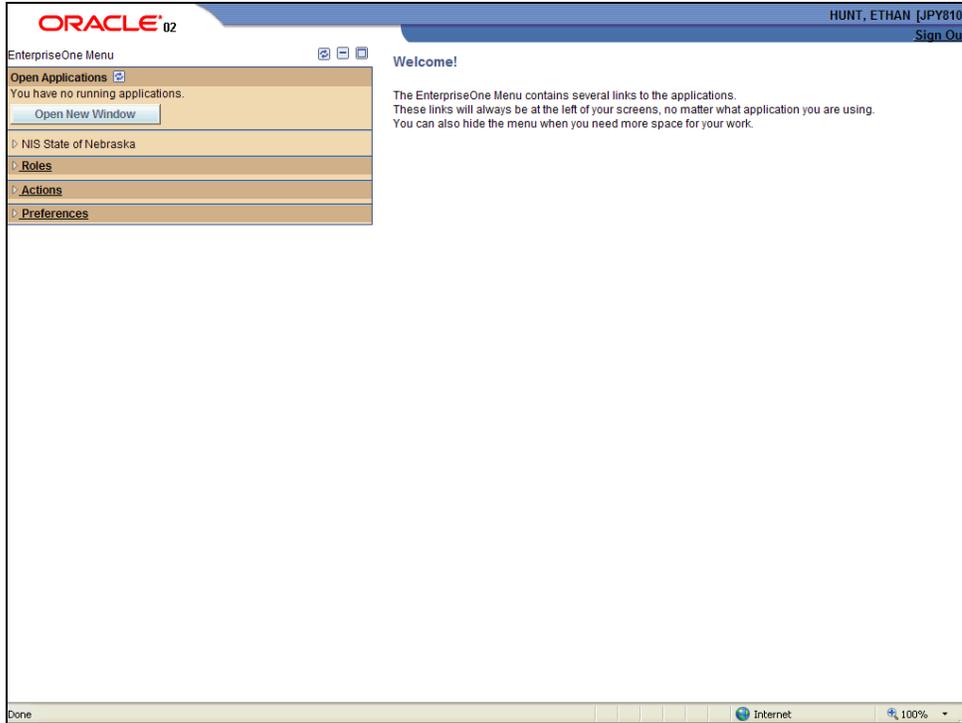
Adding Agency Business Units Lesson

Procedure

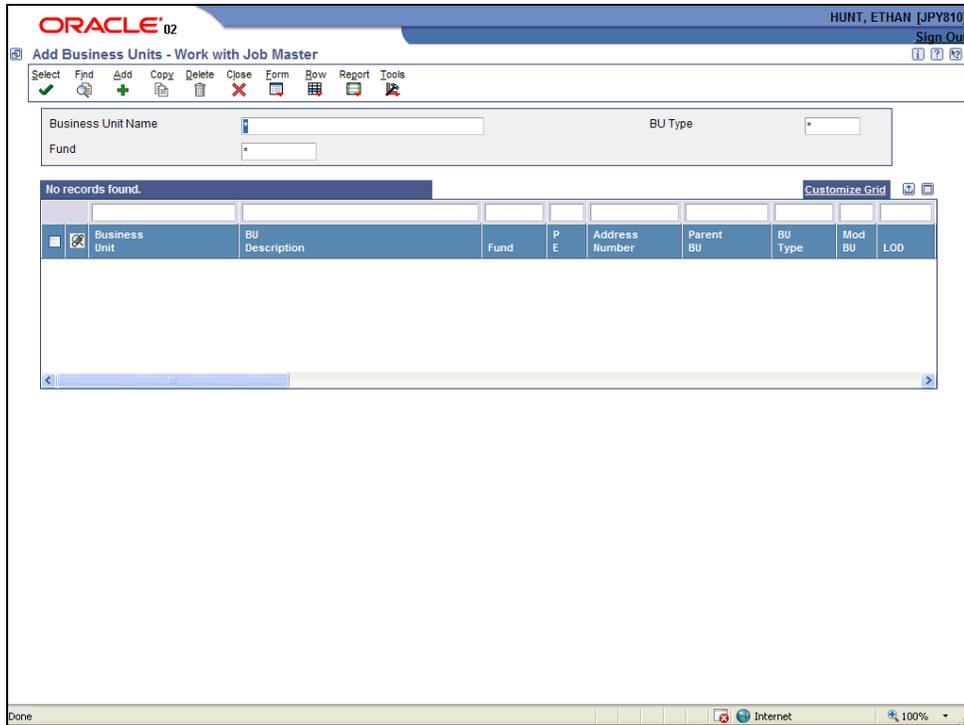
In this lesson you will learn how to add an agency business unit.

Training Guide

Adding Agency Business Units



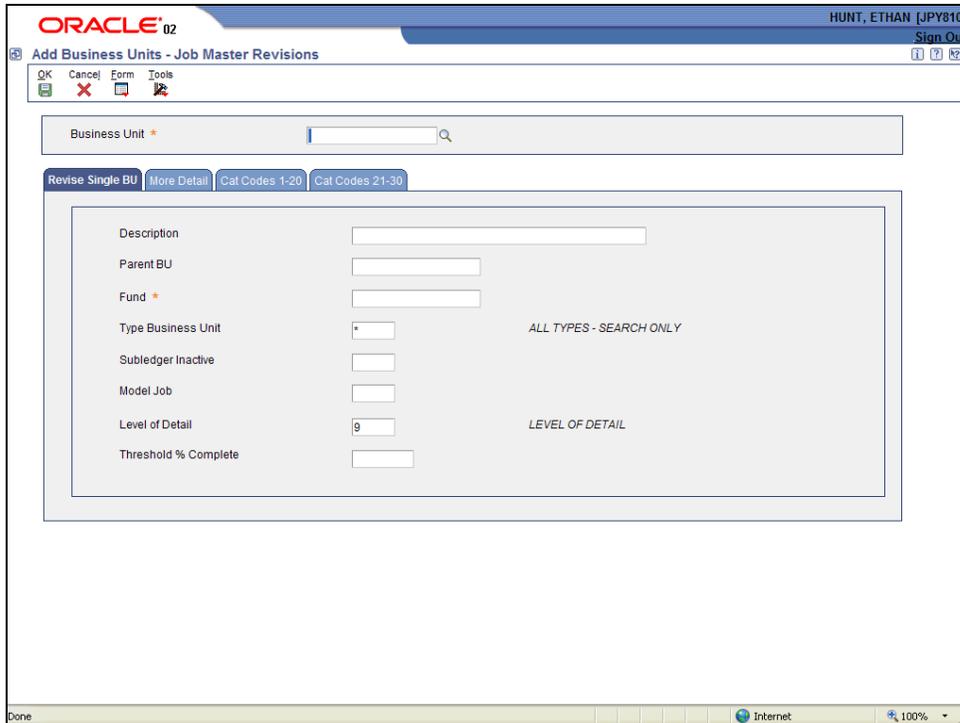
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Organizational Structure link. Organizational Structure
4.	Click the Business Units link. Business Units
5.	Click the Add Business Units link. Add Business Units



Step	Action
6.	Click the Add button. 

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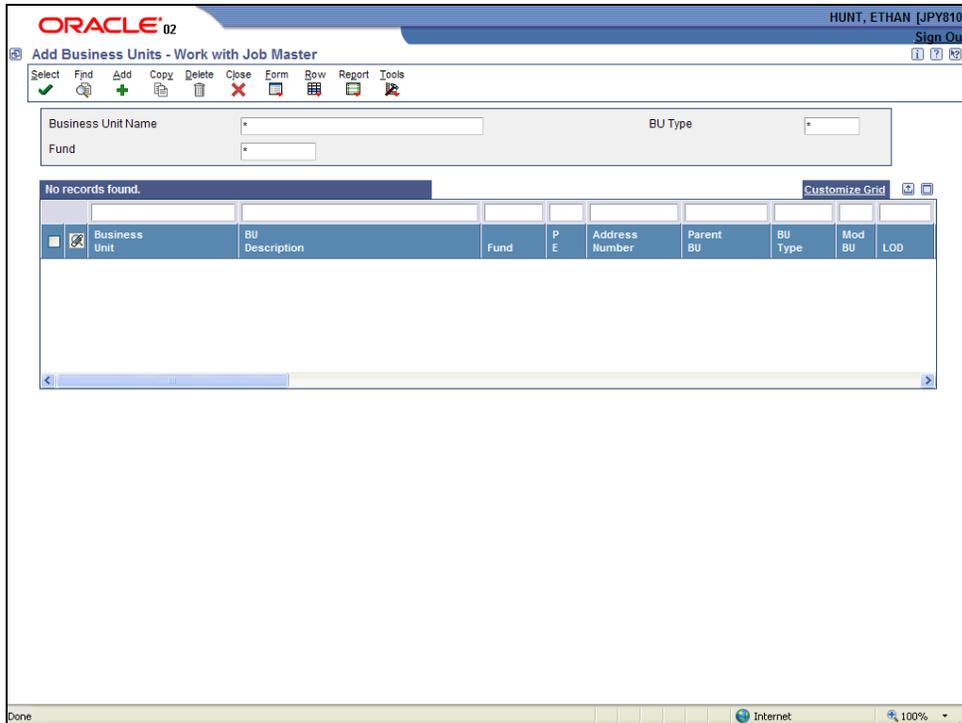


Step	Action
7.	<p>Enter the new business unit into the Business Unit field.</p> <p>Warning: If you attempt to add a BU number that already exists, you will be notified of the error by a red background in the Business Unit field.</p> <p>Note: This is a NIS-required field. The first two digits represent 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.	Make sure you are on the Revise Single BU tab.
9.	<p>Click in the Description field.</p> <input type="text"/>
10.	Enter the title or purpose of the business unit, grant, or project into the Description field.
11.	The Parent BU field is optional. If you wish to tie this business unit to others through a Parent/Child relationship use this field.
12.	<p>Click in the Fund field.</p> <input type="text"/>
13.	Enter a five-digit number representing the source of funding into the Fund field. Use the Visual Assist tool if necessary.

Step	Action
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 (http://www.das.state.ne.us/accounting/nis/contacts .htm) .
23.	Click the OK button. 
24.	Click the Cancel button. 

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Adding Agency Business Units



Step	Action
25.	Click in the Business Unit field in the QBE line. <input type="text"/>
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 (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.