

## **Personal Service Limitation**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Personal Service Limitation

### Personal Service Limitation Overview

This report is the same report that runs with MREPORT everyday. (For more information on MREPORT, please refer to the MREPORT Training Guide)

This report can be run by agency and/or program from the menu, if desired.

### Personal Service Limitation Lesson

#### Procedure

In this lesson you will learn how to run the Personal Service Limitation Report.

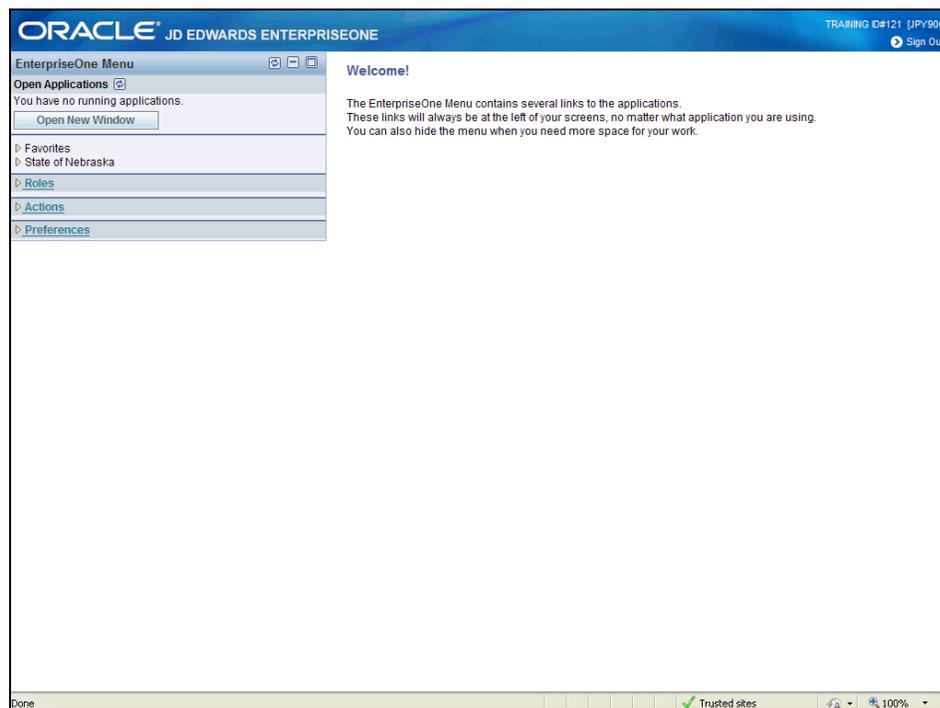
#### Navigation:

We have listed two ways to navigate to the Personal Service Limitation Report process. This lesson will be using the Accounting avigational steps.

Accounting > Inquiries & Reports > Budget Reports > Personal Service Limitation > Personal Service Limitation.

or

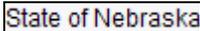
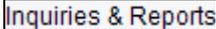
Budget > Inquiries & Reports > Budget Reports > Personal Service Limitation > Personal Service Limitation

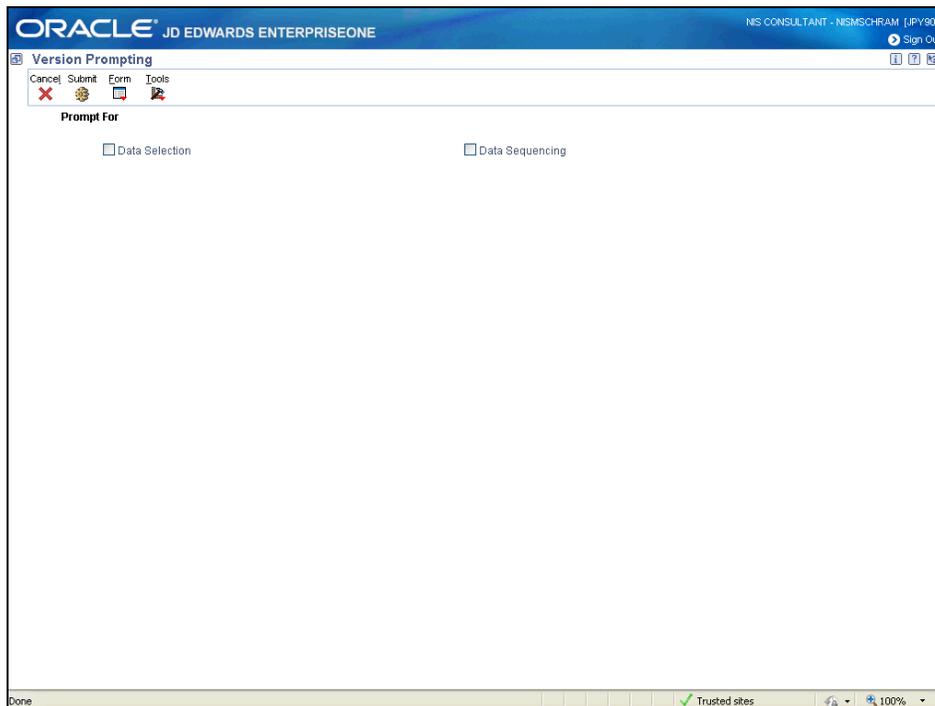


# Training Guide

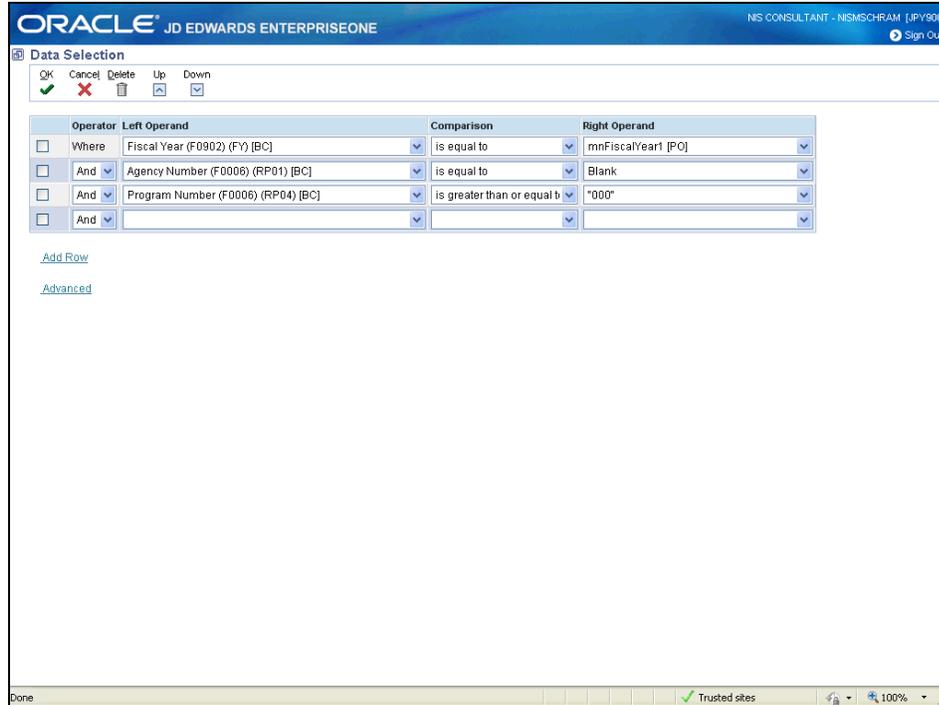
## Personal Service Limitation



Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Budget Reports</b> link. 
5.	Click the <b>Personal Service Limitation</b> link. 
6.	Click the <b>Personal Service Limitation</b> link. 



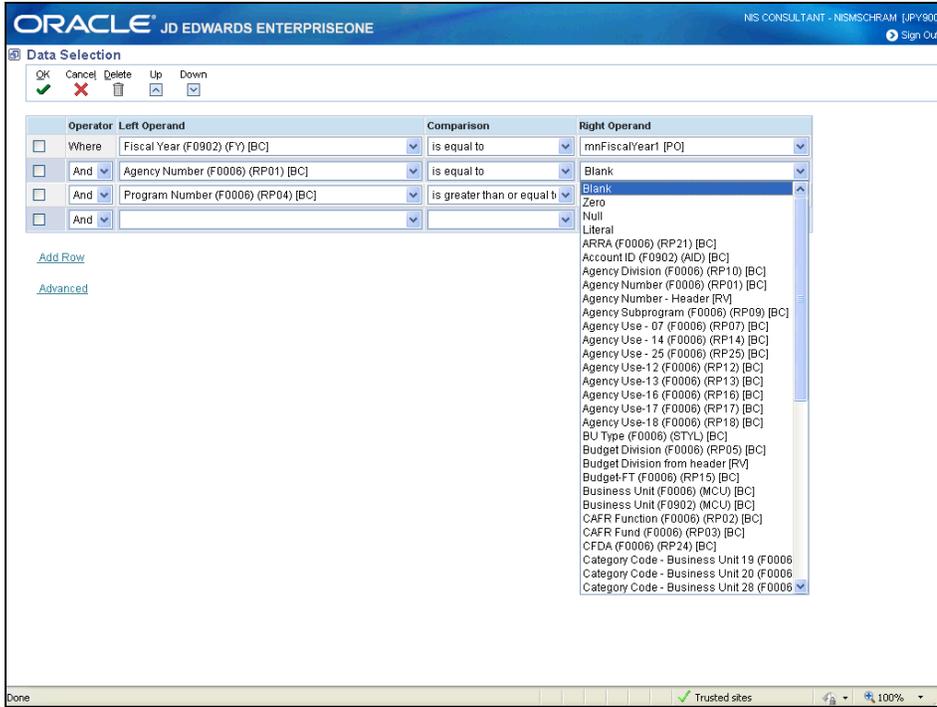
Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 



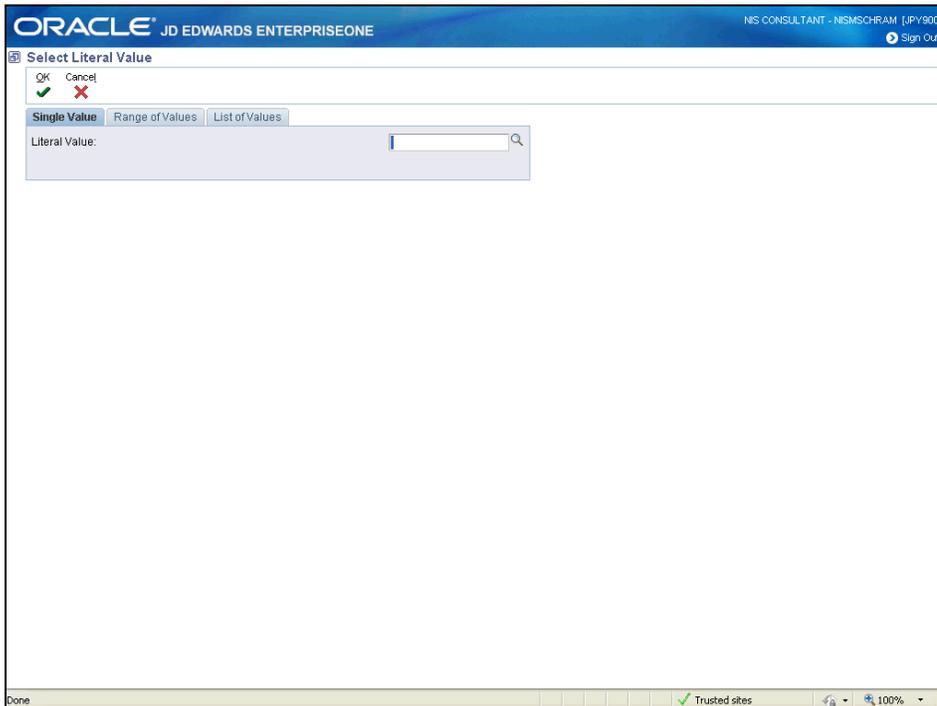
Step	Action
9.	Click the <b>drop down</b> list of the Right Operand column for the Agency Number row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank <span style="float: right;">▼</span></div>

# Training Guide

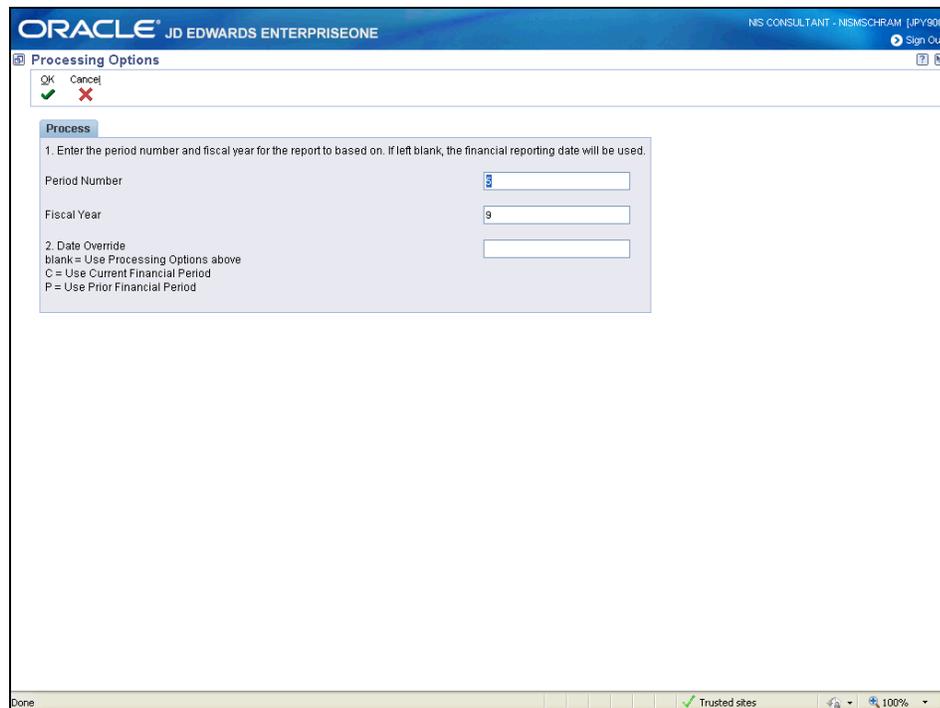
## Personal Service Limitation



Step	Action
10.	Click the <b>Literal</b> list item. <input type="text" value="Literal"/>



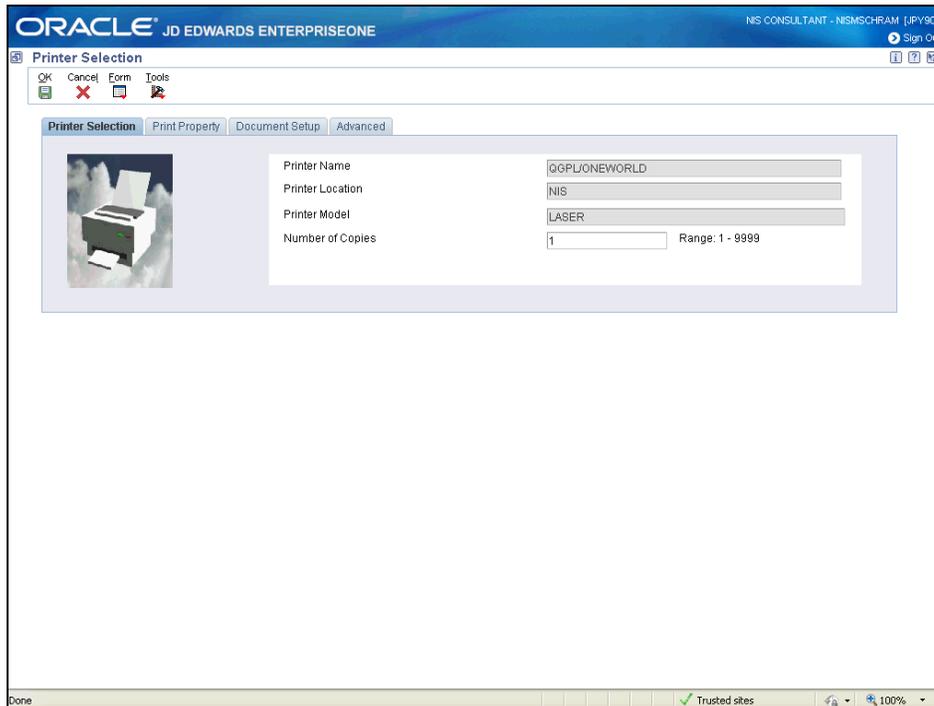
Step	Action
11.	Enter the agency number into the <b>Literal Value</b> field.
12.	Click the <b>OK</b> button. 
13.	To narrow the report by program number click on the drop down list of the Right Operand column for the Program Number row and select Literal. Then enter the program number.  If your agency 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 <b>OK</b> button. 
15.	Complete the following information:  <b>Period Number</b> - enter the period for which to run report (ex. enter 1 for July, enter 2 for August)  <b>Fiscal Year</b> – enter the fiscal year for which to run report (ex. Enter 06 for FY beginning July 1, 2006)



# Training Guide

## Personal Service Limitation

Step	Action
16.	Click the <b>OK</b> button. 



Step	Action
17.	Click the <b>OK</b> button. 
18.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>