

PY Variance Report
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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/>.

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PY Variance Report

PY Variance Report Overview

Run this report to view the change in expenditures or revenues for a fund from last fiscal year to the current fiscal year.

PY Variance Report - Ag/Fund will sequence report by Agency, then Fund.

PY Variance Report - Ag/Fund/Prog will sequence report by Agency, Fund, then Program.

PY Variance Report Lesson

Procedure

In this lesson you will learn how to run the PY Variance Report.

Navigation:

We have listed four ways to navigate to the PY Variance Report process. This lesson will be using the Accounting Agencies navigational steps.

Accounting - Agencies > Inquiries & Reports > Accounting Reports > Variance Reports > PY Variance - Ag/Fund

or

Budget - Agencies > Inquiries & Reports > Accounting Reports > Variance Reports > PY Variance - Ag/Fund

or

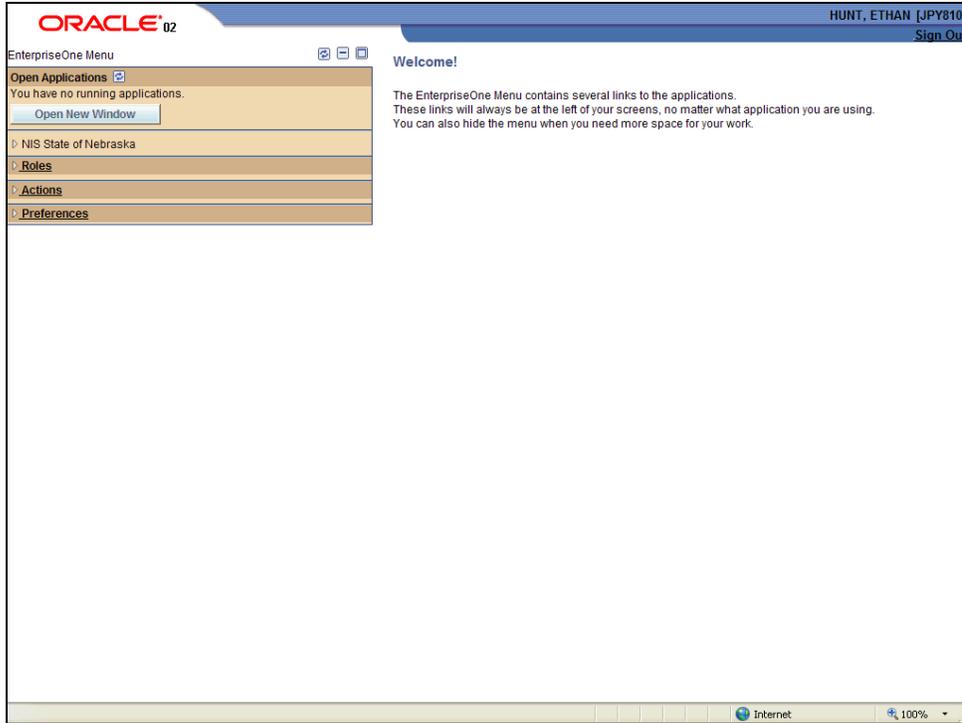
Accounting - Agencies > Accounting Reports > Variance Reports > PY Variance - Ag/Fund/Prog

or

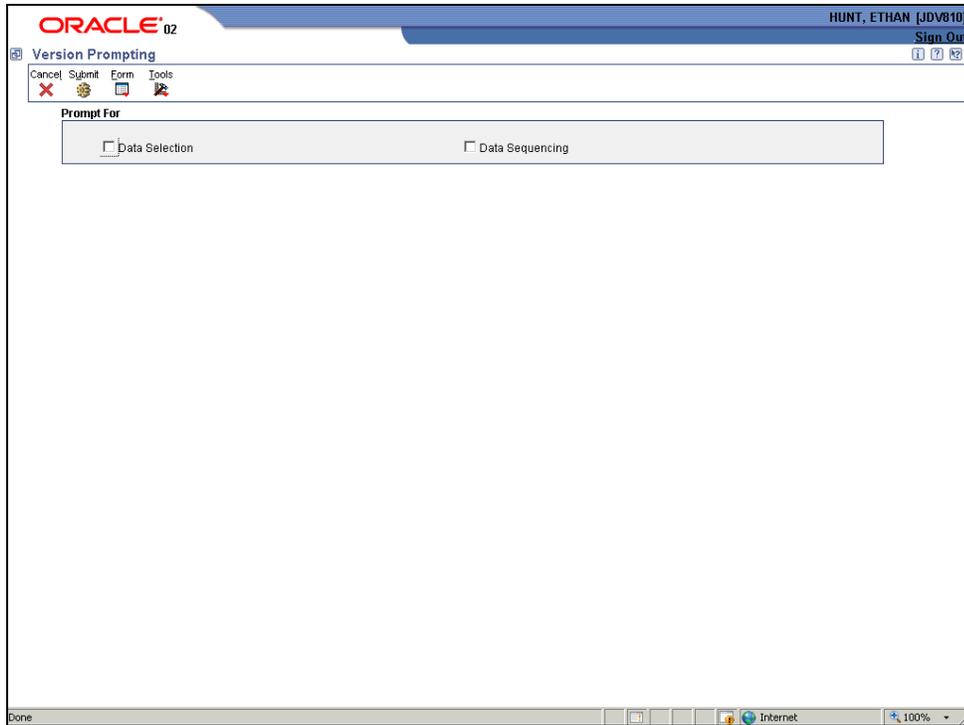
Budget - Agencies > Inquiries & Reports > Accounting Reports > Variance Reports > PY Variance - Ag/Fund/Prog
PeopleSoft

Training Guide

PY Variance Report



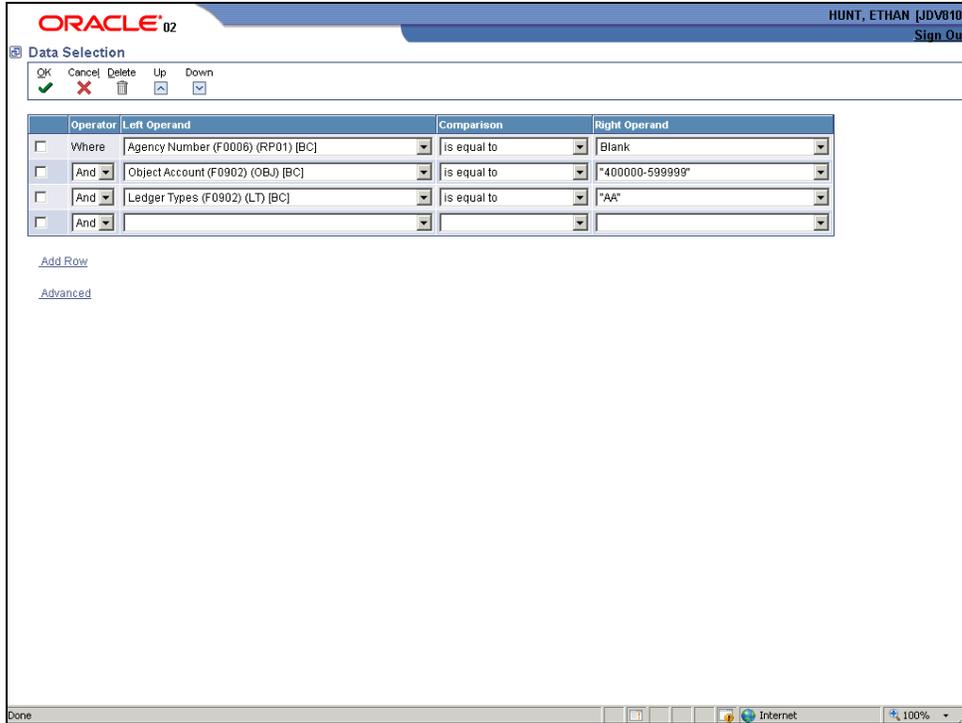
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Variance Reports link. Variance Reports
6.	Click the PY Variance - Ag/Fund link. PY Variance - Ag/Fund



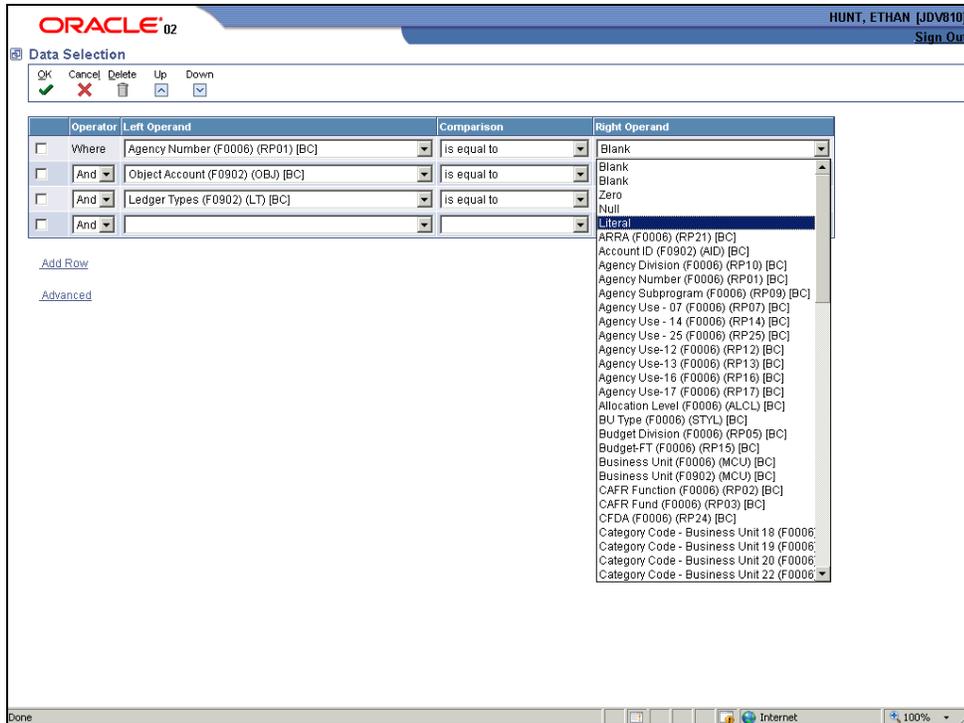
Step	Action
7.	Click the Data Selection option. <input data-bbox="461 1129 496 1167" type="checkbox"/>
8.	Click the Submit puhbutton. 

Training Guide

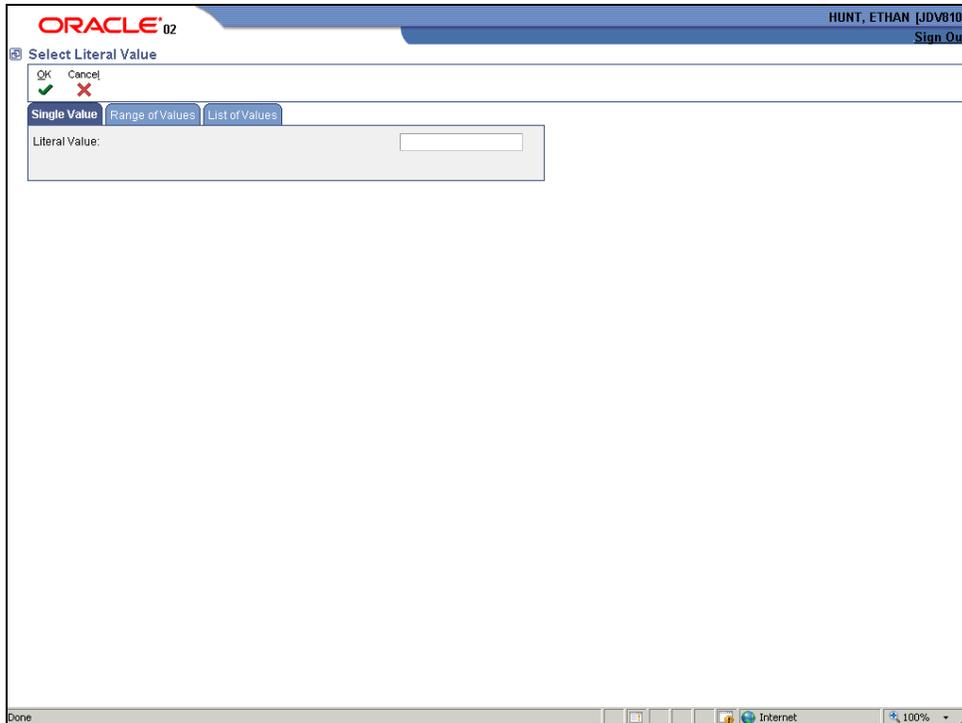
PY Variance Report



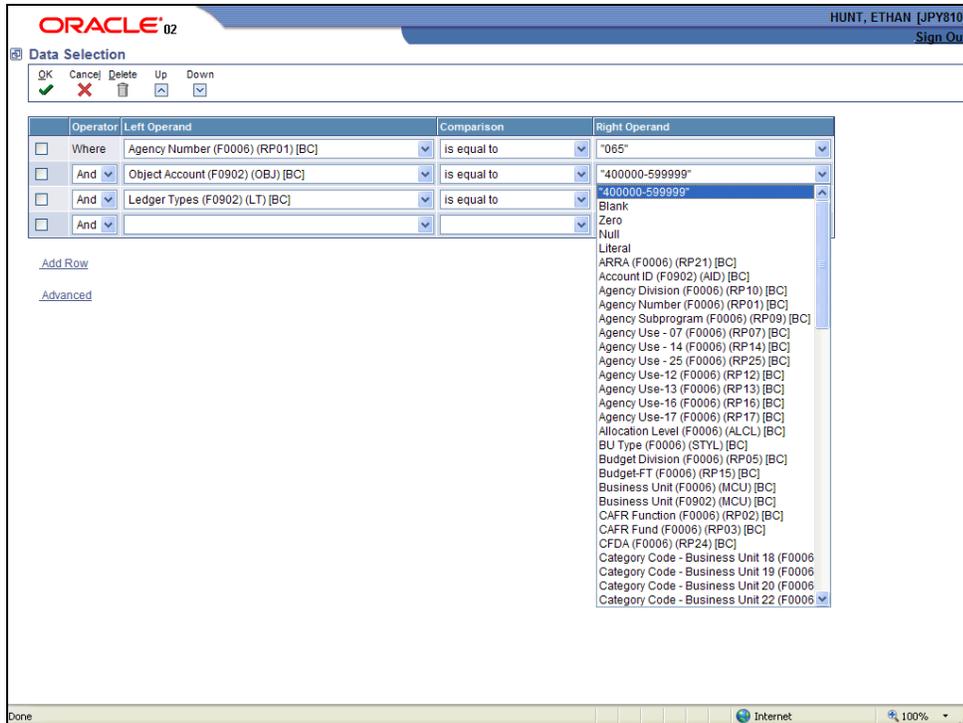
Step	Action
9.	Click the drop down list of the Right Operand column of the Agency Number row. 



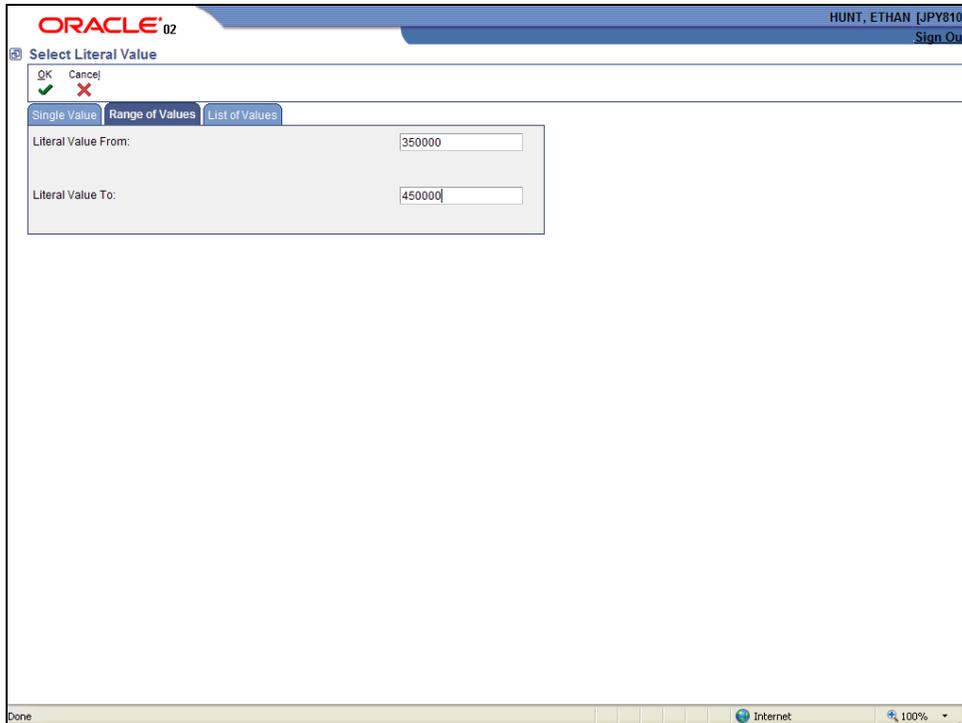
Step	Action
10.	Click the Literal list item. 



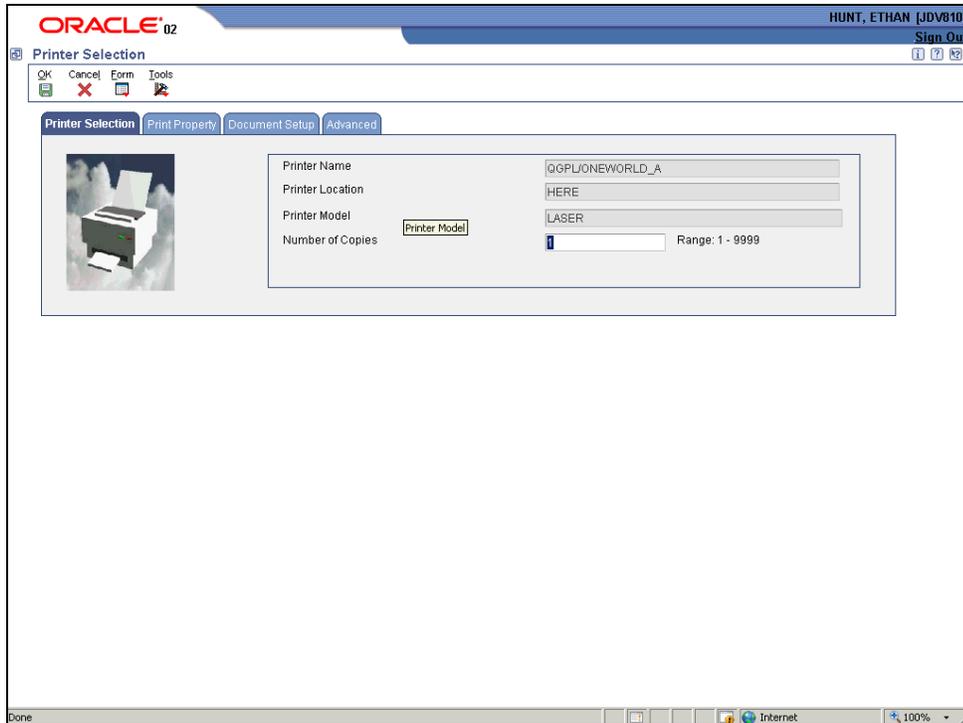
Step	Action
11.	Enter the desired information into the Literal Value field.
12.	Click the OK button. 
13.	Click the drop down list of the Right Operand column for the Object Account row. 



Step	Action
14.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></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>Note: Enter a range of 111100 - 999999 to see all accounts.</p>



Step	Action
16.	Click the OK button. <input checked="" type="checkbox"/>
17.	Click the OK button. <input checked="" type="checkbox"/>
18.	Click in the Fiscal Year field. <input type="text" value="7"/>
19.	Enter the fiscal year into the Fiscal Year field. Example: Enter 9 for fiscal year beginning July 1, 2009
20.	Enter the month into the Period Number - General Ledger field. Example: Enter 1 for July, 2 for August, etc.
21.	Click the OK button. <input checked="" type="checkbox"/>
22.	Note: To run this report in CSV format (Microsoft Excel), click the Document Setup tab and checkmark CSV.



Step	Action
23.	Click the OK button. 
24.	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_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.