

Deleting Accounts

Overview

You might need to delete object accounts as your agency changes. In NIS, you will be able to delete an account on the Chart of Accounts at a level of detail of 6 or above *only* if no transactions are associated with it.

This work instruction shows how to [Delete Accounts](#).

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.

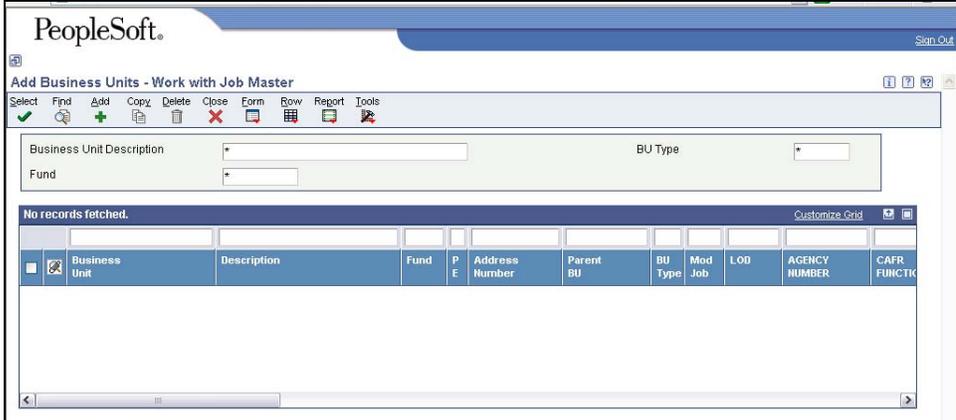
(Citrix users – right click on the menu, choose View by Role, choose Accounting.)

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

Steps

Delete Accounts

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



The screenshot shows the PeopleSoft interface for 'Add Business Units - Work with Job Master'. At the top, there is a search bar with 'Business Unit Description' and 'Fund' fields. Below the search bar, there is a table with the following columns: Business Unit, Description, Fund, P E, Address Number, Parent BU, BU Type, Mod Job, LOD, AGENCY NUMBER, and CAFR FUNCTIO. The table is currently empty, displaying 'No records fetched.'

1. Click **Find**.

 If you have a specific Business Unit, enter the Business Unit in the QBE line and then click **Find**.

2. Choose the Business Unit by placing a checkmark in the box to the left of the Business Unit.

3. Click **Row, Job Budgets, Budget Original**.
4. Locate the object account you want to delete. Choose the Object Account by placing a checkmark in the box to the left of the Object Account.
5. Click **Delete**.
6. A message box appears asking you if you are sure you want to delete the selected item.
 -  If an account has any transactions associated with it, a "Delete Invalid" message will appear. Use the procedures to inactivate the account if you do not want any further transactions posted to it.
7. Click **OK**.
8. Click **OK**.
9. Click **Cancel**.
10. Click **Close**.