



# **SFS Analytics Reports to Monitor Budgets and Disbursements**

November 2, 2022

# Agenda

- Introduction to SFS Analytics
- DW620 - Appropriation Budget Overview
- DW809 - Documents Posted to General Ledger
- Questions & Answers

**Note:** Please type questions into the Webex chat window at any time during today's presentation.



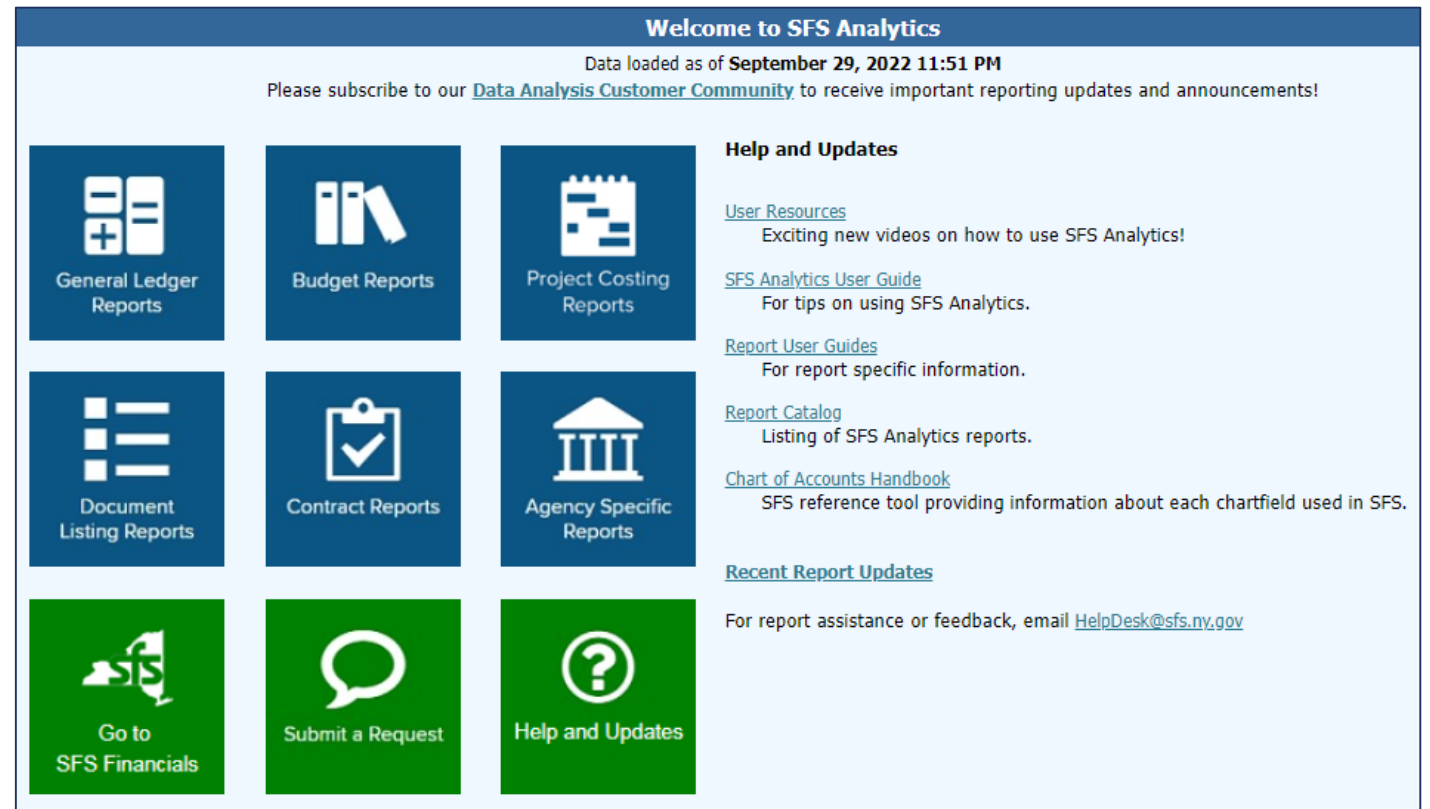
# Introduction to SFS Analytics

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# SFS Analytics



- A powerful and flexible interactive reporting tool, to assist agencies with reporting and data analysis needs.
- Accessible from the SFS Homepage, through the SFS Analytics tile for users provisioned a reporting role in SFS.
- Data is sourced from the SFS Production environment as of the close of business one day prior.
- Landing page provides quick access to:
  - Different types of reports
  - User Resources and Guides
  - Report Catalog



**Welcome to SFS Analytics**  
Data loaded as of **September 29, 2022 11:51 PM**  
Please subscribe to our [Data Analysis Customer Community](#) to receive important reporting updates and announcements!

**General Ledger Reports** | **Budget Reports** | **Project Costing Reports**

**Document Listing Reports** | **Contract Reports** | **Agency Specific Reports**

**Go to SFS Financials** | **Submit a Request** | **Help and Updates**

**Help and Updates**

[User Resources](#)  
Exciting new videos on how to use SFS Analytics!

[SFS Analytics User Guide](#)  
For tips on using SFS Analytics.

[Report User Guides](#)  
For report specific information.

[Report Catalog](#)  
Listing of SFS Analytics reports.

[Chart of Accounts Handbook](#)  
SFS reference tool providing information about each chartfield used in SFS.

[Recent Report Updates](#)  
For report assistance or feedback, email [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)

*SFS Analytics landing page*



# DW620 - Appropriation Budget Overview

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# DW620 - Appropriation Budget Overview

- Available under the **Budget Reports** section of SFS Analytics.
- Used to monitor Appropriation Activity, including encumbrances, expenditures, cash ledger disbursements, and more.
- Report User Guide available on the Help tab.

The screenshot shows the 'Appropriation Budget Overview' report configuration page in SFS Analytics. The page title is 'DW620 - Appropriation Budget Overview' and it is part of the 'Budgetary Chartfields' section. The page includes a navigation bar with 'Catalog', 'Dashboards', and 'Signed In As'. Below the navigation bar, there are tabs for 'Budgetary Chartfields', 'Transactional Chartfields', and 'Help'. The main content area is titled 'Appropriation Budget Overview' and 'Budgetary Chartfields'. It features a search bar with 'SFS Analytics Home' and a 'DW620' identifier. The configuration section is titled '\* Required Selections' and includes several dropdown menus and radio buttons for selecting report parameters. The parameters are: Report Template (Budgetary Overview selected), Fiscal Year (2023), Budgetary Department (--Select Value--), Budgetary Program Level 2 (--Select Value--), Chapter (--Select Value--), Ledger Group (KK\_APPROP selected), Budgetary Fund Level 4 (--Select Value--), Budgetary Program (--Select Value--), Section (--Select Value--), Budgetary Fund Level 5 (--Select Value--), Budgetary Account (--Select Value--), Appropriation Code (--Select Value--), Budgetary Fund (--Select Value--), Budget Reference (--Select Value--), and Lapse Date (is equal to / is in). There are 'Apply' and 'Reset' buttons at the bottom right of the configuration section.

# Demonstration: Using the DW620



# DW809 - Documents Posted to General Ledger

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# DW809 - Documents Posted to General Ledger

- Available under the **Document Listing Reports** section of SFS Analytics.
- Used to view transactions posted to the General Ledger for any range of dates.
- Report User Guide available on the Help tab.

DW809 - Documents Posted to General Ledger

Listing Help

Documents Posted to General Ledger

DW809

SFS Analytics Home

\* Required Selections

\* Journal Date  
Between [ ] [ ]

\* KK Department Level 2  
--Select Value--

\* Ledger  
CASH

Business Unit  
--Select Value--

\* Fund Tree  
RPT\_SW\_FUND\_BUDG - SW Budget Fund Tr

\* Program Tree  
KK\_SW\_PRGM - KK Program Tree

\* Account Tree  
KK\_SW\_ACCT - KK Account Tree

Budget Reference  
--Select Value--

Transactional Department  
--Select Value--

Fund Level 2  
--Select Value--

Program Level 2  
--Select Value--

Account Level 1  
--Select Value--

Operating Unit  
--Select Value--

NYS Contract ID  
--Select Value--

Fund Level 3  
--Select Value--

Program Level 3  
--Select Value--

Account Level 2  
--Select Value--

Product Code  
--Select Value--

SFS Contract ID  
--Select Value--

Fund Level 4  
--Select Value--

Program Level 4  
--Select Value--

Account Level 3  
--Select Value--

Project ID  
--Select Value--

Supplier  
--Select Value--

Fund Level 5  
--Select Value--

Program Level 5  
--Select Value--

Account Level 4  
--Select Value--

Activity ID  
--Select Value--

Source Transaction Type  
--Select Value--

Transactional Fund  
--Select Value--

Transactional Program  
--Select Value--

Account Level 5  
--Select Value--

Chartfield1  
--Select Value--

Project Business Unit  
--Select Value--

Agency Project Reference  
--Select Value--

Award Number  
--Select Value--

Account Level 6  
--Select Value--

Account Level 7  
--Select Value--

Transactional Account  
--Select Value--

Chartfield2  
--Select Value--

Chartfield3  
--Select Value--

Class Field  
--Select Value--

Apply Reset

# Demonstration: Using the DW809

# Resources & Support

- SFS Analytics Resources
  - Videos
  - User Guides
  - Report Catalog
- SFS Help Desk
  - [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)
  - SFS Support tile
  - 518-457-7737 or 877-737-4185 (toll-free)

The screenshot displays the SFS Analytics dashboard interface. At the top, it says "Welcome to SFS Analytics" and "Data loaded as of September 29, 2022 11:51 PM". Below this, there is a notification to subscribe to the "Data Analysis Customer Community". The dashboard is organized into a grid of report categories and a help section. The report categories include General Ledger Reports, Budget Reports, Project Costing Reports, Document Listing Reports, Contract Reports, and Agency Specific Reports. The help section includes links for User Resources, SFS Analytics User Guide, Report User Guides, Report Catalog, and Chart of Accounts Handbook. At the bottom, there are three green buttons: "Go to SFS Financials", "Submit a Request", and "Help and Updates".

**Welcome to SFS Analytics**  
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**Help and Updates**

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# User Resources Page

- Includes quick videos, recorded workshops, and step-by-step training focused on SFS Analytics.
- Hover your mouse over each workshop hyperlink to view timestamps for each topic.
- First time using these videos? Check out the Tips Guide hyperlinked at the top of the page.

User Resources

Catalog Dashboards Signed In As

Click on a link to view the video/training.

Before using these videos, [click here](#)

**Video Walkthroughs**

**Reports**

[DW620 Lapsing Appropriations and Carryout Spending \[05:08\]](#)  
Find lapsing appropriations and carryout spending.

[DW128 - Contract Dashboard \[06:46\]](#)  
Contract disbursements, encumbrances, and vouchers.

**SFS Analytics Basics**

[Introduction to SFS Analytics \[07:35\]](#)  
How to use SFS Analytics.

[SFS Analytics Help Overview \[03:30\]](#)  
Using SFS Analytics help.

**Tips and Tricks Series**

[Running a Report - Prompts, View, Drill-downs \[05:29\]](#)

[Adding, Moving, and Deleting Columns \[02:15\]](#)

[Working With Customizations \[04:57\]](#)

[Printing, Saving and Exporting \[04:15\]](#)

**Recorded Workshops**

[Workshop - February 6, 2019 \[01:09:58\]](#)

[Workshop - December 11, 2019 \[01:16:19\]](#)

**Self-Paced Trainings**

[SFS220 - Getting Started with SFS Analytics](#)  
How to use SFS Analytics

# Questions and Answers