

## **Deleting Accounts**

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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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## Deleting Accounts

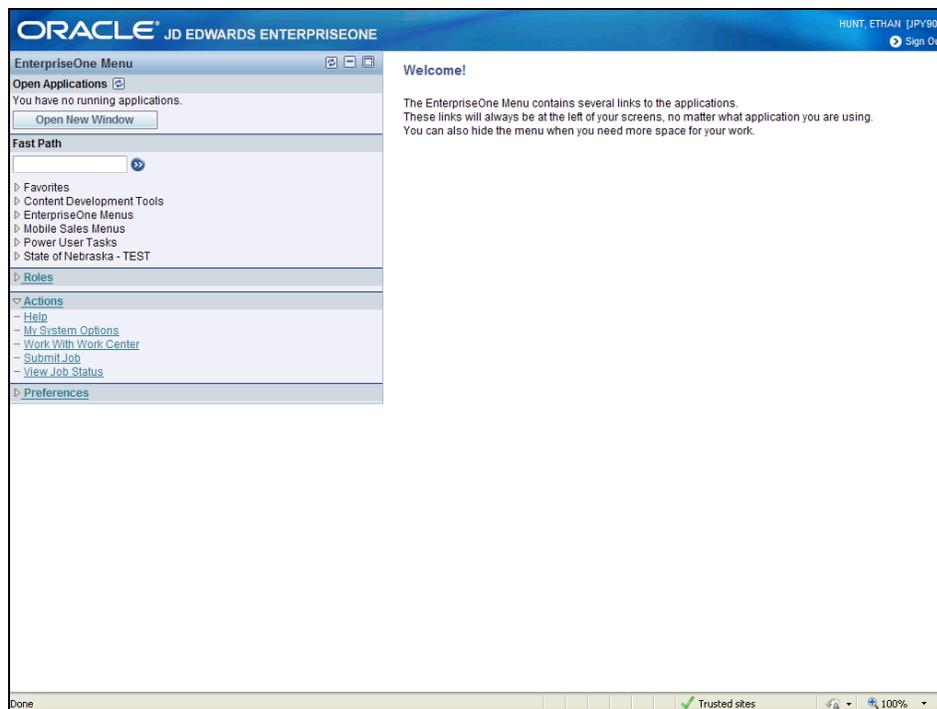
### Deleting Accounts Overview

You might need to delete object accounts as your agency changes. In EnterpriseOne, you will be able to delete an account on the Chart of Accounts at a level of detail of 6 or above only if no transactions are associated with it.

### Deleting Accounts Lesson

#### Procedure

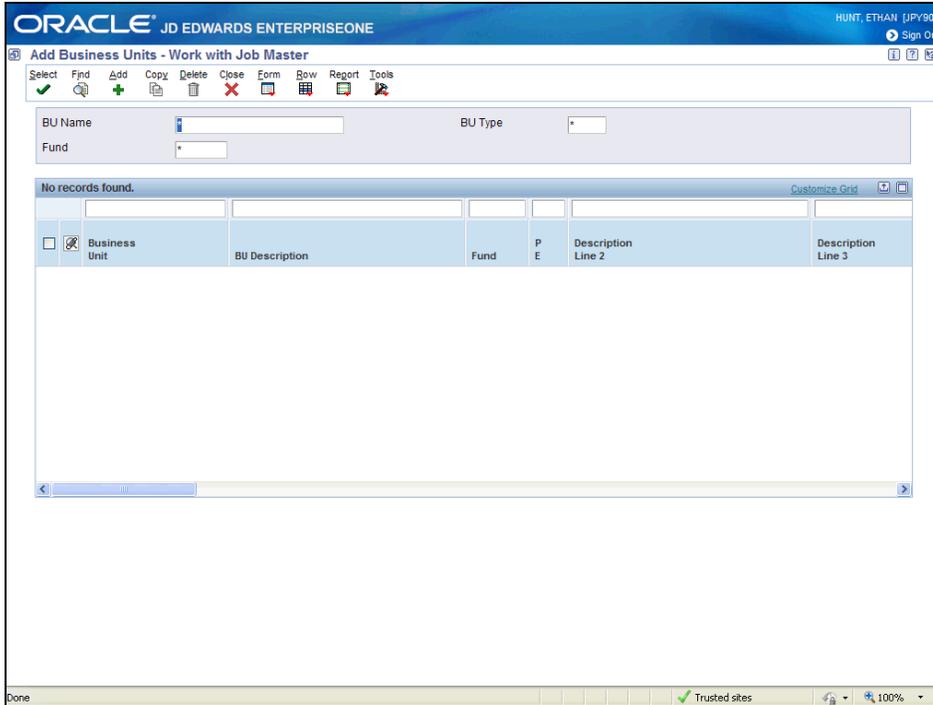
In this lesson you will learn how to delete accounts.

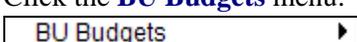
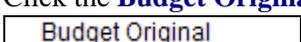


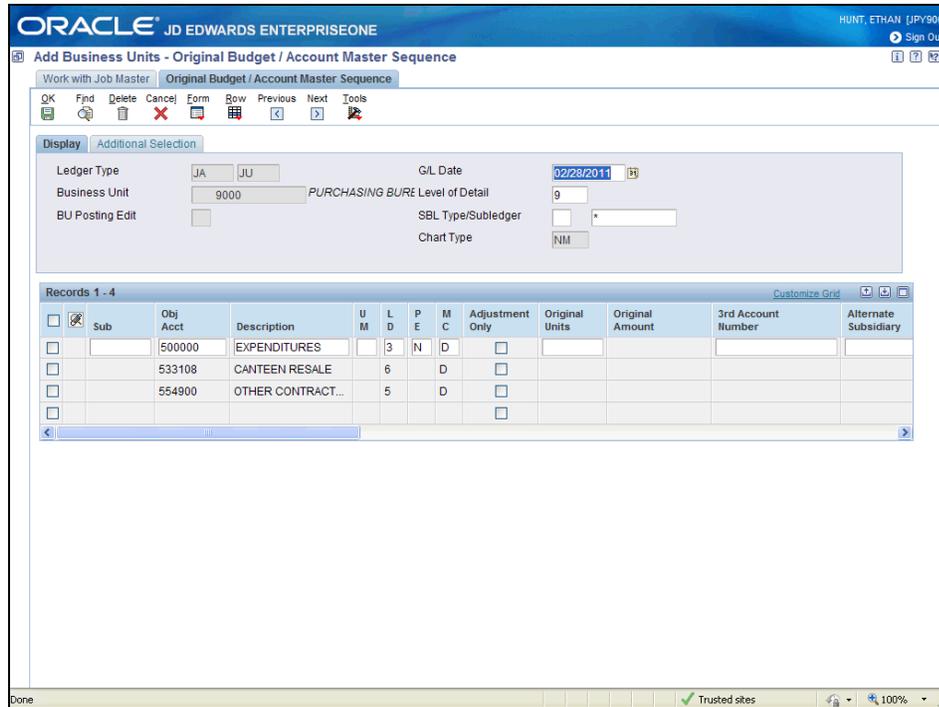
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
3.	Click the <b>Business Units</b> link. <a href="#">Business Units</a>
4.	Click the <b>Add Business Units</b> link. <a href="#">Add Business Units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

# Training Guide

## Deleting Accounts



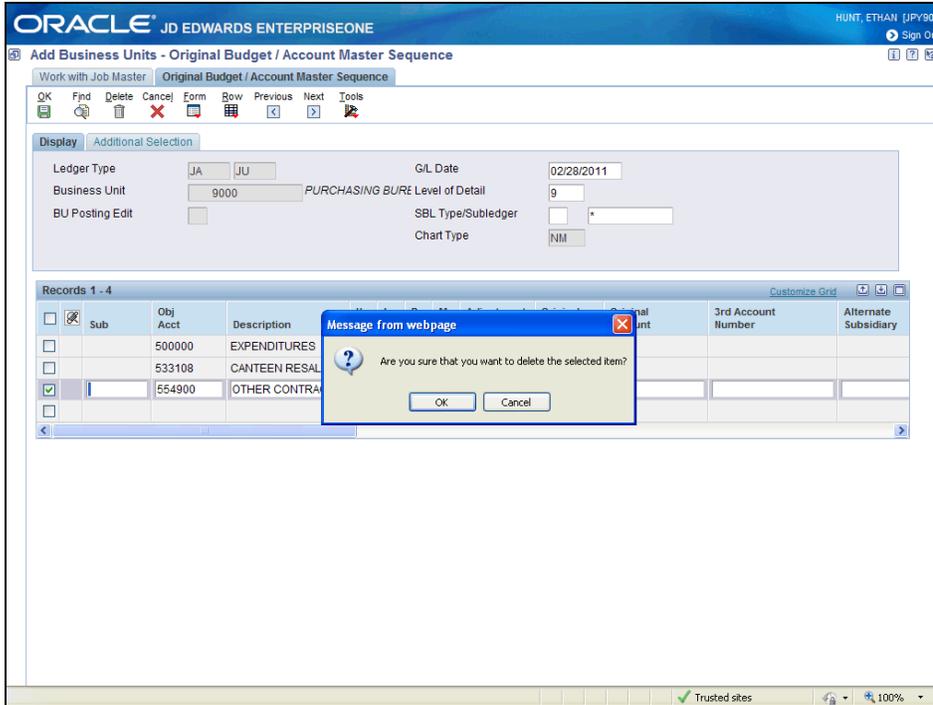
Step	Action
5.	Click the <b>Find</b> button.  <b>Note:</b> If you have a specific Business Unit, enter the Business Unit in the QBE line and then click Find. 
6.	Choose the Business Unit by placing a checkmark in the box to the left of the Business Unit. 
7.	Click the <b>Row</b> button. 
8.	Click the <b>BU Budgets</b> menu. 
9.	Click the <b>Budget Original</b> menu. 



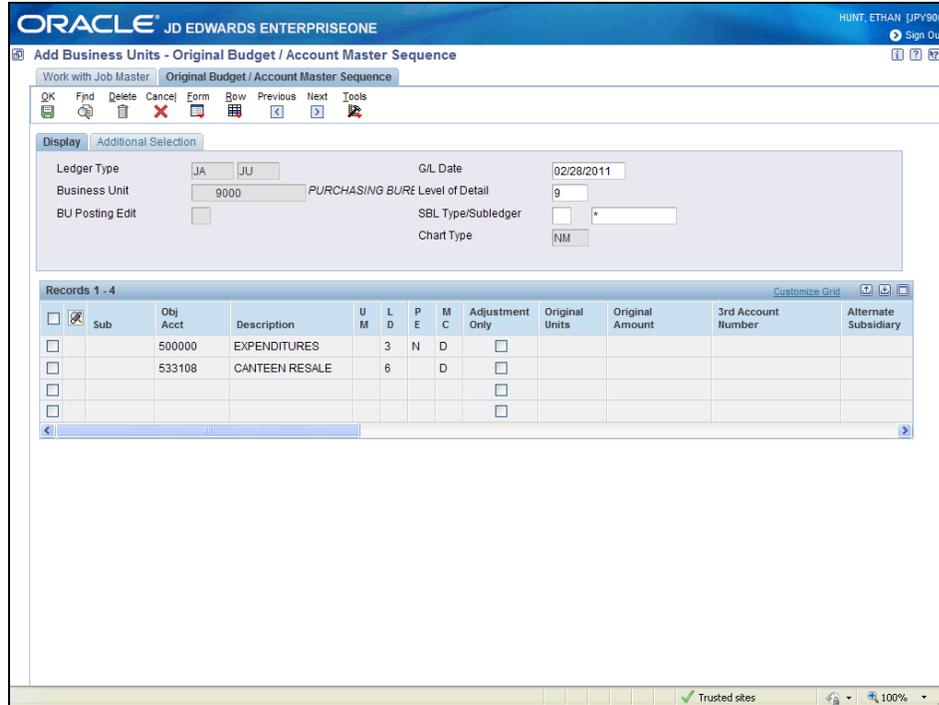
Step	Action
10.	Locate the object account you want to delete. Choose the Object Account by placing a checkmark in the box to the left of the Object Account. <input type="checkbox"/>
11.	Click the <b>Delete</b> button. 

# Training Guide

## Deleting Accounts



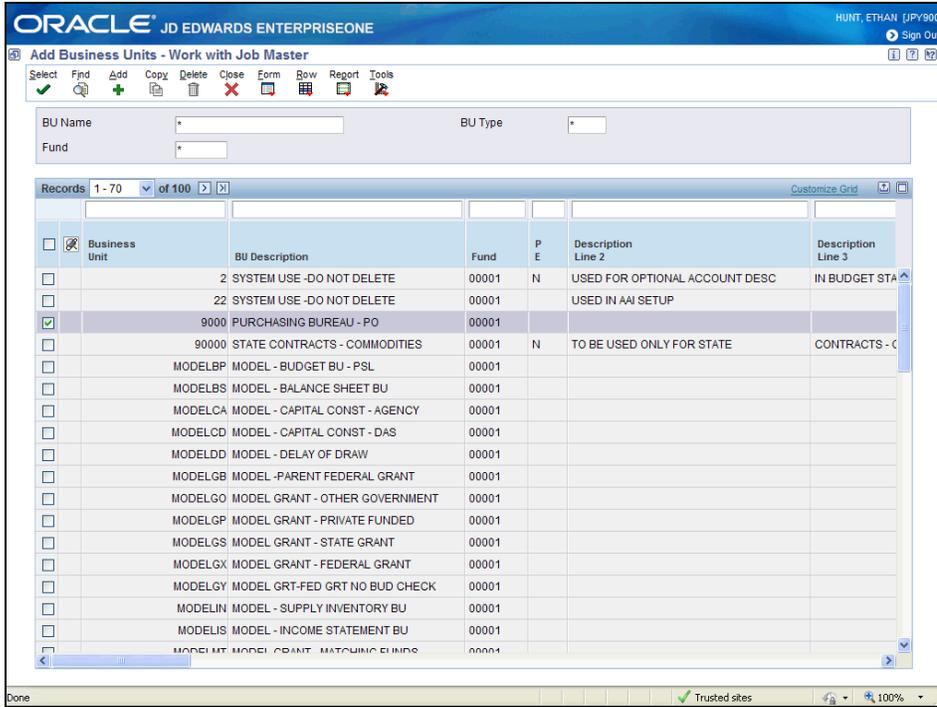
Step	Action
12.	<p>A message box appears asking you if you are sure you want to delete the selected item.</p> <p><b>Note:</b> If an account has any transactions associated with it, a "Delete Invalid" message will appear. Use the procedures to inactivate the account if you do not want any further transactions posted to it.</p> <p>Click the <b>OK</b> button.</p> <div data-bbox="347 1276 496 1323" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



Step	Action
13.	Click the <b>OK</b> button. 
14.	Click the <b>Cancel</b> button. 

# Training Guide

## Deleting Accounts



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