

Inquire on Nebraska Master Accounts

Overview

Each business unit must have the appropriate object accounts attached to it for use. Object accounts can be added to a business unit on an individual basis or copied from another business unit for a range. If an object account with a level of detail 3, 4, or 5 (see [Account Structure Manual](#) – Significance of Level of Detail section for more information) is individually added to a business unit, the account description, level of detail (LD), posting edit code (PE), NITC, and Service Contract fields must contain the same information as the Nebraska Master object account.

This work instruction shows how to inquire on the Nebraska Master and print a copy of the Nebraska Master.

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 > Nebraska Master Accounts

Budget

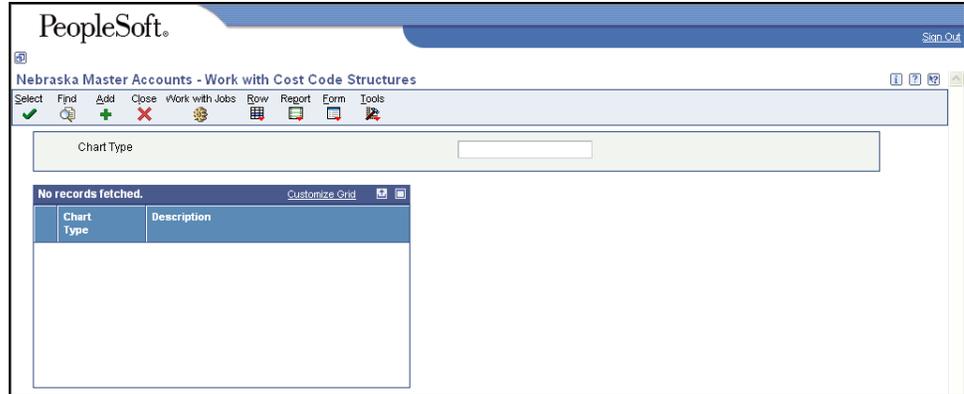
Budget - Agencies > Organizational Structure > Chart of Accounts > Nebraska Master Accounts

Grants and Projects

Grants & Projects > Organizational Structure > Chart of Accounts > Nebraska Master Accounts

Steps

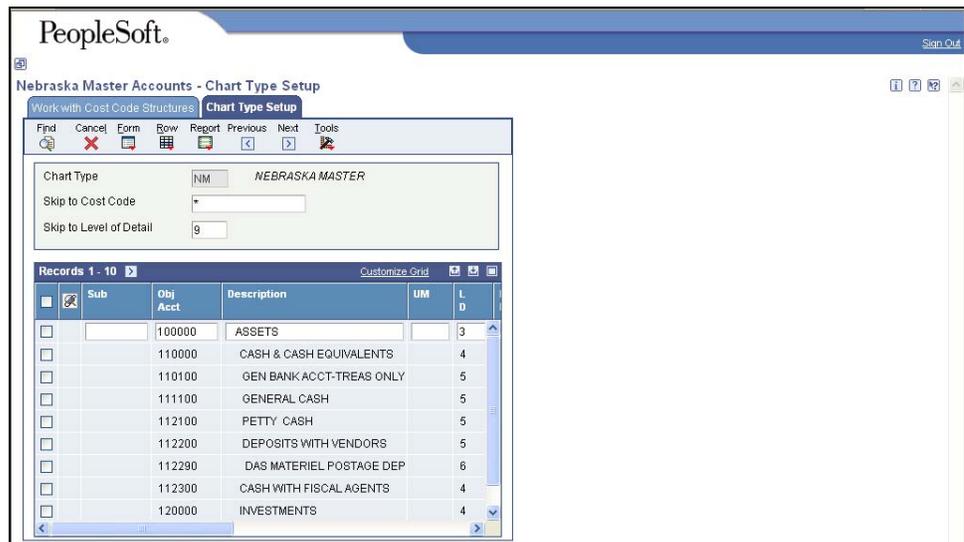
Start this instruction from the Nebraska Master Accounts - Work with Cost Code Structures.



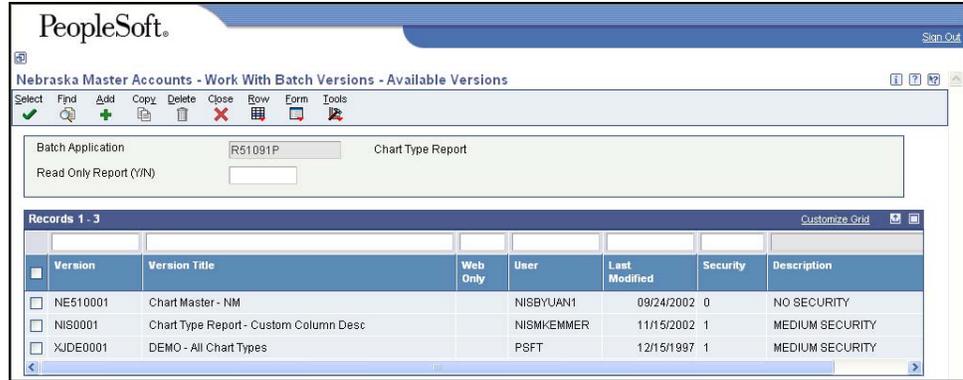
1. Click **Find**.



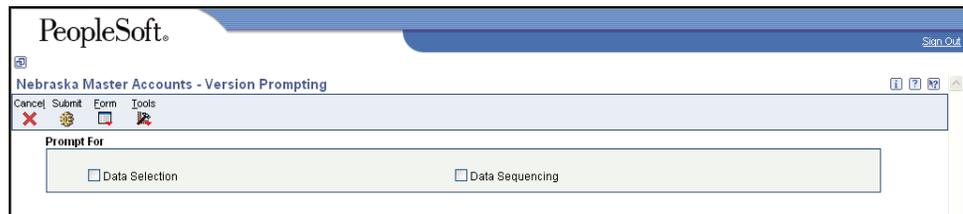
2. Choose **NM** Chart Type and click **Select**. The Chart Type Setup window appears.



3. Review the information. To create a printed report, click **Report, Chart Type Print**. The Available Versions window appears.



- Choose **NE510001** version and click **Select**. The Version Prompting window appears.



- Choose Data Selection, click **Submit**. The Data Selection window appears.



- Do not change data selection. Click **OK**. The Printer Selection window appears.



- Click **OK**. You will return to the menu.

 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 (R51091P_...) once the Description is "Done".