

Variable Entry

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

Variable*	Current Selection	Description
* Fiscal Year (Selection Required)		
PO Date (Selection Optional)		
PO Number (Selection Optional)		
Fund Center (Selection Optional)		
Cost Center (Selection Optional)		
Contract ID (Selection Optional)		
Functional Area (Selection Optional)		
Fund (Selection Optional)		
GL Account (Selection Optional)		
Grant (Selection Optional)		
Internal Order (Selection Optional)		
Product Category (Selection Optional)		
Vendor No. (Selection Optional)		
WBS Element (Selection Optional)		

OK Check

## What is a **Variant**?

- A **Variant** is a filter variation that can be saved and reused whenever running a report
- **Variants** allow users to save filter criteria on the **Variable Entry** screen for future use

Variable Entry

Available Variables: ESC East ESC East ESC ISIC ESC North ESC South ESC West Save Save As... Delete [Show Variable Personalization](#)

Variable*	Current Selection	Description
* Fiscal Year (Selection Required)		
PO Date (Selection Optional)		
PO Number (Selection Optional)		
Fund Center (Selection Optional)	+1000LOCOPCTRE(Text)	1000LOCOPCTRE ESC-EAST-OPERATIONS
Cost Center (Selection Optional)		
Contract ID (Selection Optional)		
Functional Area (Selection Optional)		
Fund (Selection Optional)		
GL Account (Selection Optional)		
Grant (Selection Optional)		
Internal Order (Selection Optional)		
Product Category (Selection Optional)		
Vendor No. (Selection Optional)		
WBS Element (Selection Optional)		

OK Check

## How will **Variants** help me?

- Creating report variants on the **Variable Entry** screen can be a time saver
- Report **Variants** can be used to save frequently entered filter criteria
  - **Fund Centers** or **Cost Centers** for ESCs (North, South, East, West, ISIC)
  - **Fiscal Year** or **Calendar Year**
  - Funding lines

Creating a report **Variant** takes just a few easy steps:

From the **Variable Entry** page, enter **Selection Filter Criteria**

Click on **Save As** button

Enter **Description**, click on **OK** button

To use saved **Variants**, click on **Available Variants** drop down