



# **SFS Analytics for Advanced Users: Using Statewide Financial System (SFS) data to analyze spending**

October 28, 9:00 a.m. – 10:00 a.m.

# Agenda

- Intro to SFS Analytics
- DW470 – Vouchers Posted to Cash Ledger
- DW426 – P-Card/NET Card Analysis
- Questions & Answers

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



# Intro 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 the SFS Analytics (NYF\_AGY\_SFS\_ANALYTICS) functional role
- 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 **March 21, 2021 8:12 PM**

Please subscribe to our [Data Analysis Customer Community](#) to receive important reporting updates and announcements!

 General Ledger Reports	 Budget 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

**Recent Report Updates**

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

**SFS Analytics landing page**

# Common Reports Used to Analyze Spending

- DW557 – Expense Report Listing
- DW438 – Ad Hoc General Ledger Report
- DW951 – Purchase Order Listing
- DW128 – Contract Dashboard
- DW470 – Vouchers Posted to Cash Ledger
- **\*New!\*** DW426 – P-Card/NET Card Analysis



# DW470 – Vouchers Posted to Cash Ledger

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# DW470 – Vouchers Posted to Cash Ledger

- Available under the **Document Listing Reports** section of SFS Analytics
- Used to view all vouchers that have posted to the cash ledger for the selected accounting period
- The Journal Date represents the date of disbursements
- There is also the ability to drill down to initiating documents
- Report User Guide available on the Help tab

The screenshot shows the 'DW470 - Vouchers Posted to Cash Ledger' report interface. At the top, there are tabs for 'Listing' and 'Help'. The main title is 'Vouchers Posted to Cash Ledger'. Below the title, there is a navigation bar with 'SFS Analytics Home' and a timestamp '8/13/2021 2:50:45 PM DW470'. A message states: 'For performance gains, enter only the required fields and click 'Apply'. When the report returns, if needed, use additional filters and click 'Apply' again.' The main area is titled '\*Required Selections' and contains a grid of dropdown menus for filtering the report. The filters include: Fiscal Year (2022), Accounting Period (--Select Value--), Business Unit (SFS01), KK Department Level 2 (--Select Value--), Transactional Department (--Select Value--), Fund Level 4 (--Select Value--), Fund Level 5 (--Select Value--), Transactional Program (--Select Value--), Transactional Fund (--Select Value--), Transactional Account (--Select Value--), Budget Reference (--Select Value--), Project ID (--Select Value--), Supplier (--Select Value--), SDVOB Certified (--Select Value--), MWBE Classification (--Select Value--), Small Business Certified (--Select Value--), NYS Contract ID (--Select Value--), and SFS Contract ID (--Select Value--). There are also fields for Voucher ID, Purchase Order Number (with a dropdown for 'is equal to / is in'), and Obligation Date (with a 'Between' range selector). At the bottom right, there are 'Apply' and 'Reset' buttons.



# DW426 – P-Card/NET Card Analysis

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# DW426 – P-Card/NET Card Analysis

- New report added in April 2021
- Available under the **Document Listing Reports** section of SFS Analytics
- Used to view PCard and NET Card information in a variety of ways including by employee, by card, and by timeframe
- Report User Guide available on the Help tab

DW426 - P-Card NET Card Analysis

P-Card/NET Card Analysis Employee Report Card Report Purchase Distributions Help

8/13/2021 2:55:18 PM  
DW426

SFS Analytics Home

\* Required Selections

* Business Unit	* Department Tree	Department Level 7	Account	Chartfield1
SFS01	KK_SW_DEPT - KK Departm	--Select Value--	--Select Value--	--Select Value--
* Transaction Date	Department Level 1	Department Level 8	Fund	Chartfield2
Between	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Employee ID	Department Level 2	Department Level 9	Program	Chartfield3
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Employee Department	Department Level 3	Department Level 10	Operating Unit	Project ID
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Transaction ID	Department Level 4	Department Level 11	Activity ID	Merchant
	--Select Value--	--Select Value--	--Select Value--	
Transaction Status	Department Level 5	Department	Budget Reference	
--Select Value--	--Select Value--	--Select Value--	--Select Value--	
Card Type	Department Level 6			
--Select Value--	--Select Value--			

Apply Reset

# Questions and Answers