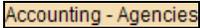
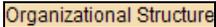
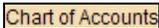


## Copying Accounts from Business Units to Business Units Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> 
3.	<p>Click the <b>Organizational Structure</b> link.</p> 
4.	<p>Click the <b>Chart of Accounts</b> link.</p> 
5.	<p>Click the <b>Copy Accounts from BU to BU</b> link.</p> 
6.	<p>Enter the Business Unit from which you are copying accounts in the <b>From Business Unit</b> field.</p>
7.	<p>Enter the new Business Unit number in the <b>To Business Unit</b> field.</p>
8.	<p>Enter <b>Object Account</b> and/or <b>Subsidiary</b> ranges as applicable.</p> <p><b>Warning:</b> The range of accounts to be copied should be limited by using Subsidiary From/Through and/or Object Account From/Through fields.</p>
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>OK</b> button.</p> 
11.	<p>Click the <b>OK</b> button.</p> 
12.	<p>Click the <b>Cancel</b> button.</p> 
13.	<p>To view the report you will need to go to <b>View Submitted Jobs</b>. For more information see the Reports Lesson under the System Basics work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>