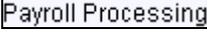


Out of Balance Journal Entry Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Out of Balance Journal Entry link. 
5.	Click in the Batch Number field. 
6.	Enter your batch number in the Batch Number field. Note: You can find your batch number via the online Journal review on the Pay Cycle Workbench.
7.	Click the OK button. 
8.	Click the OK button. 
9.	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.