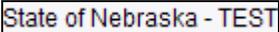
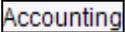
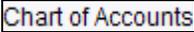


Adding Accounts to Business Units - Agency Lesson

Step	Action
1.	Click the State of Nebraska - TEST link. 
2.	Click the Accounting link. 
3.	Click the Chart of Accounts link. 
4.	Click the Add Accounts to Business Units link. 
5.	Click in the Business Unit field. 
6.	Enter the business unit number into the Business Unit field.
7.	Click the Find button. 
8.	Click the check box of the business unit. 
9.	Click the Select button. 
10.	Click in the Obj Acct field. 
11.	Enter the desired object number into the Object field.
12.	Click in the Description field. 
13.	Describe the object in the Description field. Note: If adding account with level of detail 3, 4, or 5, see Nebraska Master for correct object account description. For set-by-step instructions on how to view the Nebraska Master Accounts, please follow the Inquire on Nebraska Master Accounts work instructions.
14.	Click in the LD field. 
15.	Enter desired level of detail into the LD field. Accounts added by Agencies must be a level of detail 6 or above. Note: Accounts with level of detail 3, 4, or 5 can be added as long as they check against the Master.

Step	Action
16.	If a subledger is required enter " L " in the PE field. If a subledger is not required leave this field blank.
17.	Use the scroll bar to scroll to the right.
18.	<p>SERVICE CONT field - This field will either be left blank or completed with a code based on the Object Code which was used.</p> <p>Refer to the Overview to see what you could enter in this field.</p>
19.	<p>NITC field - Leave the field blank unless the Object Code used is listed below.</p> <p>If the Object Code is listed below enter "T00" (zeros, not the letter "O").</p> <p>Object Codes: 521200, 521290, 521291, 521400, 521800, 525200, 525400, 527400, 527500, 543100, 543200, 543300, 555100, 555200, 583300, 583600, 583900</p>
20.	<p>Click the OK button.</p> 
21.	<p>Click the Cancel button.</p> 
22.	<p>Click the Close button.</p> 
23.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>