

**How to Find a Business Unit**  
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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/>.

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## How to Find a Business Unit

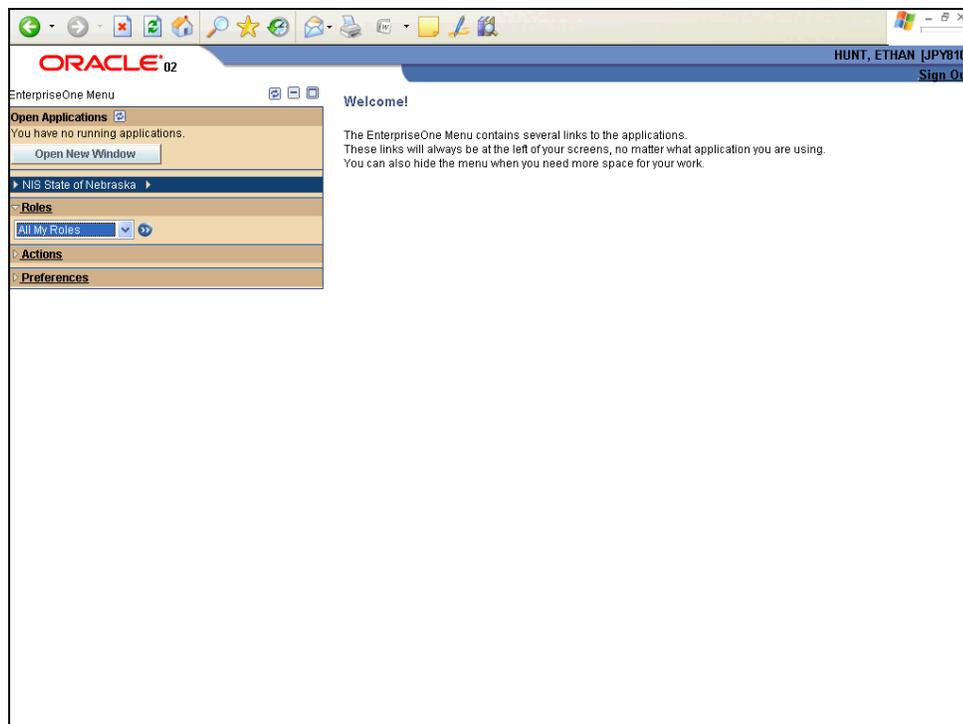
### How to Find a Business Unit Overview

The business unit is used when running reports and looking up information about cost center. It is important to know how to access this information if you are responsible for finding specifics within NIS where revenues and expenses are recorded.

### How to Find a Business Unit Lesson

#### Procedure

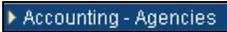
In this lesson you will learn how to find a business unit.

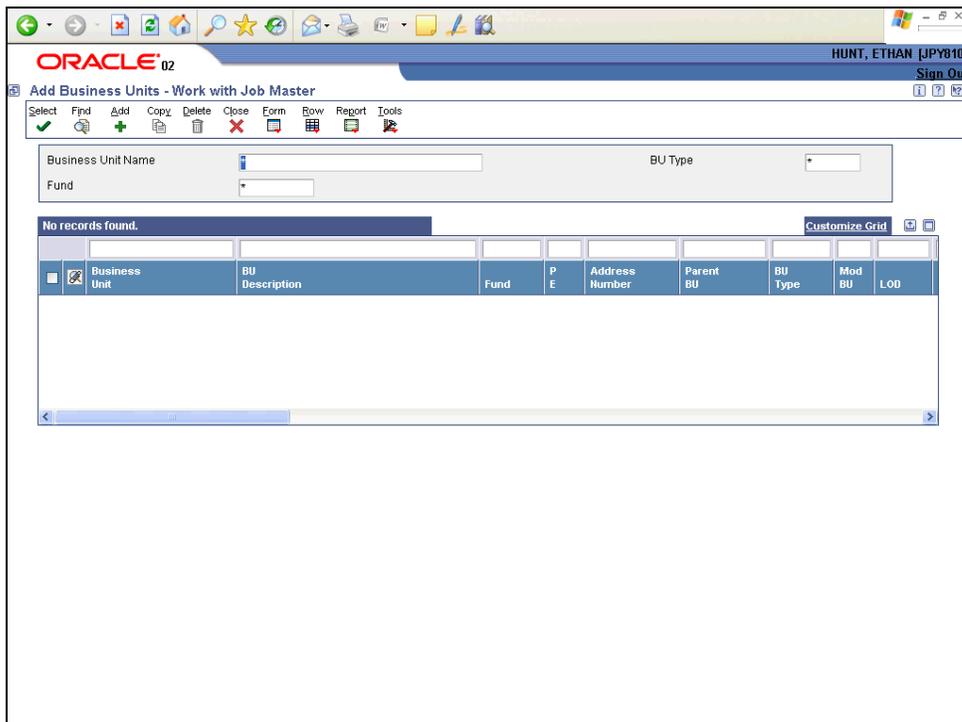


Step	Action
1.	Click the <b>NIS State of Nebraska</b> button. 

# Training Guide

## How to Find a Business Unit

Step	Action
2.	Click the <b>Accounting - Agencies</b> button. 
3.	Click the <b>Organizational Structure</b> button. 
4.	Click the <b>Add Business Units</b> link. 
5.	Enter the following information in the QBE line if known:  <b>Fund</b> <b>BU Type</b> <b>Program Number</b> <b>Sub Program</b> <b>Division</b>



Step	Action
6.	<p>Click the <b>Find</b> button.</p> 
7.	<p>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.</p> <p><b>Note:</b> Remember to scroll to the right for additional information about the Business Unit including Grant number.</p>
8.	<p>Click the <b>Close</b> button.</p> 
9.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>