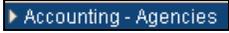


How to Find a Business Unit Lesson

1.	Click the NIS State of Nebraska button. 
2.	Click the Accounting - Agencies button. 
3.	Click the Organizational Structure button. 
4.	Click the Add Business Units link. 
5.	Enter the following information in the QBE line if known: Fund BU Type Program Number Sub Program Division
6.	Click the Find button. 
7.	All Business Units associated with the defined Program Number, Sub Program Number and Division will display. The Business Unit Number is displayed in the left most column. Note: Remember to scroll to the right for additional information about the Business Unit including Grant number.
8.	Click the Close button. 
9.	You have successfully completed this lesson. End of Procedure.