

## **Adding Accounts to Business Units - Agency**

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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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## Adding Accounts to Business Units - Agency

### Adding Accounts to Business Units - Agency 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. To copy accounts, please follow the work instructions for Copying Accounts from Business Units to Business Units. 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

#### SERVIC CONT Field

Refer to this section when you are completing the **SERVIC CONT** field.

Leave the the **SERVIC CONT** field blank if the Object Code used is not listed below. If the Object Code you entered is listed below then enter to corresponding code.

Enter: C1

If the Object Code is: 541100

Enter: C10

If the Object Code is: 526100, 527100, 527200 527300, 527400, 527500 527600, 527700, 527800 548500, 548600, 548700 548800, 548900

Enter: C11

If the Object Code is: 549100, 549200, 549300 549500

Enter: C12

If the Object Code is: 554900

Enter: C13

If the Object Code is: 574600, 574700

Enter: C14

If the Object Code is: 549600

Enter: C15

If the Object Code is: 591100, 592100

Enter: C16

If the Object Code is: 549700, 593100, 594100 599100

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Enter: C19  
If the Object Code is: 543500

Enter: C2  
If the Object Code is: 541500, 541600, 541700

Enter: C3  
If the Object Code is: 542100, 542200

Enter: C4  
If the Object Code is: 542500

Enter: C5  
If the Object Code is: 543100, 543200, 543300

Enter: C6  
If the Object Code is: 544100, 544200, 544300, 544400, 544500, 544600, 544700, 544800, 544900, 545000, 545100, 545200, 546800, 546900

Enter: C7  
If the Object Code is: 547100

Enter: C8  
If the Object Code is: 547500

Enter: C9  
If the Object Code is: 548100

## Adding Accounts to Business Units - Agency Lesson

### Procedure

In this lesson you will learn the steps for adding accounts to business units.

### Navigation:

We have listed three ways to navigate to the Adding Accounts to Business Units - Agency process. This lesson will be using the Accounting navigational steps.

### General Accounting

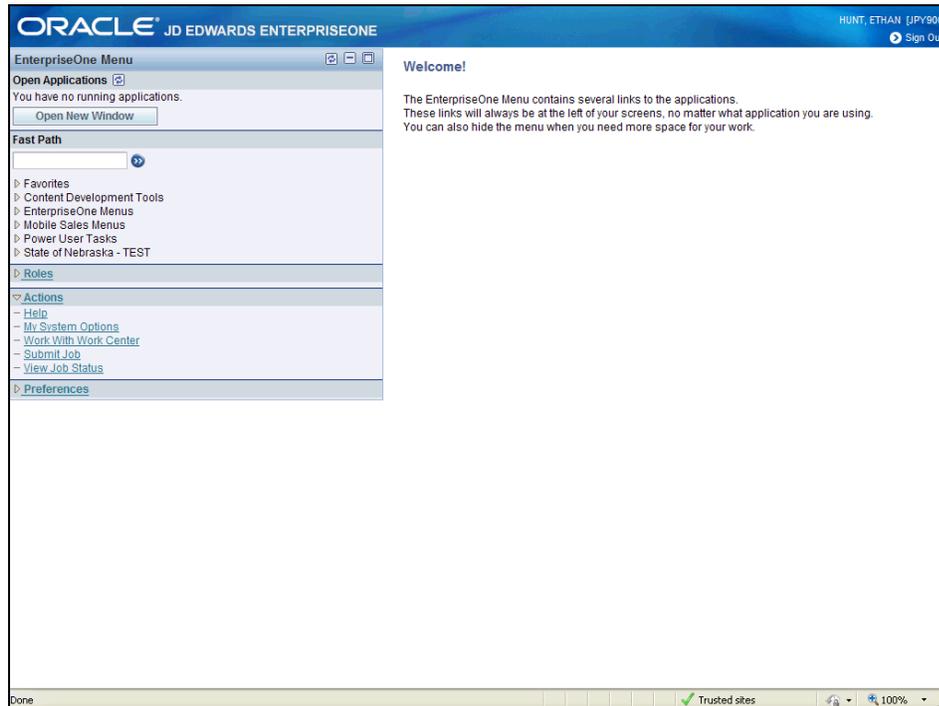
Accounting > Chart of Accounts > Add Accounts to Business Units.

### Budget

Budget > Organizational Structure > Chart of Accounts > Add Accounts to Business Units.

### Grants and Projects

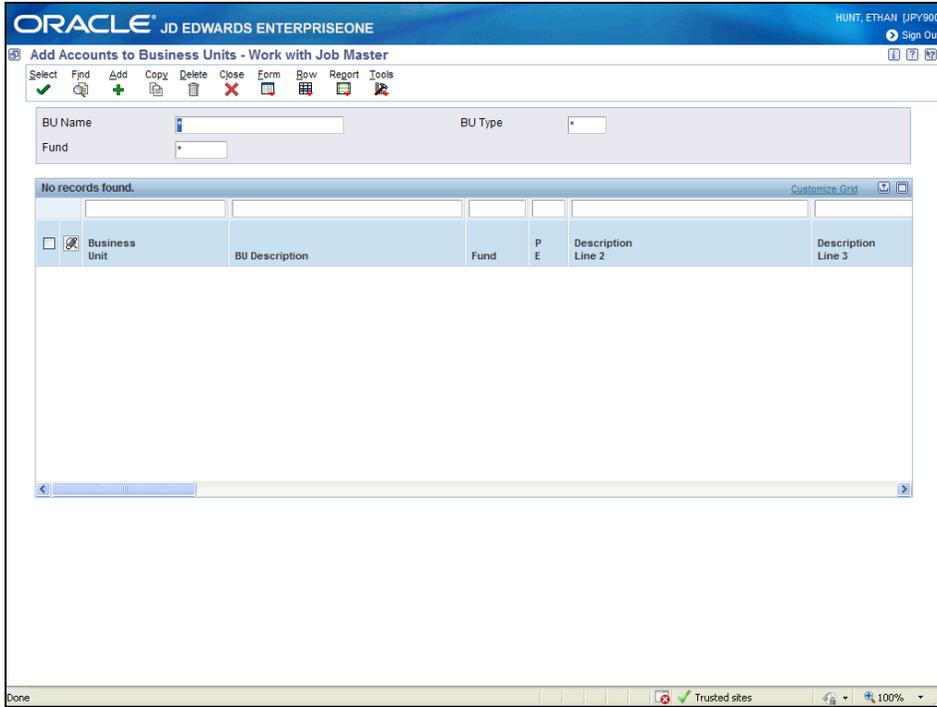
Grants and Projects > Organizational Structure > Chart of Accounts > Add Accounts to Business Units.



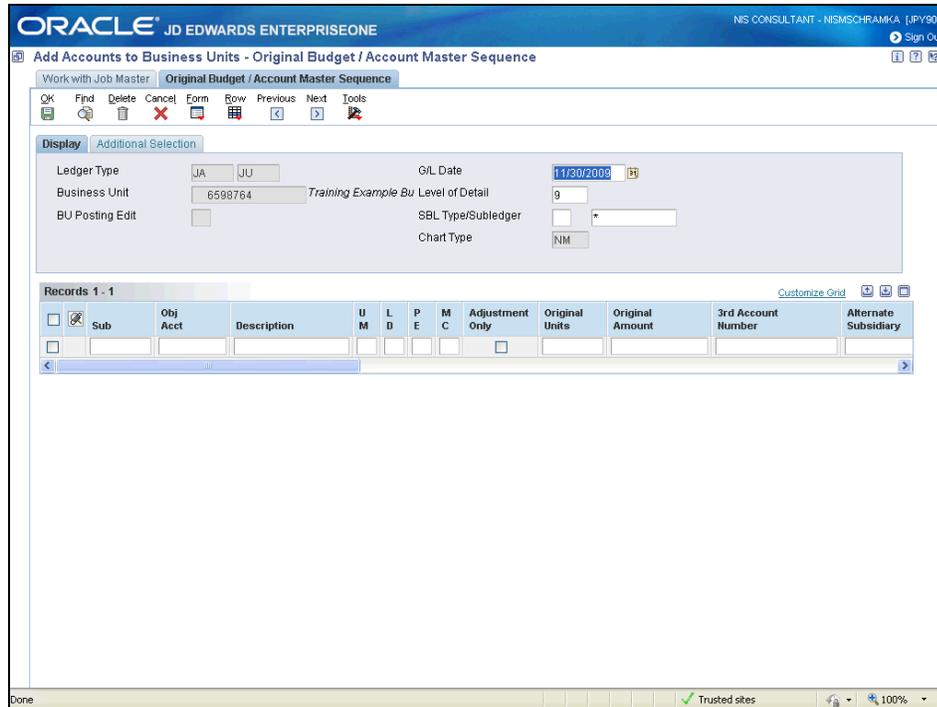
Step	Action
1.	Click the <b>State of Nebraska - TEST</b> link. <a href="#">State of Nebraska - TEST</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Chart of Accounts</b> link. <a href="#">Chart of Accounts</a>
4.	Click the <b>Add Accounts to Business Units</b> link. <a href="#">Add Accounts to Business Units</a>

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Step	Action
5.	Click in the <b>Business Unit</b> field. 
6.	Enter the business unit number into the <b>Business Unit</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>check box</b> of the business unit. 
9.	Click the <b>Select</b> button. 



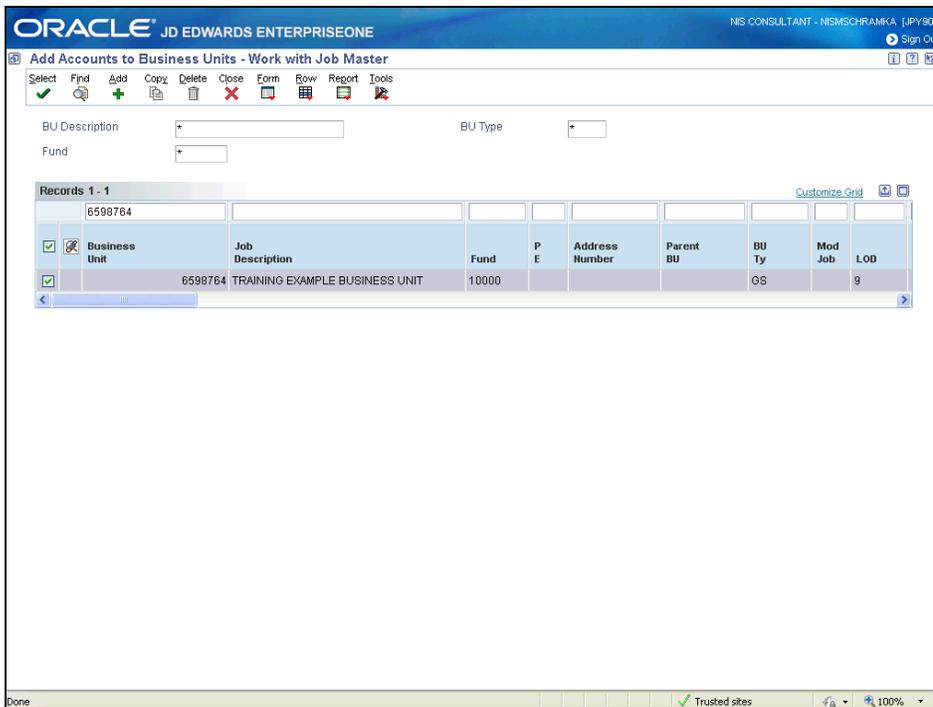
Step	Action
10.	Click in the <b>Obj Acct</b> field. <input type="text"/>
11.	Enter the desired object number into the <b>Object</b> field.
12.	Click in the <b>Description</b> field. <input type="text"/>
13.	Describe the object in the <b>Description</b> field.  <b>Note:</b> If adding account with level 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 <b>L D</b> field. <input type="text"/>
15.	Enter desired level of detail into the <b>L D</b> field. Accounts added by Agencies must be a level of detail 6 or above.  <b>Note:</b> Accounts with level of detail 3, 4, or 5 can be added as long as they check against the Master.
16.	If a subledger is required enter " <b>L</b> " in the <b>PE</b> field. If a subledger is not required leave this field blank.
17.	Use the scroll bar to scroll to the right.

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Step	Action
18.	<p><b>SERVICE CONT</b> 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><b>NITC</b> 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 <b>OK</b> button.</p> 
21.	<p>Click the <b>Cancel</b> button.</p> 



Step	Action
22.	<p>Click the <b>Close</b> button.</p> 
23.	<p>You have successfully completed this lesson. <b>End of Procedure.</b></p>



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