

Adding Agency Business Units

Overview

Each Fund must have a Balance Sheet Business Unit to account for assets, liabilities, and fund equity. The number of this Business Unit will be the same number as the Fund number. Funds will also have other types of business units to account for revenues and expenditures. These can be simple Income Statement, Grant or Warehouse Business Units.

A Business Unit is a separate entity within a Fund used to track activity. A Business Unit can be a grant, project, warehouse location or cost center. These types of Business Units will account for expenditures and revenues.

This work instruction shows how to:

[Add Agency Business Units](#)

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, Budget, or Grants and Projects.
(Citrix users – right click on the menu, choose View by Role, choose appropriate Role.)

General Accounting

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

Budget

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

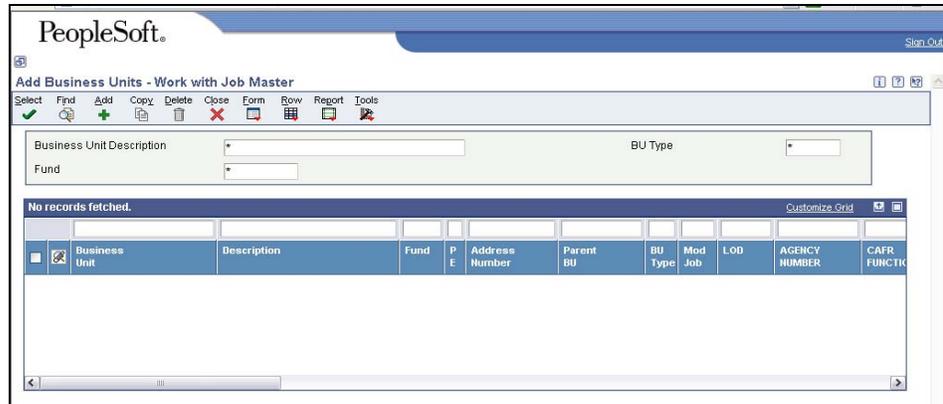
Grants and Projects

Grants & Projects > Organizational Structure > Business Units > Add Business Units

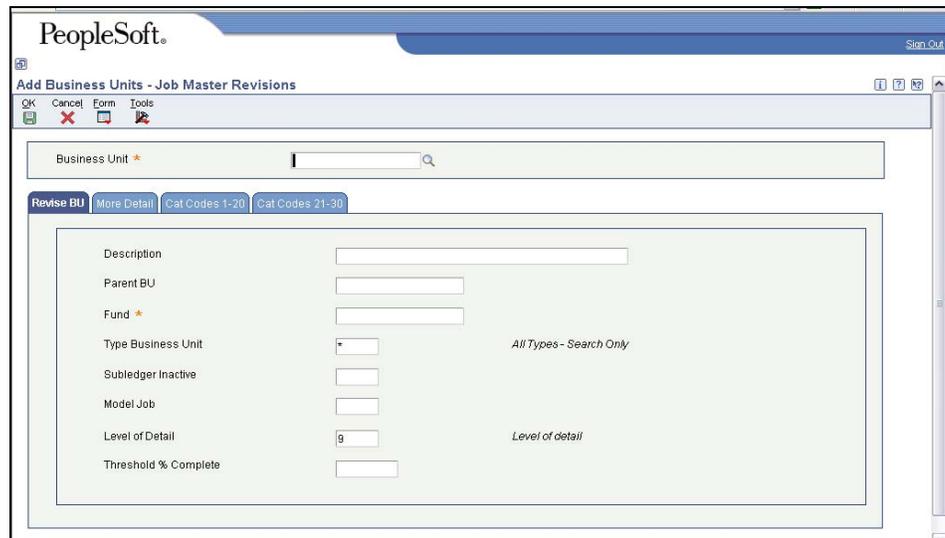
Steps

Adding Agency Business Units

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



1. Click **Add**. The Add Business Units – Job Master Revisions window appears.



2. Enter Business Unit – number of the new business unit

 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.

 This is an NIS-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.

3. At the **Revise BU** tab, enter data into these fields:
 - Description – the title or purpose of the business unit, grant, or project
 - Parent BU - optional, if you wish to tie this BU to others through a Parent/Child relationship
 - Fund – a five-digit number representing the source of funding
 - Type Business Unit – a two letter code characterizing the source of funding, use visual assist if needed
 4. Fill in any other fields required by your agency, then click the **More Detail** tab and complete the following fields:
 - Description 1 and 2 - complete if additional description is required. This is generally completed for 309 projects.
 - Grant/Project Type - use the visual assist to find the appropriate code

 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.
 5. Fill in any other fields required by your agency, then click the **Cat Codes 1-20** tab and complete the following fields:
 - Agency Number - enter 3-digit agency number
 - Program Number - enter valid 3-digit program number
 - Subprogram - 3-digit number, enter 000 (three zeros) if none.
 - Division - 3-digit, enter 000 (three zeros) if none.
 6. Fill in any other fields required by your agency, then click the **Cat Codes 21-30** tab.

 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 21-30 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 and click **Business Units** email link: <http://www.das.state.ne.us/accounting/nis/contacts.htm>).
 7. Click **OK** to accept the information and clear the window.
 8. Click **Cancel**.
 9. Type the new BU number in the Business Unit field on the QBE line.
 10. Click **Find** to refresh the window to ensure the new BU was added.
 11. Click **Close**.
-  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 and click Business Units email link: <http://www.das.state.ne.us/accounting/nis/contacts.htm>). State Accounting will review, and change the posting edit code to Y(es), or K, therefore activating the Business Unit.

