Adding Accounts to Business Units - Agency

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. To copy accounts, please follow the work instructions for Copying Accounts from Business Units to Business Units. 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.

This work instruction shows how to:

Add Accounts to Business Unit

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 > Chart of Accounts > Add Accounts to Business Units

Budget

Agency Budget Menu > Organizational Structure > Chart of Accounts > Add Accounts to Business Units

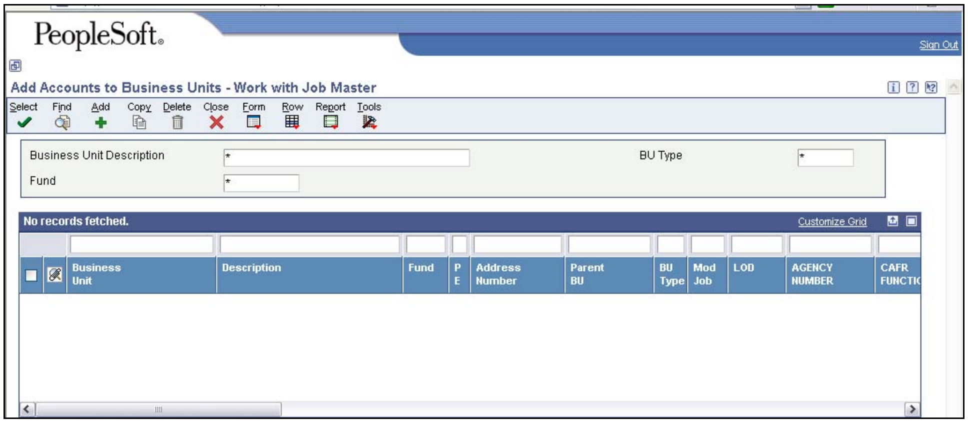
Grants and Projects

Grants and Projects > Organizational Structure > Chart of Accounts > Add Accounts to Business Units

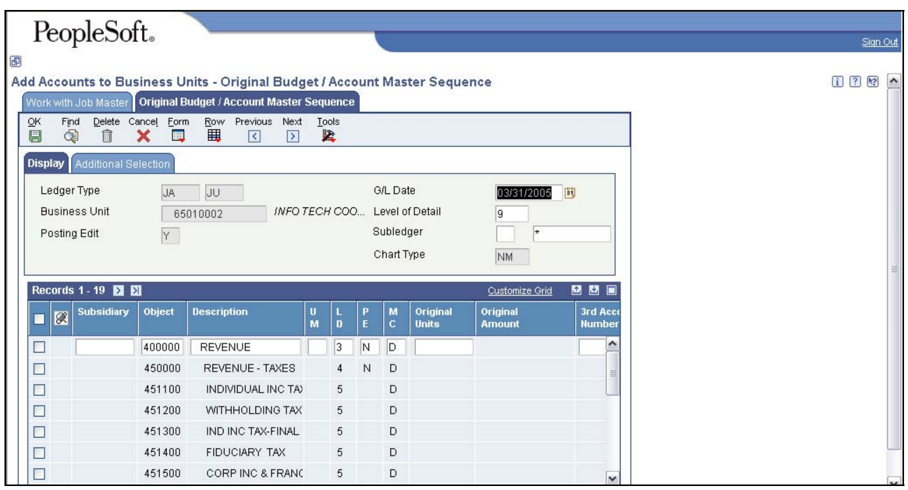
Steps

Add Account to Business Unit

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



1. Enter the Business Unit number in the QBE field.
2. Click **Find**.
3. Choose the Business Unit.
4. Click **Select**.
5. The Add Accounts to Business Units – Original Budget / Account Master Sequence window appears.



6. Click on the Object field in the last empty row.
7. Enter the following information:
   - Object – type the desired object number
   - Description – describe the object

     If adding account with level of detail 3, 4, or 5, see Nebraska Master for correct object account description. For set-by-step instructions on how to view the Nebraska Master Accounts, please follow the Inquire on Nebraska Master Accounts work instructions.

- LD – type desired level of detail. Accounts added by Agencies must be a level of detail 6 or above.

  Accounts with level of detail 3, 4, or 5 can be added as long as they check against the Master.

- NITC - leave this field blank if the object code is not listed below.
  - Enter T00 (T, zero, zero) if the Object Code is one of the following:

521200	521290	521291	521400
521800	525200	525400	527400
527500	543100	543200	543300
555100	555200	583300	583600
583900			

- SERVICE CONT - leave this field blank if the object code is not listed below:

Enter:	If the Object Code is:
C1	541100
C10	526100, 527100, 527200 527300, 527400, 527500 527600, 527700, 527800 548500, 548600, 548700 548800, 548900
C11	549100, 549200, 549300 549500
C12	554900
C13	574600, 574700
C14	549600
C15	591100, 592100
C16	549700, 593100, 594100 599100
C19	543500
C2	541500, 541600, 541700
C3	542100, 542200
C4	542500
C5	543100, 543200, 543300
C6	544100, 544200, 544300 544400, 544500, 544600 544700, 544800, 544900 545000, 545100, 545200 546800, 546900
C7	547100
C8	547500
C9	548100

8. Click **OK** to accept the information entered**.**
9. Click **Cancel** to return to the Add Accounts to Business Units - Work with Job Master window.
10. Click **Close**.