

Copying Accounts from Business Units to Business Units

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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.



Training Guide

Copying Accounts from Business Units to Business Units

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Copying Accounts from Business Units to Business Units

Copying Accounts from Business Units to Business Units Overview

Before beginning this instruction, please review the Account Structure Manual.

Each business unit must have the appropriate accounts attached to it for use. If many accounts need to be added, they can be copied from an existing business unit. However, if only a few accounts need to be added, and they are not in a range, they can be added on an individual basis. To add accounts on an individual basis, please follow the work instructions for Adding Accounts to Business Units - Agency.

Each business unit must have the appropriate accounts attached to it for use. These can be copied from an existing business unit.

Copying Accounts from Business Units to Business Units Lesson

Procedure

In this lesson you will learn the steps for copying accounts from one business unit to another business unit.

There are multiple menu paths you can use:

Accounting

Accounting - Agencies > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

Budget

Budget - Agencies > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

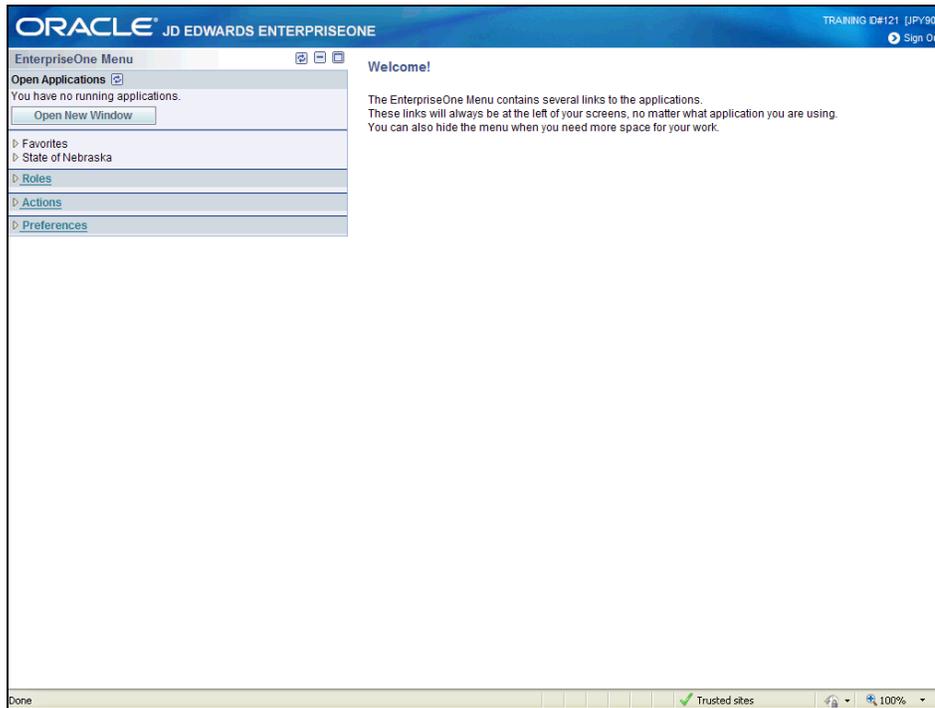
Grants and Projects

Grants & Projects > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

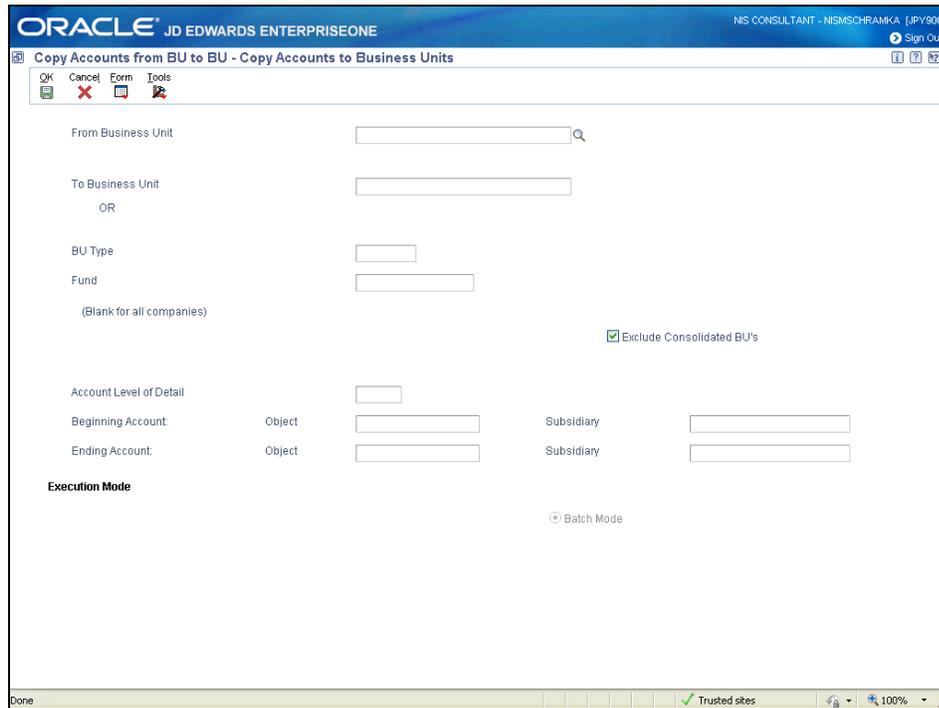
This lesson uses the Accounting menu path.

Training Guide

Copying Accounts from Business Units to Business Units



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounting link. Accounting
3.	Click the Chart of Accounts link. Chart of Accounts
4.	Click the Copy Accounts from BU to BU link. Copy Accounts from BU to BU



Step	Action
5.	Enter the Business Unit from which you are copying accounts in the From Business Unit field.
6.	Enter the new Business Unit number in the To Business Unit field.
7.	Enter Object Account and/or Subsidiary ranges as applicable. Warning: The range of accounts to be copied should be limited by using Subsidiary From/Through and/or Object Account From/Through fields.
8.	Click the OK button. 
9.	Click the OK button. 

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Copying Accounts from Business Units to Business Units

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NIMSCHRANKA [JPV900] Sign Out

Printer Selection

Printer Name: \\corpts1devpm1

Printer Location: PB

Printer Model: LASER PRINTER

Number of Copies: 1 Range: 1 - 9999

Step	Action
10.	Click the OK button. 

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NIMSCHRANKA [JPV900] Sign Out

Copy Accounts from BU to BU - Copy Accounts to Business Units

From Business Unit: 65025009 NIS

To Business Unit: 6512345

OR

BU Type: []

Fund: []

(Blank for all companies)

Exclude Consolidated BU's

Account Level of Detail: 9

Beginning Account: Object [] Subsidiary []

Ending Account: Object [] Subsidiary []

Execution Mode: Batch Mode

Step	Action
11.	Click the Cancel button. 
12.	To view the report you will need to go to View Job Status . For more information see the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.