

Activating A New Business Unit
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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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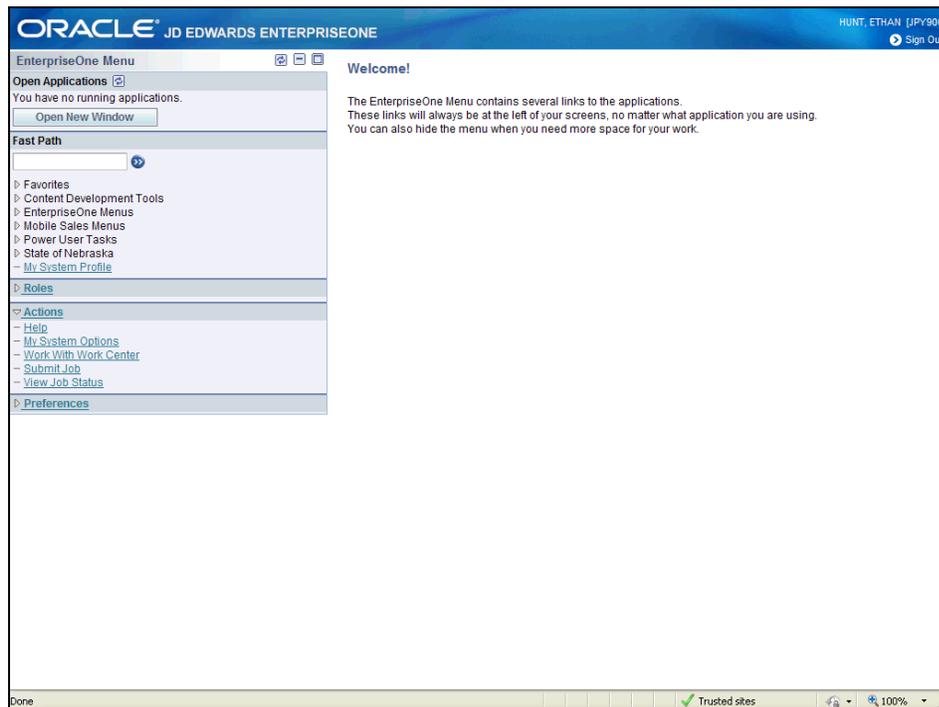
Activating A New Business Unit

Activating A New Business Unit Overview

Activating A New Business Unit Lesson

Procedure

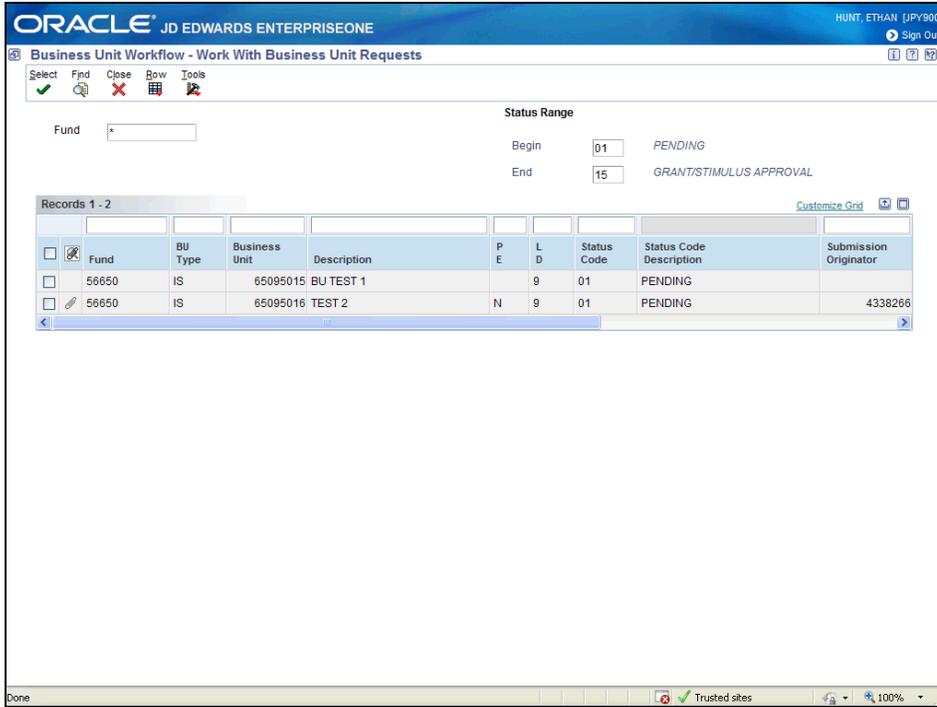
in this lesson you will learn how to submit a Business Unit to be activated.



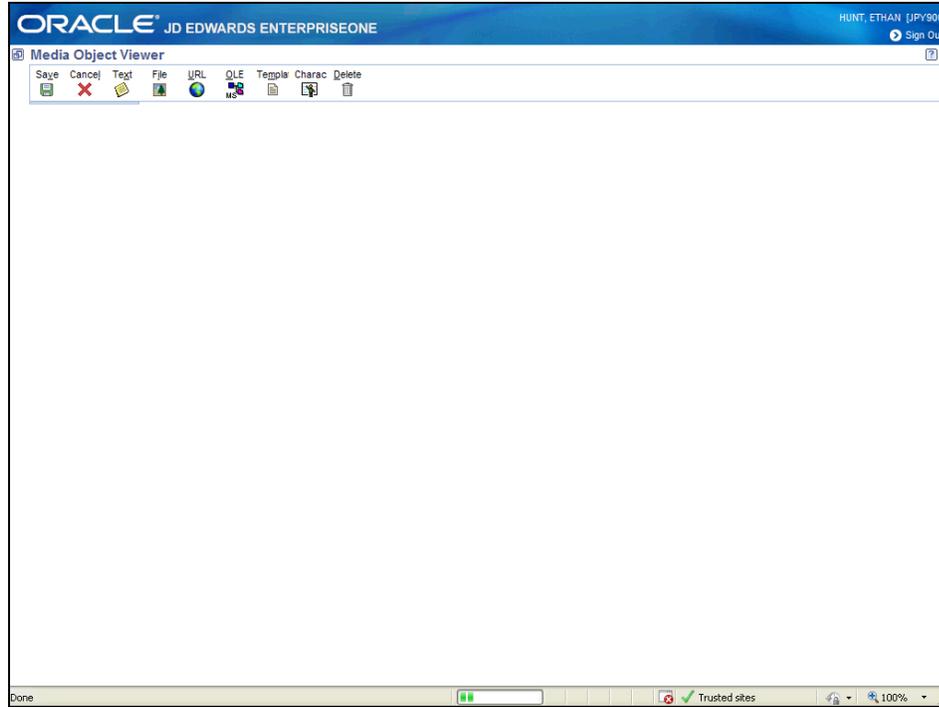
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Accounting link. Accounting
3.	Click the Business Units link. Business Units
4.	Click the Business Unit Workflow link. Business Unit Workflow
5.	If necessary enter search criteria in the fields and click Find to bring up the Business Unit to activate.

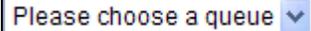
Training Guide

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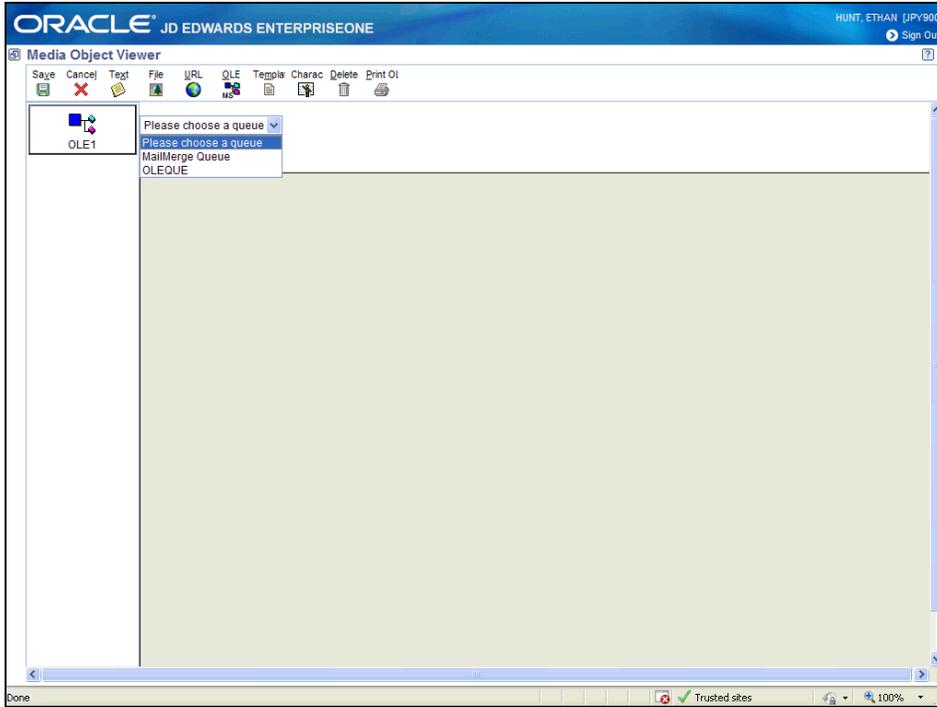
Step	Action
6.	Select the Business Unit to activate by clicking the check box next to it. <input type="checkbox"/>
7.	Click the Row button.
8.	To add an attachment click the Attachment menu. <input type="text" value="Attachment"/>



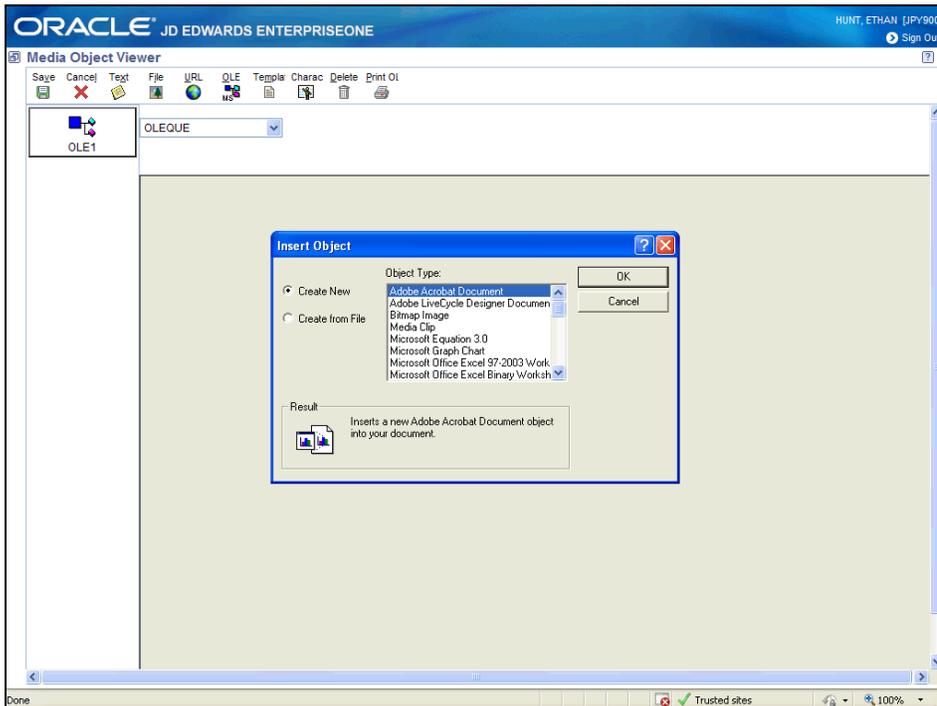
Step	Action
9.	Click the OLE button. 
10.	Click the Please choose a queue list. 

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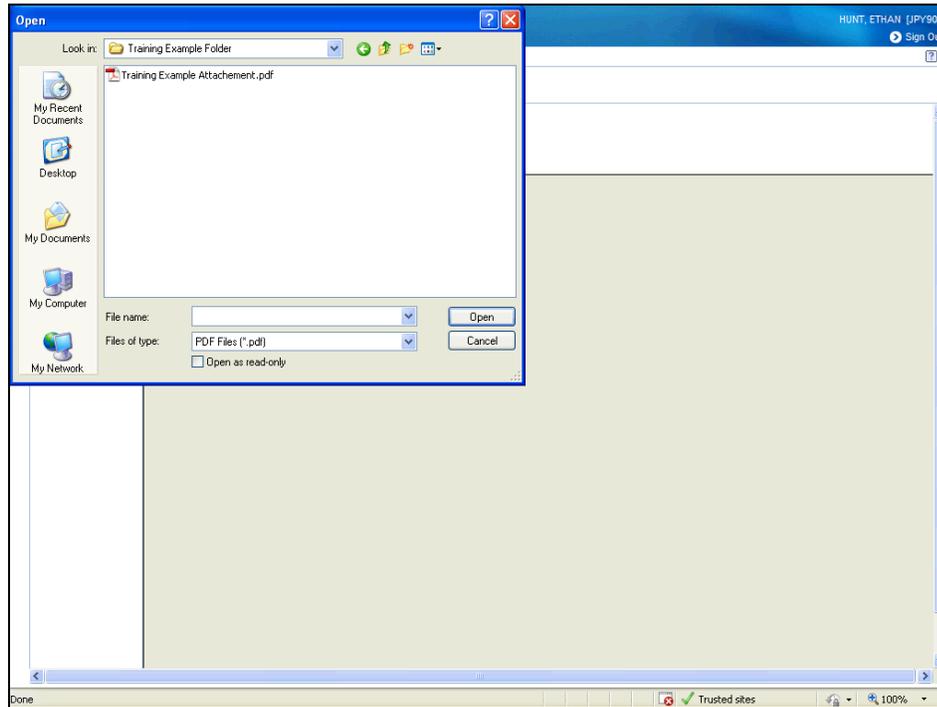
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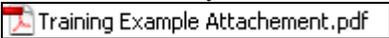


Step	Action
11.	Click the OLEQUE list item. OLEQUE



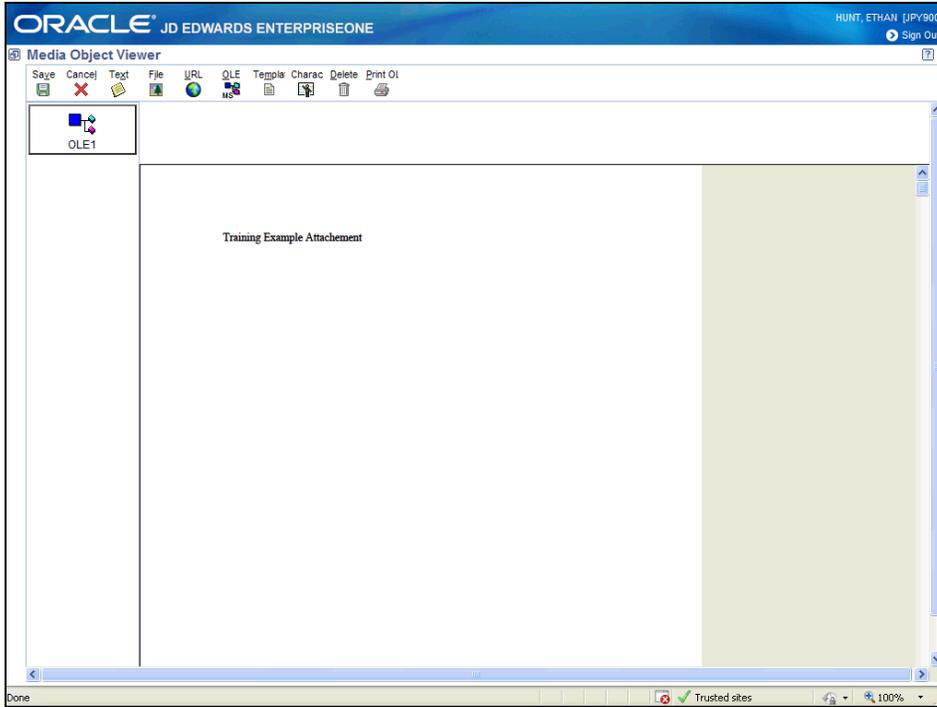
Step	Action
12.	Click the OK button. 



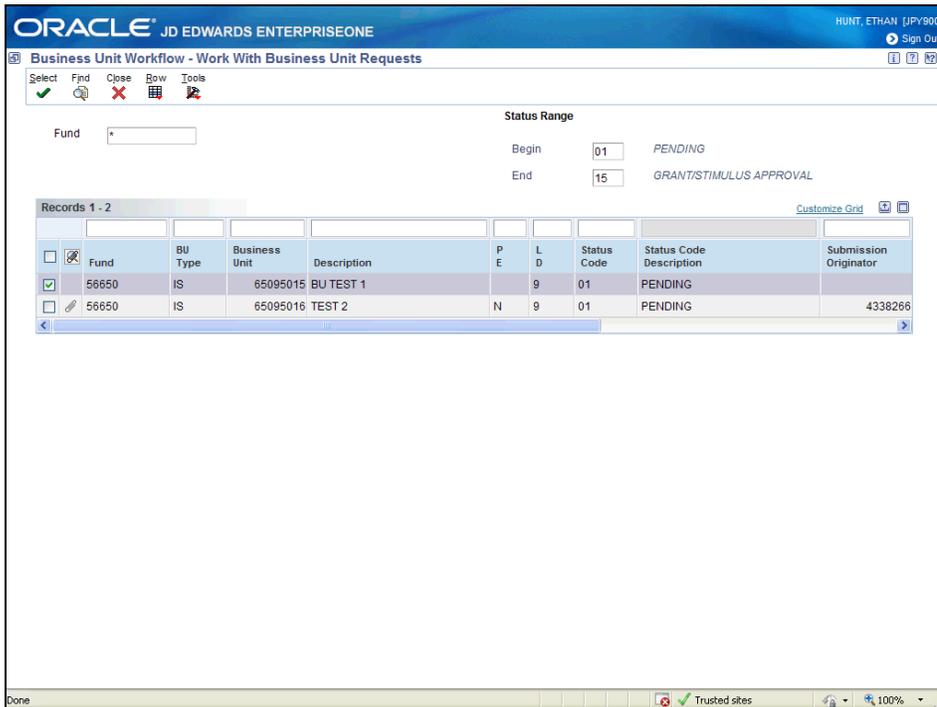
Step	Action
13.	Browse to where your attachment is saved and double click the file. 
14.	The file may open. Click the Close button (X in the corner) to close the document. 

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Activating A New Business Unit



Step	Action
15.	Click the Save button. 



Step	Action
16.	Click the Row button. 
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.