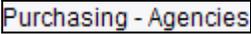
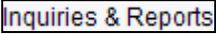
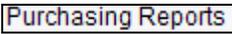
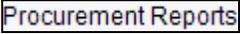


Employees with Approval Changing Home BU Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Procurement Reports link. 
6.	Click the Employees Changing Home BU link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	<p>Data Selection</p> <p>Data selection is pre-set to report all changes to the HMCU (Home Business Unit) effective the date it is printed.</p> <p>This can be revised to provide different information on a report.</p> <p>To view all changes to Employee's Home Business Units effective on a prior date, modify the Data Selection as follows:</p> <ul style="list-style-type: none"> o Data Item (F08042) is equal to HMCU (<i>no change</i>) o Date - Updated (F08042) is greater than or equal to {Desired Beginning Date} o Search Type (F0101) is equal to E (<i>no change</i>)
10.	Click the OK button. 
11.	Click the OK button. 

Step	Action
12.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>