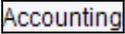
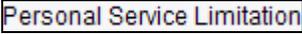


Personal Service Limitation Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounting link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Budget Reports link. 
5.	Click the Personal Service Limitation link. 
6.	Click the Personal Service Limitation link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the drop down list of the Right Operand column for the Agency Number row. 
10.	Click the Literal list item. 
11.	Enter the agency number into the Literal Value field.
12.	Click the OK button. 
13.	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. If your agency does not use program numbers, you do not need to complete this step. In this lesson we are not going to change this field.
14.	Click the OK button. 

Step	Action
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 (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>