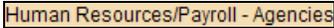
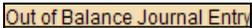


Out of Balance Journal Entry Report

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Payroll link.</p> 
4.	<p>Click the Out of Balance Journal Entry link.</p> 
5.	<p>Click in the Batch Number field.</p> <input data-bbox="378 884 638 919" type="text"/>
6.	<p>You can find your batch number via the online Journal review on the Pay Cycle Workbench.</p>
7.	<p>You will need to enter your batch number.</p> <p>For this lesson enter a valid value e.g. "1479132".</p>
8.	<p>Click the OK button.</p> 
9.	<p>Click the OK button.</p> 
10.	<p>You have successfully run the Out of Balance Journal Entry Report. To view the results you will need to go to View Job Status.</p> <p>End of Procedure.</p>