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To: [Kays, Michael](#)
Subject: July 23, 2010 PSL Mid-Biennial Carryover Report
Date: Monday, July 26, 2010 11:46:50 AM

This memo was sent to the AS State Accounting financial contacts.

The July 23, 2010 PSL Mid-Biennial Carryover Report is now available on the AS State Accounting website under Reports.

The web address is: http://www.das.state.ne.us/accounting/nis/reports/Biennial_Carryover/7-23-10_PSL_Mid-Biennial_Carryover.pdf

The Report contains encumbrances as of July 23, 2010.

The PSL Mid-Biennial Carryover Report should match with your PSL Encumbrance Detail Report, which can be found at the following EnterpriseOne path:

Accounting - Agencies > Inquiries and Reports > Budget Reports > Other Budget Reports > PSL Encumbrance Detail Report

Instructions for running the PSL Encumbrance Detail Report can be obtained from the EnterpriseOne Training Guides under Accounting at the following web address:

http://www.das.state.ne.us/nis/training_manuals/ga/L06_T02_06_003_PSL_Encumbrance_Detail_Report/Training%20Guide/PSL%20Encumbrance%20Detail%20Report_TRAIN.pdf

Instructions for creating Payroll Encumbrances can be obtained from the EnterpriseOne Training Guides under Payroll / HR at the following web address:

http://www.das.state.ne.us/nis/training_manuals/hrp/Payroll_Encumbrance_Mini_Manual/Training%20Guide/Payroll%20Encumbrance%20Mini%20Manual_TRAIN.pdf

Instructions for Entering/Adjusting Manual Encumbrances can be obtained from the EnterpriseOne Training Guides under Budgeting at the following web address:

http://www.das.state.ne.us/nis/training_manuals/bu/L01_07_Entering_Adjusting_Manual%20Encumbrances/Training%20Guide/Entering_Adjusting%20Manual%20Encumbrances_TRAIN.pdf

If you have questions, please contact me at 471-0610 or Bruce Snyder at 471-0620.

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