

Trial Balance by Business Unit

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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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.

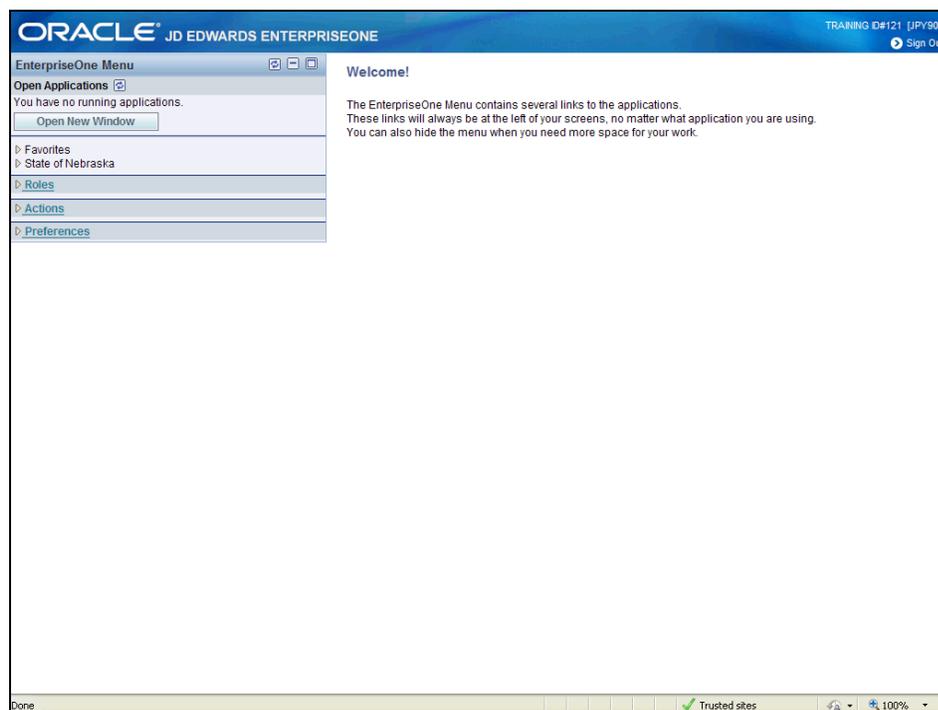
Navigation:

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

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

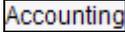
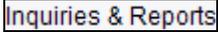
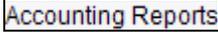
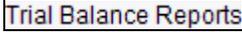
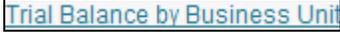
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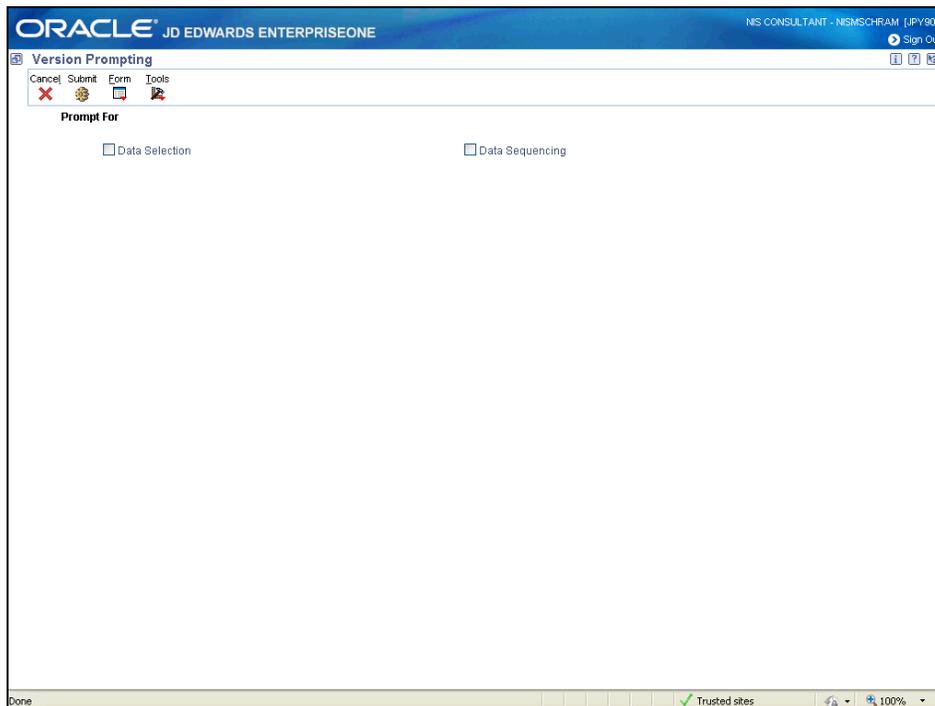
Budget > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Business Unit



Training Guide

Trial Balance by Business Unit

Step	Action
1.	Click the 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. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NISMSCHRAM [JPY900] 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		

Add Row
Advanced

Done Trusted sites 100%

Step	Action
9.	Click the drop down list of the Right Operand column for the Business Unit row. Blank

ORACLE JD EDWARDS ENTERPRISEONE NIS CONSULTANT - NISMSCHRAM [JPY900] 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		

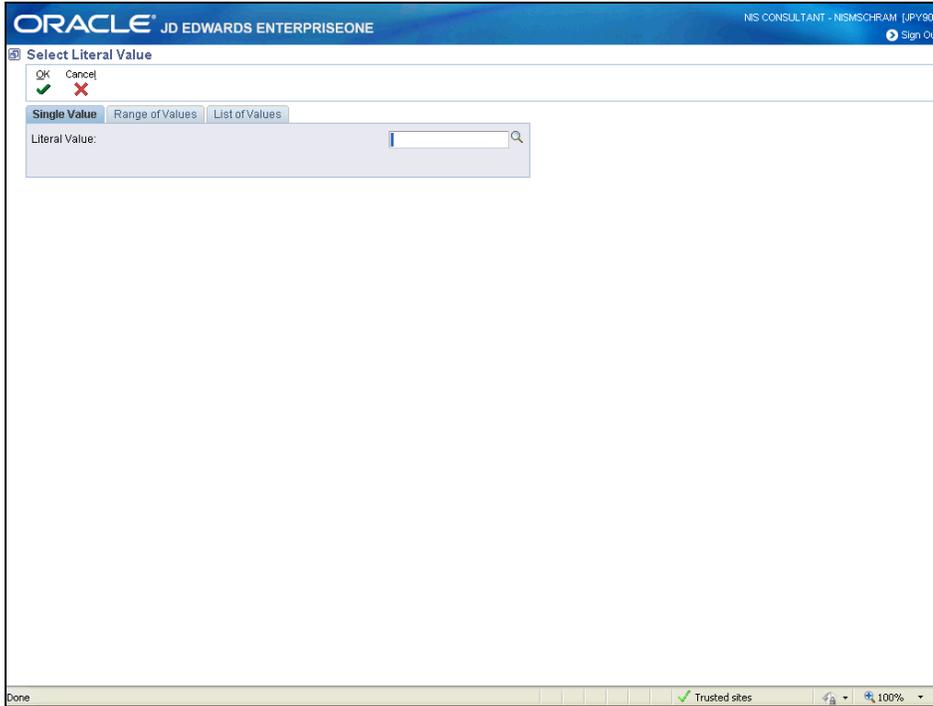
Add Row
Advanced

Done Trusted sites 100%

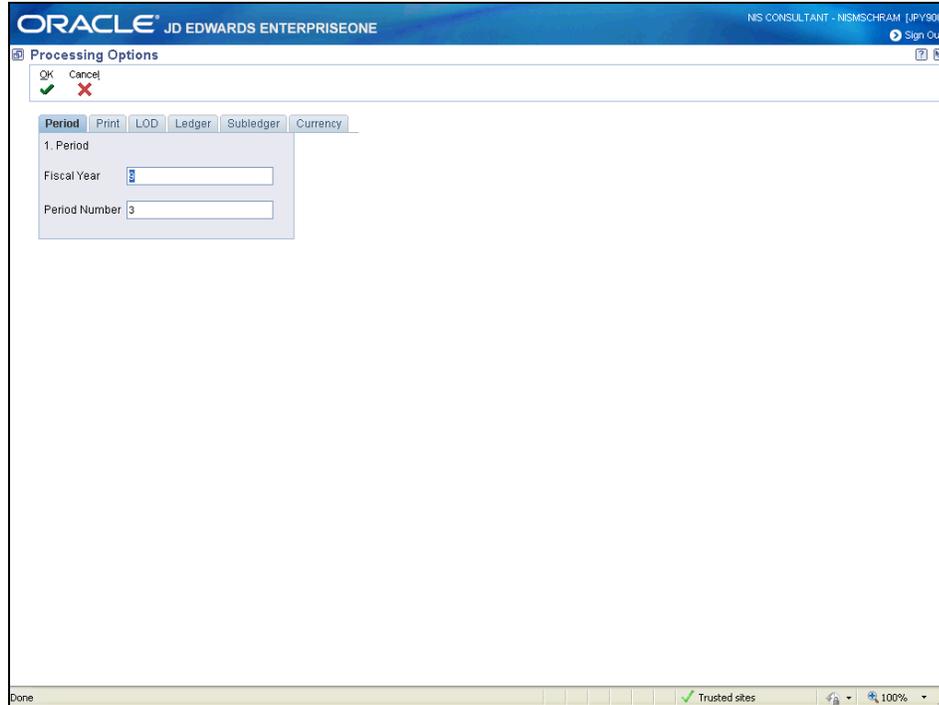
Training Guide

Trial Balance by Business Unit

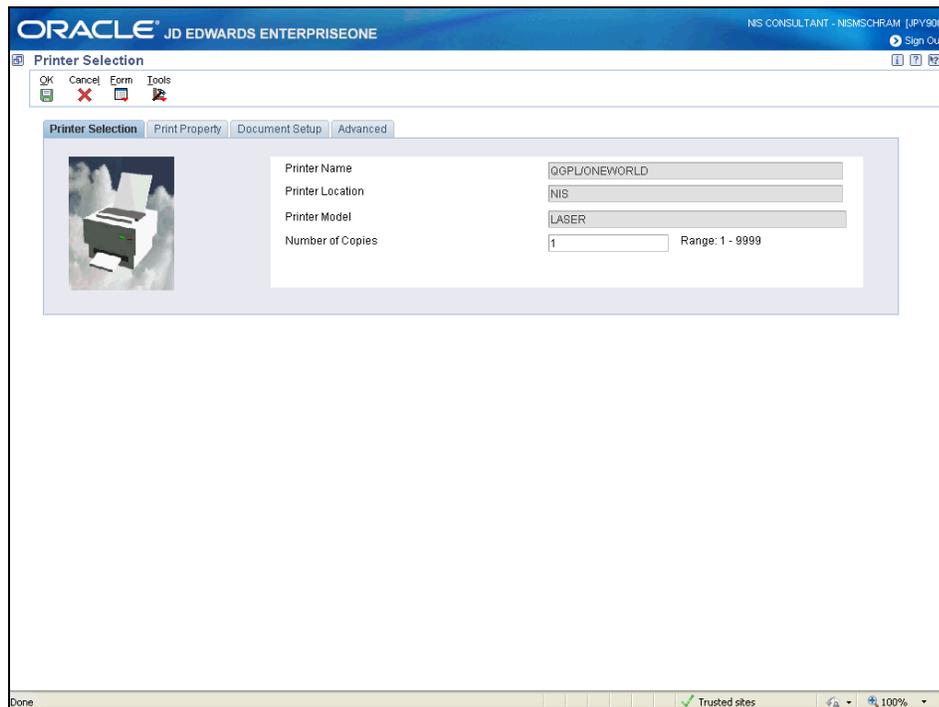
Step	Action
10.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



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



Step	Action
15.	Click the OK button. 



Training Guide

Trial Balance by Business Unit



Step	Action
16.	Click the OK button. 
17.	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. You have successfully completed this lesson. End of Procedure.