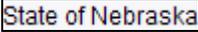
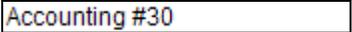
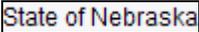
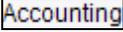
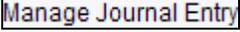
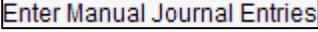
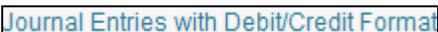
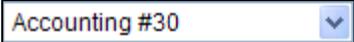
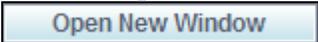
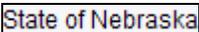
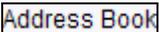


## Navigating Payroll & Financial Center Lesson

| Step | Action  |
|------|---|
| 1.   | <p>As you navigate through the Payroll &amp; Financial Center do not use your forward or back buttons on your browser. Always use the buttons within the Payroll &amp; Financial Center to navigate.</p> <p>In addition, when signing out be sure to use the <b>Sign Out</b> button in the upper right hand corner. <b>Do Not</b> use the X in the upper right hand corner of your browser.</p> |
| 2.   | <p>You can minimize the menu.</p> <p>Click the <b>Minimize</b> button.</p>   |
| 3.   | <p>To restore the menu click the <b>Restore (Alt+M)</b> button.</p>    |
| 4.   | <p>You can also maximize the menu.</p> <p>Click the <b>Maximize</b> button.</p>    |
| 5.   | <p>To restore the menu click the <b>Restore (Alt+X)</b> button.</p>    |
| 6.   | <p>Click the <b>State of Nebraska</b> link.</p>    |
| 7.   | <p>This will display everything you have access to. Please be aware that your actual menu may differ from this example or from what your co-workers have. It all depends on your level of access.</p>   |
| 8.   | <p>To collapse your menu back down click the <b>State of Nebraska</b> link.</p>    |
| 9.   | <p>You have Roles assigned to your profile which determine what you have access to. Though you do not have to select a specific Role, by doing so you can narrow down what you see in your menu.</p>  |
| 10.  | <p>Click the <b>Roles</b> link.</p>    |
| 11.  | <p>Click the <b>All My Roles</b> list.</p>   |
| 12.  | <p>Click the <b>Accounting #30</b>.</p>    |
| 13.  | <p>Click the <b>Double Arrow</b> button. This loads your Role.</p>   |

| Step | Action  |
|------|---|
| 14.  | Click the <b>State of Nebraska</b> link.<br>   |
| 15.  | Notice how you now only see <b>Accounting - Agencies</b> on your menu where before you saw everything you have access to. This is because you selected the <b>Accounting #10 Role</b> . |
| 16.  | Click the <b>Accounting</b> link.<br>  |
| 17.  | Click the <b>Manage Journal Entry</b> link.<br>  |
| 18.  | Click the <b>Enter Manual Journal Entries</b> link.<br>  |
| 19.  | Reports can be identified in the menu with a blue dot.  |
| 20.  | All other applications are identified in the menu with a blue dash.   |
| 21.  | Click the <b>Journal Entries with Debit/Credit Format</b> link.<br>                                    |
| 22.  | The application window opens and the application also is listed under the <b>Open Applications</b> .  |
| 23.  | Click the <b>Enter Recurring Journal Entries</b> object.<br>  |
| 24.  | The second application window opens and is also listed under the <b>Open Applications</b> .<br><br>You can have up to five applications open at a time.                                 |
| 25.  | Click the <b>Close</b> button.<br>   |
| 26.  | Click the <b>Close</b> button.<br>   |
| 27.  | You can refresh your menu which will collapse the menu back down.   |
| 28.  | Click the <b>Refresh Menu</b> button.<br>  |
| 29.  | You can reload all of your Roles so your menu will display everything you have access to.   |
| 30.  | Click the <b>Roles</b> list.<br>   |
| 31.  | Click <b>All My Roles</b> .<br>  |
| 32.  | Click the <b>Double Arrows</b> button.<br>   |
| 33.  | You can open a separate window as well. This allows you to work on multiple applications within separate windows.   |

| Step | Action  |
|------|---|
| 34.  | Click the <b>Open New Window</b> button.<br>   |
| 35.  | A second window has opened on top of the original window. Notice how the second window does not have a <b>Sign Out</b> button. Instead it has a <b>Close Window</b> button. |
| 36.  | You can go back and forth between the windows by selecting them from the tool bar at the bottom of the screen.  |
| 37.  | Click the <b>Close Window</b> link.<br>  |
| 38.  | There is an option to have the menu automatically minimize every time you open an application.  |
| 39.  | Click the <b>Preferences</b> link.<br>   |
| 40.  | Click the <b>Minimize menu on app launch</b> option.<br>                                   |
| 41.  | Click the <b>State of Nebraska</b> link.<br>   |
| 42.  | Click the <b>Address Book</b> link.<br>   |
| 43.  | Click the <b>Address Book Inquiry</b> link.<br>  |
| 44.  | Notice how the menu minimized automatically. You can restore the menu at anytime.   |
| 45.  | Click the <b>Restore</b> button.<br>   |
| 46.  | Click the <b>Minimize</b> button.<br>  |
| 47.  | Click the <b>Close</b> button.<br>   |
| 48.  | You have successfully completed some of the navigation basics of the Payroll & Financial Center.<br><b>End of Procedure.</b>  |