

**Out of Balance Journal Entry**  
**Created on Tuesday, August 18, 2009**

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## Table of Contents

|   |          |
|---|----------|
| <b>Out of Balance Journal Entry.....</b>                  | <b>1</b> |
| <b>Out of Balance Journal Entry Report Overview .....</b> | <b>1</b> |
| <b>Out of Balance Journal Entry Report Lesson .....</b>   | <b>1</b> |

## Out of Balance Journal Entry

### Out of Balance Journal Entry Report Overview

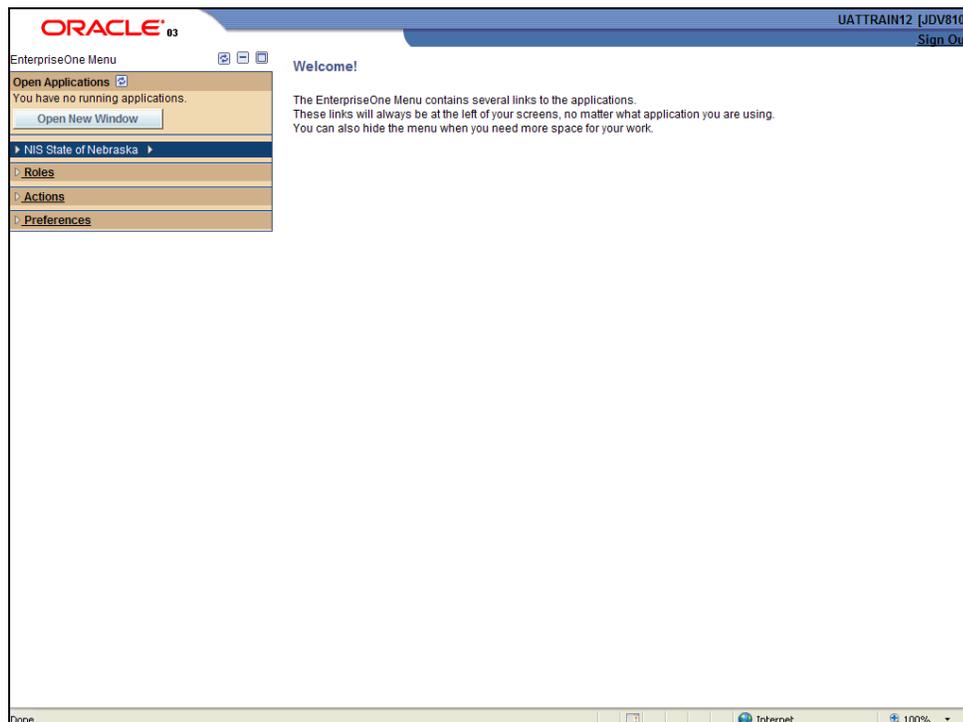
This report automatically searches the journal for areas where the Debits do not match Credits and eliminates the tedious manual process of exporting the Journal to Excel and manually looking for the problem. The report identifies the employee involved in the imbalance.

Before running this report Journal Entries must have been processed in the Pay Cycle Workbench.

### Out of Balance Journal Entry Report Lesson

#### Procedure

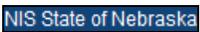
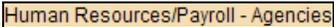
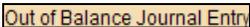
In this lesson you will learn the steps for running the Out of Balance Journal Entry Report.

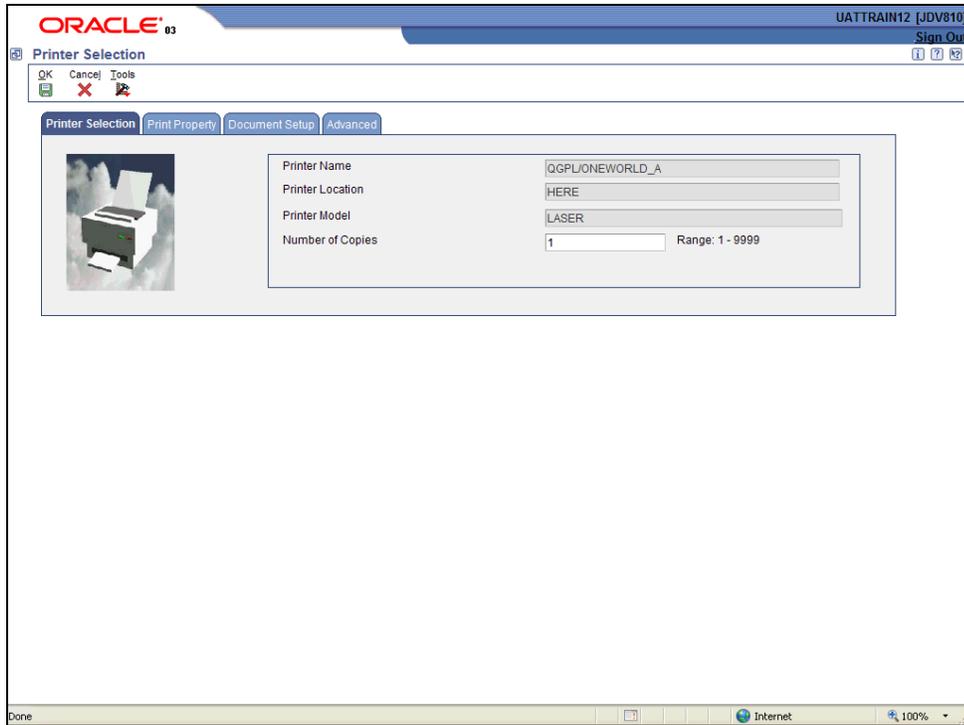


# Training Guide

## Out of Balance Journal Entry



| Step | Action   |
|------|--|
| 1.   | Click the <b>NIS State of Nebraska</b> link.<br>              |
| 2.   | Click the <b>Human Resources/Payroll - Agencies</b> link.<br> |
| 3.   | Click the <b>Payroll</b> link.<br>                            |
| 4.   | Click the <b>Out of Balance Journal Entry</b> link.<br>       |
| 5.   | Click in the <b>Batch Number</b> field.<br>                   |
| 6.   | You can find your batch number via the online Journal review on the Pay Cycle Workbench.   |
| 7.   | You will need to enter your batch number.<br><br>For this lesson enter " <b>1479132</b> ".   |
| 8.   | Click the <b>OK</b> button.<br>                             |



| Step | Action   |
|------|--|
| 9.   | Click the <b>OK</b> button.<br>   |
| 10.  | You have successfully run the Out of Balance Journal Entry Report. To view the results you will need to go to View Job Status.<br><b>End of Procedure.</b> |