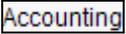
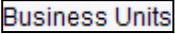


## How to Find a Business Unit Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Business Units</b> link. 
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>
6.	Click the <b>Find</b> 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.  <b>Note:</b> Remember to scroll to the right for additional information about the Business Unit including Grant number.
8.	Click the <b>Close</b> button. 
9.	You have successfully completed this lesson. <b>End of Procedure.</b>