

Inactivating Accounts

Overview

You might need to inactivate object accounts as your agency changes. In NIS, you will be able to inactivate an account at a level of detail of 6 and above on the Chart of Accounts as needed. Contact State Accounting for object accounts at a level of detail of 5 and below. This will maintain the history of the account for future reference.

This work instruction shows how to [Inactivate Accounts](#).

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/>.

Navigation

Click Roles, Accounting.

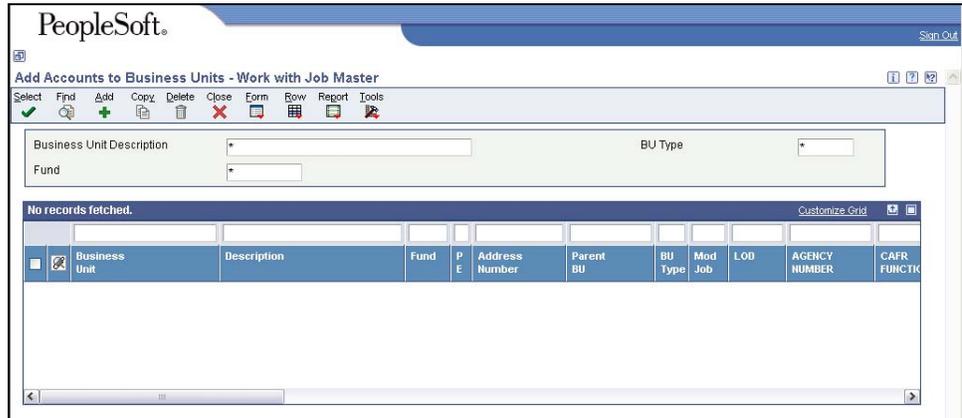
(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

Accounting - Agencies > Organizational Structure > Chart of Accounts > Add Accounts to Business Units

Steps

Inactivate Accounts

Start this instruction from the Add Accounts to Business Units – Work with Job Master window.



The screenshot shows the PeopleSoft interface for 'Add Accounts to Business Units - Work with Job Master'. At the top, there is a search area with 'Business Unit Description' and 'Fund' fields. Below this is a table with the following columns: Business Unit, Description, Fund, P, E, Address Number, Parent BU, BU Type, Mod Job, LOD, AGENCY NUMBER, and CAFR FUNCTIO. The table is currently empty, displaying 'No records fetched.' The interface includes a toolbar with various icons for actions like Select, Find, Add, Copy, Delete, Close, Form, Row, Report, and Tools.

1. Click **Find**.
2. Choose the **Business Unit of the object accounts** that you wish to inactivate.

3. Click **Row, Job Budgets, Budget Original**. The Add Accounts to Business Units – Original Budget/Account Master Sequence window appears.

Subsidiary	Object	Description	U	M	L	D	P	E	M	C	Original Units	Original Amount	3rd Acc Number
	400000	REVENUE		3	N	D							
	450000	REVENUE - TAXES		4	N	D							
	451100	INDIVIDUAL INC TAX		5		D							
	451200	WITHHOLDING TAX		5		D							
	451300	IND INC TAX-FINAL		5		D							
	451400	FIDUCIARY TAX		5		D							
	451500	CORP INC & FRANC		5		D							

4. Click on the **Additional Selection** tab.

5. On the Additional Selection tab, enter the **object account** to inactivate in the Object Account field.
 - If you want to use a Subsidiary to further define the object account(s) you are inactivating, enter the Subsidiary in the Subsidiary field.
 - If you are inactivating only one object account, enter the object account in the both the Object Account field and the Object field.
 - If you want to inactivate a range of Object Accounts, enter the beginning object account in the Object Account field and the ending object account in the Object field.
6. In the grid, enter "I" in the PE (Posting Edit) field on the row for each Object account you wish to inactivate.



A posting edit code of "N" will also accomplish the inactivation of an account, but using an "I" will identify the account as being previously active.

7. Click **OK** to complete the inactivation.
8. Click **Cancel** to return to the Add Accounts to Business Units – Work with Job Master window.
9. Click **Close**.