

SFS Fiscal Year End Helpful Queries

Query Name	Short Description	Definition	When to Run	Action	Admin	Job Aid Link
NY_NETCARD_UNLOADED_TRAN_BY_BU	Unloaded NetCard Transactions	Net Cards for which transactions were not loaded	For reference	Update as needed.	CCA	JAA-CCA201-005 Running the Corporate Card Report; JAA-CCA201-001 Entering and Maintaining PCard Data
NY_PCARD_UNLOADED_TRANS_BY_BU	Unloaded P-Card Transactions	P-Cards for which transactions were not loaded	For reference	Update data as needed.	CCA	JAA-CCA201-005 Running the Corporate Card Report; JAA-CCA201-001 Entering and Maintaining PCard Data
NY_PO_NEXT_APPROVER_BU	POs Pending by BU	POs – Next Approver by BU	For Reference	Reassign PO as needed	WFA	JAA-EDA201-003 Assigning and Updating a Buyer Manager; JAA-WF201-005 Review Work Items Via Context
NY_PO_REMOVEDUSRWL_BU	POs Pending at Removed Users by BU	POs pending in the work list of an employee who no longer is a user in the SFS.	For Reference	Reassign PO as needed	WFA	JAA-EDA201-003 Assigning and Updating a Buyer Manager; JAA-WF201-005 Review Work Items Via Context

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Query Name	Short Description	Definition	When to Run	Action	Admin	Job Aid Link
NY_PO_WFADM_BU	POs lost in Workflow by BU	POs lost in Workflow by BU	For Reference	Reassign PO as needed	WFA	JAA-EDA201-003 Assigning and Updating a Buyer Manager; JAA-WF201-005 Review Work Items Via Context
NY_TA_NEXT_APPROVER_BU	Travel Auths in Workflow by Business Unit	All travel authorizations currently awaiting approval for a specified Business Unit (derived from the header of the travel authorization).	Monthly or as needed.	Run in response to workflow incidents on specific transactions.	WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports
NY_TA_REMOVEDUSRWL_BU	Travel Auths at Removed Users Business Unit	All travel authorizations currently lost at Removed Users for a specified Business Unit (derived from the header of the travel authorization).	Monthly or as needed.	Run periodically to identify gaps in workflow.	EDA, WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports
NY_TA_WFADM_BU	Travel Auths Lost at WFADM Business Unit	All travel authorizations currently lost at WFADM for a specified Business Unit (derived from the header of the travel authorization).	Monthly or as needed.	Run periodically to identify gaps in workflow.	EDA, WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports

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Query Name	Short Description	Definition	When to Run	Action	Admin	Job Aid Link
NY_TCARD_UNLOADED_TRANS_BY_BU	TCards for Unloaded Trans	TCards for which transactions were not loaded.	Monthly or as needed.	Run regularly to ensure cards are being assigned correctly.	CCA	JAA-CCA201-005 Running the Corporate Card Report; JAA-CCA201-002 Entering and Maintaining TCard Data
NY_TRAVEL_NEXT_APPROVER	Expense Transaction Lookup	Transaction information for an expense.	For reference	Run in response to workflow incidents on specific transactions.	WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports
NY_TRAVEL_NEXT_APPROVER_BU	Expense Trans. Workflow by Business Unit	All expense reports currently awaiting approval for a specified Business Unit (derived from the header of the expense report).	For reference	Run in response to workflow incidents on specific transactions.	WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports
NY_TRAVEL_TA_NEXT_APPROVER	Travel Authorization Lookup	Current approvers holding a Travel Authorization in workflow.	For reference	Run in response to workflow incidents on specific transactions.	WFA	JAA-WF000-001 Workflow Business Process Reference for Agency Workflow Administrators; JAA-WF000-016 Finding "In Flight" Expense Reports

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Query Name	Short Description	Definition	When to Run	Action	Admin	Job Aid Link
NY_VCHR_REMOVEDUSRWL_BU	Voucher Pending at Removed User	Vouchers pending in the work list of an employee who no longer is a SFS user.	For reference	Review to determine how voucher workflow should be revised.	EDA, WFA	JAA-WF000-002 AP Voucher Status Inquiry for Workflow Administrators; JAA-WF000-017 Accounts Payable: Finding Vouchers Lost in Workflow
NY_VCHR_WFADM_BU	Vouchers lost in Workflow	Vouchers lost in workflow.	Monthly or as needed.	Review to determine how voucher should be rerouted and their workflow revised.	EDA, WFA	JAA-WF000-002 AP Voucher Status Inquiry for Workflow Administrators; JAA-WF000-017 Accounts Payable: Finding Vouchers Lost in Workflow

SFS Fiscal Year End Helpful Reports

Report Name	Short Description	Definition	When to Run	Action	Admin
NYAP3213	Vouchers Ready for Approval Workflow	Used to identify vouchers that have been successfully budget checked and matched if applicable.	Daily	Provides listing of vouchers that need to be submitted to the Voucher Approval Workflow.	AP Reports; AP Vendor Requestor
NYAP3312	In-Flight Voucher Approval Workflow Report	Reports the workflow status of pending AP Vouchers to identify where the transaction is in the approval process.	Daily	Modified Accrual	AP Workflow
POS8001	Procurement Budgetary Activity	Provides budgetary amount information for purchase orders according to report request parameters. Includes the PO amount, liquidated amount and the remaining amount for purchase Orders for the selected criteria	On Demand	Modified Accrual	PO Reports; PO Budgetary Activity
POS8002	Requisition Budgetary Activity	Generate the Requisition Budgetary Activity report. This report provides budgetary amount information for requisitions according to report request parameters.	On Demand	Modified Accrual	PO Reports; PO Budgetary Activity
GLS8020	Budget Status	Displays all Commitment Control ledger amounts (budget amount, associated revenue; pre-encumbrance; encumbrance; expense; and remaining budget). Specifically useful prior to budget close/rollover and after budget close/rollover to verify that remaining budgets were properly rolled over into the new fiscal year	On demand	Provides Commitment Control ledger amounts and available balances	GL Report Analyst