

Employees with Approval Changing Home BU

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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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Employees with Approval Changing Home BU

Employees with Approval Changing Home BU Overview

The Employees Changing Home BU Report is a tool for AS Materiel Division, State Purchasing Bureau to identify employees who have may need revisions to their approval routes.

Columns in the report:

- Name = Name of Employee transferring between Business Units or completely new to the State of Nebraska
- Address Book # = Employee’s EnterpriseOne Address Book Number
- Date Updated = Date HR Personnel transferred employee
- New Business Unit = Current Home Business Unit of Employee
- Old Business Unit = Former Home Business Unit of Employee

This report is for use by AS Materiel Division, State Purchasing Bureau only.

Report Name: R571405, Employees Changing Home BU

Employees with Approval Changing Home BU Lesson

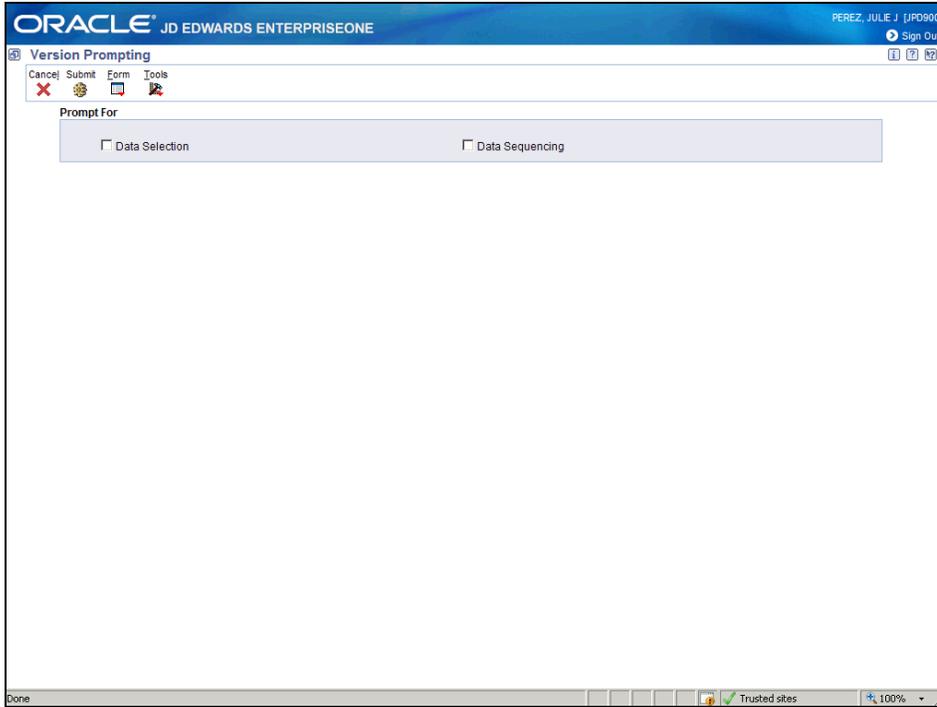
Procedure

In this lesson you will learn how to run the Employees with Approval Changing Home BU Report

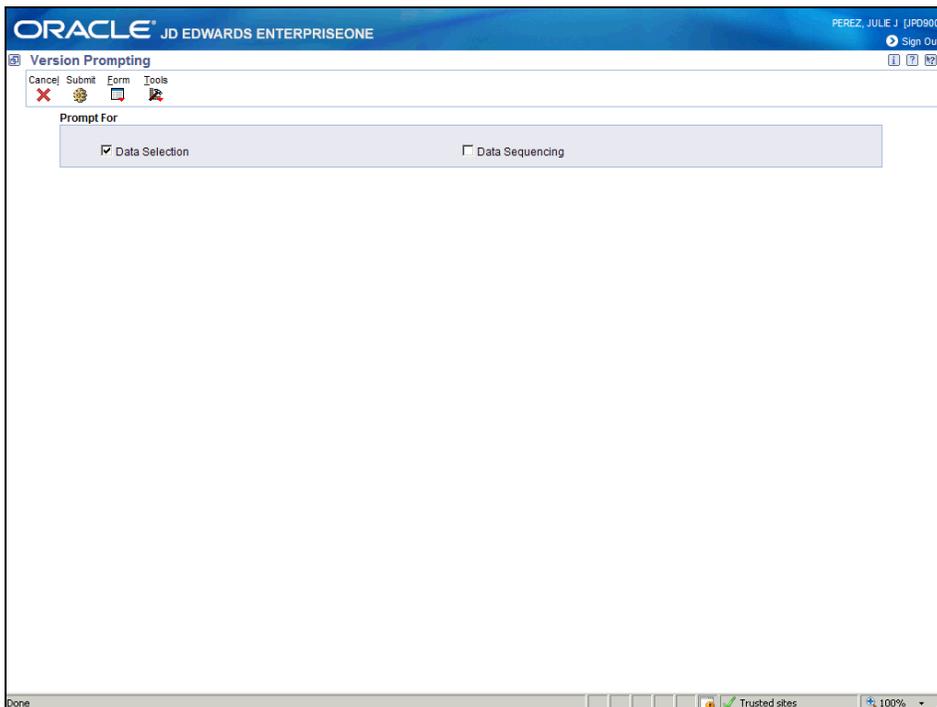
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Purchasing Reports link. Purchasing Reports
5.	Click the Procurement Reports link. Procurement Reports
6.	Click the Employees Changing Home BU link. Employees Changing Home BU

Training Guide

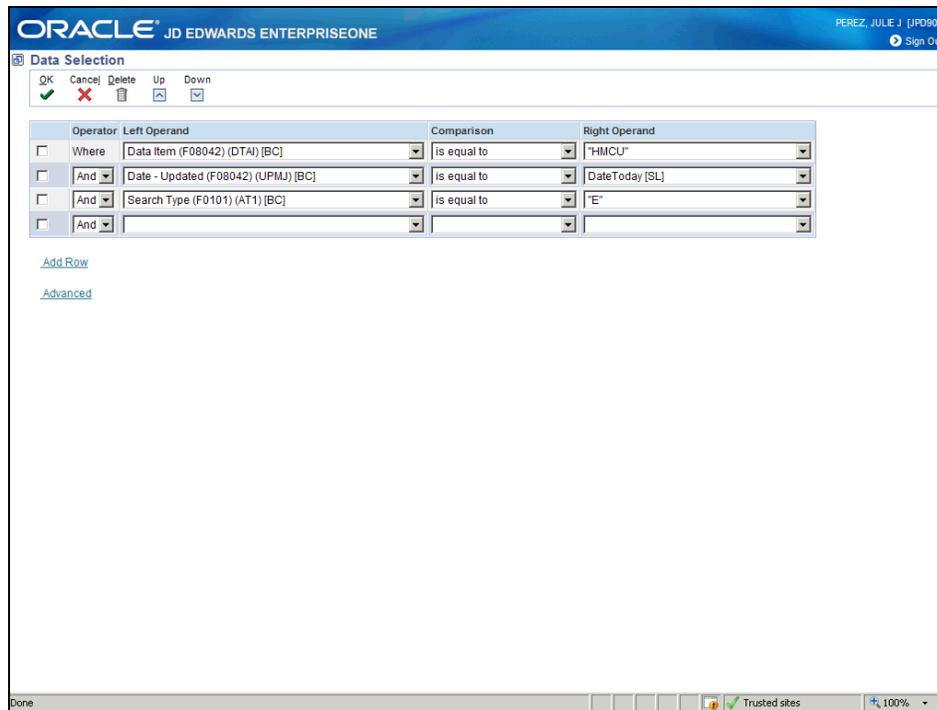
Employees with Approval Changing Home BU



Step	Action
7.	Click the Data Selection option. <input type="checkbox"/>



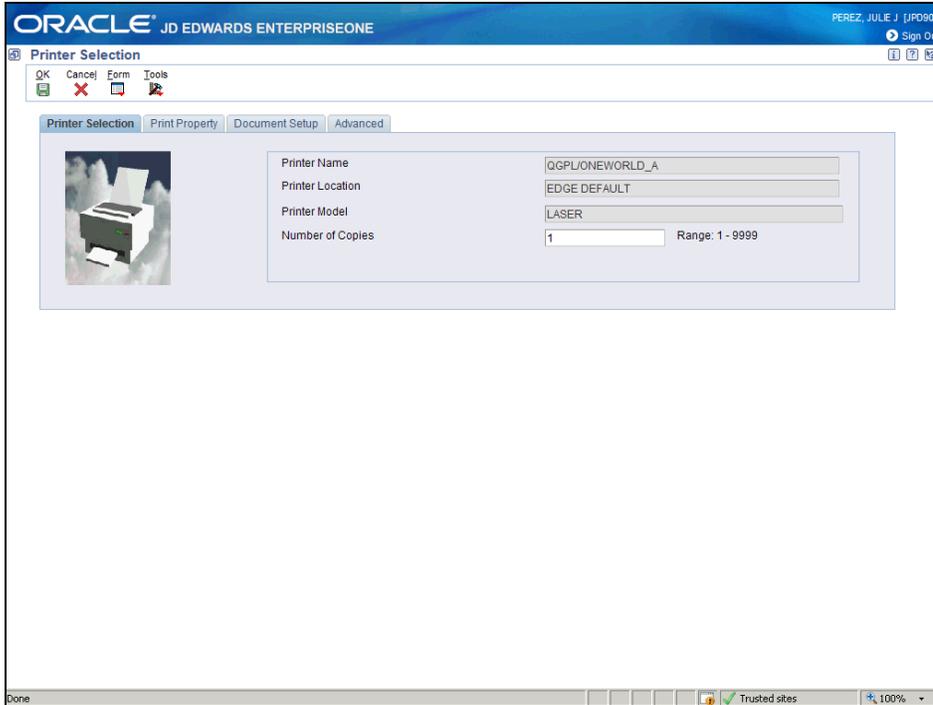
Step	Action
8.	Click the Submit button. 
9.	<p>Data Selection</p> <p>Data selection is pre-set to report all changes to the HMCU (Home Business Unit) effective the date it is printed.</p> <p>This can be revised to provide different information on a report.</p> <p>To view all changes to Employee's Home 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>)



Step	Action
10.	Click the OK button. 

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Step	Action
11.	Click the OK button. 
12.	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. You have successfully completed this lesson. End of Procedure.