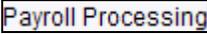
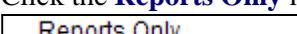


Print/Review Pay Cycle Reports Lesson

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 for which you wish to print reports.
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 Reports menu. 
9.	Click the Form button. 
10.	Click the Reports Only menu. 
11.	Click the OK button. 
12.	Click the OK button. 
13.	Verify the status code in the Reports column has changed to an "A" and then to a "1". Note: The "1" indicates the Journal Entries have completed processing. Note: If the status code in the Reports column has not to a "1" click the Find button to refresh the screen until it has changed to a "1".
14.	Click the Close button. 

Step	Action
15.	<p>View the Reports via View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports Training Guide (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L3_004_Working_With_Submitted_Reports/Training%20Guide/Working%20With%20Submitted%20Reports_TRAIN.pdf).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>