

Deactivating a 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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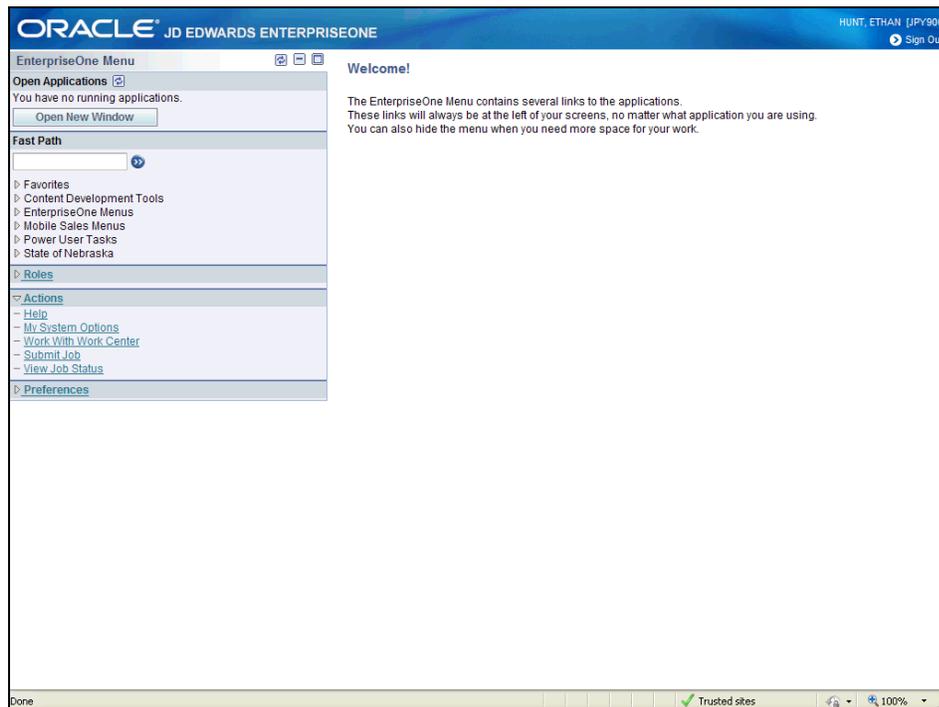
Deactivating a Business Unit

Deactivating a Business Unit Overview

Deactivating a Business Unit Lesson

Procedure

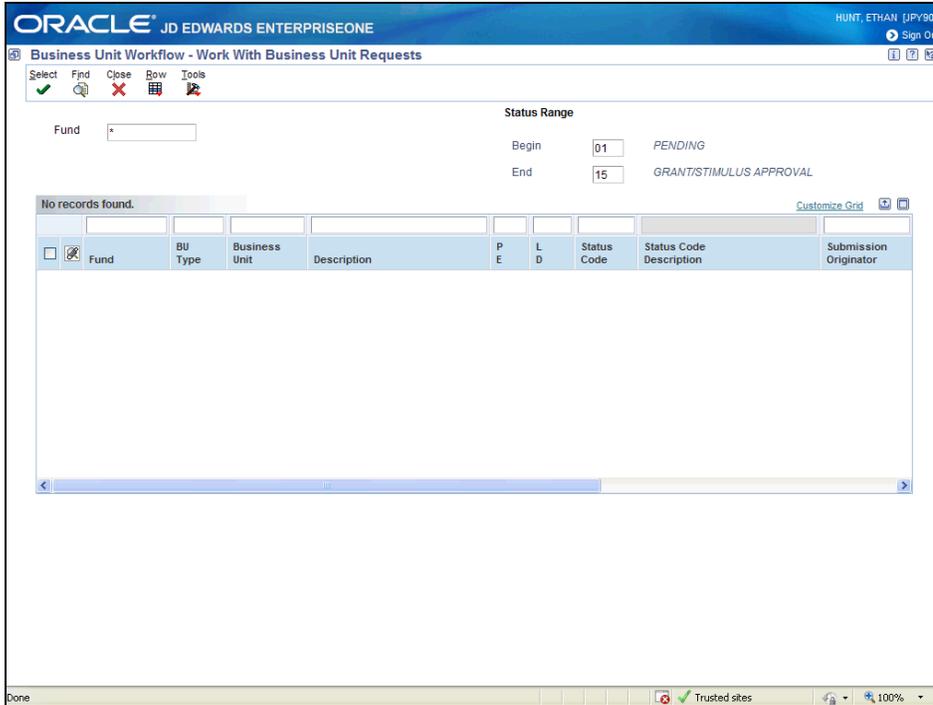
In this lesson you will learn how to request a Business Unit be deactivated.



| 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 |

Training Guide

Deactivating a Business Unit



| Step | Action |
|------|--|
| 5. | Click in the Begin field. <input type="text" value="01"/> |
| 6. | Press [Delete] . |
| 7. | Click in the End field. <input type="text" value="15"/> |
| 8. | Press [Delete] . |
| 9. | Enter any necessary search criteria in any of the fields. <input type="text"/> |
| 10. | After entering your search criteria click the Find button. |
| 11. | Select the Business Unit to deactivate by clicking the check box next to it. <input type="checkbox"/> |
| 12. | Click the Row button. |
| 13. | Click the Request Inactive menu. <input type="text" value="Request Inactive"/> |
| 14. | The Status Code field will change to " 30 ". |
| 15. | Click the Close button. |

| Step | Action |
|------|--|
| 16. | You have successfully completed this lesson. End of Procedure. |