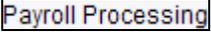
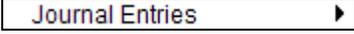
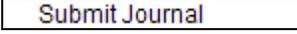


Process Pro Forma Journal Entries Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Pay Cycle Workbench link. 
5.	Choose the Payroll ID on the grid you wish to process Journal Entries by clicking the radio button next to it.
6.	Note: There must be a "1" in the grid row under the Pre-Payroll column. This indicates that the Pre-Payroll is complete.
7.	Click the Row button. 
8.	Click the Journal Entries menu. 
9.	Click the Submit Journal menu. 
10.	Verify the Expense Distribution Code field is set to "2".
11.	Verify the pay date is entered in the Override Accounting Date .
12.	Click the OK button. 
13.	Click the OK button. 
14.	Click the OK button. 
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.