

SFS Reports Used for Lapsing

Revised 5/21/14

Report ID	Report Title	Description / Lapsing Purpose	Navigation	Frequency	Role
NYAP0541	Voucher Appropriation Report	This report gives agencies the ability to monitor voucher appropriations by originating Agency and charged Agency. It provides details of vouchers including multiple business unit lines and budgetary information. This report filters on Paid and Unpaid Vouchers and has the ability to run by header business unit and line business unit.	Enterprise Menu > SFS Applications > SFS Financials > Accounts Payable > Reports > Vouchers > Voucher Appropriation Report	Daily (Report Manager), on demand	NYF_AGY_AP_REPORTS
NYAP1547	Pending Transactions for Lapsing Budget	<p>Listing of transactions that are due to be paid after an appropriations lapse date. This report lists transactions with detail lines that are charging lapsing appropriations.</p> <p>This report contains multiple templates :</p> <ul style="list-style-type: none"> • Requisitions • Purchase Orders • Vouchers – BAO/RoA • Vouchers – BAO/JV • Vouchers – BSE • Travel Authorizations • Expenses • Journals 	Enterprise Menu > SFS Applications > SFS Reports > Accounts Payables > Payment Analysis > Pending Transactions for Lapsing Budget	Daily (Report Manager), on demand	NYF_AGY_AP_REPORTS

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NYKK0004	Appropriations Due To & Not Due To Lapse Report	This report is used to determine what appropriations have a lapse date for a specific lapsing date (budget attribute).	Enterprise Menu > SFS Applications > SFS Reports > Budget > Appropriations Due To and Not Due To Lapse Report (NYKK0004)	Daily (Report Manager), on demand	NYF_AGY_KK_REPORTS
NYKK0264	Negative Segregation Status Report	This report identifies segregations with negative balances. Each negative segregation is listed within an Agency and it is identified by its attributes. Negative balance is calculated by subtracting both Life-To-Date Expenditures and Encumbrances.	Enterprise Menu > SFS Applications > SFS Financials > Commitment Control > Budget Reports > Negative Segregation Balance	Daily (Report Manager), on demand	NYF_AGY_KK_REPORTS
NYKK3833	Voucher Rejection Report	These reports are required on a daily basis for listing the number of vouchers which were rejected by pay cycle due to pay cycle exception.	Enterprise Menu > SFS Applications > SFS Financials > Commitment Control > Budget Reports > Voucher Rejection Report	On demand	NYF_AGY_KK_REPORTS
NYKK0043	Budget Inquiry Report	This report provides budget as of a certain date, by comparing two ledgers (i.e. KK_APPROP & KK_SEG or KK_PRJP & KK_PRJC). Data is provided by Chartfield string (including Department; Program; Fund; Account; Operating Unit; Project, and Activity) with the Adjusted Budget; Expended Amount; Encumbrance Amount and Remaining Amount.	Enterprise Menu > SFS Applications > SFS Reports > Budget > AppropSeg > Budget Inquiry Report	On demand	NYF_AGY_KK_REPORTS