

# Copying Accounts from Business Units to Business Units

## Overview

 Before beginning this instruction, please review the [Account Structure Manual](#).

Each business unit must have the appropriate accounts attached to it for use. If many accounts need to be added, they can be copied from an existing business unit. However, if only a few accounts need to be added, and they are not in a range, they can be added on an individual basis. To add accounts on an individual basis, please follow the work instructions for [Adding Accounts to Business Units - Agency](#).

Each business unit must have the appropriate accounts attached to it for use. These can be copied from an existing business unit.

This work instruction shows how to:

[Copy Accounts to 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.)

### Accounting

Accounting - Agencies > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

### Budget

Budget - Agencies > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

### Grants and Projects

Grants & Projects > Organizational Structure > Chart of Accounts > Copy Accounts from BU to BU

## Steps

### Copy Accounts to a Business Unit

Start this instruction from the Copy Accounts from BU to BU – Copy Accounts to Business Units.

1. Complete the following fields:
  - From Business Unit - enter the Business Unit from which you are copying accounts.
  - To Business Unit - enter the new Business Unit number
2. Enter Object Account and/or Subsidiary ranges as applicable.
  -  The range of accounts to be copied should be limited by using Subsidiary From/Through and/or Object Account From/Through fields.
3. Click **OK**. The Copy Accounts from Business Unit – Confirmation of Copy window appears.

4. Click **OK**. The Printer Selection window appears.
5. Click **OK** to return to the Copy Accounts from BU to BU - Copy Accounts to Business Units window.
6. Click **Cancel**.
  -  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view once the Description is "Done".