

## How to Find a Business Unit

### Overview

The business unit is used when running reports and looking up information about cost center. It is important to know how to access this information if you are responsible for finding specifics within NIS where revenues and expenses are recorded.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Accounting or Budget.

(Citrix users – right click on the menu, choose View by Role, choose Accounting or Budget.)

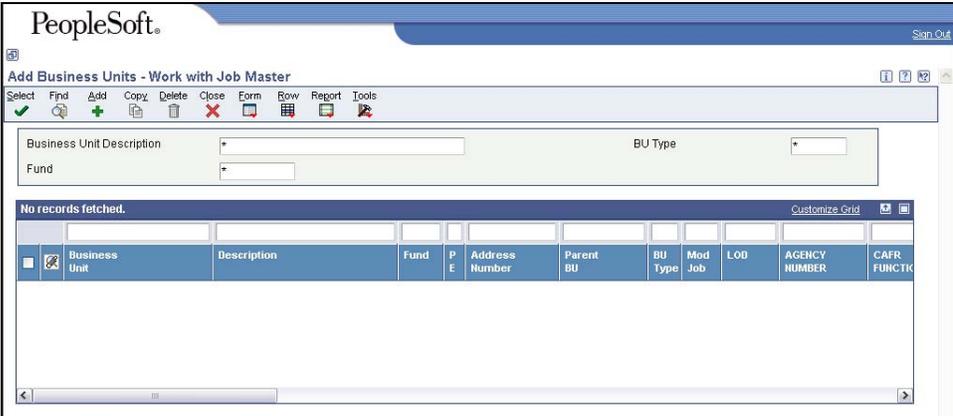
Accounting - Agencies > Organizational Structure > Business Units > Add Business Units

Budget - Agencies > Organizational Structure > Business Units > Add Business Units

Budget - Budget Division > Organizational Structure > Business Units > Add Business Units

### Steps

Start this instruction from the Add Business Units – Work with Job Master window will display.



1. Enter the following information in the QBE line, if known:

- **Fund**

- BU Type
- Program Number
- Sub Program
- Division

2. Click **Find**.

Description	Fund	P	E	Address Number	Parent BU	BU Type	Mod Job	LOD	AGENCY NUMBER	CAFR FUNCTION	CAFR FUND
56650 ACCOUNTING DIV REVOLVING	56650	Y				BS		9	065	01	24
65025000 ADMINISTRATION	56650	Y				IS		9	065	01	24
65025002 NE ACCOUNTING SYSTEM	56650	Y				IS		9	065	01	24
65025003 NEIS	56650	Y				IS		9	065	01	24
65025004 Systems Report-NIS	56650	Y				IS		9	065	01	24
65025005 MASTER LEASE	56650	Y				IS		9	065	01	24
65025006 CAFR	56650	Y				IS		9	065	01	24
65025008 PRE-AUDIT/SYSTEM CONTROL	56650	Y				IS		9	065	01	24
65025009 NIS	56650	Y				IS		9	065	01	24
65025010 DATA ENTRY	56650	Y				IS		9	065	01	24

3. All Business Units associated with the defined Program Number, Sub Program Number and Division will display. The Business Unit Number is displayed in the left most column.

 Remember to scroll to the right for additional information about the Business Unit including Grant number.

4. Click **Close**.