

Business Intelligence

WOASIS

Our Advanced Solution with Integrated Systems

Agenda

- Basic Navigation
- Advantage Budgeting
- Advantage Financial
- Advantage HRM

Basic Navigation

myApps → Enterprise Readiness → Training → HRM/Payroll → Business Intelligence

myApps › myOASIS

myApps Enterprise Readiness Training

[Training Home](#)

Training Materials

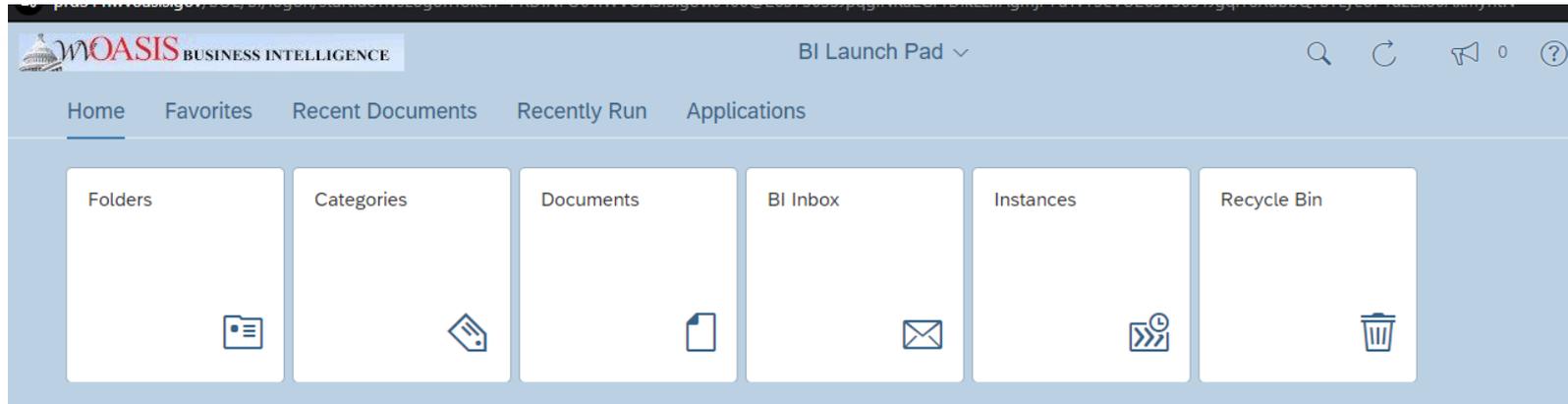
Please choose a Section and Sub-Section from the dropdowns below.

Description	Event Name	Event Date
 Business Intelligence 4.3 Guide	Guide	12/01/2023

Basic Navigation

The Home Group

The Home Group section tiles are: Folders, Categories, Documents, BI Inbox, Instances and Recycle Bin. The Home Group section is one of the sections where users may navigate throughout Business Intelligence application.



Basic Navigation

The screenshot displays the mOASIS Business Intelligence interface. The top navigation bar shows the report title 'WV-FIN-GL-060 Documents not Final'. Below this, a toolbar contains icons for File, Query, Analyze, and Display. The main content area shows the report cover page for 'WV-FIN-GL-060'. The report ID is WV-FIN-GL-060, the run date is 07/16/2020, and the run time is 1:50:19 AM. The report title is 'State of West Virginia wvOASIS - Operational Documents Not Final', with 'wvOASIS - Operational' highlighted in a red box. The mOASIS logo is visible in the bottom right corner of the report area.

The second screenshot shows the 'Parameters and Prompt' panel on the left, listing various parameters such as Run Date, Run Time, Doc Phase Code(s), Doc Status Code(s), Approval Level(s), Assignment Date (Start), Assignment Date (End), and Assignee(s). The main content area shows the report cover page for 'WV-FIN-GL-004-Monthly Line Item'. The report ID is WV-FIN-GL-004, the run date is 03/04/2024, and the run time is 11:48:07 AM. The report title is 'State of West Virginia wvOASIS - Data Warehouse Monthly Line Item Report', with 'wvOASIS - Data Warehouse' highlighted in a red box. The mOASIS logo is visible in the bottom right corner of the report area. Below the report title, it says 'Cover Page No Records Found'. The 'Prompts and Parameters' section at the bottom shows the Run Date as 03/04/2024 and the Run Time as 11:48:07 AM.

2nd line of report title will indicate the data source of the report:
Data Warehouse data is delayed one day
Operational is real time data

Basic Navigation Prompt Box

The screenshot displays the mOASIS Business Intelligence interface. At the top, there is a navigation bar with a home icon, the mOASIS logo, and the text "BUSINESS INTELLIGENCE". On the right side of the navigation bar, it says "WV-FIN-GL-146 Document Listing". Below the navigation bar is a toolbar with icons for File, Query, Analyze, and Display. The "Query" icon is highlighted with a red box, and a dropdown menu is open, showing the option "Refresh all refreshable data providers" with a refresh icon. Below the toolbar, there is a section for "Prompts" with 15 prompts. Below that, there is a table with columns for Fund, Major Program, Program Period Code, BSA, and Event Type. At the bottom, there is a table with columns for FY, Doc Type, Doc Code, Doc Dept, Doc Unit, Doc ID, Doc Ver No, Doc Code+Doc ID, Doc Header Created By User, Last Modified User, and Doc Header Des.

Fund	Major Program	Program Period Code	BSA	Event Type
All Values	All Values	All Values	All Values	All Values

FY	Doc Type	Doc Code	Doc Dept	Doc Unit	Doc ID	Doc Ver No	Doc Code+Doc ID	Doc Header Created By User	Last Modified User	Doc Header Des
2024	AD	AD	0471		AUTO2400322515	1	ADAUTO2400322515	Batch User	batch	
2024	AD	AD	0471		AUTO2400306911	1	ADAUTO2400306911	Batch User	batch	
2024	AD	AD	0471		AUTO2400306916	1	ADAUTO2400306916	Batch User	batch	
2024	AD	AD	0471		AUTO2400306918	1	ADAUTO2400306918	Batch User	batch	
2024	AD	AD	0471		AUTO2400322468	1	ADAUTO2400322468	Batch User	batch	
2024	AD	AD	0471		AUTO2400308153	1	ADAUTO2400308153	Batch User	batch	
2024	AD	AD	0471		AUTO2400335163	1	ADAUTO2400335163	Batch User	batch	
2024	AD	EFT	0471		AUTO2401501162	1	EFTAUTO2401501162	Batch User	batch	
2024	AD	EFT	0471		AUTO2401501163	1	EFTAUTO2401501163	Batch User	batch	
2024	AD	EFT	0471		AUTO2401652794	1	EFTAUTO2401652794	Batch User	batch	
2024	AD	EFT	0471		AUTO2401501164	1	EFTAUTO2401501164	Batch User	batch	

Basic Navigation Prompt Box

Shows 3 funds are selected as prompts

Reset Prompt values with the default value

Search

Enter Fiscal Year:
Please select at least one value

Enter Less than or Equal to Accounting Period:
Please select at least one value

Enter value(s) for Department:
(All values)

✓ Enter value(s) for Fund: (3)
0102; 0126; 0128

Enter value(s) for Unit:
(All values)

Enter value(s) for Bureau:
(All values)

Prompts

✓ 3

Enter value(s) for Fund:

Search or enter value(s) manually

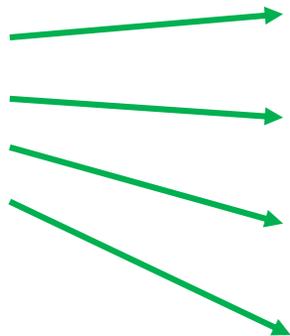
Fund	
<input type="checkbox"/>	0101
<input checked="" type="checkbox"/>	0102
<input type="checkbox"/>	0105
<input type="checkbox"/>	0116
<input checked="" type="checkbox"/>	0126
<input type="checkbox"/>	0127
<input checked="" type="checkbox"/>	0128
<input type="checkbox"/>	0131

Basic Navigation

Mandatory Prompts



Optional Prompts

A screenshot of a software interface. At the top is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a list of prompts. The first two prompts are highlighted in light blue and each has a small 'i' icon to its left. The first prompt is 'Enter Fiscal Year:' with the subtext 'Please select at least one value'. The second prompt is 'Enter Less than or Equal to Accounting Period:' with the subtext 'Please select at least one value'. Below these are four more prompts, each with the subtext '(All values)': 'Enter value(s) for Department:', 'Enter value(s) for Fund:', 'Enter value(s) for Unit:', and 'Enter value(s) for Bureau:'. At the bottom is a prompt 'Enter value(s) for Group:' with the subtext '(All values)'. On the right side of the interface, there is a refresh icon, a button labeled 'Enter', and a button labeled 'Sele'. A vertical scrollbar is visible on the right edge of the list.

Basic Navigation

Advanced Settings for prompt searching

The screenshot displays the mOASIS search interface. On the left, a sidebar contains several prompts: 'Enter Fiscal Year:', 'Enter Less than or Equal to Accounting Period:', 'Enter value(s) for Department:', 'Enter value(s) for Fund:', 'Enter value(s) for Unit:', 'Enter value(s) for Bureau:', and 'Enter value(s) for Group:'. The 'Enter value(s) for Fund:' prompt is currently selected. The main search area shows a search bar with the text 'Enter value(s) for Fund:' and a 'Settings' gear icon. A red arrow points from the text 'Advanced Settings for prompt searching' to this gear icon. A 'Settings' dialog box is open, showing options for 'Match case', 'Database search', 'Search by keys', and 'Show keys', all set to 'NO'. It also displays the 'Last refresh date' as '3/11/2024, 10:19:17 AM' and 'Partial result' as 'No'. A 'Close' button is at the bottom of the dialog. Below the search bar, a table lists 'Fund' values from 0101 to 0135, each with an unchecked checkbox.

Fund
<input type="checkbox"/> 0101
<input type="checkbox"/> 0102
<input type="checkbox"/> 0105
<input type="checkbox"/> 0116
<input type="checkbox"/> 0126
<input type="checkbox"/> 0127
<input type="checkbox"/> 0128
<input type="checkbox"/> 0131
<input type="checkbox"/> 0132
<input type="checkbox"/> 0135

Basic Navigation Input Controls

1. Make sure you are in Design mode
2. Click on the Analyze/Show Filter Bar

The screenshot displays the wvOASIS Business Intelligence interface. The top navigation bar includes the wvOASIS logo, the text "BUSINESS INTELLIGENCE", and the report title "WV-FIN-PROC-028 Procurement Award Acc...". A yellow box with the number "2" highlights the "Analyze" button in the ribbon. A yellow box with the number "1" highlights the "Design" dropdown menu in the top right corner, which is open to show options: "Reading Alt+1", "Design Alt+2" (selected), and "Structure Alt+3". Below the ribbon, the "Analyze/Show Filter Bar" is visible, showing filters for "Award Doc Code" (All Values), "Greater than Open Amount" (All Values), and "Less than Open Amount" (All Values). The main content area shows the report cover page with the following information:

Report ID: WV-FIN-PROC-028
Run Date: 03/11/2024
Run Time: 10:53:06 AM

State of West Virginia
wvOASIS - Data Warehouse
Procurement Award Accounting Detail

Cover Page

Prompts and Parameters
Run Date: 03/11/2024
Award Doc Code(s):

Basic Navigation Input Controls

3. Click down arrow on Manage Filters
4. Click "+ New Input Control"

The screenshot displays the wvOASIS Business Intelligence interface. At the top, there is a navigation bar with a home icon, the wvOASIS logo, and the text "BUSINESS INTELLIGENCE". The right side of the navigation bar shows "WV-FIN-PR". Below the navigation bar is a ribbon menu with tabs for "File", "Query", "Insert", "Analyze", and "Display". The "Analyze" tab is active, showing a filter icon with a plus sign. A yellow box with the number "3" highlights this icon. A dropdown menu is open from this icon, showing options: "+ New Input Control", "New Group of Controls", "Manage Filter Bar...", and "Reset All". A yellow box with the number "4" highlights the "+ New Input Control" option. The main content area shows a list of filters: "Award Doc Code All Values", "Greater than Open Amount All Values", and "Less than Open Amount All Values". Below the filters, there are several dropdown menus for "Pag...", "WV-FIN-PROC-028 PDF", "WV-FIN-PROC-028 Excel", and "Query Status". At the bottom right, there is a footer with the text: "State of West Virginia", "wvOASIS - Data Warehouse", and "Procurement Award Accounting Deta".

Basic Navigation Input Controls

5. Select Object you want to filter (usually it's a column)
6. Enter value to filter

WV-FIN-PROC-028 Procurement Award Acc

New Control

5

Object

Name

Description

Current target

Document

Current report

WV-FIN-PROC-028 Cover

Header

Header

Body

Cover Page

Footer

Type

Operator

Minimum value

Maximum value

Increment

Reset on refresh OFF

Default value(s)

6

Basic Business Intelligence

Complete listing and description of the available financial reports located at bottom of Advantage Financial folder

The screenshot displays the mOASIS Business Intelligence interface. The left sidebar shows a tree view of folders, with 'Advantage Financial' selected. The main pane shows a list of folders and files within 'Public Folders / wwOASIS / Advantage Financial /'. The list includes various folders like 'Cash Management', 'COA Elements', 'DEP', 'Document Control', 'Finance Team', 'Fixed Asset', 'General Accounting', 'Grants Management', 'Inventory', 'Payroll', 'Procurement', 'Project Accounting', 'Reciprocity', 'Travel', 'Vendor', and 'Vendor Employee Extract'. It also includes files such as 'BI Financial Session' (Microsoft Powerpoint), 'Cash Reconciliation Issues in wwOASIS' (Microsoft Word), 'Event Type Accruals' (Microsoft Excel), and 'OASIS FIN Report Inventory Updated 10.12.2023' (Microsoft Excel). The last two items are highlighted with a red box.

Title	Favorites	Type
Cash Management		Folder
COA Elements		Folder
DEP		Folder
Document Control		Folder
Finance Team		Folder
Fixed Asset		Folder
General Accounting		Folder
Grants Management		Folder
Inventory		Folder
Payroll		Folder
Procurement		Folder
Project Accounting		Folder
Reciprocity		Folder
Travel		Folder
Vendor		Folder
Vendor Employee Extract		Folder
BI Financial Session		Microsoft Powerpoint
Cash Reconciliation Issues in wwOASIS		Microsoft Word
Event Type Accruals		Microsoft Excel
OASIS FIN Report Inventory Updated 10.12.2023		Microsoft Excel

Basic Business Intelligence

Complete listing and description of the available financial reports located at bottom of Advantage Financial folder

Mod#	Title	Folder	Sub Folder	Report Description
*All Reports will have the Report ID, Run Date and Run Time in the top left-hand corner and the wvOASIS logo in the top right-hand corner of the cover page. * Report Heading and/or description should indicate if the report is from the Data Warehouse or the Operational system (OFIN).				
FIN-AP-001	WV-FIN-AP-001 - Future Scheduled	Adv Financial	Accounts Payable	This report shows future scheduled payments grouped by Scheduled Payment Date. The report also shows any holds associated with each payment.
FIN-AP-008	WV-FIN-AP-008 - Payment Transactions	Adv Financial	Accounts Payable	This report displays disbursement transactions processed in a given date range by Department, Vendor, and Issue date.
FIN-AP-016	WV-FIN-AP-016 - Disbursement	Adv Financial	Accounts Payable	This report shows a summary of disbursements for the specified accounting periods. This report has a drill thru report to AP-027 which shows doc ID's.
FIN-AP-019	WV-FIN-AP-019 - Expenditure	Adv Financial	Accounts Payable	This report displays Accrued Amounts and Cash Amounts of Payment Request transactions grouped by Fund, Sub-Fund, Department, and Accounting Period for a given Fiscal Year.
FIN-AP-021	WV-FIN-AP-021 - 1099 Invoice Electronic File	Adv Financial	Accounts Payable	This report displays summary and detailed information related to the 1099 process. The report is primarily used by WVU. The first report tab displays the original and adjusted 1099 amounts by vendor for the specified Calendar Year. Information for this tab comes from the 1099 Journal from records where the Sub-Object Code is taxable and from the 1099 Maintenance (M1099) documents. The second report tab displays the details of the 1099 Maintenance (M1099) documents for the specified Calendar Year.
FIN-AP-026	WV-FIN-AP-026 - Comprehensive	Adv Financial	Accounts Payable	This report displays both Pcard and non-Pcard disbursement transactions processed in a given date range by Accounting Period, Vendor, Department, and Unit.
FIN-AP-027	WV-FIN-AP-027 - Disbursement	Adv Financial	Accounts Payable	This report shows the disbursement details for the specified accounting periods. This report is the drill thru report from AP-016.
FIN-AP-028	WV-FIN-AP-028 - Agency 1099 Report	Adv Financial	Accounts Payable	This report displays detailed information related to the 1099 process. The report is used by all departments.
FIN-AP-030	WV-FIN-AP-030 - 1099 R and ER	Adv Financial	Accounts Payable	This report displays the Box information for the 1099 R and ER's for all form types.
FIN-AP-035	WV-FIN-AP-035 - Document History	Adv Financial	Accounts Payable	Document level information for Closing Classification in tabular format. For a given period of time (date, acct period, FY) for Fund Accounting AND Cost Accounting elements. This report will show the history of the document
FIN-AP-037	WV-FIN-AP-037 - Fiscal Year End Payment Requests	Adv Financial	Accounts Payable	This report will be a tabular report identifying those payment requests and disbursement documents where goods/services were received before a user specified date but paid after that date. This report will show all fund and cost accounting chart of account elements.
FIN-AP-038	WV-FIN-AP-038 - Expenditures by	Adv Financial	Accounts Payable	This report will show the Daily and YTD Expenditures for a user-specified Fund Code and Fiscal Year.
FIN-AP-039	WV-FIN-AP-039 - Daily Payment	Adv Financial	Accounts Payable	This report is a tabular listing of Payment Requests along with Disbursement documents. The chart of account elements shown reflect the payment request and disbursement documents. The Disbursement is generated during the AD chain and the accounting line chart of accounts

Basic Business Intelligence

Complete listing and description of the available financial reports located at bottom of Advantage HRM folder

The screenshot displays the mOASIS Business Intelligence interface. On the left, a 'Folders' pane shows a tree structure with 'Advantage HRM' selected. The main pane shows a list of reports under the path 'Public Folders / wwOASIS / Advantage HRM /'. The reports are listed in a table with columns for Title, Favorites, and Type. The report 'OASIS HRM Report Inventory - Updated 10.12.2023' is highlighted with a red box.

Title	Favorites	Type
CPRB		Folder
Historical Data Reporting		Folder
Real-Time Data Reporting		Folder
TIMEI		Folder
BI Reports HRM Workshop		Microsoft Powerpoint
OASIS HRM Report Inventory - Updated 10.12.2023		Microsoft Excel
Pay Events Not Used		Microsoft Excel
Test		Web Intelligence
wwOASIS Staging Reports Guide		Microsoft Excel

Basic Business Intelligence

Complete listing and description of the available HR reports located at bottom of Advantage HRM folder

Report Name	BI Main Folder	BI Sub-Folder Location	Report Data Source	Central Agency User	Agency Payroll	Agency HR Users	Agency Users	Staging Users	Prompts	Report Description
WV-FIN-PYRL-065 - Payroll Vendor Payments by Check Date and GTN Number	Historical Data Reporting	Check Processing Reports/Deductions and Vendor Payments	Data Warehouse	Yes	Yes	No	No	No	Check/EFT Issue Date From Check/EFT Issue Date To Document Create Date (From) Document Create Date (To) Vendor Code(s)	The Payroll Vendor Payments by Check Date and GTN Number provides the details of checks for the vendor payments associated to OASIS payroll. The reports has three tabs: Payroll Vendor Payments by GTN - Provides the Payroll GTN Run Numbers
WV-HRP-PYRL-080 - Direct Deposit Deduction Register	Historical Data Reporting	Check Processing Reports/Deductions and Vendor Payments	Data Warehouse	Yes	Yes	No	No	No	GTN Number(s) Vendor Deduction Type	The Direct Deposit Deduction Register report provides details of employee deductions for each employee paid to vendors via direct deposit for a given pay cycle. Employees are grouped by pay cycle, vendor, deduction type, and deduction plan.
WV-HRP-PYRL-082 - Deduction Register Vendor Totals	Historical Data Reporting	Check Processing Reports/Deductions and Vendor Payments	Data Warehouse	Yes	Yes	No	No	No	GTN Run Number Vendor Code(s) Deduction Type Plan(s) Deduction Type Code(s)	This report lists all employee deductions by Vendor and is used by the State Treasurer's Office as part of Payroll processing. The employee ID and name are NOT included in the report. The report does have a required prompt for the GTN Run Number(s).
WV-HRP-PYRL-151STO Deductions and Fringes by Vendor	Historical Data Reporting	Check Processing Reports/Deductions and Vendor Payments	Data Warehouse	Yes	Yes	No	No	No	GTN Run Number	The Deductions and Fringes by Vendor lists all deduction types and fringe types and amount associated to these deductions for the user entered GTN Run Number. The report is grouped by Vendor. The report prompts the user to enter

Business Intelligence

Did you know?

- Reports can be scheduled to your Inbox
 - Email helpdesk or reports@wvoasis.gov
- Can place reports in “My Favorites” folder
- A cover page on all reports showing prompts used
- Reports can be modified/filtered in BI without downloading to excel through Input Controls
- Pivot table greatly assist in displaying large amounts of data

Business Intelligence Inbox

The screenshot displays the mOASIS Business Intelligence interface. At the top left is the mOASIS logo and the text "BUSINESS INTELLIGENCE". To the right is a "BI Launch Pad" dropdown menu. Below this is a navigation bar with tabs for "Home", "Favorites", "Recent Documents", "Recently Run", and "Applications". The main area features six large white tiles: "Folders" (with a list icon), "Categories" (with a tag icon), "Documents" (with a document icon), "BI Inbox" (with an envelope icon and highlighted by a red box), "Instances" (with a refresh icon), and "Recycle Bin" (with a trash icon). Below the tiles is a "Favorites" section with the message "No favorites are available at the moment. Mark an object as favorite and access it from here." The "Recent Documents" section shows a list of seven document tiles, each with a title, date, and "Web Intelligence" icon. A "View All Recent Documents" link is located at the bottom right.

mOASIS BUSINESS INTELLIGENCE

BI Launch Pad ▾

Home Favorites Recent Documents Recently Run Applications

Folders Categories Documents **BI Inbox** Instances Recycle Bin

Favorites

No favorites are available at the moment. Mark an object as favorite and access it from here.

Recent Documents

Document Title	Date	Icon
Budgetbyapprop w Senate & House	Dec 19, 2023 11:11 AM	Web Intelligence
WV-FIN-AP-026 - Comprehensive	Feb 20, 2024 3:18 PM	Web Intelligence
WV-FIN-GL-004- Monthly Line Item	Aug 1, 2023 12:59 PM	Web Intelligence
WV-FIN-GL-060 Documents not Final	May 18, 2023 4:08 PM	Web Intelligence
Budgetbyapprop w Senate & House	Nov 16, 2022 9:59 AM	Web Intelligence
Budgetbyapprop w Senate & House	Jan 14, 2022 8:09 AM	Web Intelligence
ES Quick Chec Conditions FY2	Apr 11, 2023 9:41 AM	Web Intelligence

View All Recent Documents

Business Intelligence Cover Page

Every report has
Cover Page

Shows date/time

Shows prompts
used in report

Shows Report
Description

Report ID: WV-FIN-GL-146	State of West Virginia	
Run Date: 09/13/2019	wvOASIS - Data Warehouse	
Run Time: 9:30:31 AM	Document Listing	
Cover Page		
Parameters and Prompts		
Run Date:	09/13/2019	Fund(s):
Run Time:	9:30:31 AM	Appropriation(s):
Fiscal Year(s):	2019	Object(s):
BFY:		Sub-Object(s):
Accounting Period(s):		Actg Line Dept(s): 0303
Record Start Date:		Revenue Source(s):
Record End Date:		Major Program(s):
Posting Code(s):		PPC(s):
BSA:		Phase(s):
Event Type(s):		Program(s):
Closing Classification(s): 10		Sub-Revenue Source(s):
Doc Code(s):		Activity:
Bureau(s):		Sub-Activity:
Section(s):		Function(s):
Group(s):		Sub-Function(s):
District(s):		Location(s):
Division(s):		Sub-Location(s):
Unit(s):		Doc ID(s):
Vendor Code(s):		Vendor Legal Name(s):
Doc Run Date(Start):		CFDA Number(s):
Doc Run Date(End):		Department(s):
Doc Dept Code(s):		Last Modified User Id(s):
		Sub-Fund(s):
Report Description:		
This report provides a listing of document for a user specified fiscal year and accounting period. The report includes additional prompts to assist in filtering the lis Code, Closing Classification (Cash Expenditure, Accrued Expenditures, etc), Record Date. Along with the document number, the report displays a number of lec		

Advantage Budgeting

- WV-AB-ES-011 Expenditure Schedule by Dept.
- WV-AB-ES-004 Enrolled Budget Reconciliation
- WV-AB-AR-016 Appropriation Request Detail
- WV-AB-AR-017 Appropriation Request by Dept.
- WV-AB-AR-014 Dues and Membership
 - Save 014 excel file for modifications

Financial/Accounts Payable

- WV-FIN-AP-054 Accrued Expense Aging report
- WV-FIN-AP-001 Future Schedule Payment
- WV-FIN-AP-026 Comprehensive Payment Details by Vendor

Financial/Accounts Receivable

- WV-FIN-RE-010 Outstanding Receivables As of Date Ran
- WV-FIN-AR-019 Outstanding Invoices

Financial/Budgetary Control

- WV-FIN-BC-028 BQ92LV1 Budget vs Actual
- WV-FIN-BC-033 BQ92LV1 Allotments
(includes pending transactions)
- WV-FIN-BC-046 Month Exp by Object BQ92LV2
- WV-FIN-BC-052 BQ93LV1 Revenue Budget
Structure (good to run when doing AR12 form in
budget development)

Budget Reports BC-028

Shows Allotments, Budget and Actual amounts for the Central Budget Structure 92 Level 1. The information in this report can be located on the budget inquiry page BQ92LV1 (State Appropriation and Allotments).

State Appr. ITD tab mimics BQ92LV1

ITD EXCEL tab mimics BQ92LV1 allotment screens

Budget Reports BC-028B

Shows Allotments, Budget and Actual amounts for the Central Budget Structure 92 Level 2, object code. The information in this report can be located on the budget inquiry page BQ92LV2

EXCEL tab mimics BQ92LV2

Financial/Cash Balance Analysis

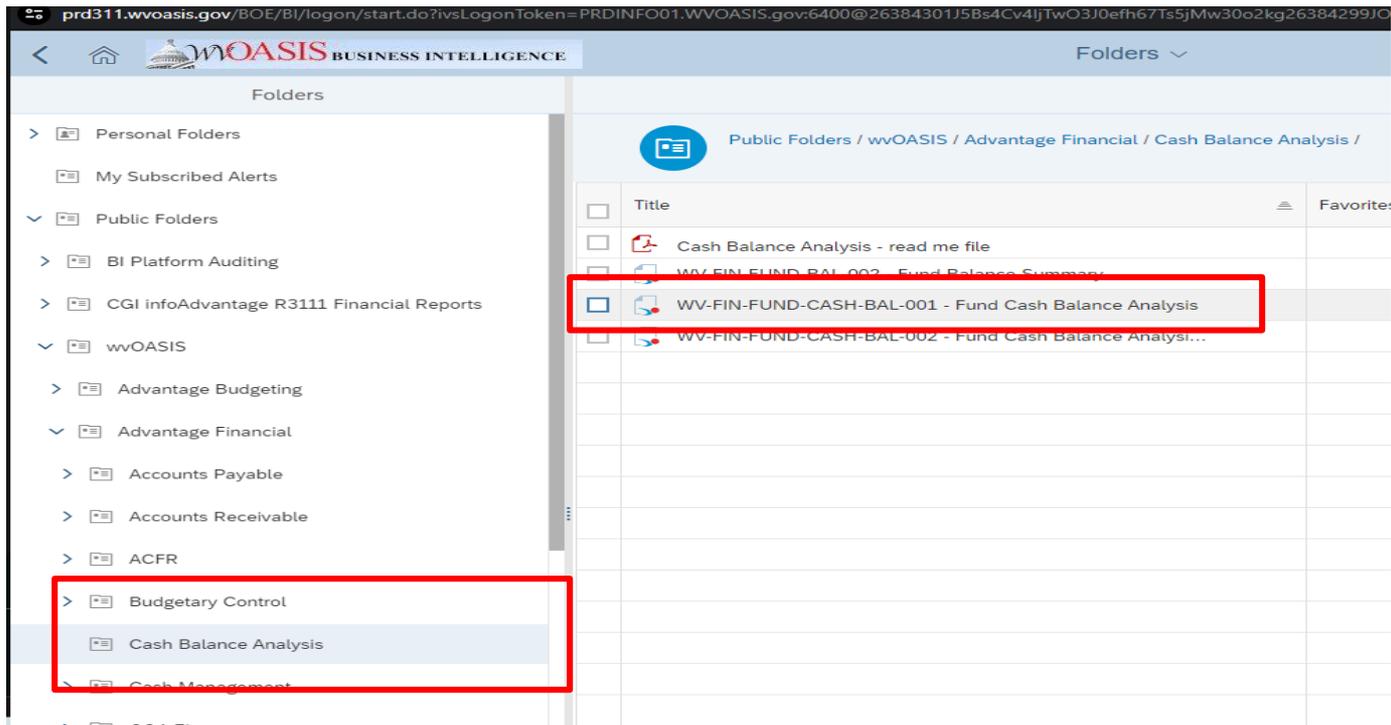
- WV-FIN-FUND-CASH-BAL-001
 - mimics CBALSQ page in application but with a date prompt

Fund Cash Balance Analysis

WV-FIN-Fund-Bal-001

Fund Cash Balance Analysis

Summarizes non cash documents that will eventually be referenced by other documents that will post to cash such as GAX, PRC, PRM etc. It mimics the CBALSQ page but with a scheduled payment date filter.



Fund Cash Balance Analysis

WV-FIN-Fund-Bal-001

Report ID: WV-FIN-FUND-BAL-001

Run Date: 07/29/2015

Run Time: 4:57:34 PM

State of West Virginia

wOASIS

Cash Balance Analysis by Fund - for Scheduled

Fund	(A) - Avail Cash Bal	Final documents ready for disbursement - See Tabs A and B for supporting details			Pending Cash documents - See tabs C and D for supporting details			(F) - Delta (C
		Min - Max Sched Date	# of errors	(B) - Sched Amt	(C) - Delta - (A minus B)	(D) - Pending Cash Increase	(E) - Pending Cash Decrease	
3265	\$1,638,992.89	7/14/15 - 7/22/15		\$99,895.83	\$1,579,097.06	\$522,527.62	\$493,199.69	\$1,608,4



Payment Date: 08/07/2015

Pending documents for disbursement - Auditor Pending - See tabs E and F for supporting details		Pending documents for disbursement - Agency Pending - See tabs E and F for supporting details		I - Delta (F + G - H)	J - Pending Increase to Cash	K - Pending Decrease to Cash	L - Delta
(G) - Pending Increase to Cash	(H) - Pending Decrease To Cash						
\$0.00	\$34,967.49			\$1,573,457.50	\$0.00	\$0.00	\$1,57

Financial/COA Elements

- WV-FIN-COA-002 Unit Listing
- WV-FIN-COA-004 Object Listing
- WV-FIN-COA-005 Revenue Listing
- WV-FIN-COA-016 Accounting Templates
- WV-FIN-COA-017 Major Program, Program & PPC
- WV-FIN-COA-020 Commodity Code Listing

Financial/Document Control

- WV-OFIN-DCTRL-005 FINAL Documents
- WV-FIN-DCTRL-004 Financial Document Exception Report with COA
 - Useful to run after encumbrance roll activity on 6/30 and 7/31

Financial/Document Control

WV-OFIN-DCTRL-005 FINAL Documents

CTRL-005 Cover S... WV-OFIN-DCTRL-005 Excel WV-OFIN-DCTRL-005 Excel In... Query Status

Report ID: WV-OFIN-DCTRL-005											Doc SbmDt	Run Date: 03/05/2024	Run Time: 12:17:13 PM GMT-04:00		
FY	APD	Doc Type	Doc Code	Doc Name	Doc Dept	Doc ID	Doc Vers	Doc Rec Date	Doc Create Date	Doc Submit Date	Created By	Last Updated	Last Updated By	Aprv Lvl	User
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2300101715	1	7/26/23	6/29/23	7/26/23	FRILEYJO1	7/26/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2300101715	1	7/26/23	6/29/23	7/26/23	FRILEYJO1	7/26/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002347	1	7/12/23	7/10/23	7/12/23	CARPERLE1	7/14/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002347	1	7/12/23	7/10/23	7/12/23	CARPERLE1	7/14/23	batch	6	BELLGE1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002357	1	7/12/23	7/10/23	7/12/23	CARPERLE1	7/14/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002357	1	7/12/23	7/10/23	7/12/23	CARPERLE1	7/14/23	batch	6	BELLGE1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002483	1	7/10/23	7/10/23	7/10/23	CARPERLE1	7/14/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002483	1	7/10/23	7/10/23	7/10/23	CARPERLE1	7/14/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002499	1	7/10/23	7/10/23	7/10/23	CARPERLE1	7/14/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400002499	1	7/10/23	7/10/23	7/10/23	CARPERLE1	7/14/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400003109	1	7/12/23	7/11/23	7/12/23	CARPERLE1	7/21/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400003109	1	7/12/23	7/11/23	7/12/23	CARPERLE1	7/21/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004651	1	7/27/23	7/13/23	7/27/23	CARPERLE1	7/29/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004651	1	7/27/23	7/13/23	7/27/23	CARPERLE1	7/29/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004653	1	7/18/23	7/13/23	7/18/23	CARPERLE1	7/21/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004653	1	7/18/23	7/13/23	7/18/23	CARPERLE1	7/21/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004776	1	7/18/23	7/14/23	7/18/23	CARPERLE1	7/18/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004776	1	7/18/23	7/14/23	7/18/23	CARPERLE1	7/18/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004916	1	7/17/23	7/14/23	7/17/23	CARPERLE1	7/21/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400004916	1	7/17/23	7/14/23	7/17/23	CARPERLE1	7/21/23	batch	6	ANTILLJO1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400009009	1	7/27/23	7/27/23	7/27/23	CARPERLE1	7/29/23	batch	5	DOYLEMA1
2024	1	ABS	GAX	General Accounting Expense/Expenditure	0221	2400009009	1	7/27/23	7/27/23	7/27/23	CARPERLE1	7/29/23	batch	6	ANTILLJO1

Financial/Document Control

WV-FIN-DCTRL-004 Financial Documents (prompts)

- Error Severity Code: 2
- Document Code: APO, CPO, ACT, CCT, ADO, CDO, ARQS, CRQS, GAP, GAE, GRTAWD
- Document Creation Date: 7/31/2023
- Document Creation User: batch

Financial/Fixed Assets

- **WV-FIN-AM-017 Assets by Department**
 - Complete listing of assets for a department
- **WV-FIN-AM-017V Vehicles by Department**
 - Listing of vehicles and other equip. for compliance with §5A-12-12 State vehicle fleet annual report.
- **WV-FIN-AM-043 Fixed Asset Documents**
- **WV-FIN-AM-044 Real Estate**
 - Listing of buildings, land, waterways, leased buildings, and leased land for compliance with §5A-10-9 Real property accounting and records.

Financial/General Accounting

- WV-FIN-GL-004 Monthly Line Item
 - Current month & YTD revenues and expenditures
- WV-FIN-GL-060 Documents Not Final
 - Any document not FINAL (other than budget documents)
- WV-FIN-GL-146 Documents Listing
 - “kitchen sink” report this has tons of information
- WV-FIN-TRLBAL-001 Trial Balance Summary
 - Gives balances for Fund/BSA
- WV-FIN-TRLDTL-001 Trial Balance Detail
 - Gives balances for Fund/Sub Fund/BSA/Sub BSA and UNIT

Financial/Closing Classification

Posting Code Closing Classification

Closing Classification Code	Name
✓ 1	Asset Roll Forward
10	Cash Expenditures
11	Accrued Expenditures
12	Encumbrances
13	Pre Encumbrances
14	Collected Revenue
15	Billed Revenue
16	Billed Unearned Revenue Roll
17	Collected Unearned Revenue Roll
2	Liability Roll Forward

First Prev [Next](#) Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

Closing Classification Code :

Name :

Real Posting Code : 

Fund Balance Posting Code : 

Retained Earnings Posting Code : 

Agency Due To Posting Code : 

Offset Posting Code : 

Closing Action : 

[Top](#)

What is Closing Classification?

Similar to other rollups such as Bureau, District, etc...but for posting codes on the Posting section of documents.

What are they used for? For reporting purposes and annual close process determines what to do with journal records

JUMP TO: PSCDCL

Lists all Closing Classification Codes

Financial/Closing Classification

est-CommodityBased(PRC) Dept: 0313 ID: 2000000106 Ver.: 1 Function: New Phase: Final

Accounting Distribution	Total Lines: 0	Distribution
Vendor	Total Lines: 1	Vendor Line
Commodity	Total Lines: 1	Commodity
Accounting	Total Lines: 1	Accounting
Posting	Total Lines: 2	

Line	Function		Debit Amount	Credit Amount
	Liquidation	P006 P005	\$1,271.22	\$1,271.22
	Standard	D011 D001	\$1,271.22	\$1,271.22
2 Total: 2				

Go to line: Go

Financial/Closing Classification

Posting Code

Posting Code	Name	Account Type	Cash Account	Memo Account
✓ P005	Encumbrance		No	No

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

*Posting Code : P005
*Name : Encumbrance
*Short Name : Encumbrance

Closing Classification Code : 12
Closing Classification Name : Encumbrances

Inference and Edit Information

Update/Posting Rules

Expense Budget :
Expense Bucket Id : 13
Encumbered

Revenue Budget :
Revenue Bucket Id :

CBAL Bucket :
CBAL Update :
FBAL Update :
FBAL Bucket : Expense
Code Type : Spending

Classifications

Overhead Rate Process :
Cost Allocation Process : Not Applicable
Funding Split : Split for Reporting
FACP Eligible :

Accounting Type Journal :
Journal Type for 1099 Reporting :
Cash Type Journal :
Fixed Asset Type Journal :

Jump To: PSCD

Search for
Posting Code
P005

Financial/Closing Classification

Common Closing Classification Codes

10-Cash Expenses – all postings that post to both expense and cash BSA 1020. This is equivalent to the **Cash Expense** budget bucket on BQ pages

14-Collected Earned Revenue – all postings that post to both revenue and cash BSA 1020 (exceptions of GAXR's). This is the equivalent to **Collected Earned Revenue** budget bucket on BQ pages.

5-Cash Roll Forward-all postings that post to Balance Sheet Account BSA 1020. This is the balance sheet that shows balances on CBALSQ and CBALDQ pages.

You can run GL-146 for Closing Classifications 10, 14, 5 for a specific fiscal year and period and generate a cash flow report that shows all revenues, expenses and cash transactions.

Financial/TRLBAL-001

- Gives beginning/ending balances and net activity
- Does not give transactions (GL-146 or GL-060)
- Accounting Period left blank get balances for all periods in the FY
- Can also filter on Closing Classifications
- Common Balance Sheet Accounts BSA used
 - 1020 Cash
 - 1040 Board of Treasury Investments BTI
 - 1044 Investment Management Board IMB

Financial/TRLBAL-001

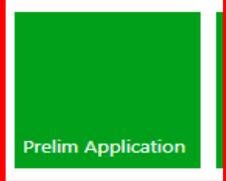
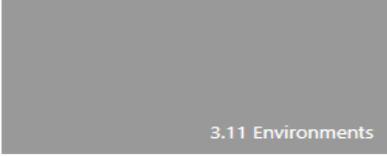
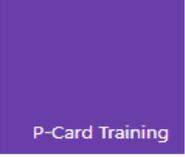
<u>Fund</u>	<u>BSA</u>	<u>Accounting Period</u>	<u>Beginning Balance</u>	<u>Total Debits</u>	<u>Total Credit</u>	<u>Ending Balance</u>	<u>Net Activity</u>
3024	1020	1	1,085,738.64	55,045.00	(27,915.30)	1,112,868.34	27,129.70
3024	1020	2	1,112,868.34	148,500.00	(51,761.54)	1,209,606.80	96,738.46
3024	1020	3	1,209,606.80	125,846.30	(54,378.64)	1,281,074.46	71,467.66
3024	1020	4	1,281,074.46	34,948.64	(170,203.90)	1,145,819.20	(135,255.26)
3024	1020	5	1,145,819.20	2,500.00	(20,969.14)	1,127,350.06	(18,469.14)
3024	1020	6	1,127,350.06	55,000.00	(20,933.25)	1,161,416.81	34,066.75
3024	1020	7	1,161,416.81	212,098.97	(22,201.78)	1,351,314.00	189,897.19
3024	1020	8	1,351,314.00	27,500.00	(85,665.31)	1,293,148.69	(58,165.31)
3024	1020	9	1,293,148.69	---	(47,480.08)	1,245,668.61	(47,480.08)
3024	1020	10	1,245,668.61	190,516.05	(23,879.17)	1,412,305.49	166,636.88
3024	1020	11	1,412,305.49	2,500.00	(62,367.77)	1,352,437.72	(59,867.77)
3024	1020	12	1,352,437.72	30,087.02	(43,614.60)	1,338,910.14	(13,527.58)
3024	1020	13	1,338,910.14	---	---	1,338,910.14	---

Financial/Grants Management

- WV-FIN-GRNT-026 Grant Drawdown Budget Structure 38 (no unit)
- WV-FIN-GRNT-029 Grant Drawdown Budget Structure 95 (includes unit codes)
- WV-FIN-GRNT-024 Grant Award Summary
- WV-FIN-GRNT-025 Grant Award Accounting Detail

Financial/Payroll

myApps

 wvOASIS Maintenance Schedule	 Enterprise Readiness	 Forms	 Financials, Procurement, Treasury
 Budget Development	 HRM/Payroll	 Prelim Application	 Employee Self Service
 Business Intelligence Reporting	 VISTA	 Travel	 wvOASIS System Information
 wvOASIS Cycle Operations Dashboard	 Formerly  KRONOS Time and Leave	 3.11 Environments	 P-Card Training
 HelpDesk	 Seminar Documentation		

Financial/Payroll

- Home
- Data Load
- GTN Execution Output
- Payroll Application Reports**
 - Pre-Generated Payroll Register Detail
 - Interactive Payroll Register Detail
 - Interactive Payroll Register Summary
 - Payroll Zero Dollar Check Register
 - Budget Validation
 - Cash Validation
 - Payroll Exception**
 - Child Support and Garnishments
 - Deduction Event Detail

Reports / Payroll Exception Report

Scenario*

20240322-FRIR1

Department

0402

Generate Report

1 / 1

Payroll Accounting Errors Scenario - 20240322-FRIR1

Dept.	Component	Stru Id	Lvl Id	Accounting String Label	Accounting String	Available Balance	Payroll Expense	Amount Short	Error
0402	ALOT92LV1	92	1	BFY.FUND_CD/DEPT_CD/APPR_CD	2024-3951-0402-37200	\$2,379.84	\$4,321.53	(\$1,941.69)	The p
0402	ALOT92LV1	92	1	BFY.FUND_CD/DEPT_CD/APPR_CD	2024-0390-0402-14800	\$2,795.47	\$31,933.24	(\$29,137.77)	The p
0402	BQ95LV4	95	4	Department Major Program Program Period Program Unit	0402-NEGDL-F2024-NEGDL-0-0048	\$4,431.89	\$7,545.62	(\$3,113.73)	Payro
0402	Cash			Fund Code	8714	\$8,531.42	\$60,798.48	(\$52,267.06)	Exper
0402	Cash			Fund Code	8712	\$81,681.25	\$166,526.63	(\$84,845.37)	Exper

Financial/Procurement

- WV-FIN-PROC-028 Proc. Award Accounting Detail
 - Used to help clean up unwanted open amounts
- WV-FIN-PROC-032 Award Document Chain Report
- WV-FIN-PROC-033 Non Accounting Enc. Listing
- WV-FIN-PROC-034 Non-Commodity Pre-Enc.
- WV-FIN-PROC-035 Commodity Pre-Encumbrance

Financial/Procurement

Determine what/if any documents that are encumbered but need liquidated

The screenshot displays a software interface with a report header and a prompts dialog box. The report header includes the following information:

- Report ID: WV-FIN-PROC-028
- Run Date: 09/26/2019
- Run Time: 2:25:05 PM
- State of West Virginia
- wvOASIS - Data Warehouse
- Procurement Award Accounting Detail
- Cover Page

The **Prompts and Parameters** section is divided into two columns:

Run Date:	09/26/2019	Award Doc Code(s):	
Run Time:	2:25:05 PM	Award Doc Dept Code(s):	
Department(s):	0932	Award Doc ID(s):	
Bureau(s):		Shipping Locations Code(s):	
Section(s):		Sub-Object Code(s):	
Division(s):			
Group(s):			
District(s):			
Unit(s):			
Major Program(s):			
Program(s):			
PPC(s):			
Fund(s):			
Object(s):			
Function(s):			
Appropriation(s):			
Award Record Date (Start):			
Award Record Date (End):			
Event Type(s):			
BFY(s):			

The **Prompts** dialog box is open, showing a list of prompts to be answered before running the query. The first prompt, "Enter value(s) for Department: (optional) 0932", is selected. Below the list, there is a search box containing "0932" and a "Refresh Values" button. At the bottom of the dialog, there are "Run Query" and "Cancel" buttons.

Prompts and Parameters

Run Date: 09/26/2019
Run Time: 2:25:05 PM
Department(s): 0932
Bureau(s):
Section(s):
Division(s):
Group(s):
District(s):
Unit(s):
Major Program(s):
Program(s):
PPC(s):
Fund(s):
Object(s):
Function(s):
Appropriation(s):
Award Record Date (Start):
Award Record Date (End):
Event Type(s):
BFY(s):

Award Doc Code(s):
Award Doc Dept Code(s):
Award Doc ID(s):
Shipping Locations Code(s):
Sub-Object Code(s):

Prompts

Reply to prompts before running the query.

- Enter value(s) for Department: (optional) 0932
- Enter value(s) for Fund: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Unit: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Appropriation: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Object: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Sub-object Code: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Major Program: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Program Code: (optional) This filter will be ignored because no value has been selected.
- Enter value(s) for Program Period Code: (optional) This filter will be ignored because no value has been selected.

Enter value(s) for Department:
0932

Refresh Values

To see the content of the list, please click the Refresh values button.

Enter your search pattern here

More Information

Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

Report Description

This report is from the data warehouse and uses the Procurement universe. This report will list all types of Procurement Award documents, including Grant Award (GRTAWD) documents, by Vendor. The report also include the accounting line detail for the encumbrance amounts.

The report contains three input controls to assist the user with filtering their information. There is one input control on Award Doc Code where one can specify one or more Doc Code. There is an input control on

Financial/Procurement

Now column Actg Open only has amounts where value is Greater than 0

Lin	OP Max	Close Min	Close Max	Service Start	Service End	Record Date	Rsvd Funding?	Actg Actual	Actg Closed	Actg Open
1/2018	09/30/2019	10/01/2019	12/31/2020	10/01/2018	09/30/2019	07/01/2019	No	16,770.57	11,781.01	4,989.56
1/2018	09/30/2019	10/01/2019	12/31/2020	11/15/2017	11/14/2018	08/29/2019	No	500.00	---	500.00
1/2018	09/30/2019	10/01/2019	12/31/2020			08/29/2019	No	750.00	---	750.00
1/2018	09/30/2019	10/01/2019	12/31/2020			07/01/2019	No	102,066.00	93,560.50	8,505.50
1/2018	07/31/2019	08/01/2019	12/31/2019			08/28/2019	No	92.50	---	92.50
1/2018	07/31/2019	08/01/2019	12/31/2019			08/28/2019	No	200.40	---	200.40
1/2018	09/30/2019	10/01/2019	12/31/2020			07/01/2019	No	2,699.00	2,698.90	.10
1/2018	09/30/2019	10/01/2019	12/31/2020	07/29/2019	08/02/2019	07/01/2019	No	4,500.00	---	4,500.00
						08/29/2019	No	807.03	---	807.03
1/2018	09/30/2019	10/01/2019	12/31/2020			07/31/2019		1,000.00	---	1,000.00
1/2018	09/30/2019	10/01/2019	12/31/2020	10/01/2018	09/30/2020	07/01/2019	No	65,999.95	65,999.93	.02
				07/01/2019	06/30/2020	07/09/2019	No	112,229.00	28,057.25	84,171.75
1/2018	09/30/2019	10/01/2019	12/31/2020	10/01/2018	09/30/2019	07/01/2019	No	15,176.70	6,237.00	8,939.70
1/2013	09/30/2015	10/01/2015	12/31/2017			07/31/2019		529.87	---	529.87
1/2013	09/30/2015	10/01/2015	12/31/2017	01/01/2014	12/31/2014	07/31/2017	No	30,305.91	---	30,305.91
1/2013	09/30/2015	10/01/2015	12/31/2017	01/01/2014	12/31/2014	07/31/2017	No	5,709.00	---	5,709.00
						07/01/2019	No	4,022.55	---	4,022.55
1/2018	09/30/2019	10/01/2019	12/31/2020			07/01/2019	No	292.21	---	292.21
1/2018	09/30/2019	10/01/2019	12/31/2020			07/01/2019	No	29.40	---	29.40
1/2018	09/30/2019	10/01/2019	12/31/2020			07/09/2019	No	1,502.27	---	1,502.27
1/2018	09/30/2019	10/01/2019	12/31/2020			07/09/2019	No	1,419.81	---	1,419.81
1/2018	09/30/2019	10/01/2019	12/31/2020			07/09/2019	No	135.31	---	135.31
1/2018	09/30/2019	10/01/2019	12/31/2020			07/09/2019	No	367.90	---	367.90
1/2018	09/30/2019	10/01/2019	12/31/2020			09/04/2019	No	2,051.63	---	2,051.63
1/2018	09/30/2019	10/01/2019	12/31/2020			09/04/2019	No	135.04	---	135.04
1/2018	09/30/2019	10/01/2019	12/31/2020			09/04/2019	No	814.79	---	814.79
1/2018	09/30/2019	10/01/2019	12/31/2020			09/04/2019	No	44.10	---	44.10
1/2013	09/30/2015	10/01/2015	12/31/2017			07/31/2019		7,649.48	---	7,649.48
						07/09/2019	No	22,785.00	---	22,785.00
1/2018	09/30/2019	10/01/2019	12/31/2020			07/01/2019	No	12,020.40	11,018.70	1,001.70
						06/29/2018	No	194.75	---	194.75

Financial/Procurement

Run Date: 09/26/2019 Run Time: 2:25:05 PM

Vendor	Doc Dept Code	Doc Code	Doc ID	Doc Name	Doc Desc
CHARLESTON SSA OC LLC	0932	GAE	C000377998		Roll Document from 2015 to 2016
EARL LANGLEY	0932	GAE	C000381029		Roll Document from 2015 to 2016
FEDEX	0932	GAE	C000372347		Roll Document from 2015 to 2016
I S & C	0932	GAE	C000401052		Roll Document from 2015 to 2016
JEFFREY L HARLOW	0932	GAE	C000361351		Roll Document from 2015 to 2016
MICROPACT GLOBAL INC	0932	GAE	C000369263		Roll Document from 2015 to 2016
NARENDRA D PARIKSHAK	0932	GAE	C000317489		Roll Document from 2015 to 2016
NORTH SIDE CENTER LLC	0932	GAE	C000398424		Roll Document from 2015 to 2016
THOMAS A LAUDERMAN	0932	GAE	C000361362		Roll Document from 2015 to 2016
WV CORRECTIONAL INDUSTRIES	0932	APO	DRS1500000026	ENVELOPES	Roll Document from 2015 to 2016
WV CORRECTIONAL INDUSTRIES	0932	APO	DRS1500000026	ENVELOPES	Roll Document from 2015 to 2016

Notice documents with Doc Desc with old Roll Documents that still have open amounts. More than likely these documents need to be de obligated or lapsed.

Refer to Myapps Training on how to reduce these amounts

Financial/Procurement/PCard

- WV-FIN-PCARD-002 Procurement Card Activity
- WV-FIN-PCARD-001 Pcard Demographics
- WV-FIN-PCARD-009 Agency Spending Report
- WV-FIN-PCARD-040 Pcard Transactions Missing Attachments

HRM Reports

- WV-HRP-DCTRL-001 HR Document Workflow
 - Covers doc. In current workflow and shows where in workflow and historical final docs (date range); good for larger depts.
- WV-HRM-EMP-001- Employee Information
 - everything about an employee and can be done department wide instead of going online to look
- WV-HRP-PYRL-109 Preliminary Payroll Register Detail
 - For prelim and covers everything ex. deductions, pay, fringe, etc...comes in both pdf and excel. Similar to GL-146
- WV-HRP-PYRL-36 Salary Greater than User Entered Amount
 - Prevent large errors shows all \$100k; not exactly salary good for a annual payout when employee leaves
- WV-HRP-PYRL-193-APPE Payroll Zero Dollar Check Register Report
 - Any employees not getting paid for a payroll; most of time it's temps but would prevent errors of employees not getting paid

HRM Reports

New Payroll Week Schedule:

- **The only preliminary payroll run will occur on Wednesday with reports available in Business Intelligence on Thursday morning.**

- Note: HRM Payroll will provide schedule changes for production payroll weeks with less than 5 working days.

- **Department HR/Payroll best practice is to have all updates completed by Wednesday 4:00pm to see changes on Thursday morning preliminary reports.**

Monday: Prelim Application 2 runs at 8am and 2pm

Tuesday: Prelim Application 2 runs at 8am and 2pm

- Cutoff: UKG Signoff 4:00pm

Wednesday: Prelim Application 2 runs at 8am and 2pm, TADJs will be submitted to final. Preliminary payroll run #1 Wednesday evening.

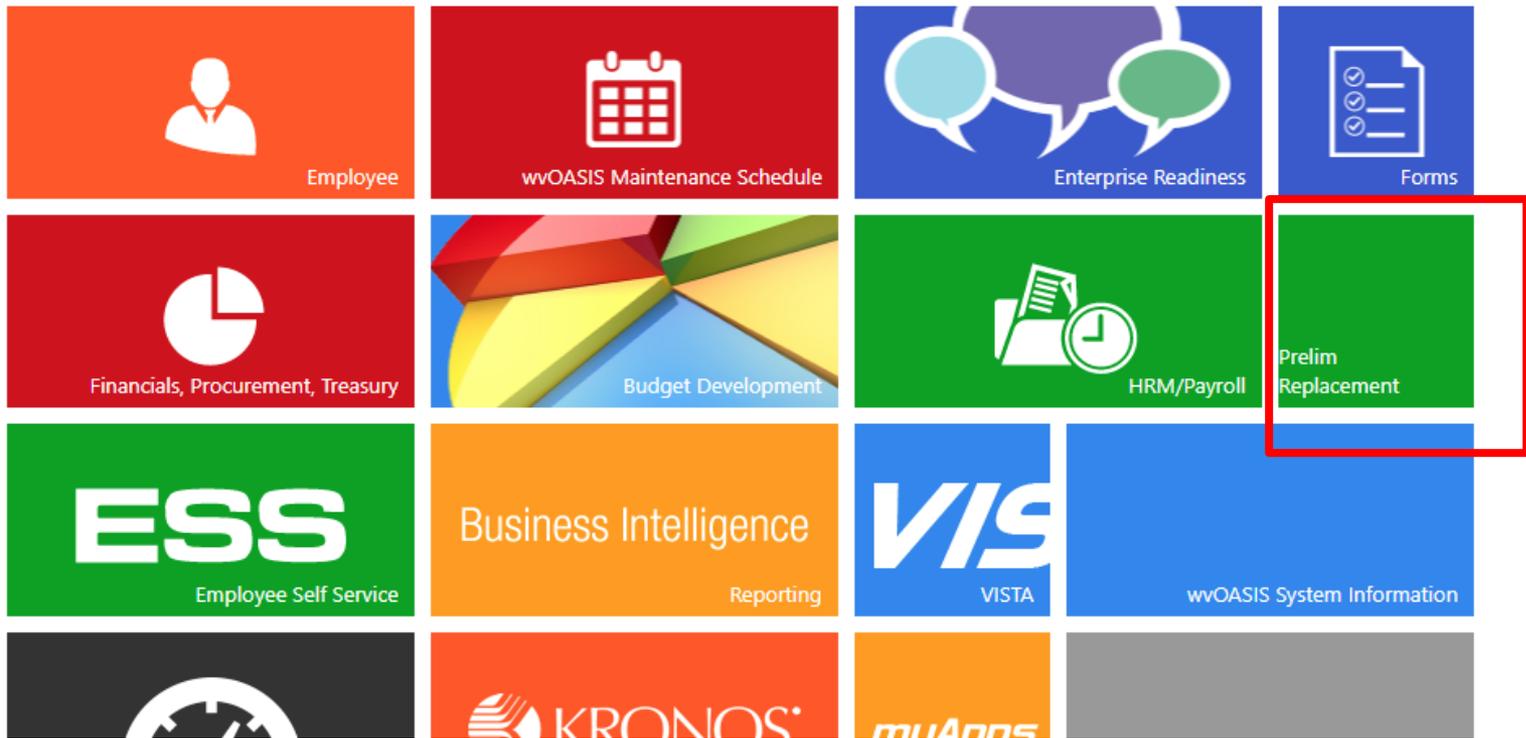
- Cutoff: Online check request 10:00am
- **Cutoff: TRSN ESMT deadline 3:00pm.**
- Cutoff: TAX document deadline 3:00pm.

Thursday: BI preliminary reports are available for Prelim 1, Prelim Application 2 runs at 8am and 2pm

Friday: Prelim Application 1 run at 8am only

- Cutoff: Online check request 10:00am
- Cutoff: Payroll processing 11:00am

HRM Reports/Prelim Replacement



HRM Reports/Prelim Replacement

1. Enter your department
2. Click button GET REPORTS
3. Click + button to expand the publication list
4. Click download button

Department

0313 X

 Get Reports

Show Filters

Department Code

Department Name

0313

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Publication Output

Creation Date ↓

Size

Download Report

WV-FIN-PYRL-108 - Financial Document Exception Report with COA_2021-08-17-22-56-22.xlsx

08/17/2021 10:57:16 PM

6.00 KB



WV-FIN-PYRL-108 - Financial Document Exception Report with COA_2021-08-05-20-44-09.xlsx

08/05/2021 08:45:10 PM

6.00 KB



WV-FIN-PYRL-108 - Financial Document Exception Report with COA_2021-08-04-21-50-06.xlsx

08/04/2021 09:52:07 PM

6.00 KB



WV-FIN-PYRL-108 - Financial Document Exception Report with COA_2021-08-03-22-51-39.xlsx

08/03/2021 10:53:21 PM

6.00 KB



WV-FIN-PYRL-108 - Financial Document Exception Report with COA_2021-07-22-23-50-49.xlsx

07/22/2021 11:51:40 PM

6.00 KB



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1 - 5 of 72 items

1

1 - 1 of 1 item

WV-FIN-GL-060 Documents not Final

Run GL-060 Documents Not Final report for year end purposes:

Discard any draft documents that haven't been submitted throughout the FY

See where documents are located within the workflow process and who is assigned to the document

Verify payment requests Doc_Phase_CD status prior to 6/30 to make sure payments hit correct budget year

To avoid creating Conflict Draft documents, for encumbrances only, (when a document is in Pending the roll process will create a Conflict Draft document)

WV-FIN-GL-060 Documents not Final

The screenshot shows a SharePoint interface for 'MOASIS BUSINESS INTELLIGENCE'. The left sidebar lists various folders, with 'General Accounting' selected. The main area displays a list of documents under the path 'Public Folders / wvOASIS / Advantage Financial / General Accounting /'. The document 'WV-FIN-GL-060 Documents not Final' is highlighted with a red box.

Title	Fav
<input type="checkbox"/> WV-FIN-GL-004-Monthly Line Item	
<input type="checkbox"/> WV-FIN-GL-008 Expenditures by Function	
<input type="checkbox"/> WV-FIN-GL-049 Transactions without Function	
<input type="checkbox"/> WV-FIN-GL-054 IET Doc Types	
<input type="checkbox"/> WV-FIN-GL-057 Dept of Admin IET Report	
<input type="checkbox"/> WV-FIN-GL-058 - Adjusting Entries	
<input type="checkbox"/> WV-FIN-GL-059 Disbursements	
<input type="checkbox"/> WV-FIN-GL-060 Documents not Final	
<input type="checkbox"/> WV-FIN-GL-060a-DOH Documents not Final	
<input type="checkbox"/> WV-FIN-GL-061 Fund Balance Sheet Accounts	
<input type="checkbox"/> WV-FIN-GL-062 Account Status Report	
<input type="checkbox"/> WV-FIN-GL-064 Digest of Revenue Source	
<input type="checkbox"/> WV-FIN-GL-065 Document Listing by Document ID	
<input type="checkbox"/> WV-FIN-GL-070 Budgetary Cash Balance by Fund Class	
<input type="checkbox"/> WV-FIN-GL-072 CH Document Type Listing	
<input type="checkbox"/> WV-FIN-GL-072a DOH CH Document Type Listing	

WV-FIN-GL-060 Documents not Final

This report will list ALL Documents where the Doc Phase Code is NOT FINAL. This report includes the Doc Code, Approval Level, Assignee Date which will help in determining where the document is in the workflow process. To select documents at the State Auditor's Office pending approval use the assignee prompt and the '%' as a wildcard (i.e. %SAO% will return documents at the SAO pending approval). The prompts for the Doc Phase and Doc Status Code below are charts showing the Doc Phase Code and Doc Status Code along with the label name. The Doc Phase Code prompt does default to 1 and 2 (Draft & Pending). If you want to see just Draft documents then enter 1. If you would like to see pending documents only then enter 2.

Appr Type Code	Appr Type Name
01	Expiring
02	Unexpended Reappropriation
05	Non Appropriated
07	Surplus Appropriation
08	General-Spec Unapp Surplus

Doc Phase Code	Doc Phase Label
0	No Phase
1	Draft
2	Pending
3	Final
5	Historical (Final)
6	Conflict Draft
7	Template

Doc Status Code	Doc Status Label
1	Held
2	Ready
3	Rejected
4	Submitted

WV-FIN-GL-060 Documents not Final

Prompts:

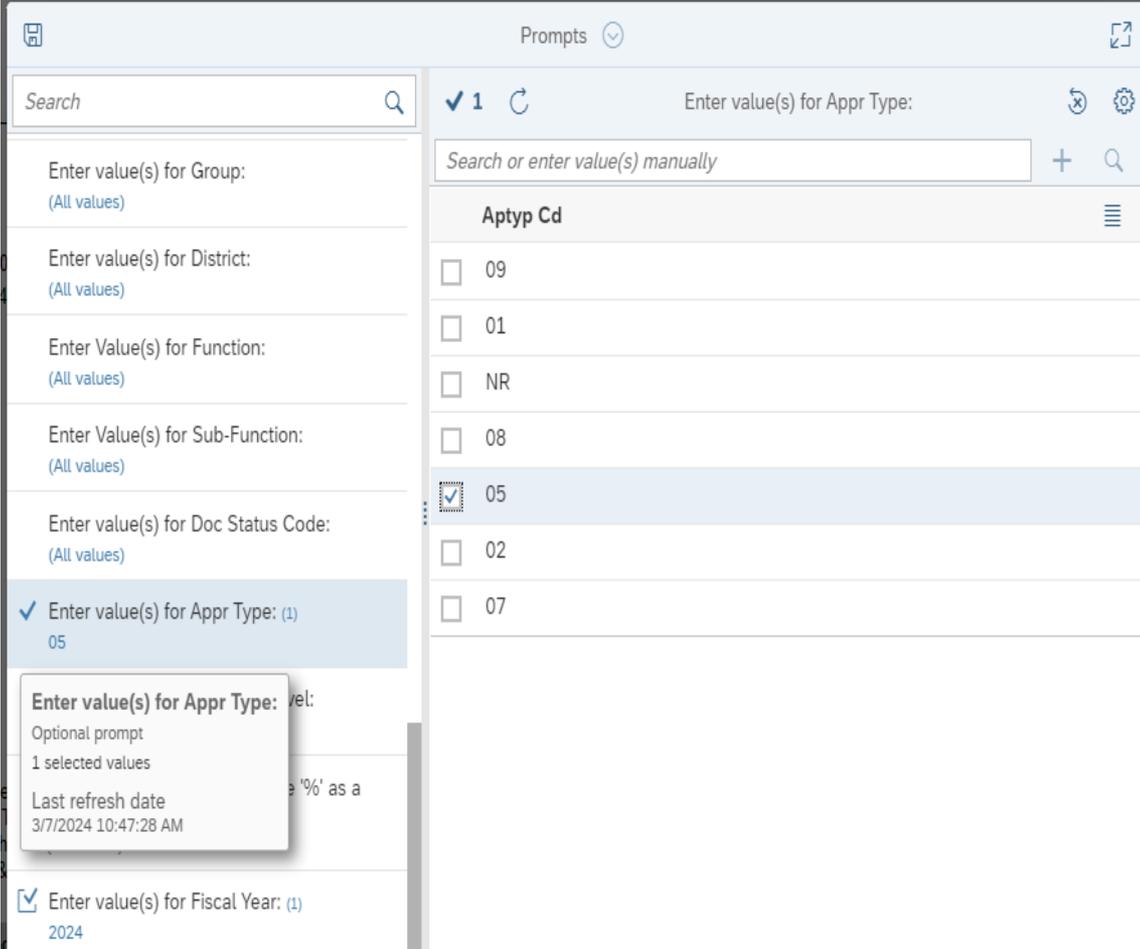
Fiscal Year-2024

Dept. Code-**your department**

Budget Fiscal year-2024

Appropriation Type Code- 05

Doc Phase Code-1 Draft OR
2 Pending (leave blank to get
both)



The screenshot displays a software interface with a 'Prompts' section. On the left, a list of prompts is shown, with 'Enter value(s) for Appr Type: (1)' selected and highlighted in blue. Below this prompt, a tooltip provides details: 'Enter value(s) for Appr Type: (1)', 'Optional prompt', '1 selected values', and 'Last refresh date 3/7/2024 10:47:28 AM'. On the right, a search bar contains the text 'Search or enter value(s) manually'. Below the search bar, a table titled 'Aptyp Cd' lists several values with checkboxes: 09, 01, NR, 08, 05 (checked), 02, and 07.

Aptyp Cd	
<input type="checkbox"/>	09
<input type="checkbox"/>	01
<input type="checkbox"/>	NR
<input type="checkbox"/>	08
<input checked="" type="checkbox"/>	05
<input type="checkbox"/>	02
<input type="checkbox"/>	07

Contact Us

- Need changes to your BI access? Email security@wvoasis.gov and Reports@wvoasis.gov

Emails

- Security@wvoasis.gov
- Reports@wvoasis.gov
- FinanceTeam@wvoasis.gov
- HRMPayroll@wvsao.gov

Questions

