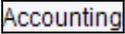
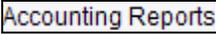
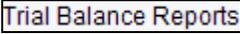


Trial Balance by Business Unit Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Accounting Reports link. 
5.	Click the Trial Balance Reports link. 
6.	Click the Trial Balance by Business Unit link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the drop down list of the Right Operand column for the Business Unit row. 
10.	Click the Literal list item. 
11.	Enter the desired information into the Literal Value field.
12.	Click the OK button. 
13.	Click the OK button. 
14.	Complete the following fields: Fiscal Year - ex. Enter 6 for fiscal year beginning July 1, 2006. Period Number - ex. Enter 1 for July, 2 for August, etc.
15.	Click the OK button. 
16.	Click the OK button. 

Step	Action
17.	<p>To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>