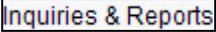
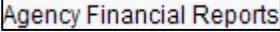
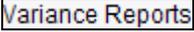
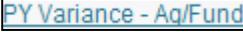
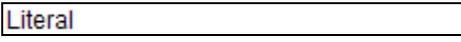


PY Variance Report Lesson

Step	Action
1.	<p>Navigation: There are multiple menu paths to the report which are listed below. This lesson will be using the Accounting navigational steps.</p> <p>Accounting > Inquiries & Reports > Accounting Reports > Agency Financial Reports > Variance Reports > PY Variance - Ag/Fund or PY Variance - Ag/Fund/Prog</p> <p>or</p> <p>Budget - Agencies > Inquiries & Reports > Accounting Reports > Agency Financial Reports > Variance Reports > PY Variance - Ag/Fund or PY Variance - Ag/Fund/Prog</p>
2.	Click the State of Nebraska link. 
3.	Click the Accounting link. 
4.	Click the Inquiries & Reports link. 
5.	Click the Accounting Reports link. 
6.	Click the Agency Financial Reports link. 
7.	Click the Variance Reports link. 
8.	Click the PY Variance - Ag/Fund link. 
9.	Click the Data Selection option. 
10.	Click the Submit button. 
11.	Click the drop down list of the Right Operand column of the Agency Number row. 
12.	Click the Literal list item. 
13.	Enter the desired information into the Literal Value field.

Step	Action
14.	Click the OK button. 
15.	Click the drop down list of the Right Operand column for the Object Account row. 
16.	Click the Literal list item. 
17.	Enter an object account or range of accounts. To enter a single object account click on the Single Value tab. 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. Note: Enter a range of 111100 - 999999 to see all accounts.
18.	Click the OK button. 
19.	Click the OK button. 
20.	Enter the fiscal year into the Fiscal Year field. Example: Enter 9 for fiscal year beginning July 1, 2009
21.	Enter the month into the Period Number - General Ledger field. Example: Enter 1 for July, 2 for August, etc.
22.	Click the OK button. 
23.	Note: To run this report in CSV format (Microsoft Excel), click the Document Setup tab and checkmark CSV.
24.	Click the OK button. 
25.	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. You have successfully completed this lesson. End of Procedure.