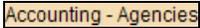
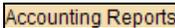
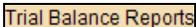
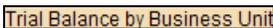


## Trial Balance by Business Unit Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>Accounting Reports</b> link.</p> 
5.	<p>Click the <b>Trial Balance Reports</b> link.</p> 
6.	<p>Click the <b>Trial Balance by Business Unit</b> link.</p> 
7.	<p>Click the <b>Data Selection</b> option.</p> 
8.	<p>Click the <b>Submit</b> button.</p> 
9.	<p>Click the <b>drop down</b> list of the Right Operand column for the Business Unit row.</p> 
10.	<p>Click the <b>Literal</b> list item.</p> 
11.	<p>Enter the desired information into the <b>Literal Value</b> field.</p>
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>OK</b> button.</p> 

14.	Complete the following fields:  <b>Fiscal Year</b> - ex. Enter 6 for fiscal year beginning July 1, 2006.  <b>Period Number</b> - ex. Enter 1 for July, 2 for August, etc.
15.	Click the <b>OK</b> button. 
16.	Click the <b>OK</b> button. 
17.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>