

# Office of Operations

2015 Fall Conference

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## *Partners in Excellence*

### Reporting Financial Data

# How To Get Information about SFS Financial Transactions

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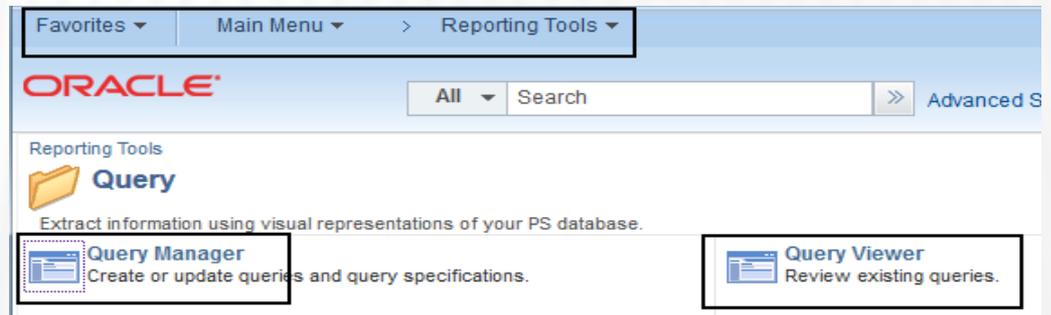
# OVERVIEW OF PS QUERY

- The PeopleSoft (PS) Query tools in the SFS allow users to get ad-hoc access to a large array of data
- This presentation will explain how to make best use of this technology, and answer the following questions:
  - Where are the different Query Tools located?
  - Who can access the different query tools?
  - When it is appropriate to use the PS Query?
  - What type of data is available, and how can the tools access it?
  - How users can learn more about these tools?



# WHERE ARE THE QUERY TOOLS

- Query tools are all located in the “Reporting Tools” folder within the SFS.
- **Query Viewer** allows users to run queries developed by other users
- **Query Manager** allows users to create, copy, and distribute their own queries



# WHO CAN ACCESS QUERY TOOLS?

- **Query Viewer** (run queries)
  - Agency Administration Roles (including view-only versions)
    - Agency Security Admin (NYF\_AGY\_ZZ\_SECURITY\_ADM)
    - Employee Data Admin (NYF\_AGY\_ZZ\_EMPLOYEE\_DATA\_ADM)
    - Workflow Admin (NYF\_AGY\_ZZ\_WF\_ADM)
    - Credit Card Admin (NYF\_AGY\_ZZ\_CREDIT\_CARD\_ADM)
    - Access to AGY Admin Queries (NYF\_ZZ\_REPORTS)
  - Query Viewer Access (NYF\_QRY\_VIEWER)
- **Query Manager** (create queries)
  - Separate “qry\_[oprid]” account on request of Agency Security Administrator



# WHEN TO USE QUERY TOOLS

Scenario	Inquiry or Report	Query Viewer	Query Manager
Basic Reporting information	Yes	Yes	No
Small result set/single inquiry	Yes	Sometimes	Yes
Large result set	No	Yes	Yes
Need real-time data	Yes	Yes	Yes
Query Data by department or across BUs	Sometimes	Sometimes	Yes
Infrequently used or accessory data elements across multiple transactions	No	No	Yes
Link to page where actions can be taken	Yes	Sometimes	Yes
Custom calculations	No	No	Yes
Deleted/Historical Documents	No	No	Yes



# DATA AVAILABLE IN QUERY VIEWER

- Query Viewer users can run publicly available queries or private queries shared with them
- This list is restricted based on the other reporting and functional roles that they hold

For example:

- if the user is a voucher processor, they will only see queries that pertain to data used in the voucher business process
- If the user is an agency administrator, they will NOT see the voucher queries, but would see the employee data queries
- Typically the module reporting role contains all queries needed for the business processes in that area



# DATA AVAILABLE IN QUERY VIEWER

- Agency Administration Data (through Administration roles)
  - Personal User data
  - Procurement/Travel Credit Card Data
  - Role Mapping and role navigations
  - Workflow status for transactions
- Detailed Transactional Data (through module reporting and transactional roles)
  - Core transaction reporting
  - Raw data for many formatted reports
  - Detailed transaction data not available through other sources



# DATA AVAILABLE IN QUERY VIEWER

- All Query users can ONLY see queries where they have access to ALL the records (tables) used in the query
- All Query users have access to the following two query directories that report on all available queries in the system, even if the user does not have access

Query			
Select	Query Name	Descr	Owner
<input type="checkbox"/>	NY_AGY_ADMINS_QUERY_DIRECTORY	Query Directory AGY Admins	Public
<input type="checkbox"/>	NY_QRY_DIRECTORY	Public Queries no Admn Queries	Public



# DATA AVAILABLE IN QUERY VIEWER

- The records available to each role can be accessed by running the queries below, available to the administrator roles, such as the Agency Security Administrator
  - NY\_QUERY\_SECURITY\_QUERY
  - NY\_TABLE\_ACCESS\_BY\_ROLE
  - NY\_TABLE\_ACCESS\_BY\_TABLE\_NAME
- Queries created by agency Query Manager (“qry\_”) accounts can be shared with and used by any system user, regardless of role combinations



# DATA AVAILABLE IN QUERY MANAGER

- Query Manager users can create queries with SFS enterprise data:
  - Detailed COA values and structure
  - Detailed non-confidential cross-agency financial data
  - Detailed Budget and PSP data and structure
  - Bulkload legacy/custom data and structure
- Query Manager users will see only some of the available public queries to copy, but can recreate many of the queries using the core data views presented here



# DATA AVAILABLE IN QUERY MANAGER

- Views have been created to help users access data that would otherwise be restricted or difficult to properly join.
- The use of these views will prevent the need for Query Manager users to join records to see the key information about a transaction.
- Views will function the same as other records in query manager
- Views with a naming convention of NY\_EXT\_%%%\_VW will loosely reflect the 9.2/EE1 extracts where %%% is the layout format name



# ENTERPRISE DATA – CORE COA VALUES

Name	Purpose
BUS_UNIT_TBL_FS	Configuration Values and attributes for BUSINESS_UNIT_GL (BUSINESS_UNIT for some transactions)
GL_ACCOUNT_TBL	Configuration Values and attributes for ACCOUNT
DEPT_TBL	Configuration Values and attributes for DEPTID
FUND_TBL	Configuration Values and attributes for FUND_CODE
PROGRAM_TBL	Configuration Values and attributes for PROGRAM_CODE
BUD_REF_TBL	Configuration Values and attributes for BUDGET_REF
CF_ATTRIB_TBL	Chartfield Attributes for: FUND_CODE - (BU Owner, STIP, FBIC, Cash Validation) ACCOUNT - (AP Adjustment Voucher, CASH, FBIC, ROA) DEPTID - (AGENCY_DEPT)



# ENTERPRISE DATA – OTHER COA VALUES

Name	Purpose
OPER_UNIT_TBL	Configuration Values and attributes for OPERATING_UNIT
PRODUCT_TBL	Configuration Values and attributes for PRODUCT
CLASS_CF_TBL	Configuration Values and attributes for CLASS_FLD
CHARTFIELD1_TBL	Configuration Values and attributes for CHARTFIELD1
CHARTFIELD2_TBL	Configuration Values and attributes for CHARTFIELD2
CHARTFIELD3_TBL	Configuration Values and attributes for CHARTFIELD3
PROJECT	Configuration Values and attributes for PROJECT_ID
NY_AWD_PRJ_VW	A view used to derive CFDA from the project on a detailed COA distribution. Also contains BU, PC_BU, Contract Number, Award Number, and Activity.



# ENTERPRISE DATA – BUDGETS

Name	Description	Purpose
NY_EXT_KEL_VW	KK Encumbrance Liquidation	For any Encumbrance or Pre-Encumbrance (PO or Requisition) tracks the total, released, and remaining amounts at the distribution line level.
NY_EXT_KTH_VW	KK Transaction Header	Maps KK transactions to their associated document header records
NY_EXT_KTL_VW	KK Transaction Line	Maps KK transactions to their associated document line records
NY_EXT_KTA_VW	KK Activity Log	Detailed record of transaction detail and budgetary fields checked for each ledger and budget period
NY_BUD_DETAIL	NY Budget to Detail mapping	Maps active budgetary level COA for KK_APPROP to potential transactional values for better performance. Includes Lapse Date.
NY_EXT_KLB_VW	KK Ledger Balance	Shows total, released and remaining amounts for each unique combination of COA and ledger by budget period



# ENTERPRISE DATA – BUDGETS

Name	Description	Purpose
KK_EXCPTN_TBL	Budget Exceptions	Shows the cause of budget check errors
KK_ACT_TYPE_SET KK_EX_ACT_SETID KK_EX_ACCT_VAL KK_EX_ACCT_TYPE KK_BUDGET_TYPE KK_FILTER KK_SUBTYPE KK_BD_SETID KK_CF_VALUE	Budget Definition Configuration Tables	Taken together define how budget check will be applied to transactional COA.



# ENTERPRISE DATA – GL/BULKLOAD

Name	Description	Purpose
LEDGER	Ledger Balance	Shows the current GL balance for chartfields by ledger, by accounting period
JRNL_HEADER	GL Journal Header	GL Journal Header Records
JRNL_LN	GL Journal Line	GL Journal Distribution Lines
NY_BULKLOAD_TBL	Bulkload Files	Captures a unique ID for all bulkload files submitted
NY_EXT_BTX_VW	Bulkload Transactions	Captures bulkload-only fields at the detailed distribution level (Cost Center, Charge Tail, control numbers)
NY_COST_CTR_TBL	Cost Center Mapping	Record to map cost centers to SFS COA values



# ENTERPRISE DATA – CONTRACTS

Name	Description	Purpose
NY_EXT_PCH_VW	Procurement Contract Header (PCH Extract)	Captures unique attributes for the Contract (Contract Numbers, Dates, Amounts, Profile, PSP Method, Requisition ID, Audit Type, Last Update time/user)
NY_EXT_PCL_VW	Procurement Contract Line (PCL Extract)	Captures unique attributes from a Line (Category Code, Amounts, Quantity, Unit of Measure, Amount Only Flag)
NY_EXT_PCD_VW	Procurement Contract Distribution (PCD Extract)	Captures distribution information (COA values, status, whole and remaining amount/percent)



# ENTERPRISE DATA – PURCHASE ORDERS

Name	Description	Purpose
NY_EXT_POH_VW	Purchase Order (PO) Header (POH Extract)	Captures unique attributes for the PO (Vendor, PO Type, Status, Buyer, Last Update time/user)
NY_EXT_POL_VW	PO Line (POL Extract)	Captures unique attributes from a Line (Contract ID, Receiving required, Amount Only Flag)
NY_EXT_POS_VW	PO Ship (POS Extract)	Captures unique attributes for a shipment (Location, Quantity, Amount)
NY_EXT_POD_VW	PO Distribution (POD Extract)	Captures distribution information (COA, Roll Status, close status)
NY_PO_CNTRC_TBL	Master Contract PO Table	Captures POs that reference Statewide contracts.
BUYER_TBL	Buyer Table	Configuration for Buyer attributes maintained by the Employee Data Administrator



# ENTERPRISE DATA – VOUCHERS

Name	Description	Purpose
NY_EXT_VOH_VW	Voucher Header (VOH Extract)	Captures unique attributes for the Voucher (Vendor, Invoice#, Voucher Style, Post Status)
NY_EXT_VOL_VW	Voucher Line (VOL Extract)	Captures unique attributes for the Line (POs, Matching)
NY_EXT_VOD_VW	Voucher Distribution (VOD Extract)	Captures unique attributes for the Distribution (COA)
NY_EXT_VAC_VW	Voucher Accounting (VAC Extract)	Represents the staging area and link between AP and GL. Captures date and accounting of Payments and returned payments
PYMNT_HNDL_TBL	Payment Handling Codes	Configuration for Payment Handling Codes
NY_INV_RCV_TBL	Invoice Received table	Invoice Received and MIR Dates
AP_BU_ADDR_VW	AP BU Address	Default address used for BU in Accounts Payable



# HOW TO LEARN MORE ABOUT QUERY

- To aid in the creation of basic queries SFS has provided several demonstration queries
- These aid the user in understanding some of the capabilities and data relationships in the core data set

Query				
Select	Query Name	Descr	Owner	Folder
<input type="checkbox"/>	NY_DEMO_BLK_EXCEPTIONS	BLK Budget Exceptions Demo	Public	DEMO
<input type="checkbox"/>	NY_DEMO_DATE_RANGE	Demo of a date range	Public	DEMO
<input type="checkbox"/>	NY_DEMO_FUND_OWNER_ACTIVITY	Demo of Fund Owner Concept	Public	DEMO
<input type="checkbox"/>	NY_DEMO_RECORD_JOIN	Demo of how to join records	Public	DEMO



# HOW TO LEARN MORE ABOUT QUERY

- SFS Query Job Aids
  - SFS Secure > Master SFS > Job Aids > Query (QRY)
    - JAA-QRY000-001 Agency Administrator Queries
    - JAA-QRY000-002 PSP Query Reporting Tools
  
- SFS Secured Site
  - SFS Secure > References and Resources > Reporting > Queries
    - SFS Queries List  
<https://www.sfs.ny.gov/files/reportsandqueries/RAQQueryList.xlsx>
  
- Oracle Documentation on the current version of PS Query
  - [http://docs.oracle.com/cd/E55244\\_01/psft/acrobat/pt854tpsqb0714.pdf](http://docs.oracle.com/cd/E55244_01/psft/acrobat/pt854tpsqb0714.pdf)



# HOW TO LEARN MORE ABOUT QUERY

- Bulkload Workgroup materials on understanding core financial data:
  - Purchase Order Extracts:  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadProcurementContractPurchaseOrder20140624.pdf>
  - Advanced Procurement Topics:  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadAdvancedProcurement20140805.pdf>
  - Budget Check Process:  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadWorkgroupBudgetActivityProcess20140513.pdf>
  - Voucher Accounting  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadVoucher20140610.pdf>
    - Detailed Example  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadAPScenariosPresentation20140610.pdf>
  - Understanding GL Ledger Balances  
<https://www.sfs.ny.gov/files/ee1/bulkload/EE1BulkloadMeetingNotes20140415.pdf>



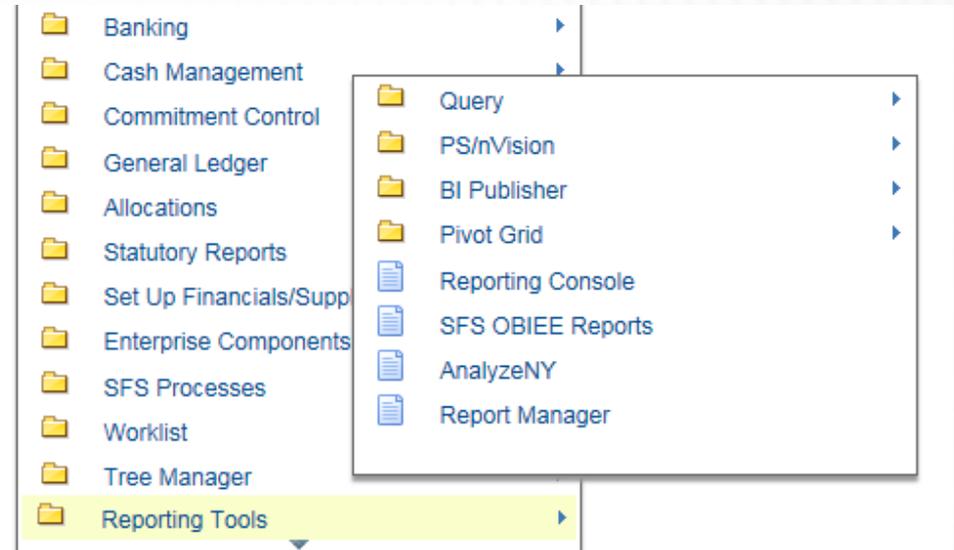
# PIVOT TEAM

- The ITS Pivot Team is available to assist agencies with the use of PS Query tools
  - The Pivot Team can assist agencies by:
    - Developing custom queries
    - Offering technical guidance
  - Requests for query development can be made by:
    - Downloading the Pivot Team PS Query Development Request Form from the Pivot Team website at <http://www.its.ny.gov/its-pivot-team>
    - Submitting the completed form to [its.dl.pivot.team@its.ny.gov](mailto:its.dl.pivot.team@its.ny.gov)
  - Technical questions can be directed to [its.dl.pivot.team@its.ny.gov](mailto:its.dl.pivot.team@its.ny.gov)



# OVERVIEW

- SFS Reports
- OBIEE Reports
- PeopleSoft Query
- AnalyzeNY



**Note:** A security request may be needed in order to access some reports/queries.



# COMMITMENT CONTROL – BUDGET REPORTS

For various budget reports related to commitment control, navigate here to access them:

Main Menu → Commitment Control → Budget Reports

Useful Budget Reports:

- NYKK0264 – Negative Segregation Balance Report
- NYKK3865 – Appropriation Segregation Accounts (Disbursements)
- NYKK3801 – Disbursement Summary & Detail Budget Report
- NYKK0044 – Appropriation-Segregation Expenditure Analysis



# NYKK0264 – NEGATIVE SEGREGATION BALANCE

To run the NYKK0264, click the report titled: Negative Segregation Balance → then enter a Run Control ID

## Negative Segregation Balance

Find an Existing Value

Add a New Value

Run Control ID

FALL

Add

Next, fill in your search criteria:

Click → Run

## Negative Segregation Balance

Run Control ID FALL

Report Manager Process Monitor

Run

### Report Request Parameters

Business Unit DOH01

Department

Budget Reference

Program Code

Fund Code

Account



# NYKK0264 – NEGATIVE SEGREGATION BALANCE

A	B	C	D	E	F	G	H	I	J	K	L	M
Report Id:	NYKK0264			State of New York						Page:	1	
				Statewide Financial System						Run Date:	11/24/2015	
				Negative Segregation Balance						Run Time:	10.05.52	
Business Unit:	DOH01											
Fund	Department	Program	Account	Budget Re	Lapsing Date	Total Appropriations	Budget	Pre Encumbrances	Encumbrances	Expenditures	Available Balance	Reserved Budget
10050	3450000	81001	50200	2015-16	6/30/2016	350000	350000	0	0	380831.42	-30831.42	0
21994	3450000	32403	50300	2015-16	6/30/2016	6000	6000	0	0	9382.37	-3382.37	0
25022	3450000	26984	50000	2014-15	6/30/2016	1200000	1200000	0	0	1442604.88	-242604.88	0
25170	3450000	26982	50000	2014-15	6/30/2016	600000	600000	0	0	663104.54	-63104.54	0
Run Control Parameters:												
Business Unit:	DOH01	Budget Re	All	Fund:	All	Department:	All	Program:	All	Account:	All	



# OBIEE REPORTS

There are many reports located within the Oracle Business Intelligence Enterprise Edition (OBIEE) dashboard.

Main Menu → Reporting Tools → SFS OBIEE Reports

The screenshot shows the Oracle Business Intelligence Enterprise Edition (OBIEE) dashboard for the Statewide Financial System (SFS). The top navigation bar includes links for Account Payables (AP), Account Receivable (AR), Billing (BI), Budget (KK), Cash and Deal Management (CDM), General Ledger (GL), Grants (GR), Project Costing (PC), Purchasing (PO), and Travel & Expense (EX). The 'Budget (KK)' link is highlighted in yellow. Below the navigation bar, the user is logged in as 'SWANSON, ERIC!' and has access to 'Dashboards', 'More Products', 'My Account', and 'Log Out'. The main content area is divided into two sections: 'Report Links' and 'Report Display Area'. The 'Report Links' section contains two links: 'Appropriations Due To and Not Due To Lapse Report (NYKK0004)' and 'Budget Inquiry Report (NYKK0043)', along with a 'Refresh' button. The 'Report Display Area' is currently empty.



# OBIEE REPORTS – BUDGET (KK)

## Useful OBIEE Budget Reports:

- NYKK0004 – Appropriations Due To and Not Due To Lapse Report
- NYKK0043 – Budget Inquiry Report
- NYKK0034 – Disbursements by Fed Index/Acct/Major Fund/Fund
- NYKK0019 – Disbursements by Activity



# NYKK0004 – APPROPRIATIONS DUE TO & NOT DUE TO LAPSE

During lapsing and after agencies are notified that OSC has completed their reappropriation process, agencies should pay particular attention to the NYKK0004.

Report ID: NYKK0004

State of New York  
Statewide Financial System  
Appropriations Due To & Not Due To Lapse Report

Page No: 1  
Run Date: 7/18/2013  
Run Time: 09:57 AM

**Report Parameters**

As of Date: 06/30/2014  
Business Unit: OMH01

**Appropriations Due To Lapse**

Business Unit	DeptID	Program Code	Fund Code	Account	Budget Ref	Lapse Date	Full Approp	Current Approp	Expended Ltd	Unexpended Approp (Full Approp – Expended LTD)
OMH01	3650000	21737	25210	57050	2011-12	06/30/2014	404,292.00	0.00	404,806.56	(514.56)
OMH01	3650000	21737	25210	57050	2012-13	06/30/2014	400,966.00	0.00	121,038.63	279,927.37
OMH01	3650000	36900	20001	51000	2013-14	06/30/2014	15,000.00	15,000.00	141.54	14,858.46
OMH01	3650000	36900	20001	57000	2013-14	06/30/2014	15,000.00	15,000.00	0.00	15,000.00
OMH01	3650000	36900	20003	57000	2013-14	06/30/2014	8,000.00	8,000.00	0.00	8,000.00



# ADDITIONAL LAPSING REPORTS

## Main Menu → Reporting Tools → Report Manager

List Explorer

**View Reports For**

Folder **Lapsing** Instance  to  Refresh

Name  Created On  Last  90 Days

**Reports** Personalize | Find | View All |  |  First 1-50 of 60 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 NYAP1547	NYAP1547 - 09-30-15 TRAVEL AUTH	Lapsing	09/29/15 12:45PM	5478299	5663929
2 NYAP1547	NYAP1547 - 09-30-15 EXPENSES	Lapsing	09/29/15 12:44PM	5478290	5663920
3 NYAP1547	NYAP1547 - 09-30-15 REQUISITIONS	Lapsing	09/29/15 12:42PM	5478281	5663913
4 NYAP1547	NYAP1547 - 09-30-15 PURCHASE ORDERS	Lapsing	09/29/15 12:40PM	5478275	5663906
5 NYAP1547	NYAP1547 - 09-30-15 VOUCHERS BSE	Lapsing	09/29/15 12:39PM	5478267	5663899
6 NYAP1547	NYAP1547 - 09-30-15 VOUCHERS BAOJV	Lapsing	09/29/15 12:38PM	5478253	5663886
7 NYAP1547	NYAP1547 - 09-30-15 VOUCHERS BAOROA	Lapsing	09/29/15 12:36PM	5478239	5663872
8 NYAP1547	NYAP1547 - 09-30-15 JOURNALS	Lapsing	09/29/15 12:35PM	5478231	5663866
9 NYKK0004	NYKK0004 - 09-30-15 APPROP NOT DUE TO LAP	Lapsing	09/29/15 12:32PM	5478197	5663831



# NYAR3330 – NON-PARTICIPATING BANK TRANSFERS

Cash Management sweeps by BU over a specific time period.

Main Menu → Accounts Receivable → Report

**Non-Participating BnkTransfers**

Run Control ID LAWNYAR3330      Report Manager Process Monitor      **Run**

### Non-Participating Bank Transfers

#### Process Request Parameters

Business Unit:	<input type="text" value="DEC01"/>	<input type="text"/>	*To Date:	<input type="text" value="10/31/2015"/>	<input type="text"/>
*From Date:	<input type="text" value="10/01/2015"/>	<input type="text"/>	To Bank Code:	<input type="text"/>	<input type="text"/>
From Bank Code:	<input type="text"/>	<input type="text"/>	To Bank Key:	<input type="text"/>	<input type="text"/>
From Bank Key:	<input type="text"/>	<input type="text"/>	To Bank Account Type:	<input type="text" value="Joint Custody"/>	<input type="text"/>
From Bank Account Type:	<input type="text" value="Non-Participating Sole Custody"/>	<input type="text"/>	Department:	<input type="text"/>	<input type="text"/>
Operating Unit:	<input type="text"/>	<input type="text"/>	Fund Code:	<input type="text"/>	Account: <input type="text"/>
Program Code:	<input type="text"/>	<input type="text"/>			



# NYAR3330 – NON-PARTICIPATING BANK TRANSFERS

Report ID: NYAR3330

State of New York  
Statewide Financial System

Page No: 1  
Run Date: 12/01/2015  
Run Time: 10:42 AM

Bank Account Transfers By Business Unit  
Business Unit: DEC01  
From date: 10/01/2015 To Date: 10/31/2015

From Bank Code	From Bank Key	To Bank Code	To Bank Key	Journal Date	Mod	Accrl Journal	Event ID	Department	Program	Fund	Account	Product	Opr Unit	Amount
10001	2326	10001	1001	10/20/2015	TR02166131		BAX0000054616	3350200		31502	31101	315544		(80,000.00)
10001	2326	10001	1001	10/23/2015	TR02170289		BAX0000055022	3350200		31502	31101	315544		(228,000.00)
10001	2326	10001	1001	10/27/2015	TR02173018		BAX0000055182	3350200		31502	31101	315544		(67,000.00)
<b>Total 10001/2326:</b>														<b>(375,000.00)</b>
10002	2203	10001	1001	10/14/2015	TR02162906		BAX0000054141	3350200		10050	32407	315544		(310,000.00)
10002	2203	10001	1001	10/16/2015	TR02164265		BAX0000054402	3350200		10050	32407	315544		(183,000.00)
10002	2203	10001	1001	10/23/2015	TR02170137		BAX0000054933	3350200		10050	32407	315544		(315,000.00)
10002	2203	10001	1001	10/29/2015	TR02176038		BAX0000055378	3350200		10050	32407	315544		(317,000.00)
<b>Total 10002/2203:</b>														<b>(1,125,000.00)</b>
10002	2418	10001	1001	10/14/2015	TR02162906		BAX0000054142	3350430		21053	31301	315544		(477,000.00)
<b>Total 10002/2418:</b>														<b>(477,000.00)</b>
10003	2223	10001	1001	10/19/2015	TR02165007		BAX0000054527	3350200		10050	32403	315544		(51,900.00)
<b>Total 10003/2223:</b>														<b>(51,900.00)</b>
10003	2393	10001	1001	10/26/2015	TR02171714		BAX0000055080	3350430		10050	32206			(74,000.00)
10003	2393	10001	1001	10/27/2015	TR02173018		BAX0000055174	3350430		10050	32206			(89,000.00)
10003	2393	10001	1001	10/28/2015	TR02174554		BAX0000055279	3350430		10050	32206			(108,000.00)
10003	2393	10001	1001	10/30/2015	TR02177805		BAX0000055487	3350430		10050	32206			(69,000.00)
<b>Total 10003/2393:</b>														<b>(340,000.00)</b>
10004	2139	10001	1001	10/13/2015	TR02162043		BAX0000054060	3350200		10050	32601			(2,311,000.00)
10004	2139	10001	1001	10/14/2015	TR02162791		BAX0000054195	3350200		10050	32601			(1,038,000.00)
10004	2139	10001	1001	10/15/2015	TR02163541		BAX0000054296	3350200		10050	32601			(275,000.00)
10004	2139	10001	1001	10/19/2015	TR02165007		BAX0000054518	3350200		10050	32601			(83,000.00)
10004	2139	10001	1001	10/20/2015	TR02166131		BAX0000054618	3350200		10050	32601			(182,000.00)
10004	2139	10001	1001	10/21/2015	TR02167328		BAX0000054727	3350200		10050	32601			(118,000.00)
10004	2139	10001	1001	10/22/2015	TR02168904		BAX0000054830	3350200		10050	32601			(49,000.00)
10004	2139	10001	1001	10/23/2015	TR02170137		BAX0000054937	3350200		10050	32601			(93,000.00)
10004	2139	10001	1001	10/26/2015	TR02171714		BAX0000055090	3350200		10050	32601			(192,000.00)
10004	2139	10001	1001	10/27/2015	TR02173018		BAX0000055223	3350200		10050	32601			(634,000.00)
10004	2139	10001	1001	10/29/2015	TR02176038		BAX0000055386	3350200		10050	32601			(65,000.00)
10004	2139	10001	1001	10/30/2015	TR02177805		BAX0000055498	3350200		10050	32601			(216,000.00)
<b>Total 10004/2139:</b>														<b>(5,256,000.00)</b>



# NYGR0010 – FEDERAL REPORT OF DISBURSEMENTS BY GRANT AWARD

Main Menu → Grants → Interactive Reports →  
Federal Disbursements by Award

- Displays spending summary of Project
- Can be run by BU or Reference Award #. BU will not give the full picture of an award if there are suballocations.



# NYGR0010 – FEDERAL REPORT OF DISBURSEMENTS BY GRANT AWARD

OFFICE OF STATE COMPTROLLER  
Federal Report of Disbursements by Grant Award

Run Date: 12/4  
Run Time: 08:2

Fiscal Year : 2016  
Accounting Period : 12

Reference Award Number : G1501NYCCDP  
Billing Limit : \$215,730,520.00

Grant Title : Child Care Development Fund  
Federal Unbudgeted Amount : \$ 0.00

Cognizant Agency : OCPS Agency

GLBU	Activity	Department	Fund	Budget Account	Project Child Budget	Encumbrances LTD	Expenditure Current Month	Expenditure LTD	Disbursements Current Month	Disbursements LTD	Over Disbursed Amount	
Project ID: G1501NYCCDP-A		CPDA# :	93.575		Project Begin Date :	10/01/2014		Project End Date :	09/30/2016		Project Liquidation Date :	12/24/2016
AGM01	GENERAL	3000000	25175	60302	750,000.00	0.00	0.00	750,000.00	0.00	750,000.00		
CPS01	GENERAL	3400000	10000	60303	0.00	28,996.21	0.00	38,268.81	0.00	0.00		
CPS01	GENERAL	3400000	10050	54000	0.00	0.00	0.00	500.73	0.00	0.00		
CPS01	GENERAL	3400000	25175	50000	8,000,000.00	0.00	0.00	7,845,419.19	0.00	7,845,419.19		
CPS01	GENERAL	3400000	25175	57050	12,712,617.00	903,032.09	0.00	1,596,812.75	0.00	1,581,628.57		
CPS01	GENERAL	3400000	25175	58850	250,000.00	0.00	0.00	198,403.94	0.00	198,403.94		
CPS01	GENERAL	3400000	25175	60090	2,364,115.00	0.00	0.00	3,866,525.86	0.00	3,866,525.86	1,502,410.86	
CPS01	GENERAL	3400000	25175	60302	67,953,294.00	20,173,207.50	0.00	11,353,342.74	0.00	11,353,342.74		
CPS01	GENERAL	3400000	25213	57050	0.00	0.00	0.00	3.88	0.00	3.88	3.88	
CPS01	STRAINING	3400000	25175	60801	721,416.00	0.00	0.00	721,416.00	0.00	721,416.00		
Project Total					92,751,442.00	21,105,235.80	0.00	26,370,693.90	0.00	26,316,740.18		



# FEDERAL PROJECTS CROSSWALK

**Main Menu → Reporting Tools → Report Manager**

- **Developed to assist agencies in crosswalking federal Project IDs to federal awards (reference award #) as well as various other identifiers – CFDA, cognizant agency, project description**
- **Run monthly and posted to Report Manager under Grants role**



# FEDERAL PROJECTS CROSSWALK

Ref Awd #	Contract ID / Award ID	Project ID	PCBU	CFDA	Project Description	Cognizant Agency
00F11244225	00F11244225	00F11244225	NYS01	10.664	COOPERATIVE FORESTRY ASST	DEC01
01070DHS	01070DHS-A	01070DHS-A	NYS01	97.036	DISASTER - PUBLIC ASSIST	DMN01



# NYGL0359 – GL TRIAL BALANCE

Trial balance for each account within a certain time period.

Main Menu → General Ledger → Trial Balance

The screenshot displays the SFS General Ledger (GL) interface. The top navigation bar includes links for Account Payables (AP), Account Receivable (AR), Billing (BI), Budget (KK), Cash and Deal Management (CDM), **General Ledger (GL)**, Grants (GR), and Project Costing (PC). Below this, the 'General Ledger (GL)' section is active, showing a 'Trial Balance' button highlighted in red. The 'Report Links' sidebar on the left contains a link for 'General Ledger Trial Balance Report: NYGL0359', also highlighted in red. The 'Report Display Area' contains the following fields: 'From Date' (12/01/2015), 'To Date' (12/01/2015), 'Ledger' (CASH), 'Major Fund' (dropdown menu with options: All, AGENCIES\_ENTRPRS\_FND, AGNCS\_INTRNL\_SVC\_FND, AG\_PRODUCR\_SCRTY\_FND, ALT\_CORR\_FAC), and 'Report Level' (Detail Report). At the bottom, there are buttons for 'View', 'Export', 'Send', and 'Schedule'.



# NYGL0359 – GL TRIAL BALANCE

- Report criteria:
  - Time Period – Month or Year
  - Ledgers – Accrual, Cash, Modified Accrual, Agency Accrual
  - Major Fund – Summarized or Detail
  - Formats – Excel, CSV or PDF



# NYGL0359 – GL TRIAL BALANCE

Report ID: NYGL0359

State of New York  
Statewide Financial System  
General Ledger Trial Balance Report

Page No: 1  
Run Date: 12/1/2015  
Run Time: 11:33 AM

**Report Parameters:**

From Date: 11/1/2015  
To Date: 11/30/2015  
Major Fund: CHILD\_PRFRMR\_PROTECN  
Ledger: CASH  
Report Level: Detail Report

Major Fund: CHILD\_PRFRMR\_PROTECN

Description: CHILD PERFORMER'S PROTECN FND

Account Node: CASH

Fund	Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
20401	10110	Cash - General Checking	193,797.73	32,382.60	(47,331.00)	178,849.33
<b>CASH Total:</b>			193,797.73	32,382.60	(47,331.00)	178,849.33

Account Node: FUND Equity

Fund	Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
20401	25610	Fund Balance - Unassigned	(61,286.64)	0.00	0.00	(61,286.64)
<b>FUND Equity Total:</b>			(61,286.64)	0.00	0.00	(61,286.64)

Account Node: REVENUE

Fund	Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
20401	31301	Fees - Business/Professional	(49,000.00)	0.00	(15,100.00)	(64,100.00)
20401	31701	STIP Interest	(145.60)	0.08	(30.28)	(175.80)
<b>REVENUE Total:</b>			(49,145.60)	0.08	(15,130.28)	(64,275.80)



# NYAR470 – RECEIPTS RECONCILIATION STATEMENT

Revenue deposits by source posted to the cash ledger over a specific time period.

GAR Misc Pay – Regular Deposits

GAR Grants – Federal Deposits

GAR Non Inter Agency – AR Worksheet Deposits

Main Menu → Reporting Tools → SFS OBIEE Reports.

The screenshot displays the SFS OBIEE interface for Account Receivable (AR) reports. At the top, there is a navigation bar with various system modules: Account Payables (AP), Account Receivable (AR) (highlighted), Billing (BI), Budget (KK), Cash and Deal Management (CDM), General Ledger (GL), Grants (GR), and Project Costing (PC). Below this, there are sub-modules: Purchasing (PO) and Travel & Expense (EX). The main header shows the user is logged in as AMROCK, PRISCILLA. The page title is "Account Receivable (AR)". There are tabs for "Customer", "Deposits", "Item", and "Receipts" (which is selected). A "Page Options" button is visible on the right. The "Report Links" section on the left contains four links: "Cash Receipts Reconciliation Report (NYAR0466)", "Cash Receipts Summary Reconciliation (NYAR0472)", "Receipts Reconciliation Statement (NYAR0470)" (highlighted in yellow), and "State of Receipts by Major Fund / Fund / Account (NYAR0394)". The "Report Display Area" on the right contains filters for "Period Start Date" (11/30/2015), "Period End Date" (11/30/2015), "Fund Group" (All), and "Source" (GAR - Mis Pay). Below these filters are buttons for "Template" (Receipts Reconciliation Report), "PDF", "View", and "Export".



# NYAR470 – RECEIPTS RECONCILIATION STATEMENT

Report ID: NYAR0470

State of New York  
Statewide Financial System  
Receipts Reconciliation Statement

Page No: 1  
Run Date: 12/2/2015  
Run Time: 08:29 AM

Report Parameters  
Period Start Date : 11/30/2015  
Period End Date : 11/30/2015  
Fund Group : All  
Source : RAP

## GENERAL CHECKING FUND

Orig Agency	Original ID	Line BU	Department	Program	Fund	Bud Ref	Product	Source	Account	Transaction Amount	Transaction ID	Recog. Date
CFS01	50000920	CFS01	3400207	14101	10050	2015-16		GAR	39998	(12.76)	CSH2215406	11/30/2015
CFS01	50000920	CFS01	3400207	14101	10050	2015-16		GAR	39998	(15.44)	CSH2215406	11/30/2015
CFS01	R1500751	CFS01	3400200	99999	10050	2015-16	300098	GAR	32407	(15,862.50)	CSH2215639	11/30/2015
CFS01	R1500744	CFS01	3400200	99999	10050	2015-16	303298	GAR	32208	(22.50)	CSH2215639	11/30/2015
DHS01	337	DHS01	1160237	32459	10050	2015-16		GAR	39998	(61.25)	CSH2215408	11/30/2015
DOC01	MO15A18	DOC01	3250249		10050	2015-16	302454	GAR	32303	(432.00)	CSH2215409	11/30/2015
DOC01	GR1590911-18	DOC01	3250259		10050	2015-16	302456	GAR	31301	(250.00)	CSH2215409	11/30/2015
DOC01	GR1590911-18	DOC01	3250259		10050	2015-16	300071	GAR	31306	(700.00)	CSH2215409	11/30/2015
DOC01	UP15A084	DOC01	3250208		10050	2015-16	300071	GAR	31306	(50.00)	CSH2215642	11/30/2015
DOC01	LV15106-RENT	DOC01	3250238		10050	2015-16	302454	GAR	32303	(224.00)	CSH2215642	11/30/2015
DOC01	WL15TIERS012	DOC01	3250216		10050	2015-16	300071	GAR	31306	(150.00)	CSH2215642	11/30/2015
DOC01	WL15TIERS012	DOC01	3250216		10050	2015-16	302456	GAR	31406	(130.00)	CSH2215642	11/30/2015
DOC01	LV15105-RECY	DOC01	3250238		10050	2015-16	300121	GAR	32407	(281.20)	CSH2215642	11/30/2015
DOC01	3250205000066 4	DOC01	3250276		10050	2015-16	302456	GAR	31406	(35.00)	CSH2215642	11/30/2015
DOC01	3250205000067 4	DOC01	3250272		10050	2015-16	302456	GAR	31406	(70.00)	CSH2215642	11/30/2015
DOC01	FR15ST18	DOC01	3250206		10050	2015-16	300071	GAR	31306	(250.00)	CSH2215642	11/30/2015
DOC01	3250205000066 3	DOC01	3250264		10050	2015-16	302456	GAR	31406	(140.00)	CSH2215642	11/30/2015
DOC01	WB15R059	DOC01	3250271		10050	2015-16	302456	GAR	31406	(105.00)	CSH2215642	11/30/2015
DOC01	UP15A084	DOC01	3250208		10050	2015-16	302456	GAR	31406	(650.00)	CSH2215642	11/30/2015
DOC01	3250205000066 4	DOC01	3250276		10050	2015-16	300071	GAR	31306	(250.00)	CSH2215642	11/30/2015
DOC01	RV909-15034	DOC01	3250275		10050	2015-16	300132	GAR	31306	(276.54)	CSH2215642	11/30/2015
DOC01	RV909-15034	DOC01	3250275		10050	2015-16	300071	GAR	31306	(400.00)	CSH2215642	11/30/2015



# NYGL3678 – LEDGER DETAIL REPORT

- The report will provide journal detail for changes in ledger balances for a user specified combination of Chartfield values.
- Navigate to:
  - General Ledger
  - Ledger

Account Payables (AP) Account Receivable (AR) Billing (BI) Budget (KK) Cash and Deal Management (CDM) **General Ledger (GL)** Grants (GR) Project Costing(PC) Purchasing (PO) Travel & Expense (EX)

General Ledger (GL) Welcome, TRZCINSKI, SANDRA T! Dashboards -- More Products - My Account - Log Out

Balances Cash Exceptions Financial Analysis Journals **Ledger** Trial Balance Page Options

**Report Links**

- [Cash Ledger Account Activity \(NYGL0383\)](#)
- [Fund Cash Balance after Check Writing \(NYGL0219\)](#)
- [Fund Ledger \(Cash Basis\) \(NYGL0428\)](#)
- [Ledger Detail Report \(NYGL3678\)](#)**

**Report Display Area**

Business Unit: All Accounting Basis: Fiscal Year: Accounting Period From: Accounting Period To: Department: All Program: All Fund: All Account: All Product: All Budget Reference: All Operator Unit: All Class: All Affiliate: All Fund Affiliate: All CF1: All CF2: All CF3: All Project: All

Template: NYGL3678 PDF View Export Send Schedule



# NYGL3678 – LEDGER DETAIL REPORT

- Report criteria includes numerous chartfields such as:
  - Business Unit and Department
  - Accounting Basis – Accrual, Cash, Modified Accrual, Agency Accrual
  - Fiscal year and Budget Reference
  - Accounting Period – to and from
  - Fund – searchable by fund number
  - Program
  - Formats – Excel, CSV or PDF



# NYGL3678 – LEDGER DETAIL REPORT

Report ID: NYGL3678

State of New York  
Statewide Financial System  
Ledger Detail Report

Page No: 1  
Run Date: 12/2/2015  
Run Time: 11:56 AM

**Report Parameters**

Business Unit : - Office of State Comptroller  
 Accounting Basis : Modified Accrual  
 Fiscal Year : 2016  
 Accounting Period : 1-6  
 Department ::3050289  
 Program : All  
 Fund : All  
 Account : All  
 Product : All  
 Bud Ref : All  
 Oper Unit : All  
 Class : All  
 Affiliate : All  
 Fund Affiliate : All  
 CF1 : All  
 CF2 : All  
 CF3 : All  
 Project : All

Business Unit: OSC01-Office of State Comptroller

Accounting Basis: Modified Accrual  
Opening Balance:

Fiscal Year: 2016  
33.00

Report ID: NYGL3678

State of New York  
Statewide Financial System  
Ledger Detail Report

Page No: 2  
Run Date: 12/2/2015  
Run Time: 11:56 AM

Ledg	SYS So	Source	Journ	Journal D	Desc	Dept	Program	Fund	Accoun	Product	Class	Bud R	Operat	Affil	Fund	Projec	CF	CF	CF3	Amount
MOD	JGen-H	PAY	PAY19	06/03/2015	1772	305028	81501	10050	50101			2015-1			10050					69,048.93
MOD	JGen-H	PAY	PAY19	06/03/2015	1772	305028	81501	10050	50103			2015-1			10050					171.69
MOD	JGen-H	PAY	PAY19	06/03/2015	1772	305028	81501	10050	54003			2015-1			10050					6.00
MOD	JGen-G	API	LP019	06/02/2015	Rever	305028	81501	10050	59103			2014-1								(157.90)
MOD	JGen-G	API	LP019	06/02/2015	Recla	305028	81501	10050	58401			2014-1								157.90
MOD	JGen-A	AP	AP020	06/29/2015	AP A	305028	81501	10050	57035			2015-1								225.00
MOD	JGen-A	AP	AP020	06/29/2015	AP A	305028	81501	10050	57032			2015-1								27.46
MOD	JGen-A	AP	AP021	08/01/2015	AP A	305028	81501	10050	55093			2015-1								389,350.00
MOD	GL JE P	AGY	00021	09/03/2015	Cell P	305028	81501	10050	51100			2015-1								93.65
MOD	JGen-H	PAY	PAY21	09/23/2015	1962	305028	81501	10050	50101			2015-1			10050					75,313.85
MOD	JGen-H	PAY	PAY20	07/01/2015	1861	305028	81501	10050	50101			2015-1			10050					72,500.04



# AR30003 – AGING DETAIL BY BU

List of aged open balances for every item

Main Menu → Accounts Receivable → Receivable Analysis → Aging – Aging Detail by Unit Rpt

The screenshot shows the 'Accounts Receivable' menu with the following items:

- Accounts Receivable**
  - Access accounts receivable.
  - Collections Workbench**
    - Central workspace that provides a full view of the customer data
  - Customer Accounts**
    - Access Receivables customer accounts.
    - Customer Information
    - Item Information
    - Customer Reports
  - Receivables Analysis** (highlighted with a red box)
    - Run the Receivables Aging process and generate reports.
    - Aging
    - Review Receivables Information
    - Receivables Reports
  - Pending Items**
    - Enter and review pending items.
    - Review Items
    - Reports
  - Customer Interactions**
    - Review and process customer actions, conversations, and correspondence.
    - Actions
    - Conversations
    - Statements
    - 3 More...
  - Receivables Update**
    - Run Receivables Update process, correct posting results, and unpost groups.
    - Correct Posting Errors
    - Unpost Groups
    - Posting Results-Pending Items
    - 6 More...
  - Payments**
    - Enter, apply, and review payments and generate payment reports.
    - Online Payments
    - Apply Payments
    - Electronic Payments
    - 5 More...
  - Receivables Maintenance**
    - Process maintenance and transfer worksheets and perform automatic maintenance.
    - Refunds
  - Report**
    - Participating Bank Transfers
    - FBIC Invoice
    - Federal Grant Draw Summary
    - 6 More...



# AR30003 – AGING DETAIL BY BU

## Aging Detail By Unit

Run Control ID AR

Report Manager

Process Monitor

Run

Language English

### Report Request Parameters

As of Date 09/30/2015  Use System Date

SetID SHARE Statewide Shared SetID

Aging ID STD Standard Aging

Amount Type Base Curr

Rate Type

Customer ID

\*Display Option Include All

Exclude IU Customers

Exclude Customers with Different Aging ID

Print By SubCustomer

### Business Unit

*Business Unit	Description		
OSC01	Office of State Comptroller	+...	-

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display



# AR30003 – AGING DETAIL BY BU

Report ID: AR30003  
 Aging Id: SHARE/STD  
 Currency: Base Currency  
 Rate Type:

PeopleSoft Receivables  
 AGING DETAIL BY BUSINESS UNIT  
 as of 30-SEP-2015

Page No. 3  
 Run Date 12/01/2015  
 Run Time 11:45:36

Item	Line	As Of	Ent Typ/Rsn	Terms	Document	Cur Amount	Future	Current	31-60	61-90	91-120	Other
-----												
	Total	Customer name				-60.00		623.47		357.41		-1,040.88
OMH01	087	Customer name										
0000006963	0	06/12/2013	IN SALES	NET30	C00010214	USD	15.37					15.37
C00010144	0	03/21/2013	IN SALES	NET30		USD	-8.71					-8.71
C00016866	0	01/21/2015	IN SALES	NET30		USD	0.10					0.10
C00018885	0	08/19/2015	IN SALES	NET30		USD	394.39	394.39				
C00018935	0	08/26/2015	IN SALES	NET30		USD	316.97	316.97				
C90018257	0	07/01/2015	IN SALES	NET30		USD	387.68			387.68		
C90018322	0	07/01/2015	IN SALES	NET30		USD	405.23			405.23		
-----												
	Total	Customer name				1,511.03		711.36		792.91		6.76

