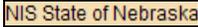
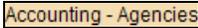
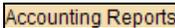
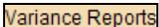
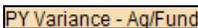


## PY Variance Report Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Accounting - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>Accounting Reports</b> link.</p> 
5.	<p>Click the <b>Variance Reports</b> link.</p> 
6.	<p>Click the <b>PY Variance - Ag/Fund</b> link.</p> 
7.	<p>Click the <b>Data Selection</b> option.</p> 
8.	<p>Click the <b>Submit</b> button.</p> 
9.	<p>Click the <b>drop down</b> list of the Right Operand column of the Agency Number row.</p> 
10.	<p>Click the <b>Literal</b> list item.</p> 
11.	<p>Enter the desired information into the <b>Literal Value</b> field.</p>
12.	<p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>drop down</b> list of the Right Operand column for the Object Account row.</p> 
14.	<p>Click the <b>Literal</b> list item.</p> 

15.	<p>Enter an object account or range of accounts.</p> <p>To enter a single object account click on the Single Value tab.</p> <p>To enter a range of object accounts click on the Range of Values tab and enter a range of object accounts in the From and To fields.</p> <p><b>Note:</b> Enter a range of 111100 - 999999 to see all accounts.</p>
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>Click the <b>OK</b> button.</p> 
18.	<p>Click in the <b>Fiscal Year</b> field.</p> 
19.	<p>Enter the fiscal year into the <b>Fiscal Year</b> field.</p> <p>Example: Enter 9 for fiscal year beginning July 1, 2009</p>
20.	<p>Enter the month into the <b>Period Number - General Ledger</b> field.</p> <p>Example: Enter 1 for July, 2 for August, etc.</p>
21.	<p>Click the <b>OK</b> button.</p> 
22.	<p><b>Note:</b> To run this report in CSV format (Microsoft Excel), click the Document Setup tab and checkmark CSV.</p>
23.	<p>Click the <b>OK</b> button.</p> 
24.	<p>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 work instructions.</p> <p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>