Personal Service Limitation Report (R5509700)

Overview

This report is the same report that runs with MREPORT everyday. (For more information on MREPORT, please refer to the NIS MREPORT mini manual on the NIS Website.) This report can be run by agency and/or program from the menu, if desired.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/

Navigation

Click Roles, Accounting or Budget.
(Citrix users – right click on the menu, choose Apply Roles, choose Accounting or Budget.)

Accounting - Agencies > Inquiries & Reports > Budget Reports > Personal Service Limitation > Personal Service Limitation

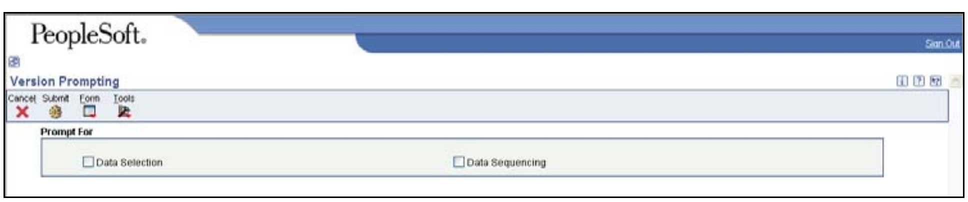
OR

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

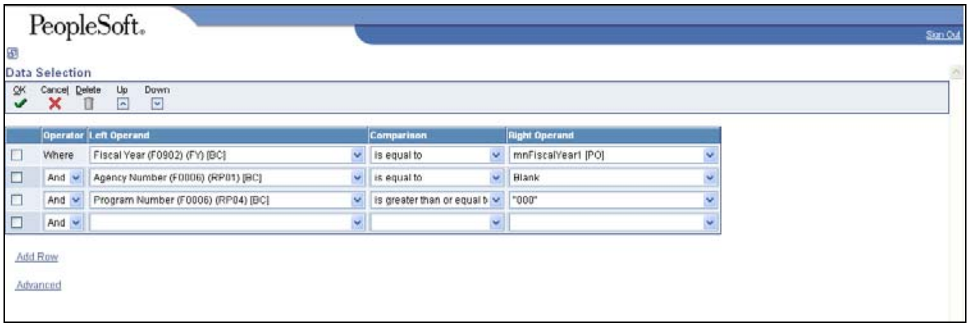
Steps

Run the Personal Service Limitation Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection, click **Submit**. The Data Selection window appears.



2. In the second row (Agency), complete the following information:
   - Right Operand - enter 3-digit agency number

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

3. To narrow the report by program number, complete the following information in the third row (Program Number):
   - Right Operand - enter 3-digit program number.

If your agency does not use program numbers, do not complete step 3.

4. Click **OK**. The Processing Options window appears.

5. Complete the following information:
   - **Period Number -** enter the period for which to run report (ex. enter 1 for July, enter 2 for August)
   - **Fiscal Year** – enter the fiscal year for which to run report (ex. Enter 06 for FY beginning July 1, 2006)

6. Click **OK**. The Printer Selection window appears.

7. Click **OK** to return to the main menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R5509700_…) once the Description is "Done".

R5509700

STATE OF NEBRASKA
DEPARTMENT OF ADMINISTRATIVE SERVICES
ACCOUNTING DIVISION
Personal Service Limitation Status
Submitted from Menu
As of 10/31/06

12/20/06 13:44:28
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- INDICATES CREDIT

NIS0008
AGENCY 065 DEPT OF ADM SERVICES
DIVISION 002 002

PERCENT OF TIME ELAPSED = 33.70

PROGRAM NUMBER	PROGRAM NAME	PERS SERVICE LIMITATION	MONTH TO DATE EXPENDITURES	YEAR-TO-DATE EXPEDITURES	PCT OF LIMIT EXPEND	ENCUMBRANCES	AVAILABLE LIMITATION
567	ACCOUNTING DIVISION	1,467,428.00		216,352.05	14.74	62,819.19	1,188,256.76
	DIVISION TOTAL	1,467,428.00		216,352.05	14.74	62,819.19	1,188,256.76