SFS Reporting Tools

OSC Fall Conference 2025

Agenda

- SFS Financial Reports
- SFS Queries
- SFS Analytics
- Resources
- Questions and Answers

Session Objectives

- In today's session, we will discuss the three tools to support your reporting needs in SFS:
  - SFS Financials Reports
  - SFS Queries
  - SFS Analytics
- After the session, attendees should understand the business purpose of each reporting tool, and when a specific tool could be most applicable.
- This session will also include live demonstrations of each reporting tool, including tips for using and running the tool.

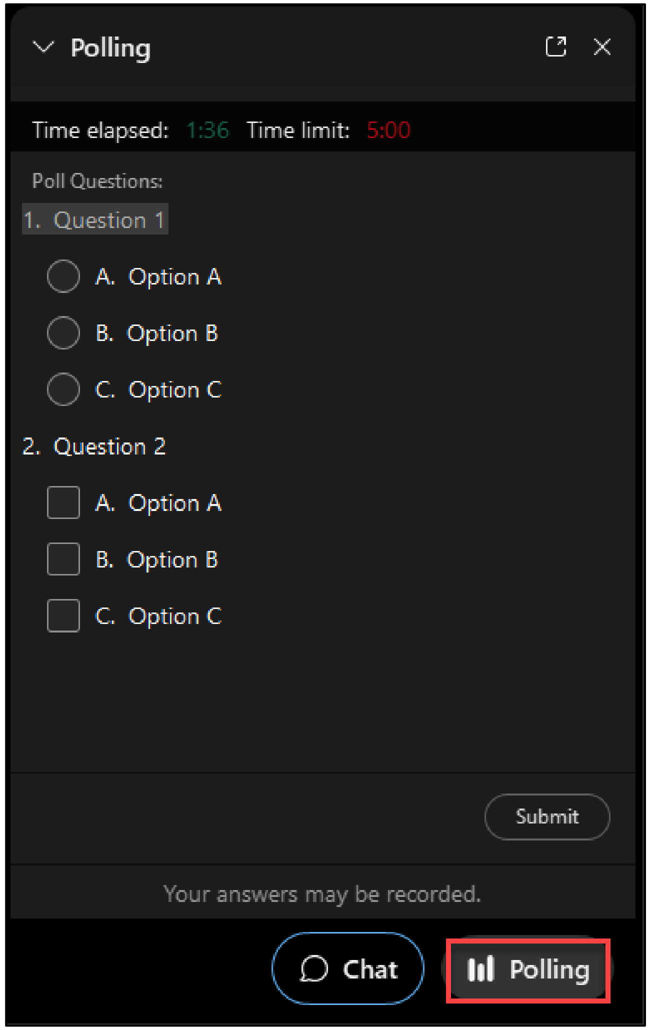
SFS Reporting Tools

- SFS provides staff with the tools to support both day-to-day reporting needs and historical trends, and to assist with the maintenance and monitoring of your agency's finances and administrative duties.

- SFS reports and queries are resources to help staff use SFS efficiently and effectively, by giving insight and visibility on an agency's payments, expenditures, transaction workflow, and more.

Preliminary Polling Questions

- A polling section displays within your Webex window. Answer the provided questions and click the **Submit** button. If you are unable to view the polling section, select the **Polling** icon in the bottom right corner of the screen.



SFS Financials Reporting

Why use SFS Financials Reports?

- SFS Financials reports provide insight on operational activity with real-time data sets (e.g., vouchers for a specific Business Unit over a period of time) to assist with the monitoring and maintenance of budgets, payments, expenditures, workflow, and more.
- Staff can run reports in SFS Financials to support the day-to-day business activities of their agency.
- Reports in SFS are designed to create formatted and presentable documents retrieved from raw data.
- They can be used to present information to an audience in a meaningful format.
  - Examples of reports could include operational summaries or financial statements.

Running a Report in SFS

- To access an SFS Financials Report, you will need to be provisioned with the correct module-specific reporting role (e.g., NYF_AGY_BI_REPORTS; NYF_AGY_AP_REPORTS).
- The navigation to a report in SFS is dependent on the report’s associated business area.
- Most reports in SFS Financials prompt you to establish a **Run Control ID** to run and view a report for the first time.

What is a Run Control ID?

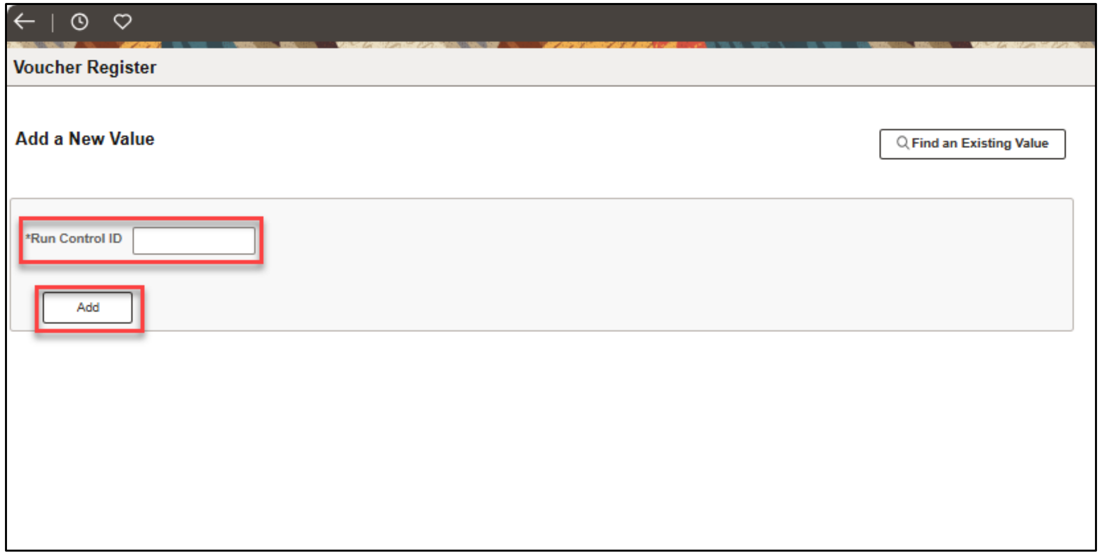
- A **Run Control ID** is a unique name used to save the parameters for a report so you can access and reuse the Run Control ID each time you run that report without having to re-enter the saved search criteria.
    - Run Control IDs have a maximum of 30 characters and cannot include spaces, but can include underscores (e.g., SUPPLIER_PAYMENTS).
    - An individual Run Control ID is available only to the person who created it.
    - After the initial setup of a Run Control ID, you can then search for the ID within the **Find an Existing Value** section of the report page in SFS to include the previously defined search parameters and run the report to receive real-time data.

Adding a New Run Control ID

- By selecting the **Add a New Value** button, the Run Control ID field can be filled in with a unique name to save the search parameters of a report.

- After filling in the Run Control ID field, click the **Add** button.

- For complete details on using a Run Control ID, please refer to the [Run Control ID Reference Guide] in SFS Coach Training.

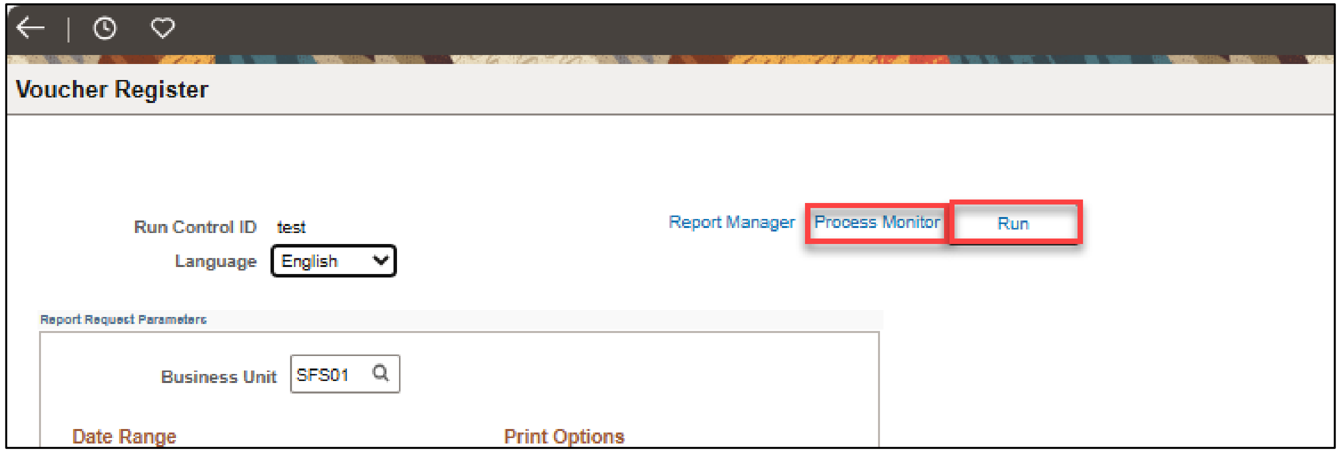


Report Formats

- Based on the type of report that is being run, there may be one or more formats available for display (e.g., PDF, CSV, XLS).
  - If you would like to organize or filter the report data, it is recommended to run the output results to Excel.
  - You can set a specific Run Date/Time to schedule when the report will be run.

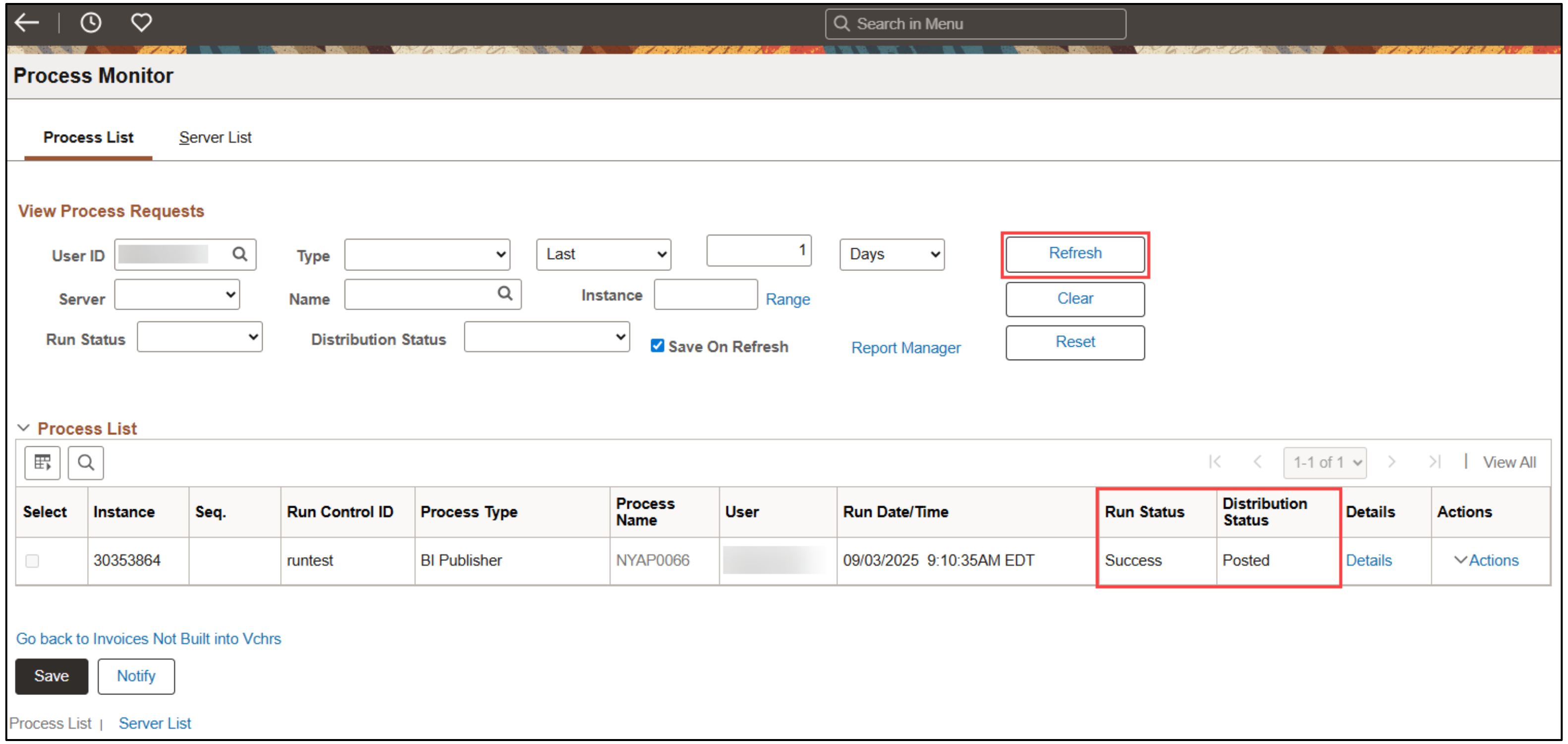
Running a Report

- Once you have defined the search parameters and established how and when you would like to view the results, complete the following steps:
  - Click the **Run** button.
  - Click the **Process Monitor** link.



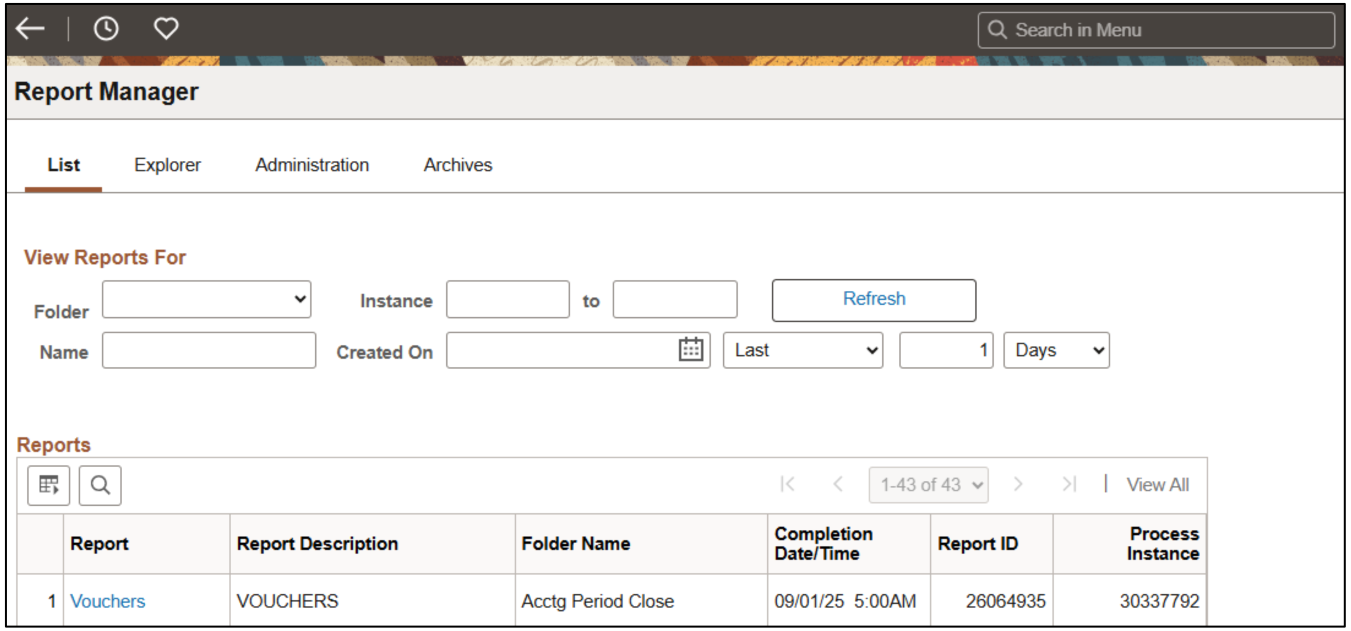
Running a Report (cont'd)

- On the Process Monitor page, click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.



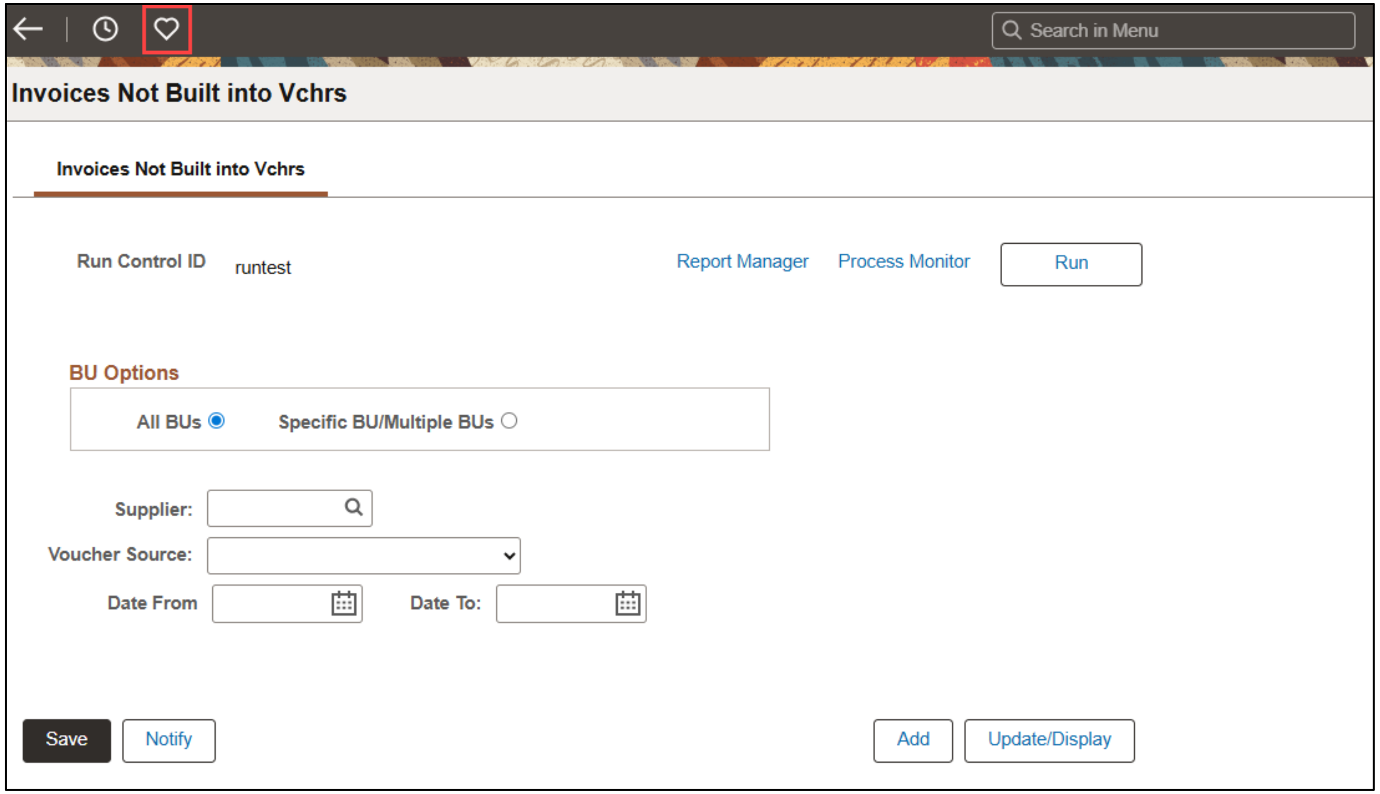
Report Manager

- Once a report has successfully been run, it will appear in Report Manager, accessible from the My Reports tile on My Homepage.
  - The Report Manager or Process Monitor link can be used to open the report in the selected format for viewing.
  - Results will be emailed directly to you if the email type is selected.



SFS Financials Report Navigation Tip

- You can add a report as a Favorite using the **Favorites** (Heart) icon, available on the top left of every page in SFS, for quicker navigation to the report.



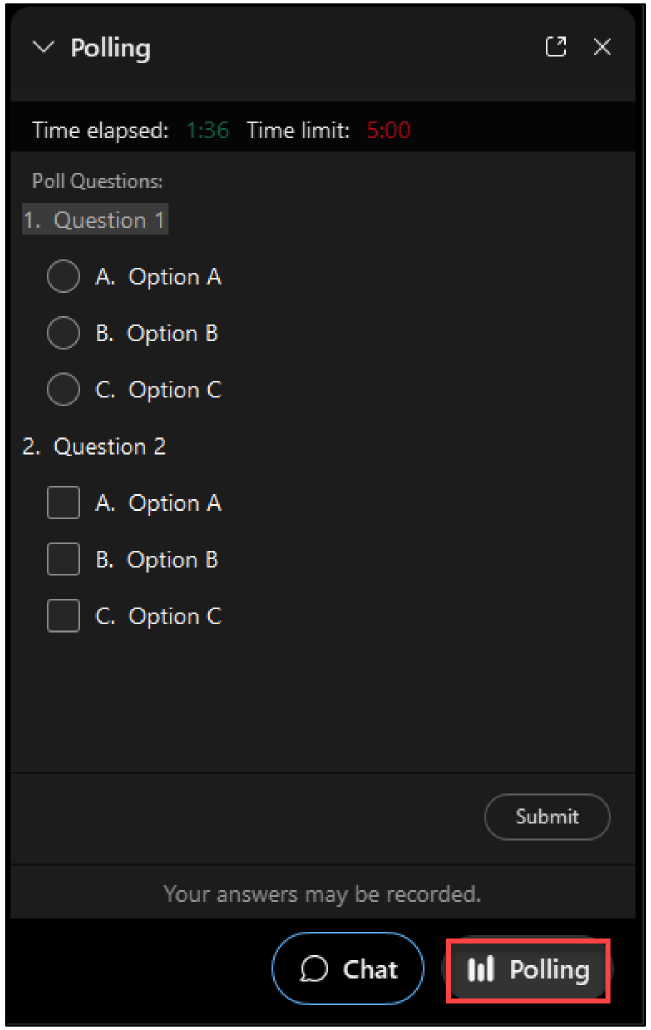
Common SFS Financials Reports

- NYAP0541 – Voucher Appropriation Report
  - This report provides agencies with the ability to monitor voucher appropriations.
- NYKK0043 – Budget Inquiry Report
  - This report provides a budget snapshot as of a certain date, with Adjusted Amount, Expended Amount, Encumbrance Amount, and Remaining Amount.
- NYKK4000 – KK Financial Plan Status
  - This report provides agencies the ability to view the status of their KK Financial Plan Budgets.
- NYPO3144 – PO Activity Detail
  - This report facilitates the tracking of purchase orders within your agency by contract, vendor, category code, dollar amount, and date.

SFS Financials Report Demonstration: Budget Inquiry Report

SFS Financials Reports Polling Questions

- A polling section displays within your Webex window. Answer the provided questions and click the **Submit** button. If you are unable to view the polling section, select the **Polling** icon in the bottom right corner of the screen.



SFS Queries

What Is a Query?

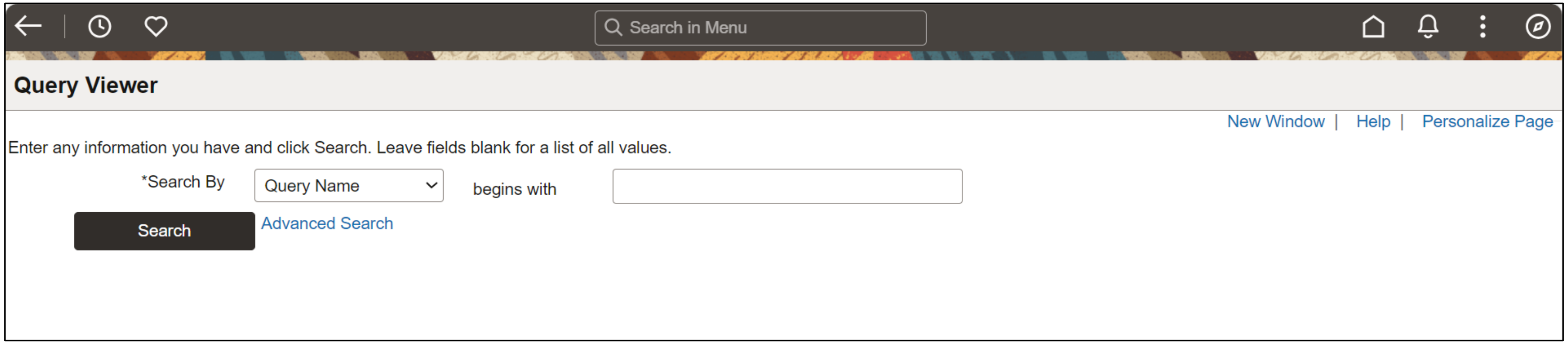
- A **Query** is a reporting tool used to extract real-time data from SFS.
- **Query Viewer** is used to run a pre-defined query against the SFS Database.
- A query may be scheduled to run for a future date and time, enabling you to retrieve the results at that scheduled time.
- Queries in SFS retrieve raw data, presented in rows and columns.
  - SFS Queries differ from SFS Financials Reports in that the raw data is the only option for displaying the query results, whereas SFS Financials Reports can be generated in a formatted structure that is easily presented and shared with an intended audience.
  - If exported to Excel, query results can be filtered and manipulated based on your reporting needs.

Why Use SFS Query Viewer?

- Queries offer agencies real-time data in SFS.
- Examples of when to use queries include:
  - Purchasing staff inquiring on the status of requisitions or to identify a list of purchase orders with budget exceptions that need correction.
  - Invoice reviewers inquiring on which invoices in their agency are awaiting agency review.
  - Agency Security Administrators inquiring on security roles assigned to their agency staff.

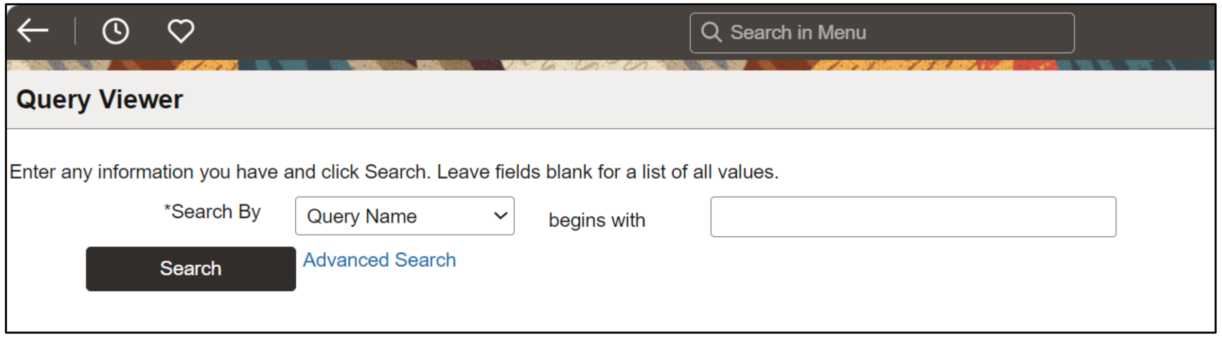
SFS Query Viewer

- Staff with Query Viewer access cannot change the queries, nor can they create new queries.
- Staff with the Query Viewer role may only search for and run queries that include data they are authorized to see.
- Navigation to Query Viewer: NavBar > Menu > Reporting Tools > Query > Query Viewer

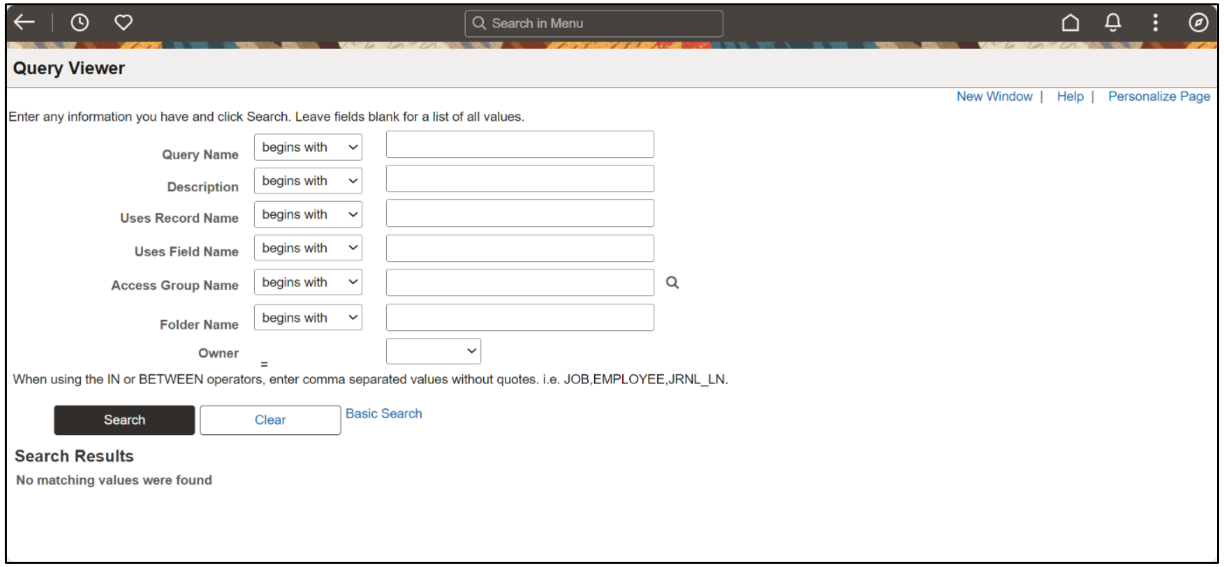


Searching for Queries in SFS: Basic Search and Advanced Search

- Query Viewer enables you to search for a query using the **Basic** or **Advanced** search functions.
  - Advanced search can be used by selecting the **Advanced Search** hyperlink.

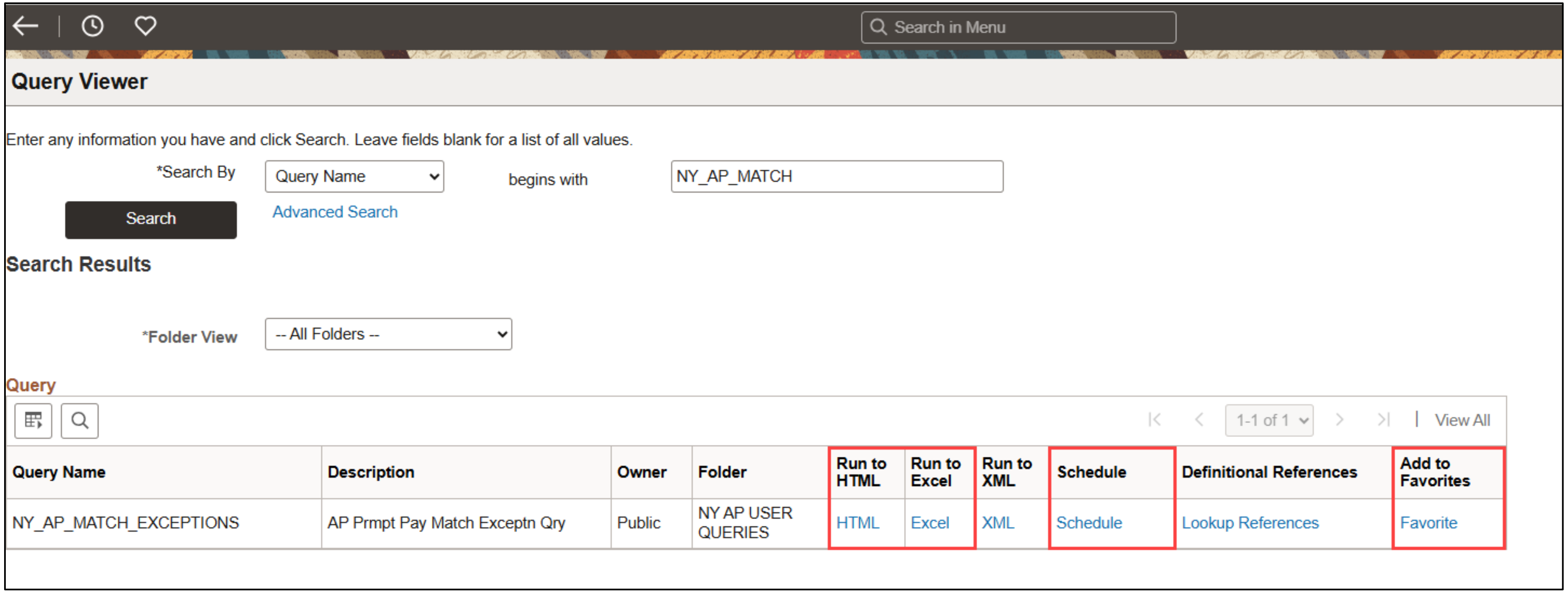


The **Basic search** allows you to search using only the 'begins with' condition. You can also leave the field blank to return all the queries that may be available to you.



The **Advanced search** allows you to perform a progressively narrower search by using one or more 'search by' criteria.

Query Viewer Output Format and Feature



- The **HTML** link will run the query and return the results in a new window.
- The **Excel** link will run the query and return the results in an Excel file.
- The **Schedule** link is used to schedule the query to run at a specific time.
  - This option may be used when you do not wish to wait on the page for the results to be returned, or when running a query with a large data set.
- The **Favorites** link can be used to designate a query as a favorite.
  - If selected, the query will display on the “My Favorite Queries” panel on the Query Viewer page.

Common SFS Queries

- NY_AP_MATCH_EXCEPTIONS – Match Exceptions Query
  - This query includes all vouchers with match exceptions.
- P2P_INV_VCHR_INV_AWAITING_ACTN – Invoices Awaiting Action Query
  - This query lists all vouchers awaiting action.
- NY_PO_STATUS – POs with Budget Activity Only Query
  - This query reports on purchase order status, including the PO's budget check status and the PO's PSP budget check status.
- NY_REQ_IN_BUDGET_ERROR – Requisitions Not Passed Budget Check Query
  - This query provides a list of approved requisitions that have not passed budget check.

SFS Query Demonstration: Match Exceptions Query

SFS Query Polling Questions

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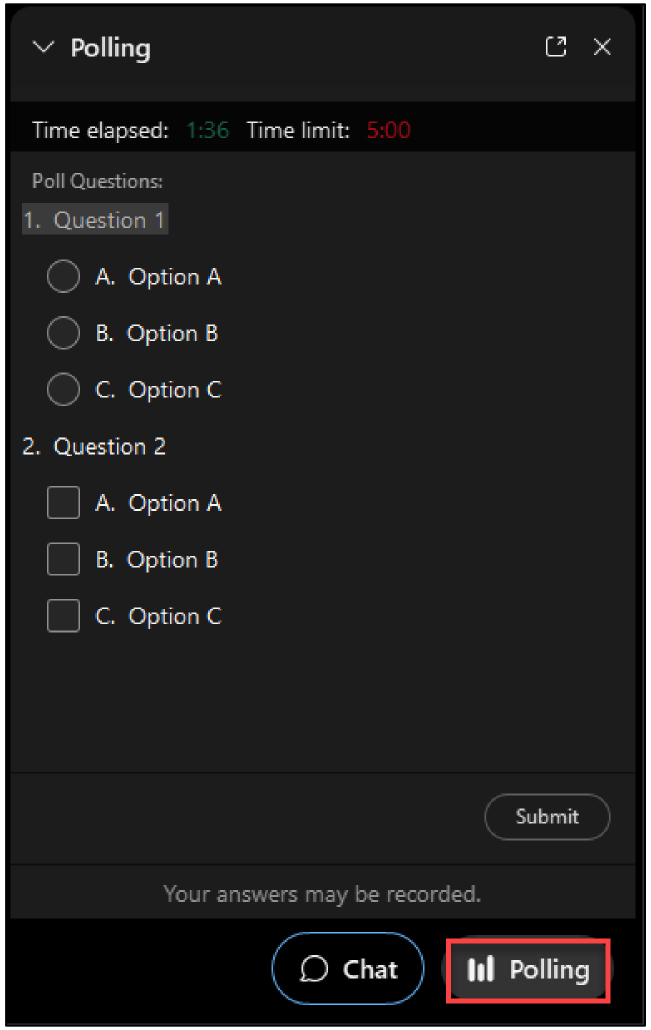
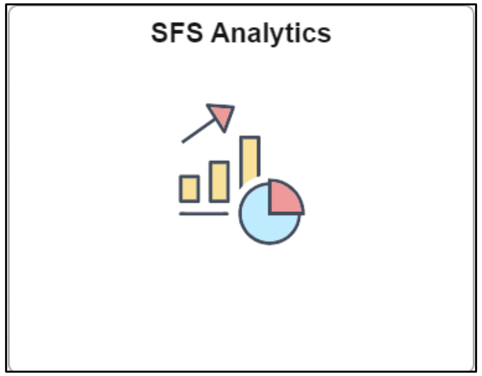
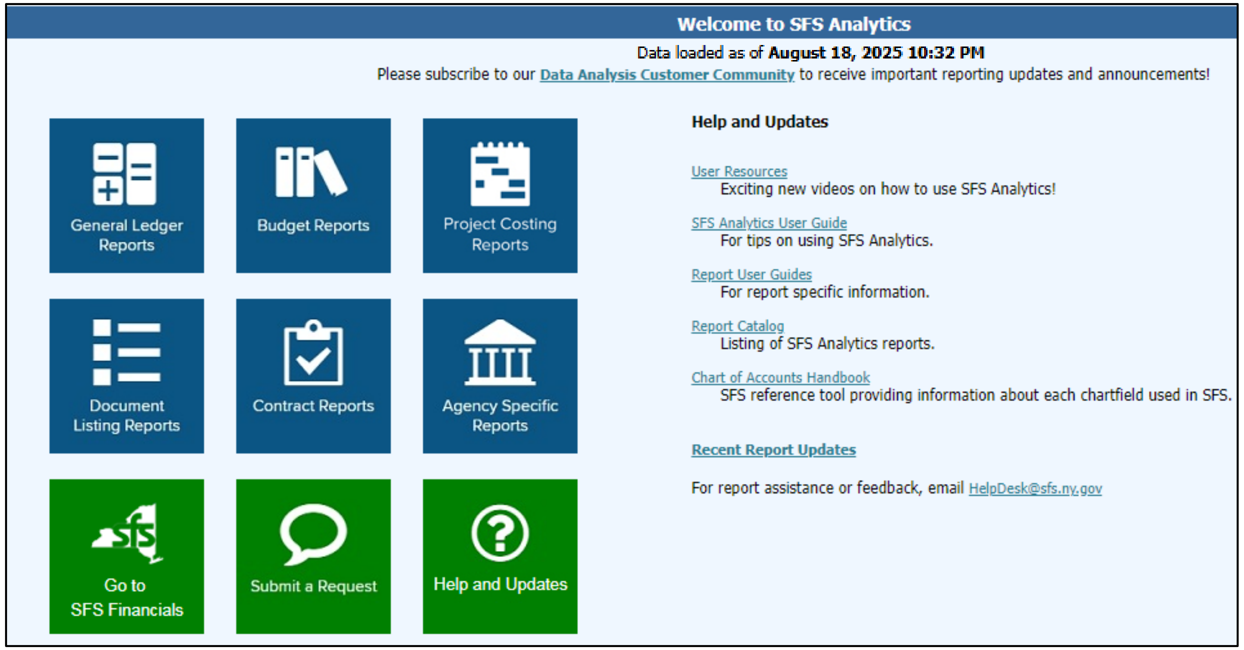


SFS Analytics

What Is SFS Analytics?

- SFS Analytics is the data warehouse for SFS financial and accounting information.
  - With its flexibility, it can assist agencies with their reporting and data analysis needs.
  - Staff provisioned any reporting role in SFS can access SFS Analytics on the SFS Homepage through the SFS Analytics tile or by navigating from the **NavBar > Menu > Reporting Tools > SFS Analytics**.
- In SFS Analytics, you can:
  - Customize reports before running the results with several search prompts or by including or excluding result columns once the results populate.
  - Further analyze result data by clicking on transaction links to view additional details.



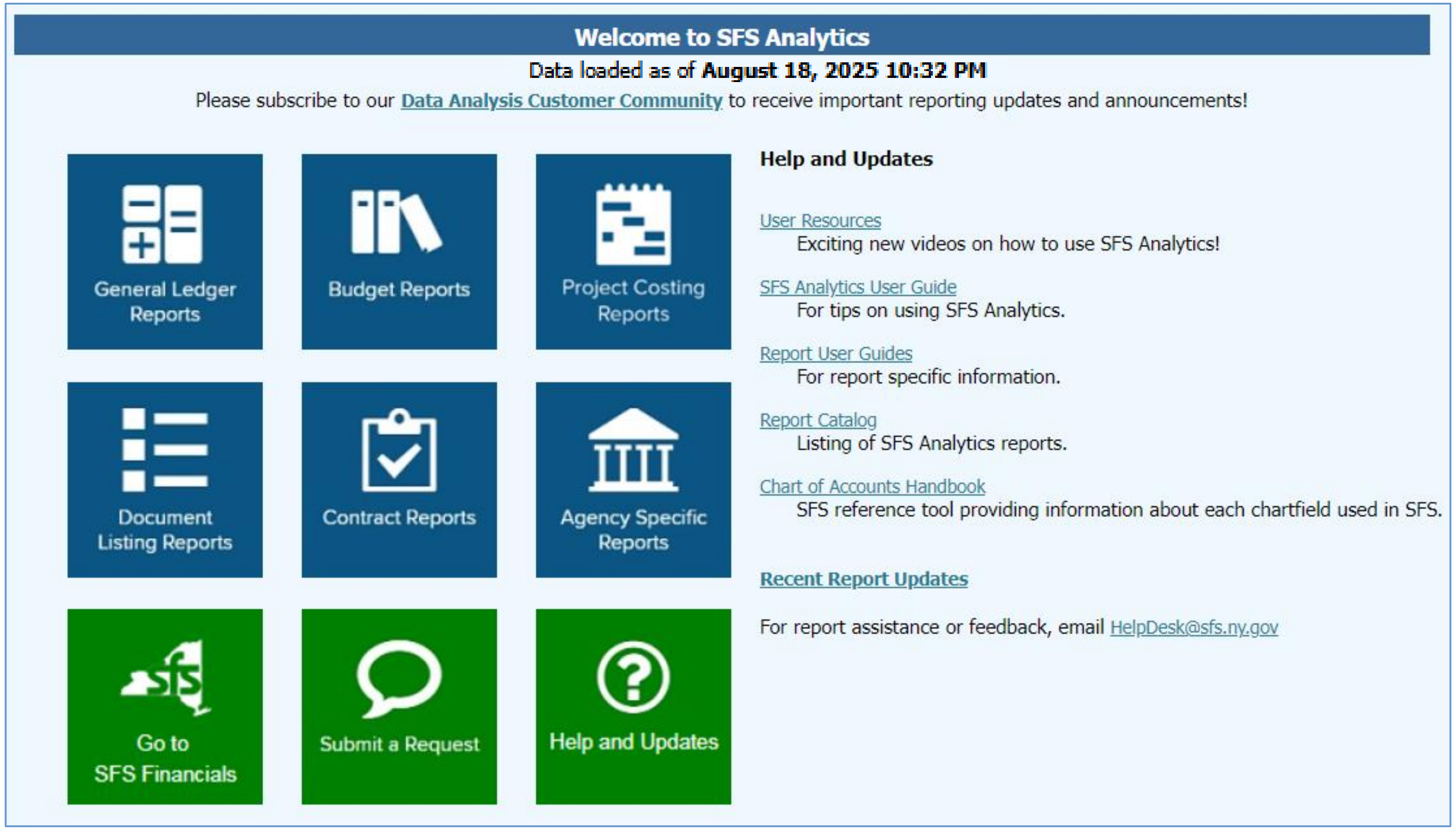


SFS Analytics landing page

SFS Analytics – Landing Page

Key Concepts

- The As of Date
- Customer Communities
- Subject Area Tiles
- Report Guides
- User Resources
- Get more help



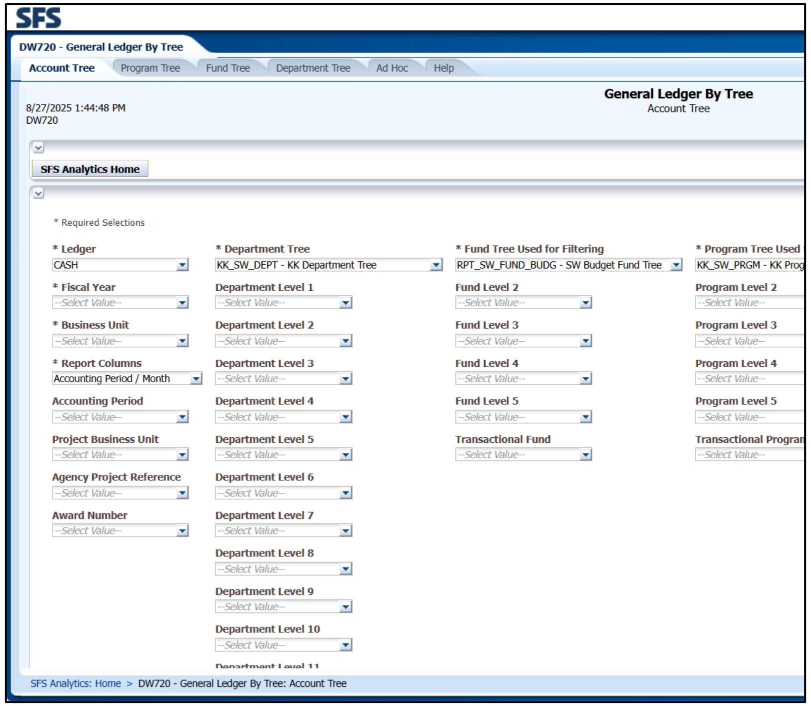
Note: All data loaded into SFS Analytics is sourced from SFS Production as of the close of business one day prior, including weekends.

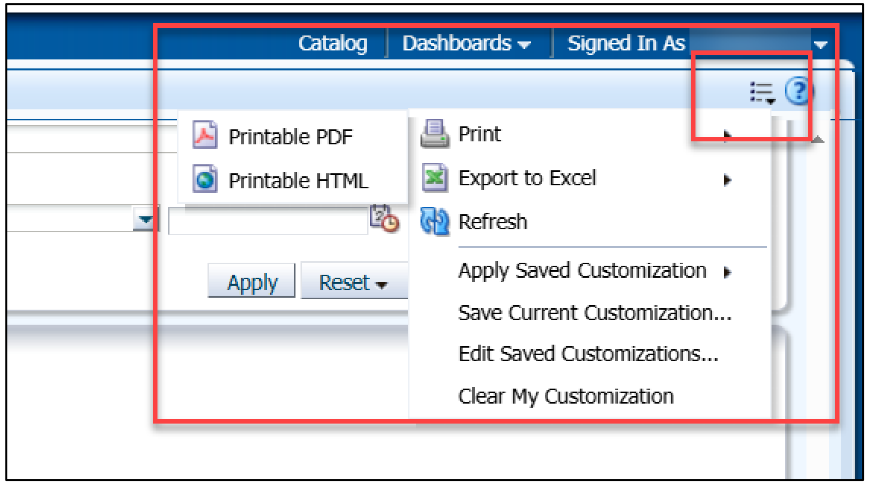
When Should You Use SFS Analytics?

- Agencies can use SFS Analytics to:
  - Produce monthly and yearly disbursement reports, and project anticipated future spending based on historical trends.
  - Manage the cash ceiling of certain appropriations within a specific fund.
  - Monitor funds for low balances and transfers between funds.
  - Identify expenses for federal claim reimbursements.
  - Provide detailed reports to program units to determine chargebacks for divisions at your agency.

SFS Analytics Customizations

- SFS Analytics reports offer robust filtering options to search and return desired results for your reporting purposes.
- Search parameters can be saved as a customization. You can easily access reports you run frequently by selecting your saved customization instead of reentering search criteria.
    - Please view the [Working with Customizations] training video located on the SFS Analytics User Resources page for additional details on customizing your reports.





Contents subject to change.

Common SFS Analytics Reports

- DW620 – Appropriations Budget Overview
  - This report is used to monitor and view all relevant activity against an appropriation.
- DW438 – Ad Hoc General Ledger Report
  - This report provides a view of any combination of actual Cash, Modified Accruals, or Agency Accruals.
- DW720 – General Ledger by Tree
  - This report is used to view monthly Cash, Modified Accrual, or Agency Accrual ledgers by reporting trees.
- DW809 – Documents Posted to General Ledger
  - This report shows all documents posted to the General Ledger for a selected time frame.

SFS Analytics Demonstration:

DW620: Appropriations Budget Overview

SFS Analytics Polling Questions

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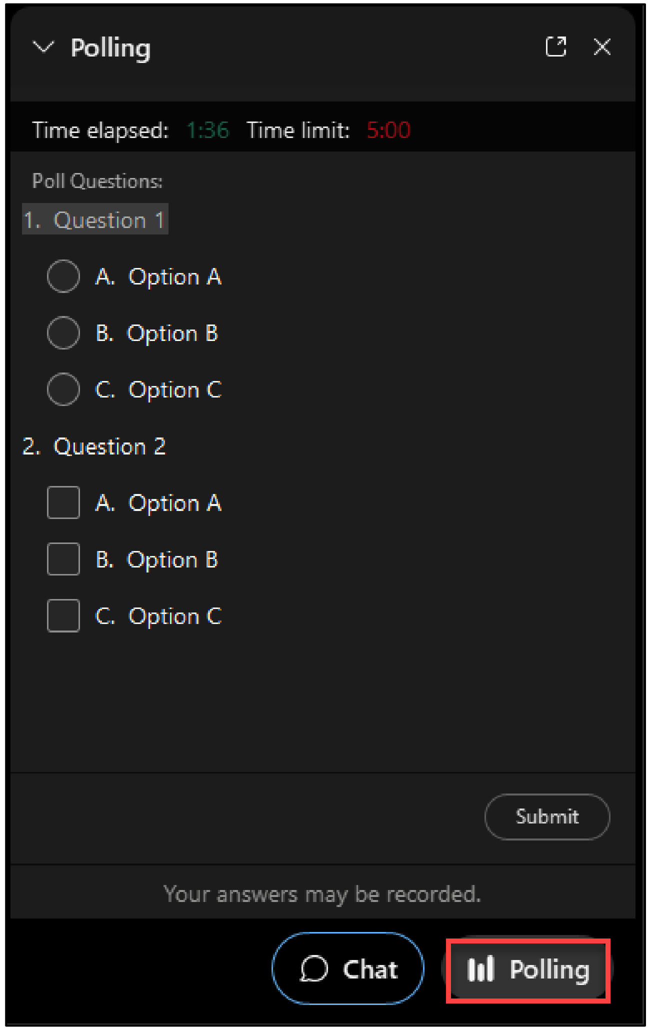
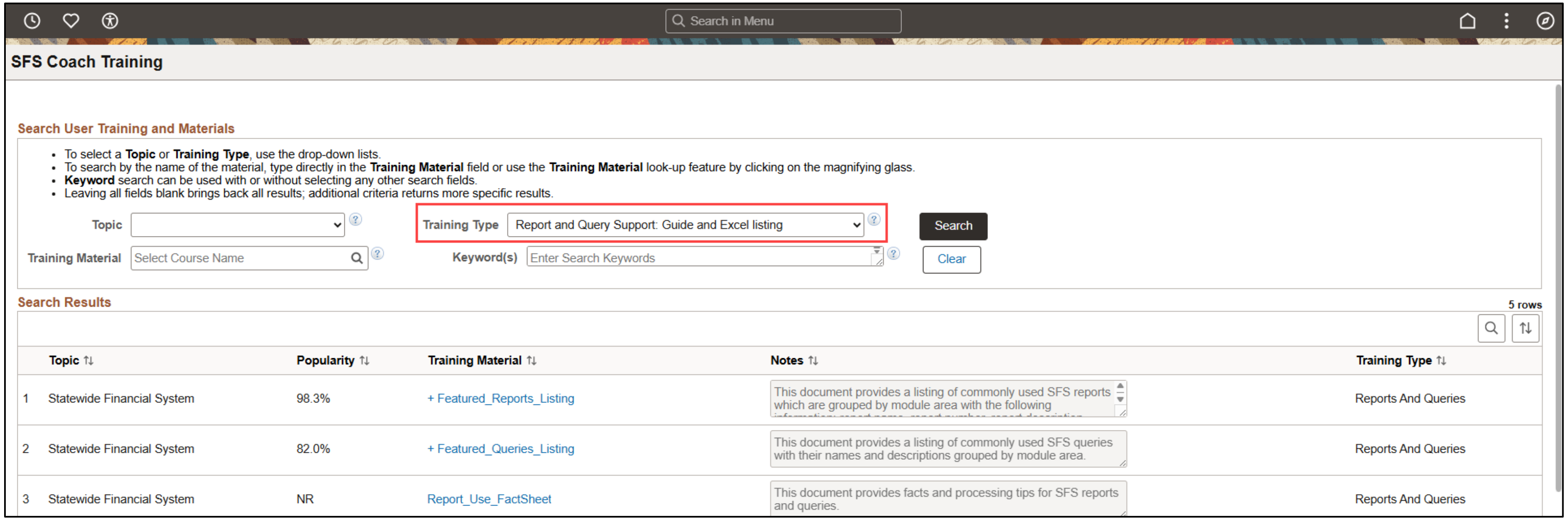


Reporting Tools Resources

Reporting Tools Resources

- The [Featured Reports Listing] gives navigation to SFS Financial reports. It is available in SFS Coach Training under the Report and Query Support Training Type.
- The SFS Reports and Query Fact Sheet gives guidance on how to use the different query formats.
- The Featured Queries Listing Guide provides an overview of available queries in SFS. It is available in SFS Coach Training.
- The User Resources and Report User Guide links on the SFS Analytics homepage provide navigation to all report user guides and walkthrough video resources. Topics include:
    - Report customization Tips and Tricks;
    - How to run and export reports; and
    - How to rearrange columns within reports.

SFS Coach Training Resources



- To locate report and query materials in SFS Coach Training, search under the ‘Report and Query Support: Guide and Excel listing’ **Training Type**.
- The search will return the following resources:
  - Featured Reports Listing
  - Featured Queries Listing
  - Report and Query Fact Sheet

SFS Analytics User Resources & Report User Guides

User Resources

- Access introductory videos, report walkthroughs, and tips and tricks for using SFS Analytics.
- View Webex recordings of previous SFS Analytics workshops.

Report User Guides

- Access report-specific user guides that explain basic report usage and define data elements.

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

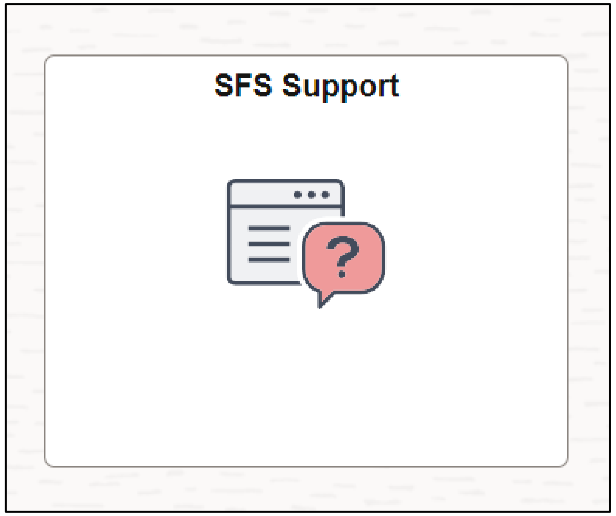
SFS Help Desk

- Provides the first level of SFS user support to Agency staff.
- Contact the SFS Help Desk for your reporting questions, including:
  - How to run a report
  - Navigating to a report or query
  - How to set up a Run Control ID
- Help Desk ticket responses will come from nyoscprod@service-now.com.

Open Mon-Fri
8:00 AM - 5:00 PM

Call (518) 457-7737

helpdesk@sfs.ny.gov

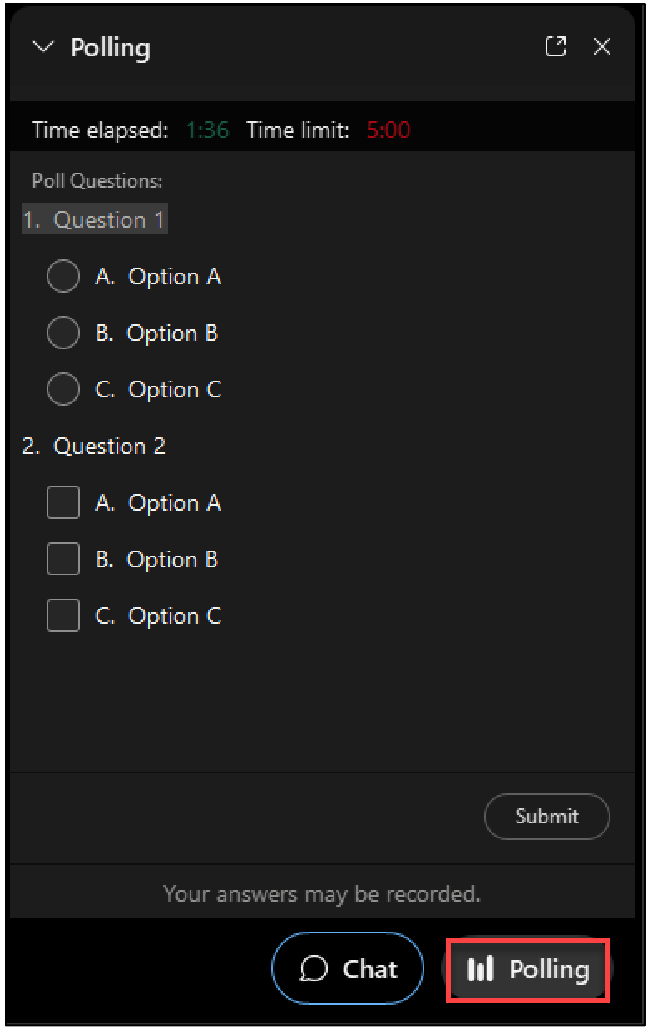


SFS Orientation – Resources and Support

- Each month, SFS holds an orientation to SFS session intended for New York agency staff who are newer to SFS, as well as individuals who want to learn resources and support options.
- In these sessions, participants will learn:
  - What resources are available.
  - Where to access module specific training.
  - Who to contact for system related questions.
  - How to stay connected with SFS Communications.
- When available, information regarding the Orientation, including the date, time, and link to join the session, can be found:
  - On the event calendar of the SFS Secure website.
  - In an email sent to individuals signed up for email updates. SFS users can visit the SFS Customer Communities page on the SFS Secure website to sign up.
  - On the notice tile of the SFS Production and Agency Business Process test environments.

Session Wrap Up Polling Questions

- A polling section displays within your Webex window. Answer the provided questions and click the **Submit** button. If you are unable to view the polling section, select the **Polling** icon in the bottom right corner of the screen.



Questions and Answers