

# **PY Variance Report**

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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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## 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

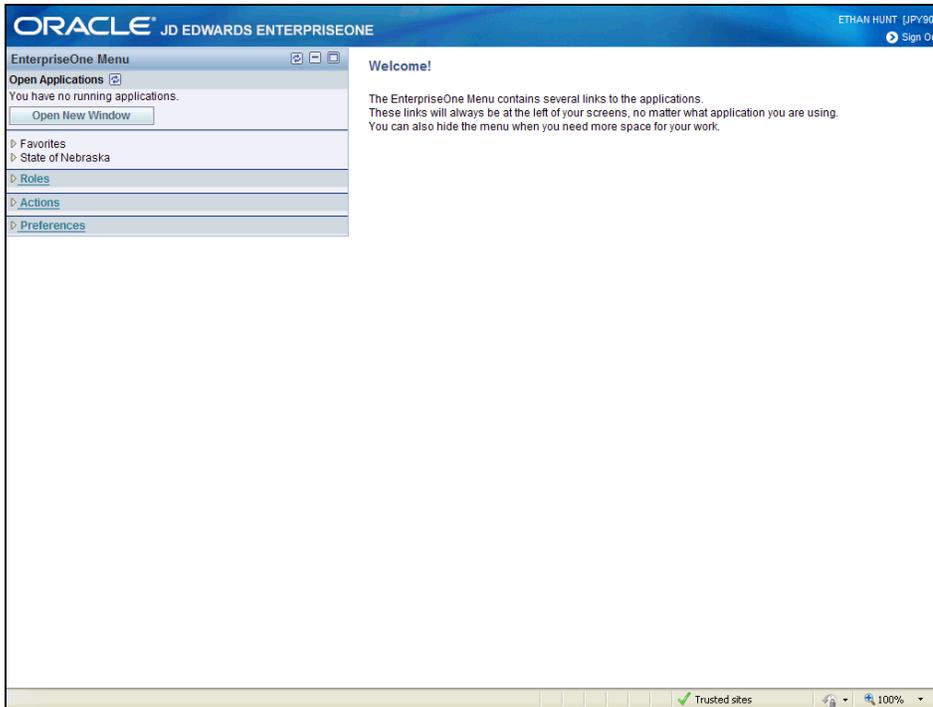
#### Procedure

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

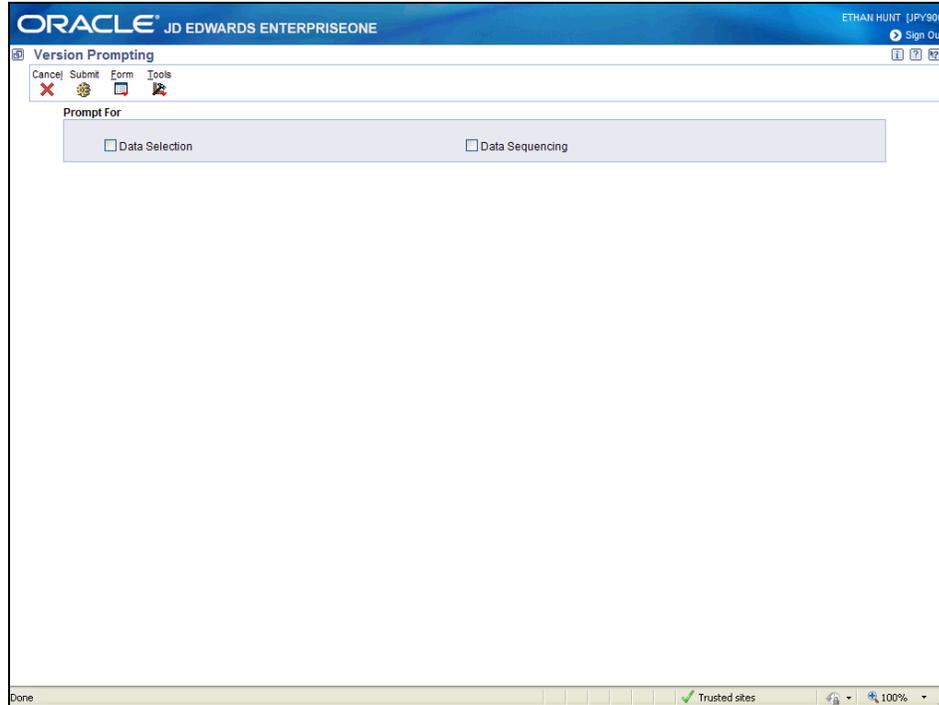
Step	Action
1.	<p><b>Navigation:</b> There are multiple menu paths to the report which are listed below. This lesson will be using the Accounting navigational steps.</p> <p>Accounting &gt; Inquiries &amp; Reports &gt; Accounting Reports &gt; Agency Financial Reports &gt; Variance Reports &gt; PY Variance - Ag/Fund or PY Variance - Ag/Fund/Prog</p> <p>or</p> <p>Budget - Agencies &gt; Inquiries &amp; Reports &gt; Accounting Reports &gt; Agency Financial Reports &gt; Variance Reports &gt; PY Variance - Ag/Fund or PY Variance - Ag/Fund/Prog</p>

# Training Guide

## PY Variance Report



Step	Action
2.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
3.	Click the <b>Accounting</b> link. <a href="#">Accounting</a>
4.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
5.	Click the <b>Accounting Reports</b> link. <a href="#">Accounting Reports</a>
6.	Click the <b>Agency Financial Reports</b> link. <a href="#">Agency Financial Reports</a>
7.	Click the <b>Variance Reports</b> link. <a href="#">Variance Reports</a>
8.	Click the <b>PY Variance - Ag/Fund</b> link. <a href="#">PY Variance - Ag/Fund</a>



Step	Action
9.	Click the <b>Data Selection</b> option. 
10.	Click the <b>Submit</b> puhbutton. 

# Training Guide

## PY Variance Report

ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And Object Account (F0902) (OBJ) [BC]	is equal to	*400000-599999*
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	*AA*
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

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

ORACLE JD EDWARDS ENTERPRISEONE ETHAN HUNT [JPY900] Sign Out

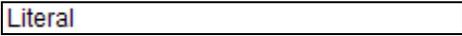
Data Selection

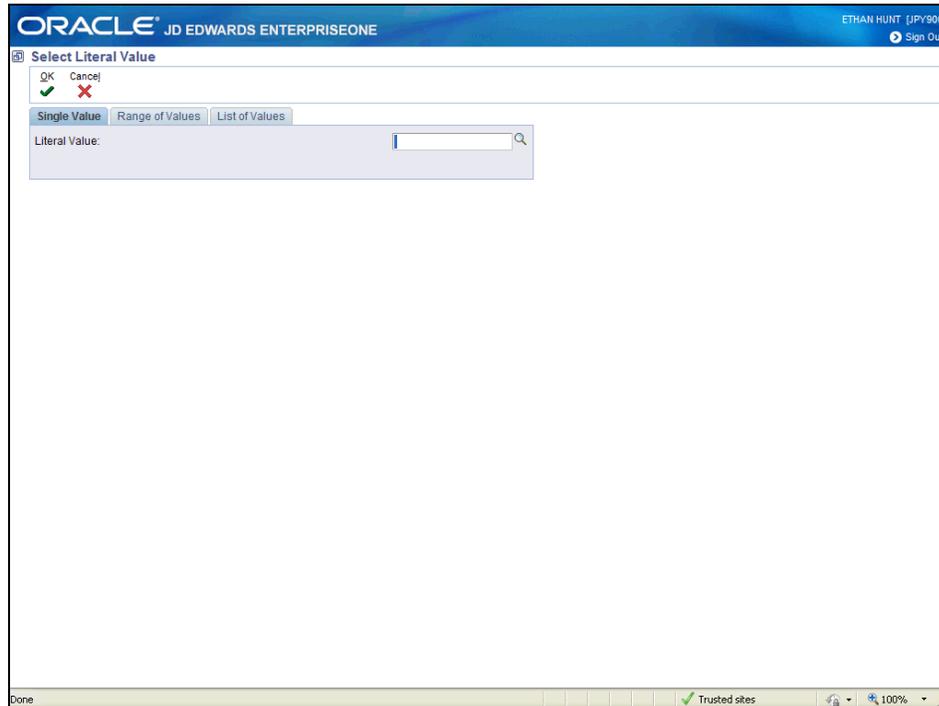
OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Agency Number (F0006) (RP01) [BC]	is equal to	Blank
<input type="checkbox"/>	And Object Account (F0902) (OBJ) [BC]	is equal to	Zero
<input type="checkbox"/>	And Ledger Types (F0902) (LT) [BC]	is equal to	Null
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

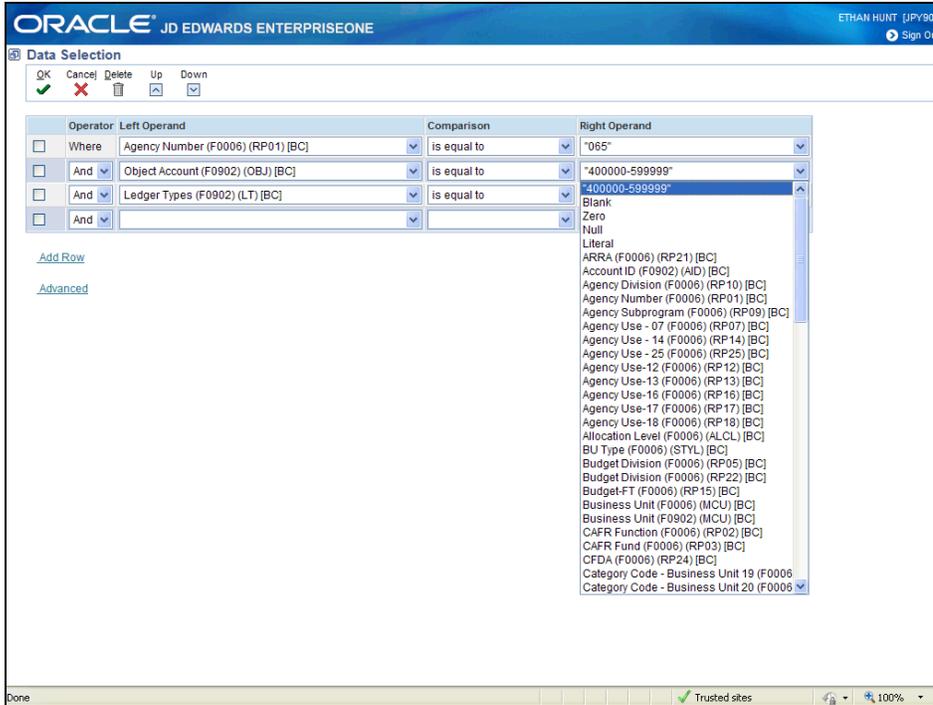
Step	Action
12.	Click the <b>Literal</b> list item. 



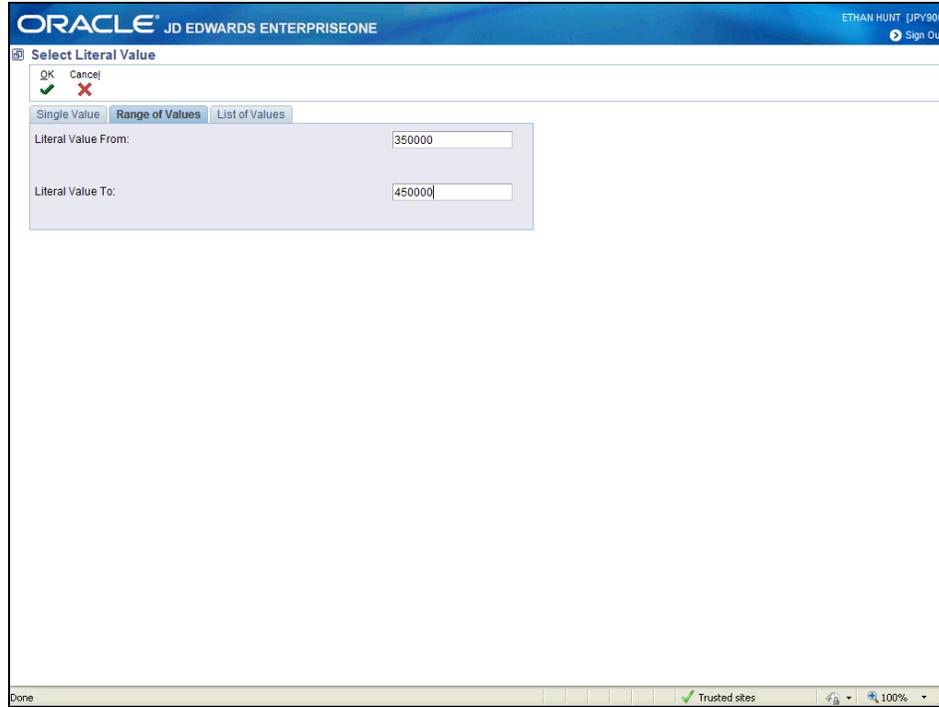
Step	Action
13.	Enter the desired information into the <b>Literal Value</b> field.
14.	Click the <b>OK</b> button. 
15.	Click the <b>drop down</b> list of the Right Operand column for the Object Account row. 

# Training Guide

## PY Variance Report



Step	Action
16.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>
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.  <b>Note:</b> Enter a range of 111100 - 999999 to see all accounts.



Step	Action
18.	Click the <b>OK</b> button. 
19.	Click the <b>OK</b> button. 

# Training Guide

## PY Variance Report

ORACLE JD EDWARDS ENTERPRISEONE

ETHAN HUNT [JPY900] Sign Out

Processing Options

OK Cancel

Variance Report

Fiscal Year

Period Number - General Ledger

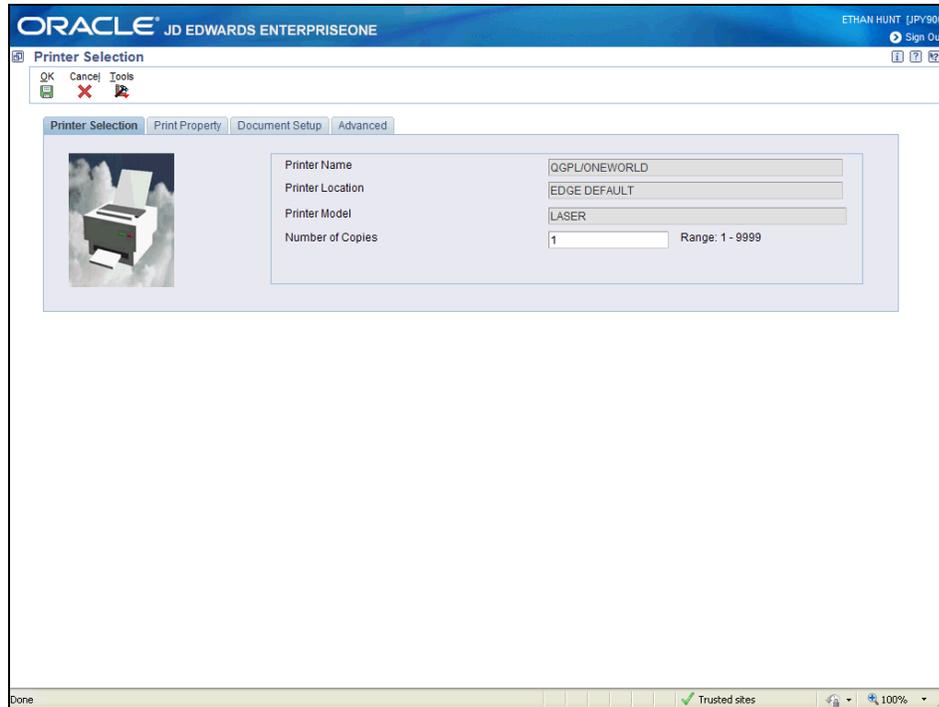
Threshold Amount

Threshold Percent

If either Threshold value is true the report line will be printed. As a result, if either value is set to zero, all detail lines will be printed.

Done Trusted sites 100%

Step	Action
20.	Enter the fiscal year into the <b>Fiscal Year</b> field. Example: Enter 9 for fiscal year beginning July 1, 2009
21.	Enter the month into the <b>Period Number - General Ledger</b> field. Example: Enter 1 for July, 2 for August, etc.
22.	Click the <b>OK</b> button. 
23.	<b>Note:</b> To run this report in CSV format (Microsoft Excel), click the Document Setup tab and checkmark CSV.



Step	Action
24.	Click the <b>OK</b> button. 
25.	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>