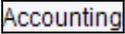
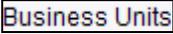
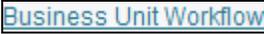
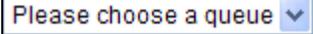
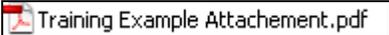


Activating A New Business Unit Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Business Units link. 
4.	Click the Business Unit Workflow link. 
5.	If necessary enter search criteria in the fields and click Find to bring up the Business Unit to activate.
6.	Select the Business Unit to activate by clicking the check box next to it. 
7.	Click the Row button. 
8.	To add an attachment click the Attachment menu. 
9.	Click the OLE button. 
10.	Click the Please choose a queue list. 
11.	Click the OLEQUE list item. 
12.	Click the OK button. 
13.	Browse to where your attachment is saved and double click the file. 
14.	The file may open. Click the Close button (X in the corner) to close the document. 
15.	Click the Save button. 
16.	Click the Row button. 

Step	Action
17.	Click the Submit button to submit the Business Unit for activation. 
18.	Click the Close button. 
19.	You have successfully completed this lesson. End of Procedure.