

How to Find a Business Unit

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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How to Find a Business Unit

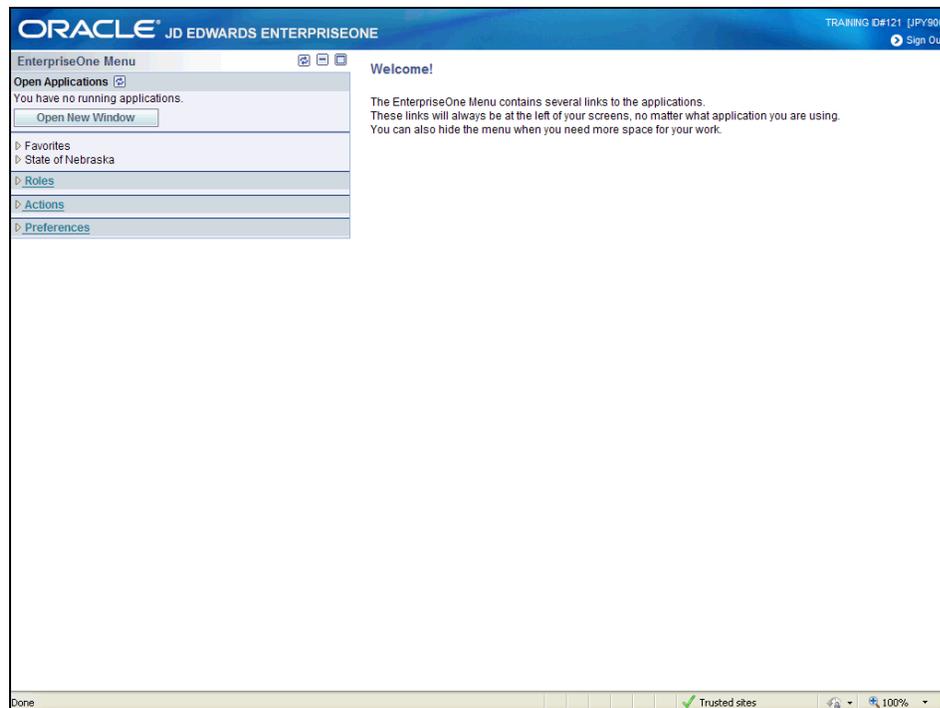
How to Find a Business Unit Overview

The business unit is used when running reports and looking up information about cost center. It is important to know how to access this information if you are responsible for finding specifics within EnterpriseOne where revenues and expenses are recorded.

How to Find a Business Unit Lesson

Procedure

In this lesson you will learn how to find a business unit.

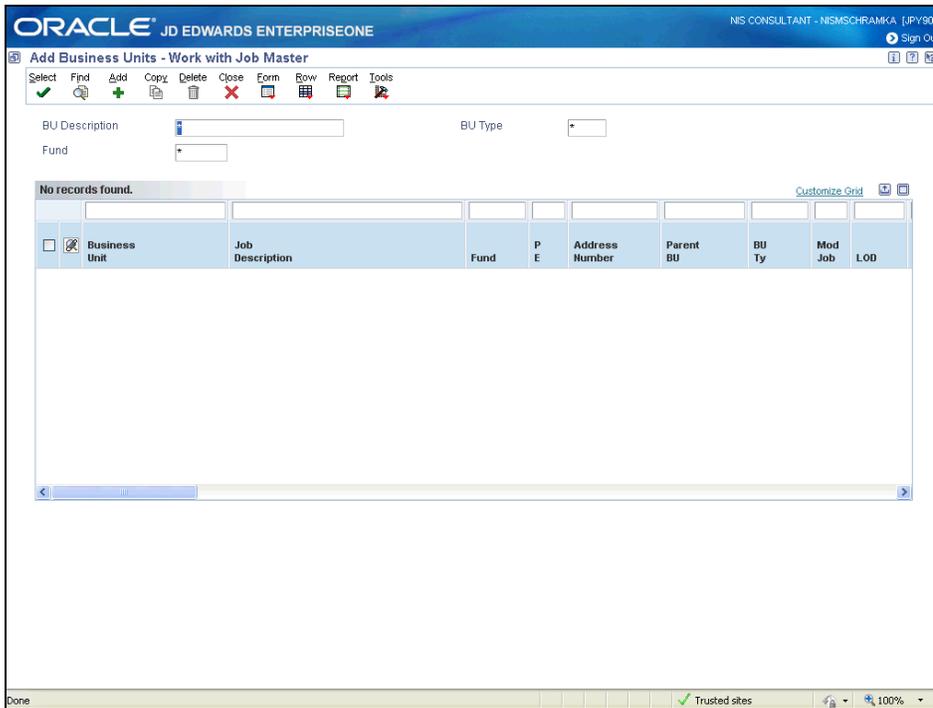


| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Accounting link. Accounting |
| 3. | Click the Business Units link. Business Units |
| 4. | Click the Add Business Units link. Add Business Units |

Training Guide

How to Find a Business Unit

| Step | Action |
|------|---|
| 5. | <p>Enter the following information in the QBE line if known:</p> <p>Fund BU Type Program Number Sub Program Division</p> |



| Step | Action |
|------|---|
| 6. | <p>Click the Find button.</p>  |
| 7. | <p>All Business Units associated with the defined Program Number, Sub Program Number and Division will display. The Business Unit Number is displayed in the left most column.</p> <p>Note: Remember to scroll to the right for additional information about the Business Unit including Grant number.</p> |
| 8. | <p>Click the Close button.</p>  |
| 9. | <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p> |

