

**Submit a Spreadsheet (New Business Units)**  
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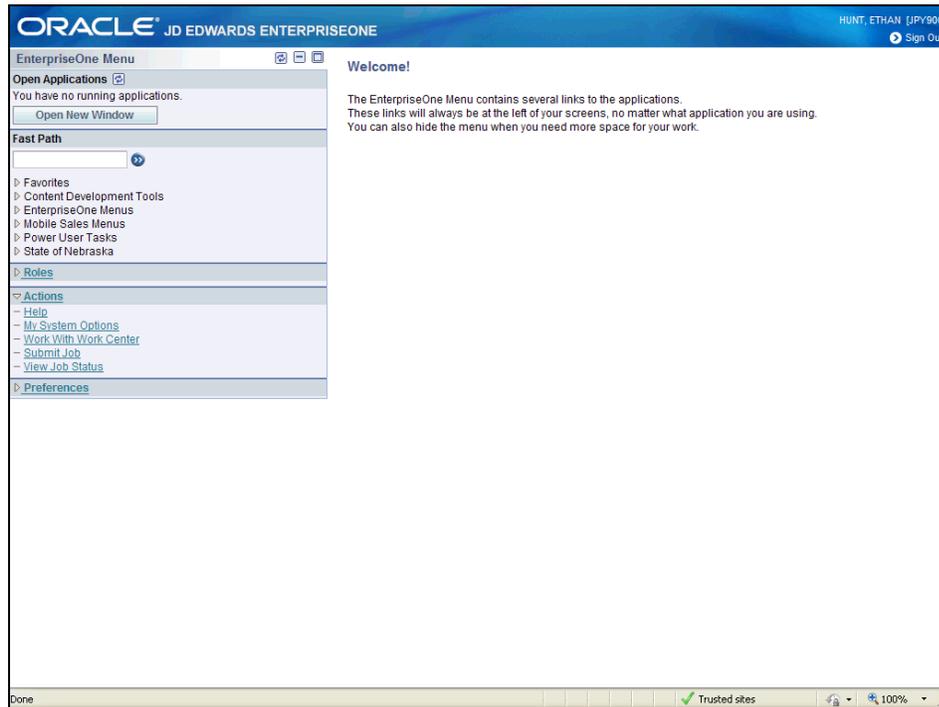
# Submit a Spreadsheet (New Business Units)

## Submit a Spreadsheet Overview

## Submit a Spreadsheet Lesson

### Procedure

In this lesson you will learn how to submit a spreadsheet for a new Business Unit.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Business Units</b> link. <a href="#">Business Units</a>
4.	Click the <b>Spreadsheet Workflow</b> link. <a href="#">Spreadsheet Workflow</a>

# Training Guide

## Submit a Spreadsheet (New Business Units)



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Spreadsheet Workflow - Work With System Requests

Select Find Add Close Row Tools

Originator: 4455871 HUNT, ETHAN Status Code Range: Status - Begin: 01 Status - End: 02

Request #: \* Request Type: \*

No records found. Customize Grid

Request #	Originator UserID	Originator Number	Originator Name	Request Type	Status Code	Status Code Description	Date Submitted
No records found.							

Done Trusted sites 100%

Step	Action
5.	Click the <b>Add</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Spreadsheet Workflow - System Request Revisions

OK Cancel Form Tools

Originator: 4455871 HUNT, ETHAN Request #: 7

Originator UserID: NISBSVIK Date Created: 02/18/2011

Request Type: \* [ ] Request Type

Status Code: 01 PENDING

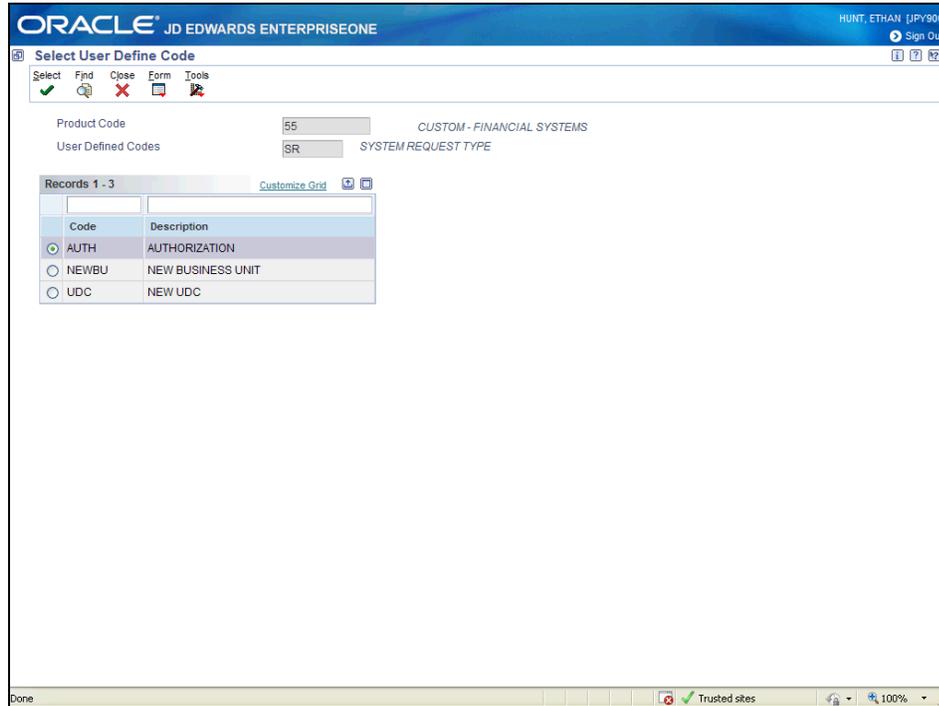
Description1: \* [ ]

Description2: [ ]

Description3: [ ]

Done Trusted sites 100%

Step	Action
6.	Click the <b>Visual Assist</b> button for the <b>Request Type</b> field. 



Step	Action
7.	Click the <b>NEWBU</b> option. 
8.	Click the <b>Select</b> button. 

# Training Guide

## Submit a Spreadsheet (New Business Units)



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Spreadsheet Workflow - System Request Revisions

OK Cancel Form Tools

Originator: 4455871 HUNT, ETHAN Request #: 7

Originator UserID: NISBSVIK Date Created: 02/18/2011

Request Type \* **NEWBU** NEW BUSINESS UNIT

Status Code: 01 PENDING

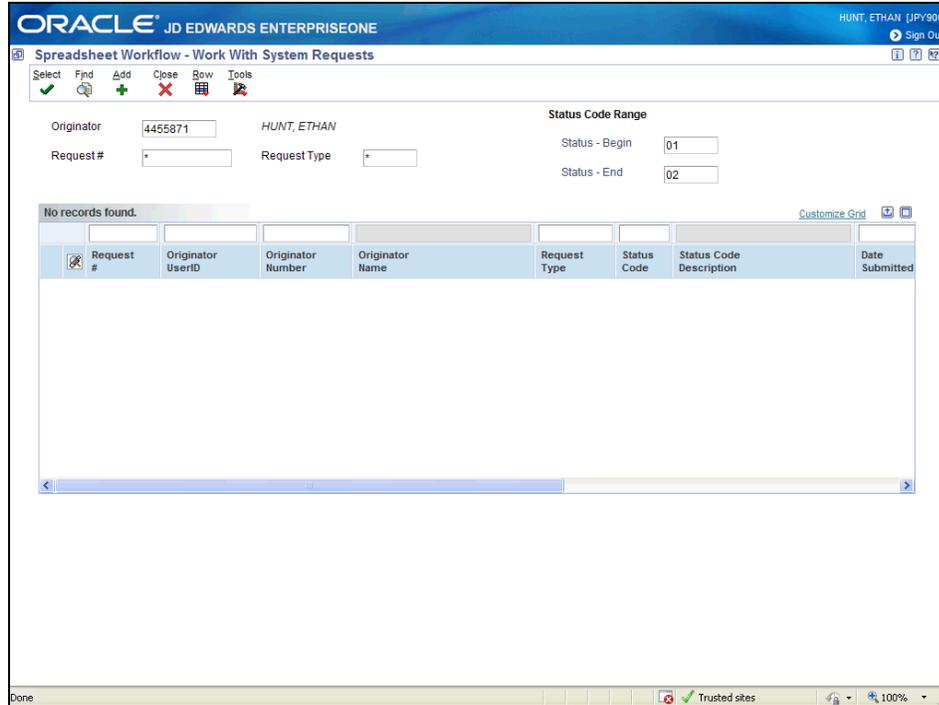
Description1 \*

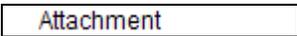
Description2

Description3

Done Trusted sites 100%

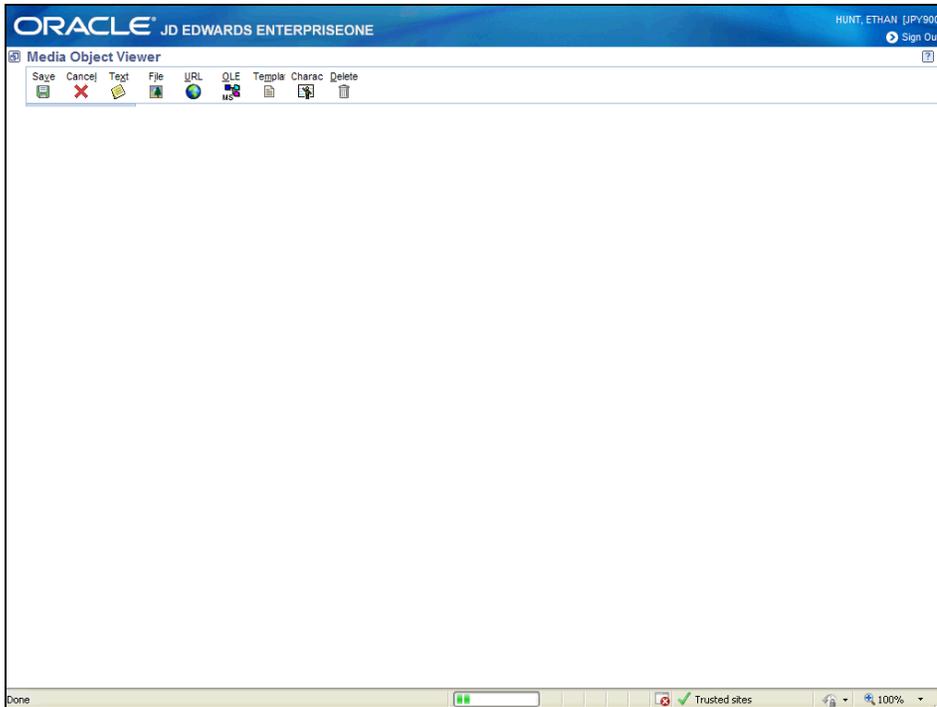
Step	Action
9.	Click in the <b>Description1</b> field. <input type="text"/>
10.	Enter a description into the <b>Description1</b> field.
11.	Click the <b>OK</b> button. 

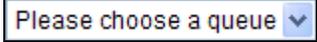


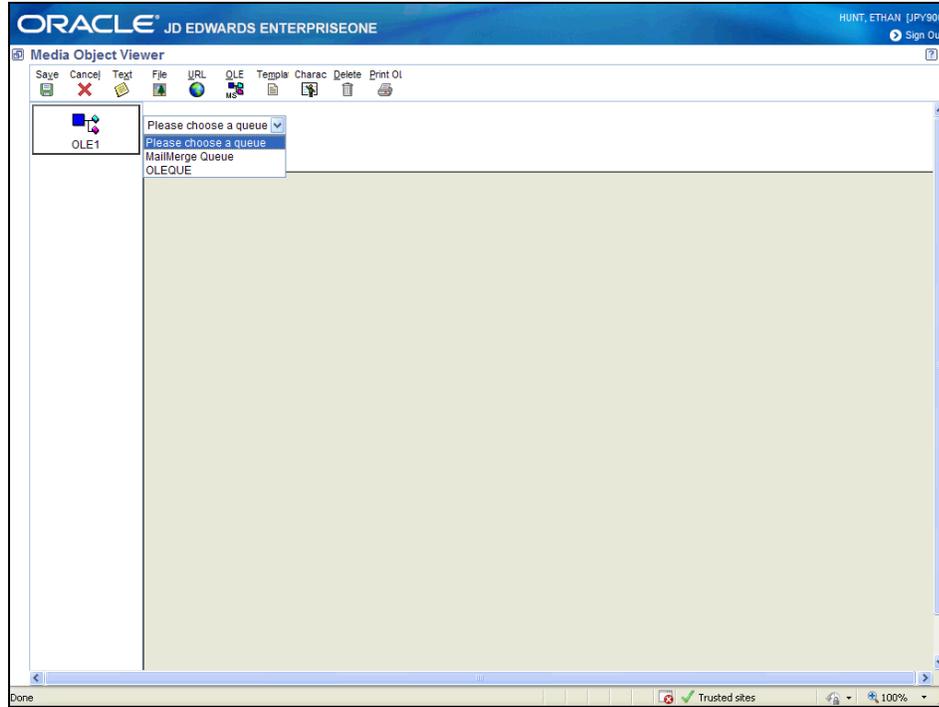
Step	Action
12.	Click the <b>Find</b> button to bring up the new Business Unit. 
13.	Make sure the radio button is selected for the newly requested Business Unit.
14.	Click the <b>Row</b> button. 
15.	Click the <b>Attachment</b> menu. 

# Training Guide

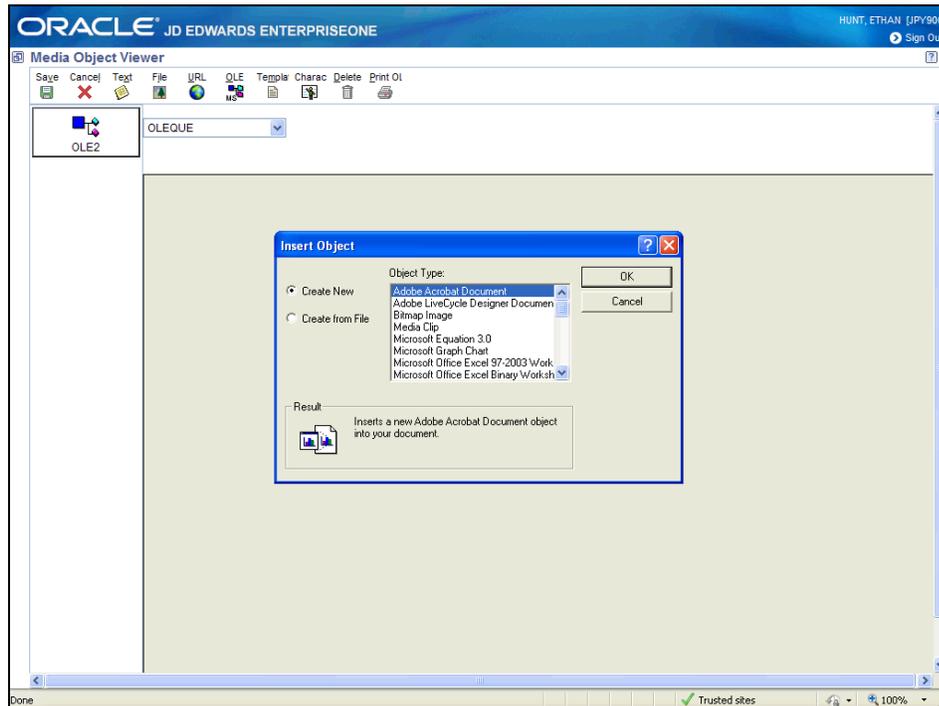
## Submit a Spreadsheet (New Business Units)



Step	Action
16.	Click the <b>OLE</b> button. 
17.	Click the <b>Please choose a queue</b> list. 

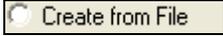


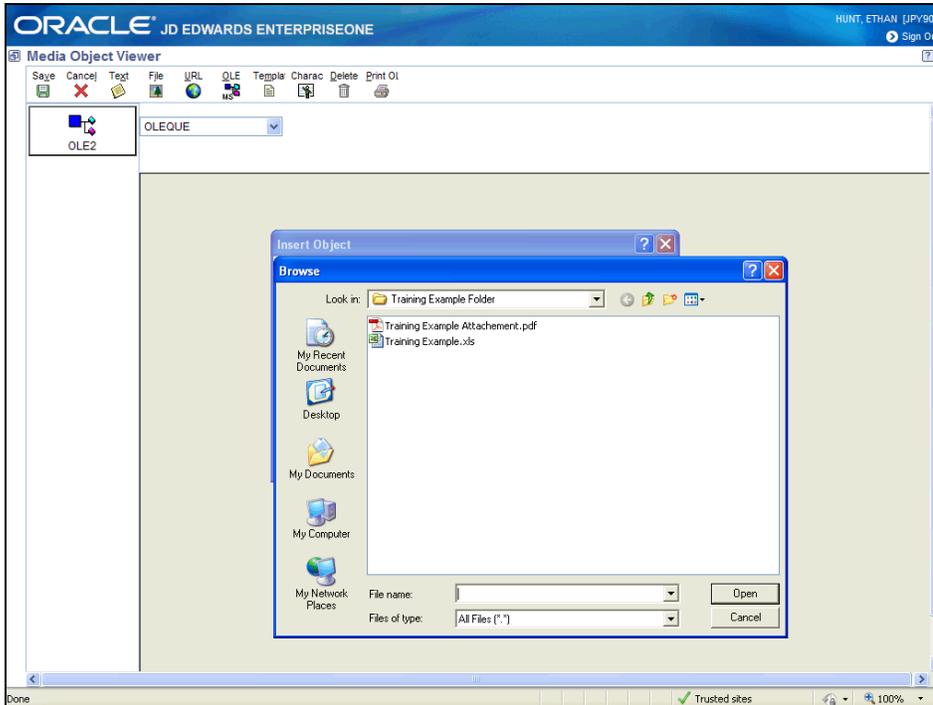
Step	Action
18.	Click the <b>OLEQUE</b> list item. OLEQUE

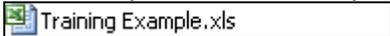


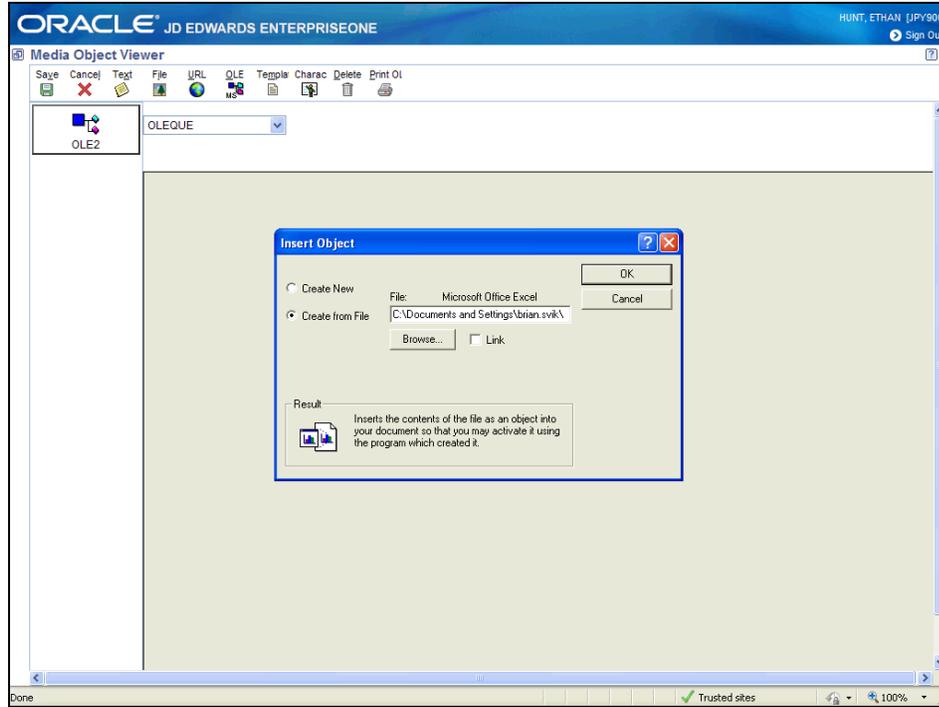
# Training Guide

## Submit a Spreadsheet (New Business Units)

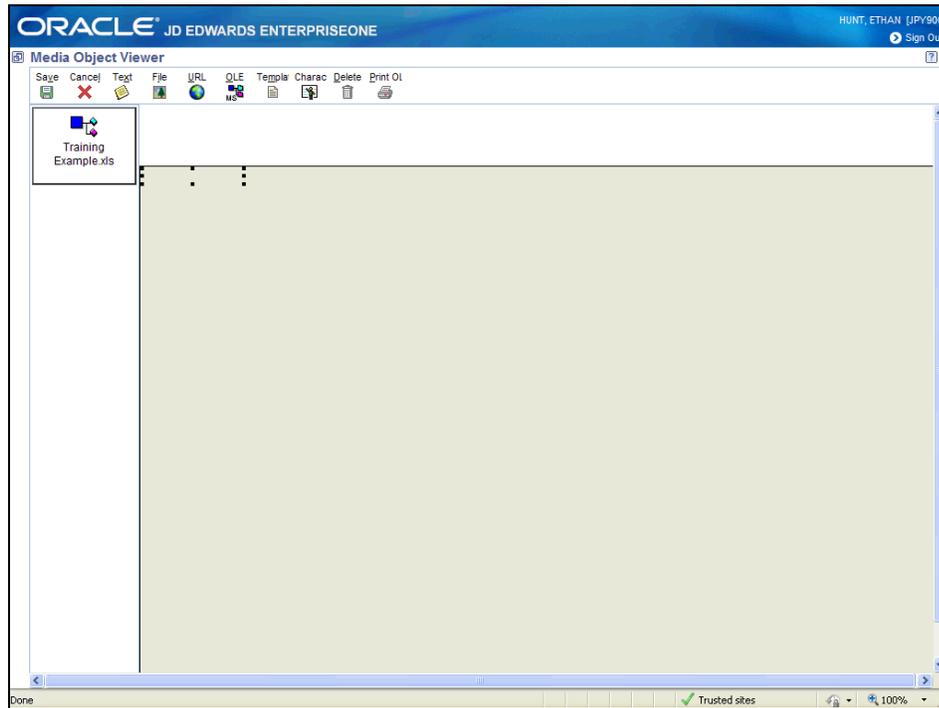
Step	Action
19.	Click the <b>Create from File</b> option. 
20.	Click the <b>Browse...</b> button. 



Step	Action
21.	If necessary browse to where you have the spreadsheet saved and click on it. 
22.	Click the <b>Open</b> button. 



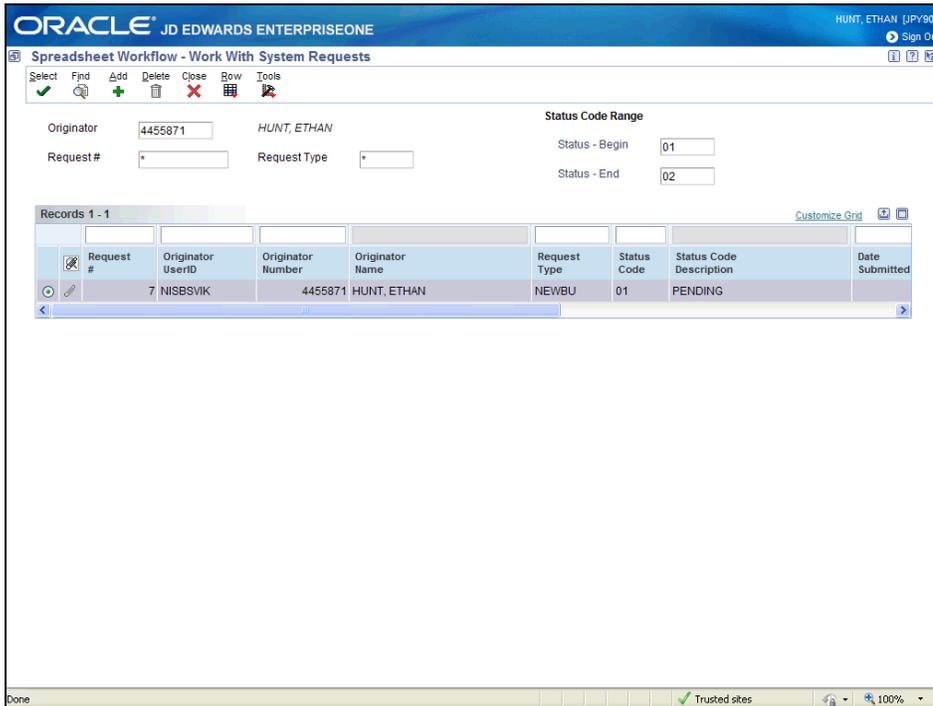
Step	Action
23.	Click the <b>OK</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

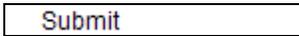


# Training Guide

## Submit a Spreadsheet (New Business Units)

Step	Action
24.	Click the <b>Save</b> button. 



Step	Action
25.	Click the <b>Row</b> button. 
26.	Click the <b>Submit</b> menu. 
27.	Click the <b>Close</b> button. 
28.	You have successfully completed this lesson. <b>End of Procedure.</b>