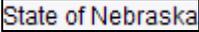
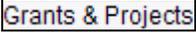
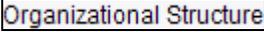
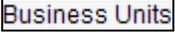


Add A Grant Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Grants & Projects link. 
3.	Click the Organizational Structure link. 
4.	Click the Business Units link. 
5.	Click the Add Business Units link. 
6.	Click the Add button. 
7.	Enter the new business unit number into the Business Unit field. Warning: If you attempt to add a BU number that already exists, you will be notified of the error by a red background in the Business Unit field. Note: This is a required field. The first two digits represent the agency and the last six are used at agency discretion to fit into security groups, to make the BU more user-friendly, or to otherwise assist the agency in organizing BUs. This field should be numeric values only.
8.	Press [Tab] .
9.	Enter the title or purpose of the business unit, grant, or project into the Description field.
10.	Parent BU - optional, if you wish to tie this BU to others through a Parent/Child relationship.
11.	Click in the Fund field. 
12.	Enter a five-digit number representing the source of funding into the Fund field.
13.	Press [Tab] .
14.	Type Business Unit – a two letter code characterizing the source of funding, use visual assist if needed. 
15.	Click the More Detail tab. 

Step	Action
16.	<p>Complete the following fields as needed:</p> <p>Description 2, 3, and 4 - complete if additional description is required. This is generally completed for 309 projects.</p> <p>Grant/Project Type - use the visual assist to find the appropriate code.</p> <p>Note: If this is a Grant business unit, and you entered GX or GY in the Type BU field on the Revise BU tab, State Accounting requires you to complete the Grant Number field on the More Detail tab.</p> <p>Complete any additional fields as required by your agency.</p> <p>In this lesson we will not complete any of these fields.</p>
17.	<p>Click the Cat Codes 1-20 tab.</p> 
18.	<p>Complete any the following fields as needed:</p> <p>Agency Number - enter 3-digit agency number</p> <p>Program Number - enter valid 3-digit program number</p> <p>Agency Subprogram - 3-digit number, enter 000 (three zeros) if none.</p> <p>Agency Division - 3-digit, enter 000 (three zeros) if none.</p> <p>Complete any additional fields as required by your agency.</p>
19.	<p>Click the Cat Codes 21-40 tab.</p> 
20.	<p>Complete any fields as required by your agency.</p> <p>If this is a Grant business unit, and you entered GX or GY in the Type BU field on the Revise BU tab, State Accounting requires you to complete the CFDA field on the Cat Codes 21-40 tab. If CFDA number is not assigned, please contact State Accounting via the Mail-in Database links on the State Accounting website. Navigate to the following website (http://www.das.state.ne.us/accounting/nis/contacts.htm (http://www.das.state.ne.us/accounting/nis/contacts.htm)) and click Business Units email link.</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the Cancel button.</p> 
23.	<p>Click in the Business Unit field.</p> 

Step	Action
24.	Type the new BU number in the Business Unit field on the QBE line.
25.	Click the Find button. 
26.	You will see the new business unit has been added.
27.	Click the Close button. 
28.	<p>All Business Units must be submitted to State Accounting for review. (Submit business units to State Accounting via the Mail-in Database links on the State Accounting website. Navigate to the following website (http://www.das.state.ne.us/accounting/nis/contacts.htm) and click Business Units email link. State Accounting will review, and change the posting edit code to Y(es), or K, therefore activating the Business Unit.</p> <p>You have successfully completed this lesson. End of Procedure.</p>