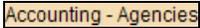
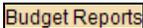
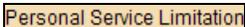
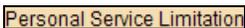
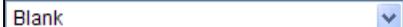


Personal Service Limitation Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Accounting - Agencies link.</p> 
3.	<p>Click the Inquiries & Reports link.</p> 
4.	<p>Click the Budget Reports link.</p> 
5.	<p>Click the Personal Service Limitation link.</p> 
6.	<p>Click the Personal Service Limitation link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>Click the drop down list of the Right Operand column for the Agency Number row.</p> 
10.	<p>Click the Literal list item.</p> 
11.	<p>Enter the agency number into the Literal Value field.</p>
12.	<p>Click the OK button.</p> 

13.	<p>To narrow the report by program number click on the drop down list of the Right Operand column for the Program Number row and select Literal. Then enter the program number.</p> <p>If your agency does not use program numbers, you do not need to complete this step.</p> <p>In this lesson we are not going to change this field.</p>
14.	<p>Click the OK button.</p> 
15.	<p>Complete the following information:</p> <p>Period Number - enter the period for which to run report (ex. enter 1 for July, enter 2 for August)</p> <p>Fiscal Year – enter the fiscal year for which to run report (ex. Enter 06 for FY beginning July 1, 2006)</p>
16.	<p>Click the OK button.</p> 
17.	<p>Click the OK button.</p> 
18.	<p>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 work instructions.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>