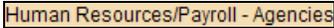
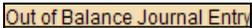


## Out of Balance Journal Entry Report Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Payroll</b> link.</p> 
4.	<p>Click the <b>Out of Balance Journal Entry</b> link.</p> 
5.	<p>Click in the <b>Batch Number</b> field.</p> <input data-bbox="378 884 638 919" type="text"/>
6.	<p>You can find your batch number via the online Journal review on the Pay Cycle Workbench.</p>
7.	<p>You will need to enter your batch number.</p> <p>For this lesson enter a valid value e.g. "<b>1479132</b>".</p>
8.	<p>Click the <b>OK</b> button.</p> 
9.	<p>Click the <b>OK</b> button.</p> 
10.	<p>You have successfully run the Out of Balance Journal Entry Report. To view the results you will need to go to View Job Status.</p> <p><b>End of Procedure.</b></p>