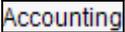
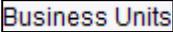


Adding Agency Business Units Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Business Units link. 
4.	Click the Add Business Units link. 
5.	Click the Add button. 
6.	Enter the new business unit into the Business Unit field. Warning: If you attempt to add a BU (Business Unit) number that already exists, you will be notified of the error by a red background in the Business Unit field. Note: This is a system 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.
7.	Make sure you are on the Revise Single BU tab.
8.	Click in the Description field.
9.	Enter the title or purpose of the business unit, grant, or project into the Description field.
10.	The Parent BU field is optional. If you wish to tie this business unit to others through a Parent/Child relationship use this field.
11.	Click in the Fund field. 
12.	Enter a five-digit number representing the source of funding into the Fund field. Use the Visual Assist tool if necessary.
13.	Click in the Type Business Unit field. 
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. 

Step	Action
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 21-40 tab. 
22.	Complete any of the fields on the Cat Codes 21-40 and Cat Codes 41-50/AB No tabs 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 Single BU tab, State Accounting requires you to complete the CFDA field on the Cat Codes 21-40 tab. If the CFDA number is not assigned, please contact State Accounting via email (as.stateaccounting@nebraska.gov). Note: Cat Code 50 (BU Workflow) will default to 1.
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. To submit to State Accounting please follow the Business Unit Workflow procedures. End of Procedure.

