

**Trial Balance by Business Unit**  
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## Trial Balance by Business Unit

### Trial Balance by Business Unit Overview

This report provides summary totals by account number for a specific business unit or range of business units. On the Subledger tab of Processing Options, there must be an asterisk (\*) in the Subledger field to see correct balances.

### Trial Balance by Business Unit Lesson

#### Procedure

in this lesson you will learn how to run the Trial Balance by Business Unit Report.

#### Navigation:

We have listed two ways to navigate to the Trial Balance by Business Unit Report process. This lesson will be using the Accounting Agencies navigational steps.

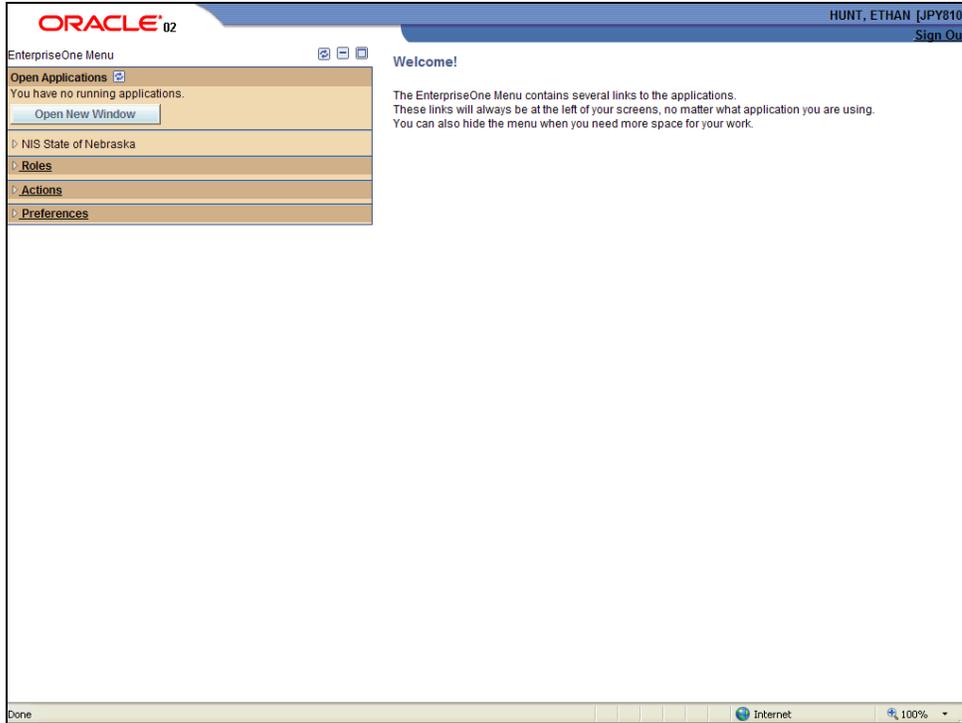
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Business Unit

or

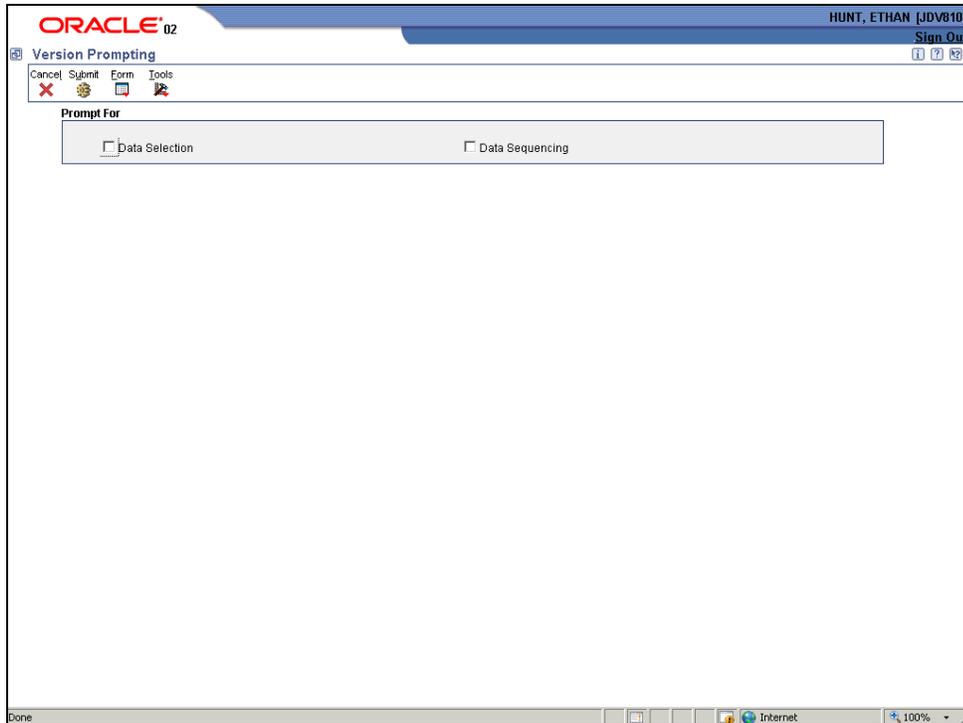
Budget - Agencies > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Business Unit

# Training Guide

## Trial Balance by Business Unit



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Accounting - Agencies</b> link. <a href="#">Accounting - Agencies</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
5.	Click the <b>Trial Balance Reports</b> link. <a href="#">Trial Balance Reports</a>
6.	Click the <b>Trial Balance by Business Unit</b> link. <a href="#">Trial Balance by Business Unit</a>



Step	Action
7.	Click the <b>Data Selection</b> option. <input data-bbox="462 1129 495 1161" type="checkbox"/>
8.	Click the <b>Submit</b> button. 

# Training Guide

## Trial Balance by Business Unit

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

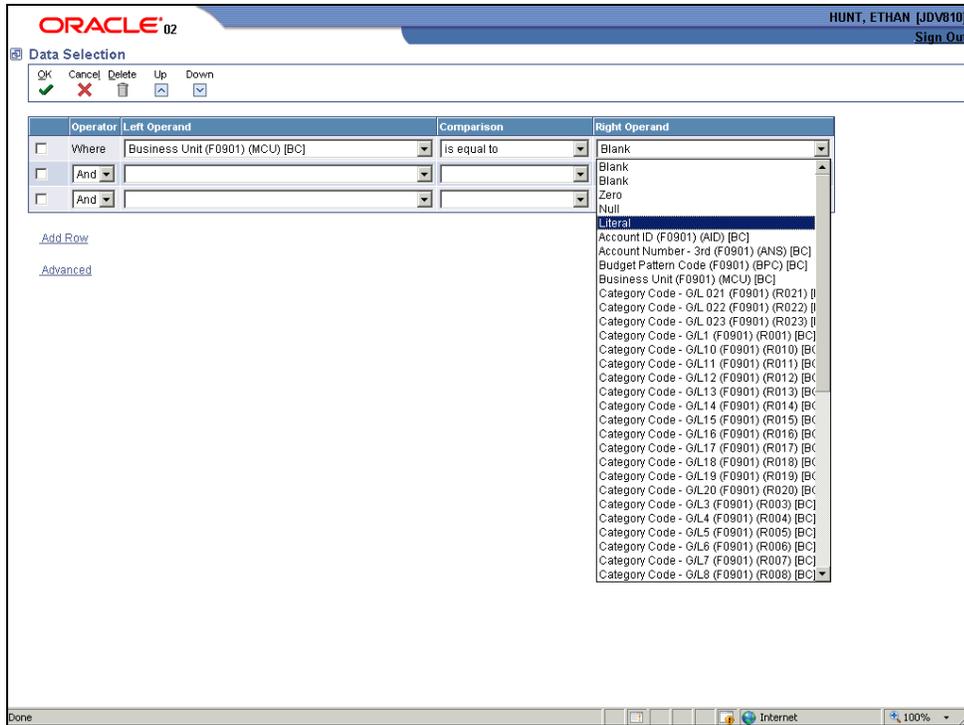
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit (F0901) (MCU) [BC]	is equal to	Blank
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done

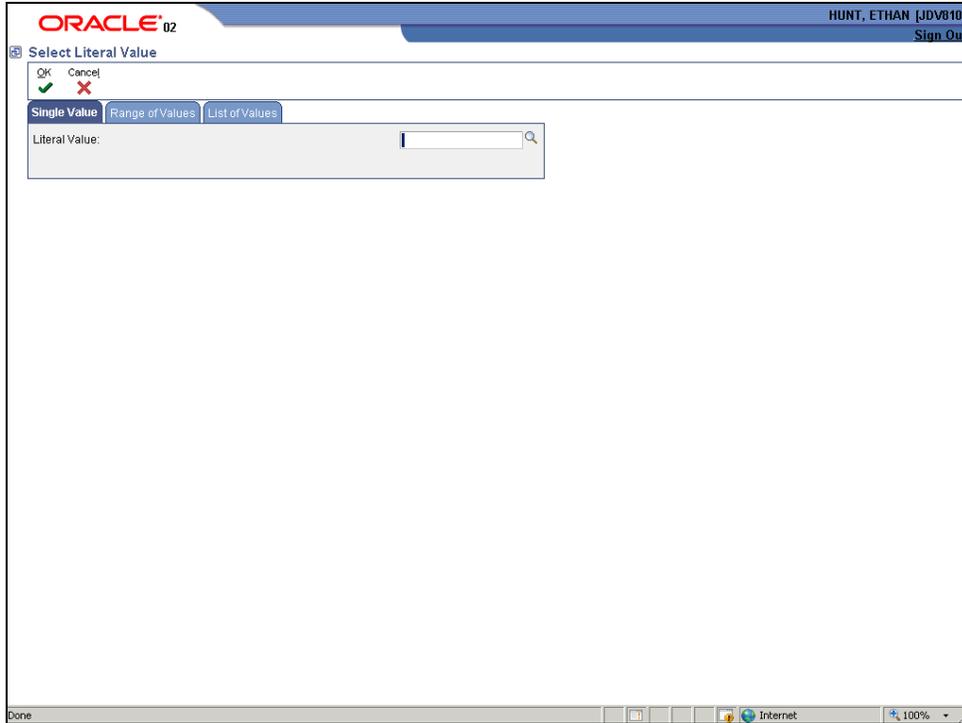
Step	Action
9.	Click the <b>drop down</b> list of the Right Operand column for the Business Unit row. 



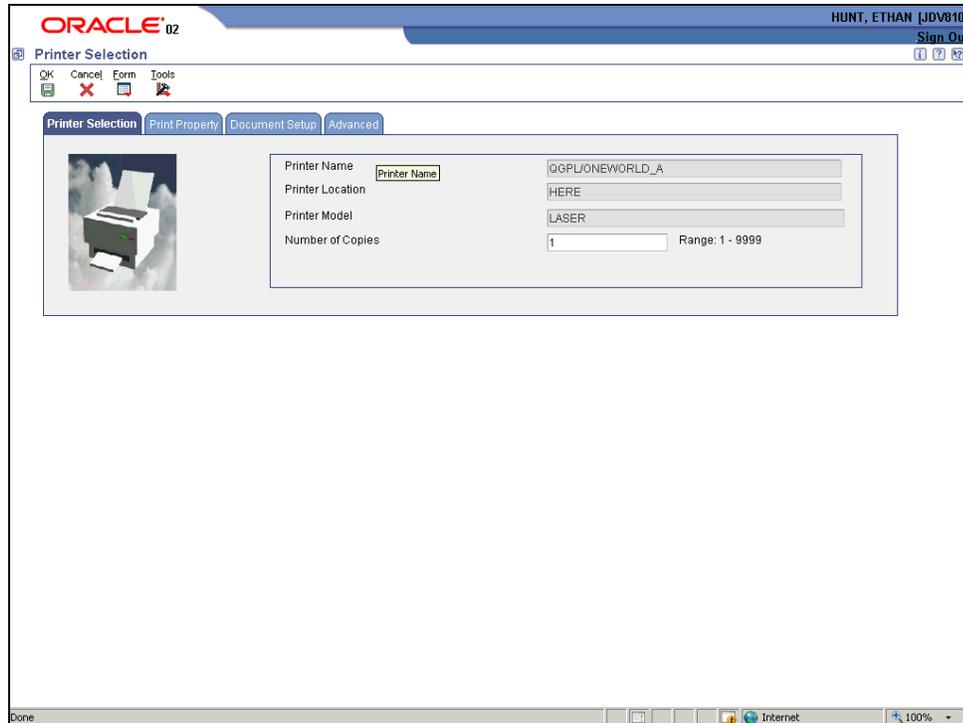
Step	Action
10.	Click the <b>Literal</b> list item. 

# Training Guide

## Trial Balance by Business Unit



Step	Action
11.	Enter the desired information into the <b>Literal Value</b> field.
12.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
13.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
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. <input checked="" type="checkbox"/>



Step	Action
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 ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>