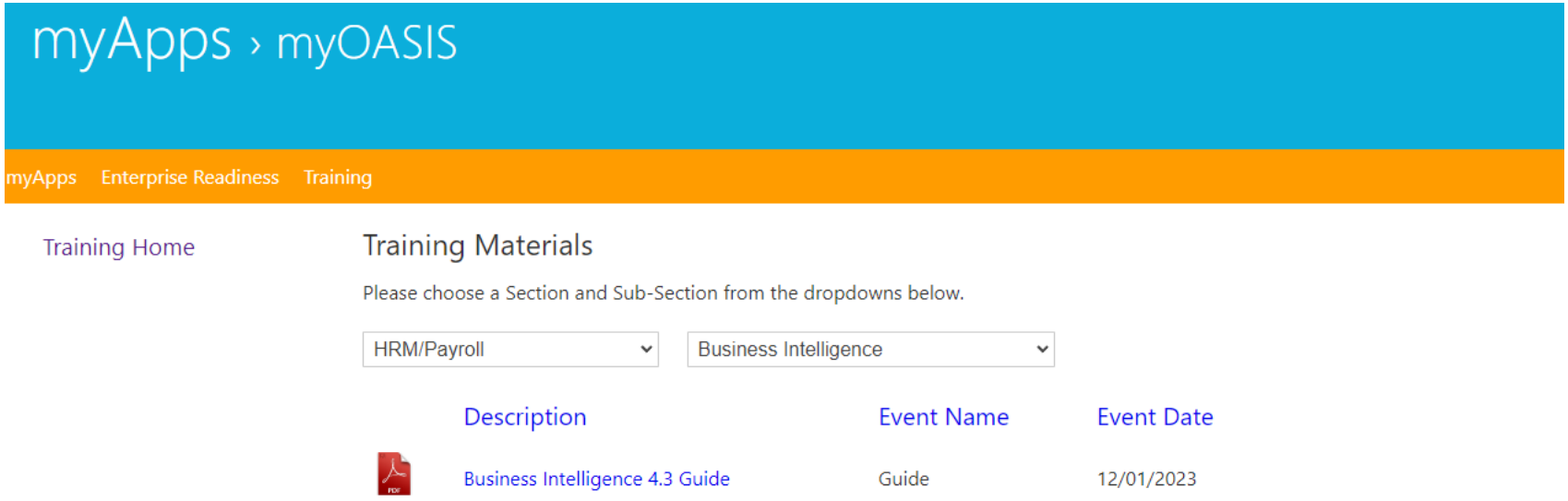
Business Intelligence

Agenda

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

Basic Navigation

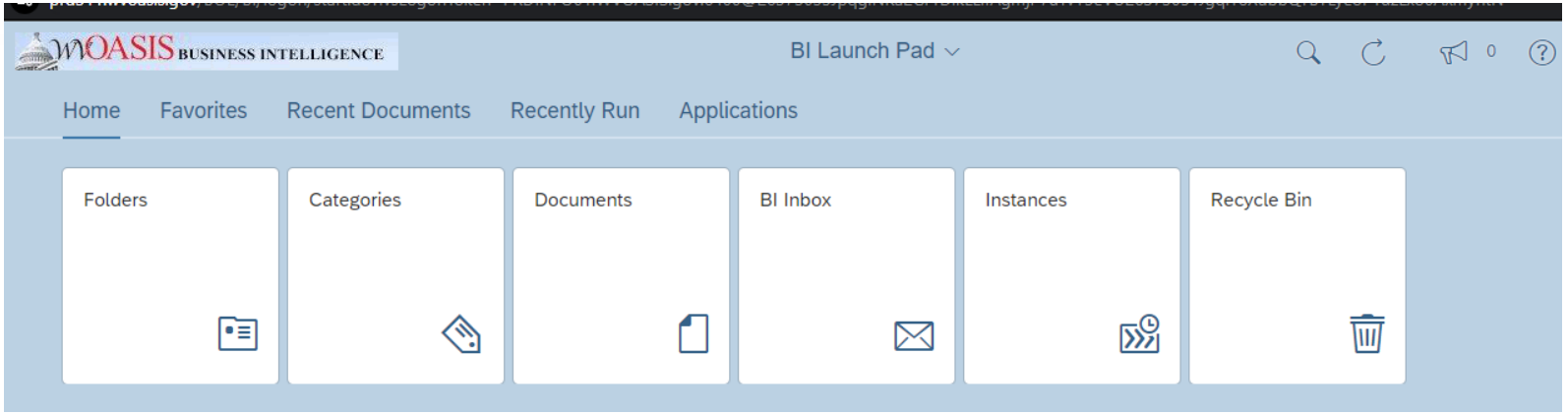
myApps ➡ Enterprise Readiness ➡ Training ➡ HRM/Payroll ➡ Business Intelligence



Basic Navigation

The Home Group

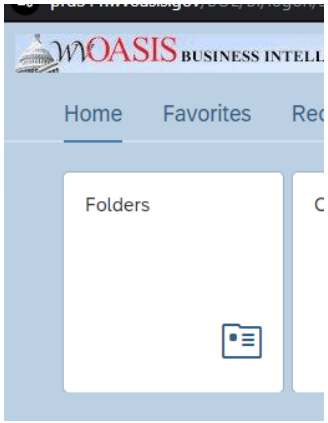
The Home Group section tiles are: Folders, Categories, Documents, BI Inbox, Instances and Recycle Bin. The Home Group section is one of the sections where users may navigate throughout Business Intelligence application.

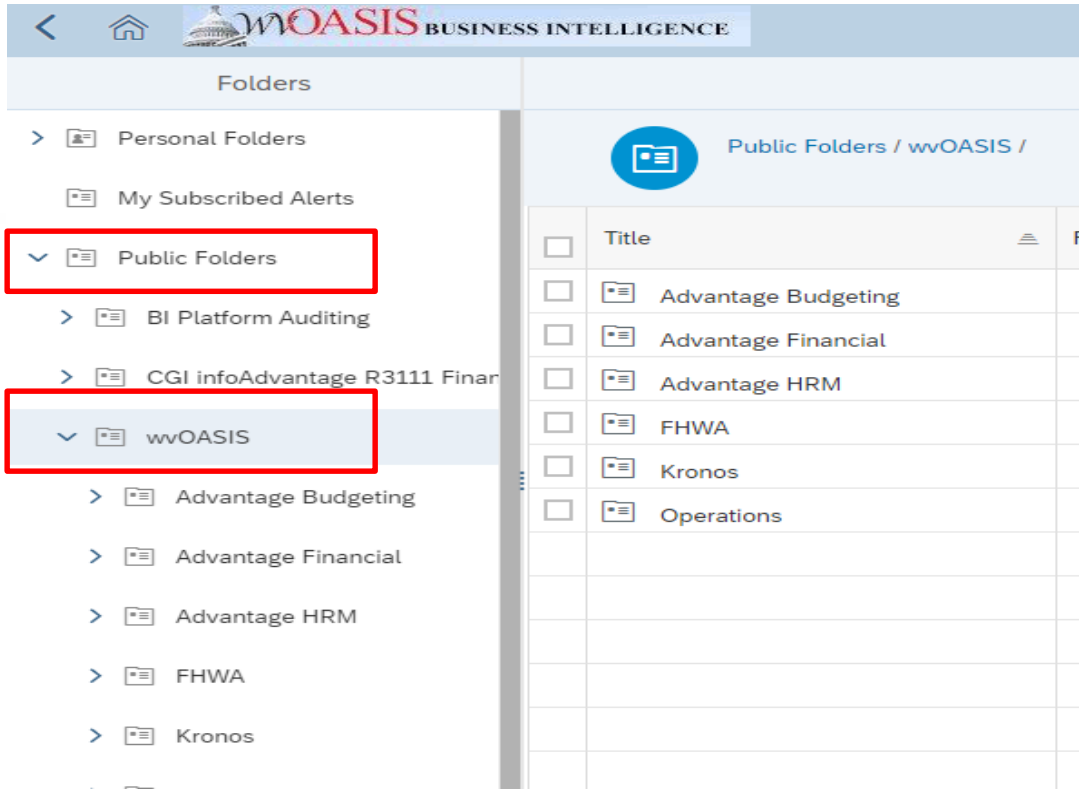


Basic Navigation

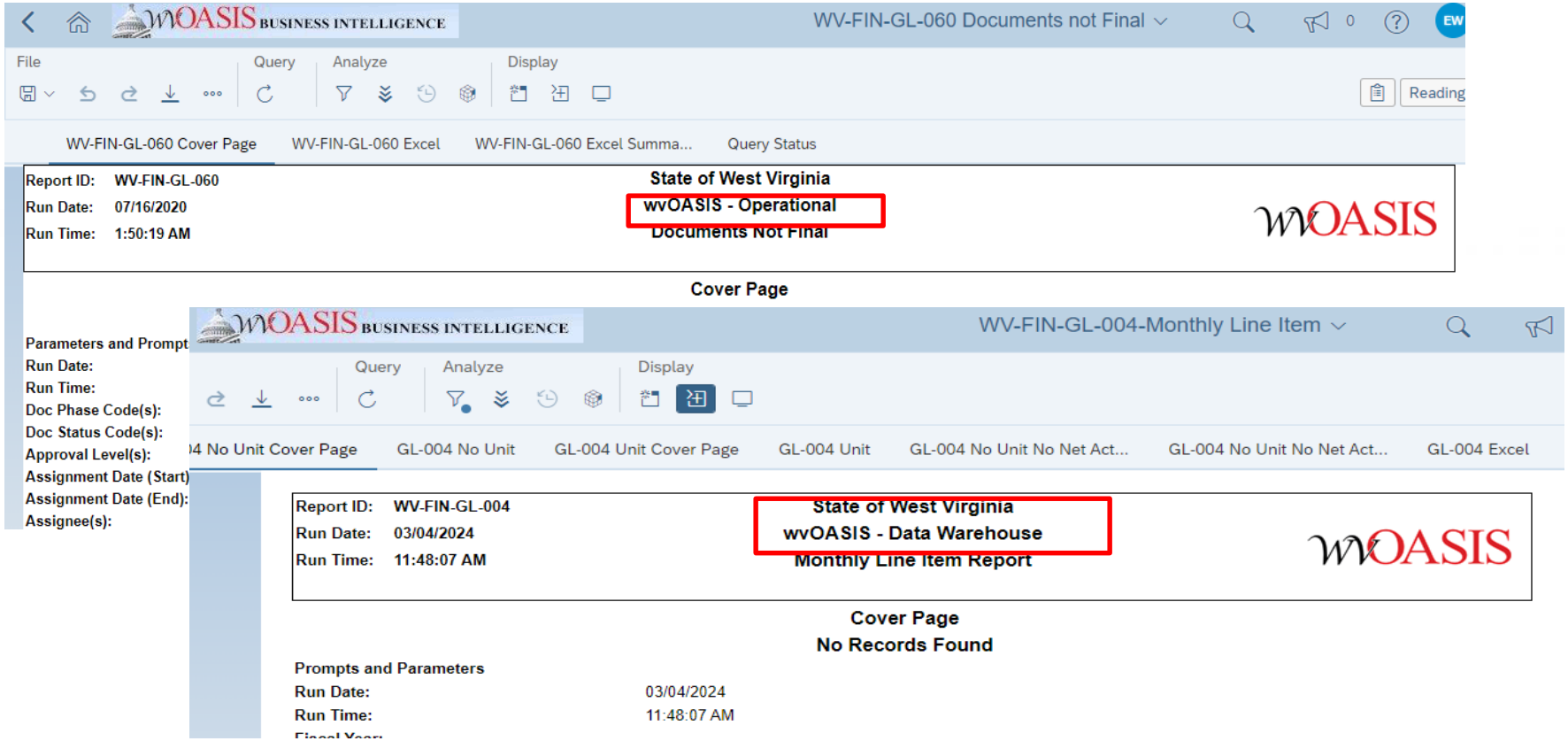
Folders Tile:

The Folders tile contains the reports users have access too such as Advantage Budgeting, Advantage Financial, Advantage HRM etc...





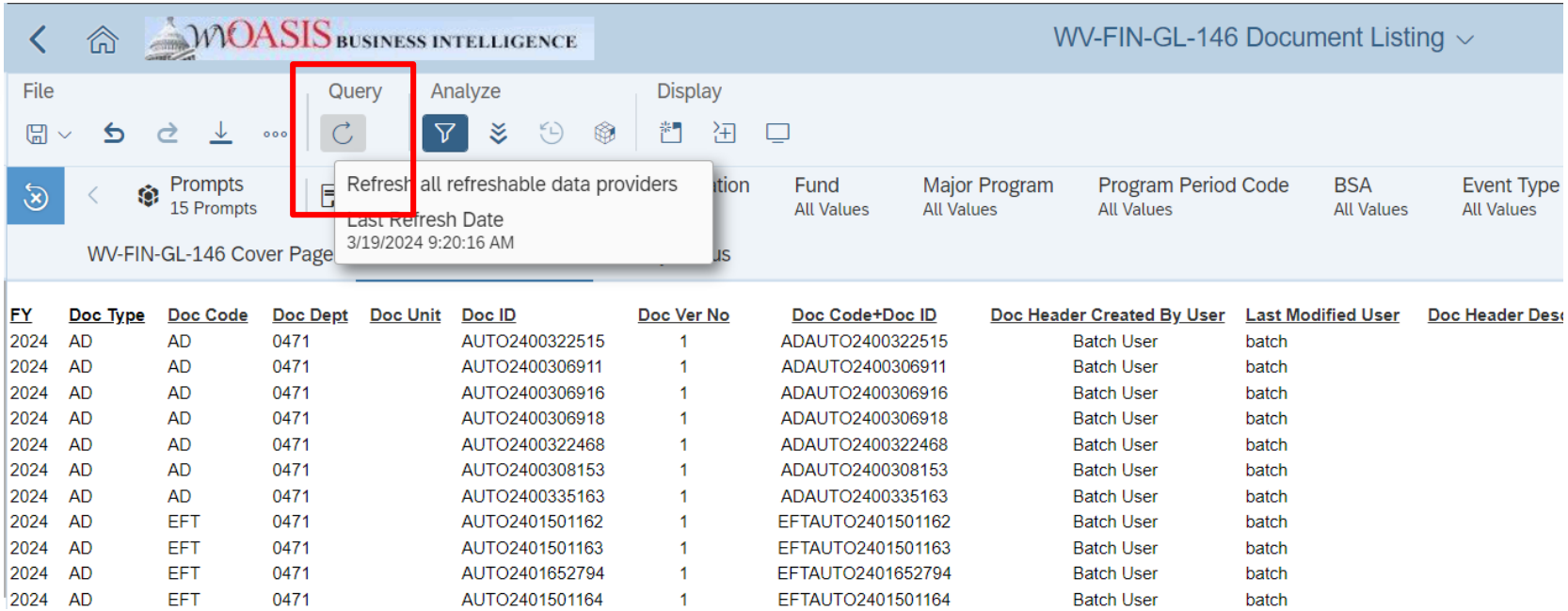
Basic Navigation



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

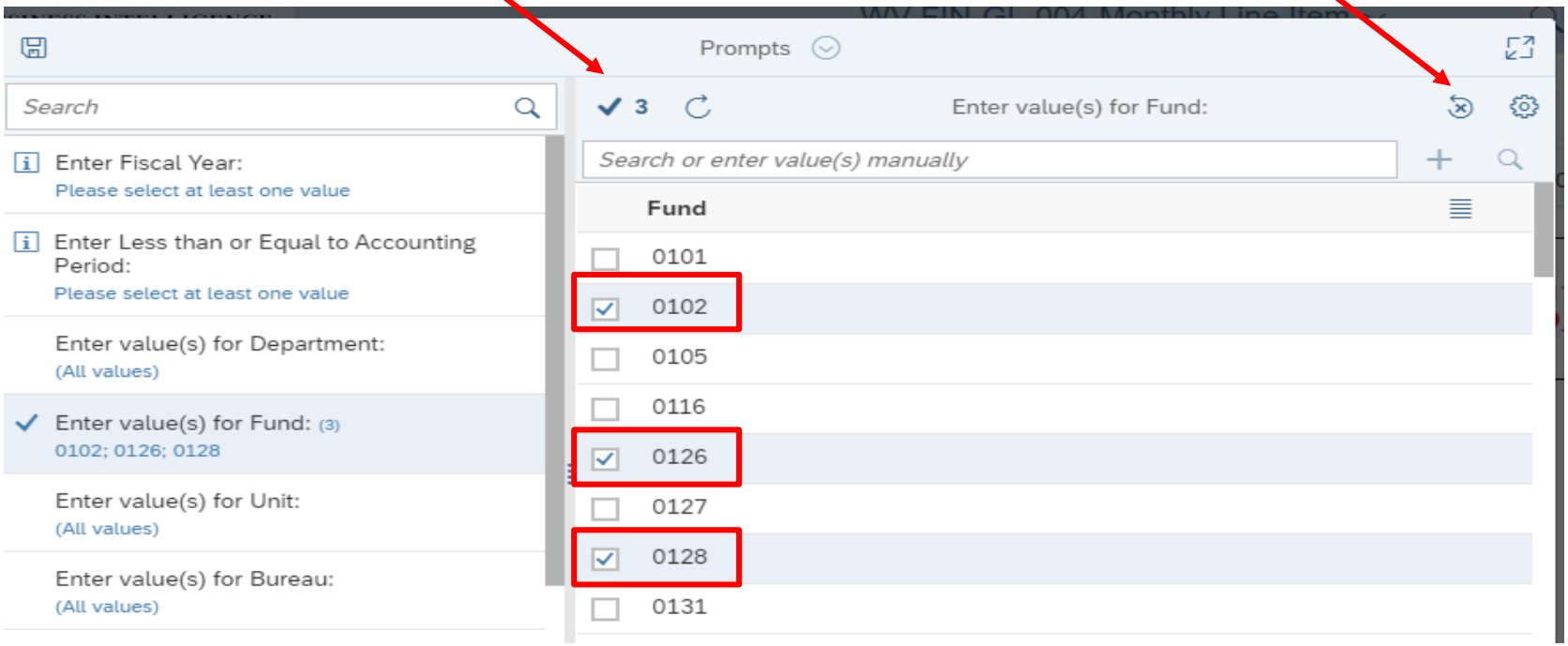


FY	Doc Type	Doc Code	Doc Dept	Doc Unit	Doc ID	Doc Ver No	Doc Code+Doc ID	Doc Header Created By User	Last Modified User	Doc Header Des
2024	AD	AD	0471		AUTO2400322515	1	ADAUTO2400322515	Batch User	batch	
2024	AD	AD	0471		AUTO2400306911	1	ADAUTO2400306911	Batch User	batch	
2024	AD	AD	0471		AUTO2400306916	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

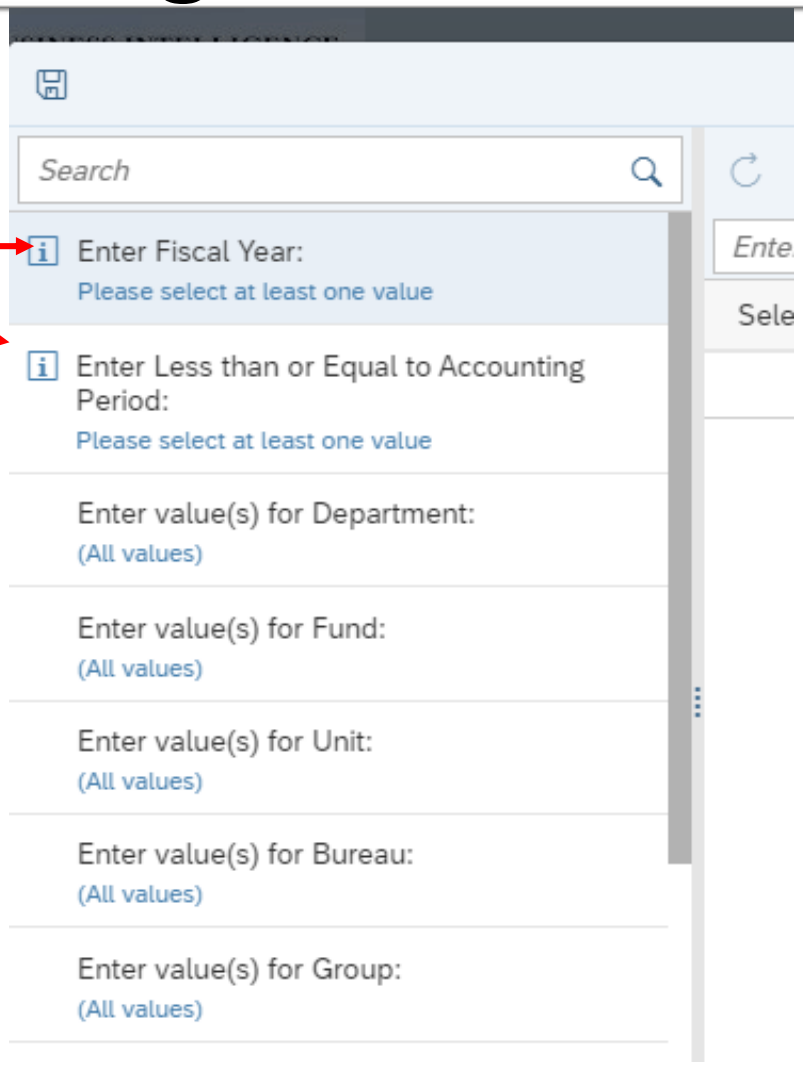
Reset Prompt values with the default value



Basic Navigation

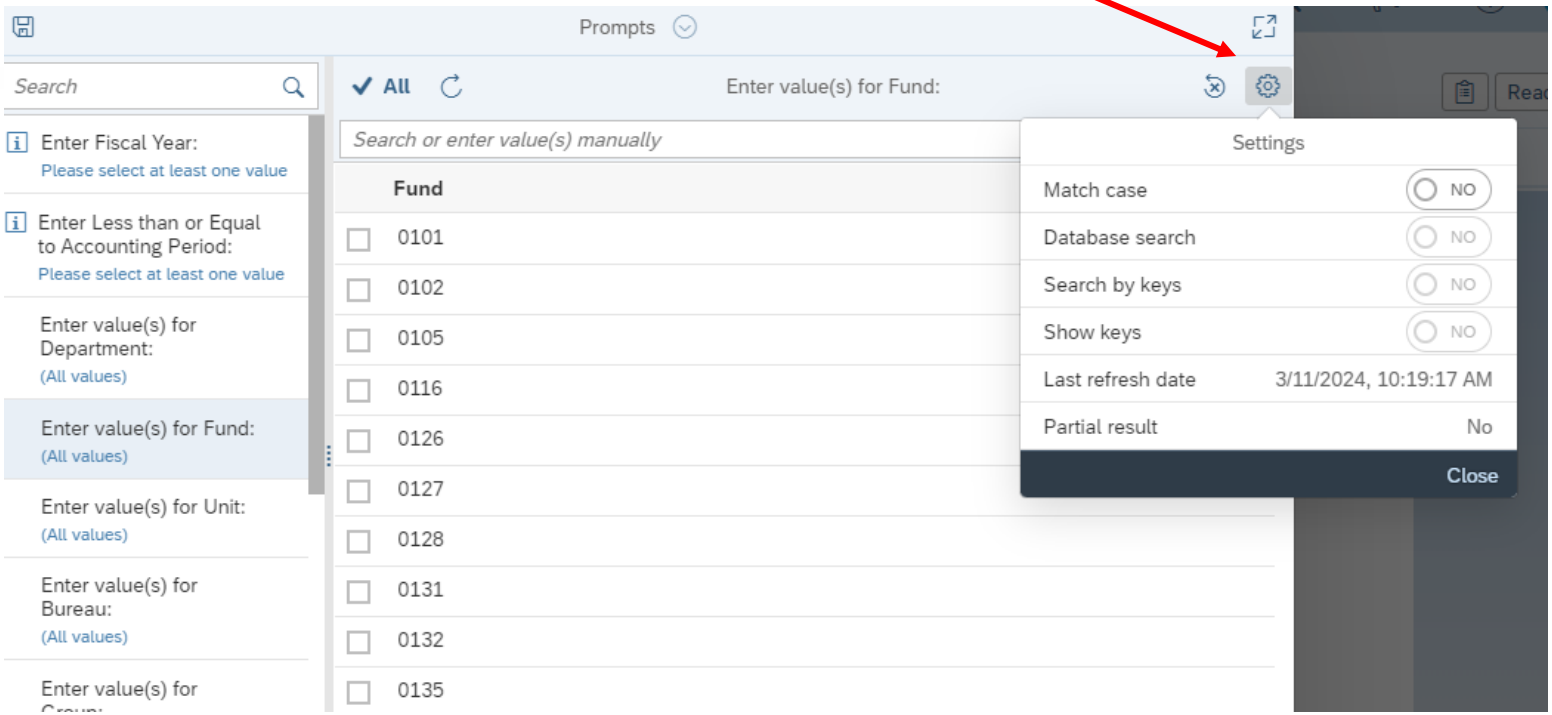
Mandatory Prompts

Optional Prompts



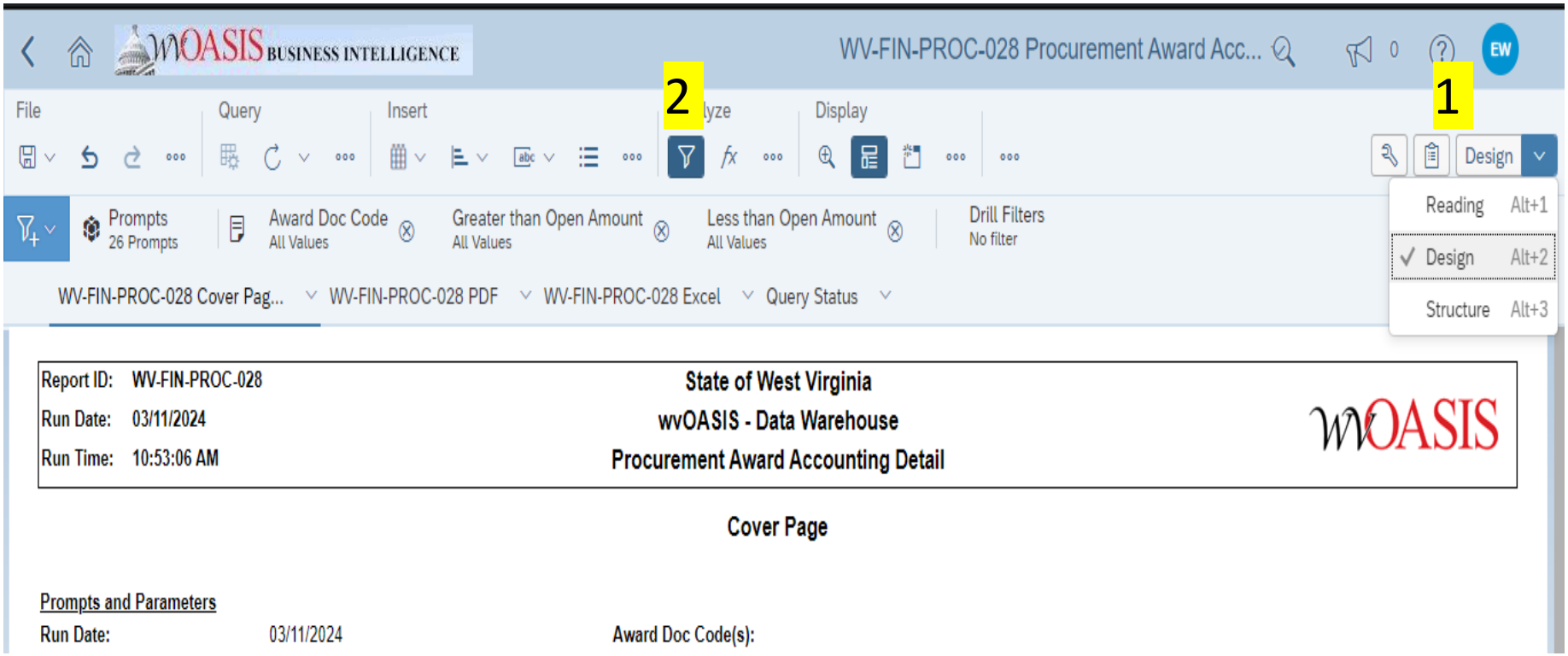
Basic Navigation

Advanced Settings for prompt searching



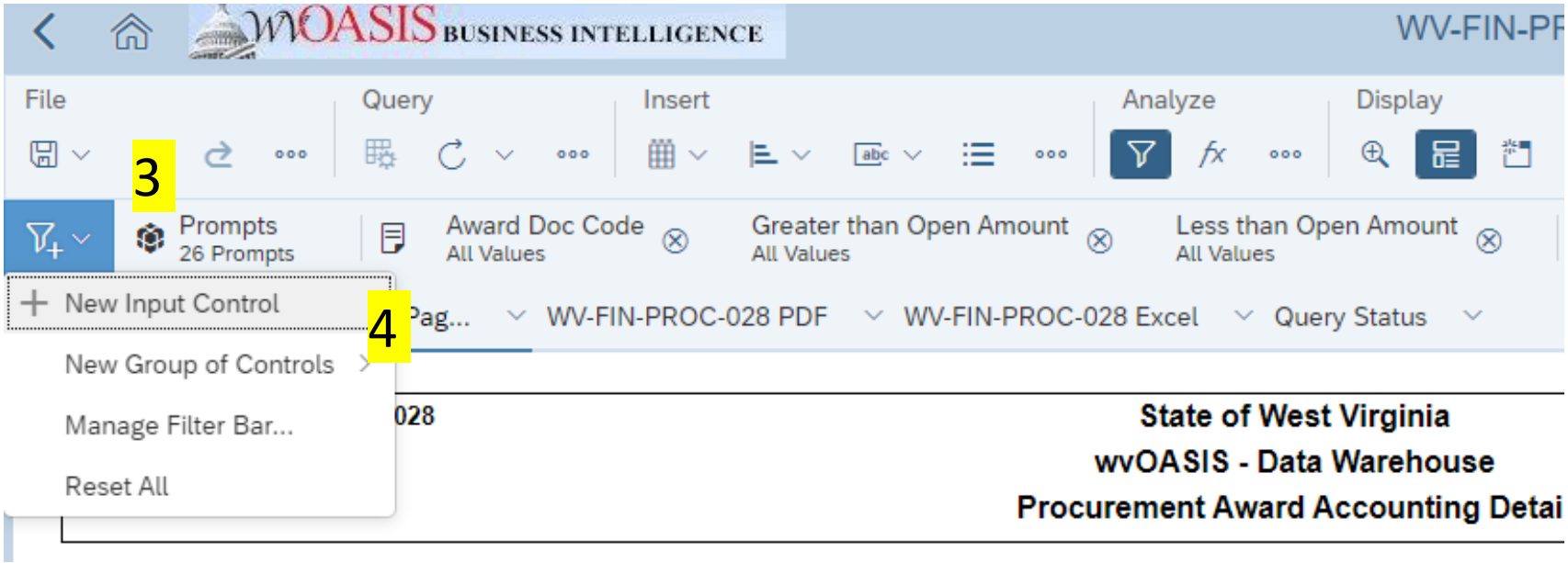
Basic Navigation Input Controls

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



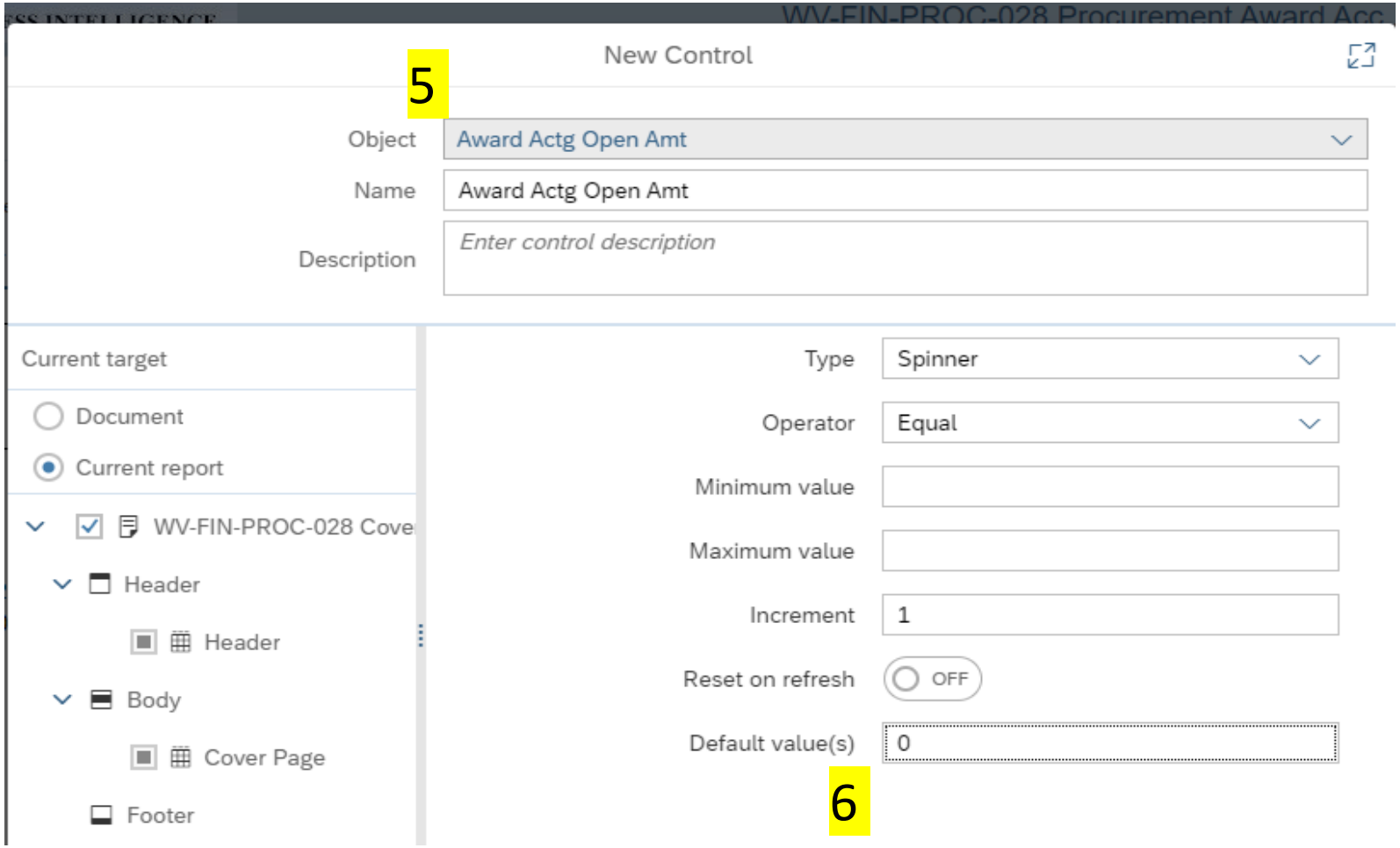
Basic Navigation Input Controls

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



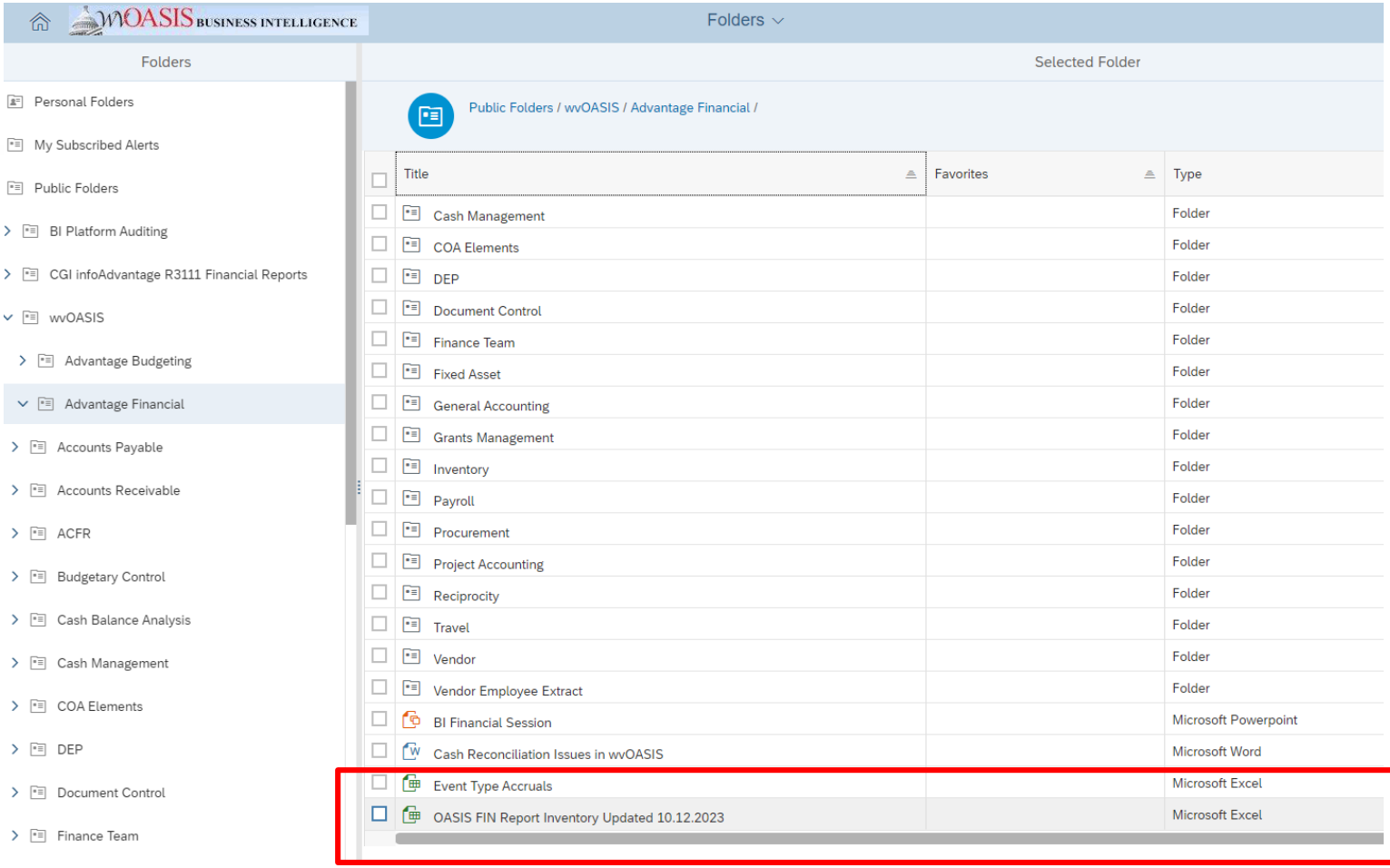
Basic Navigation Input Controls

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



Basic Business Intelligence

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



Basic Business Intelligence

wvOASIS

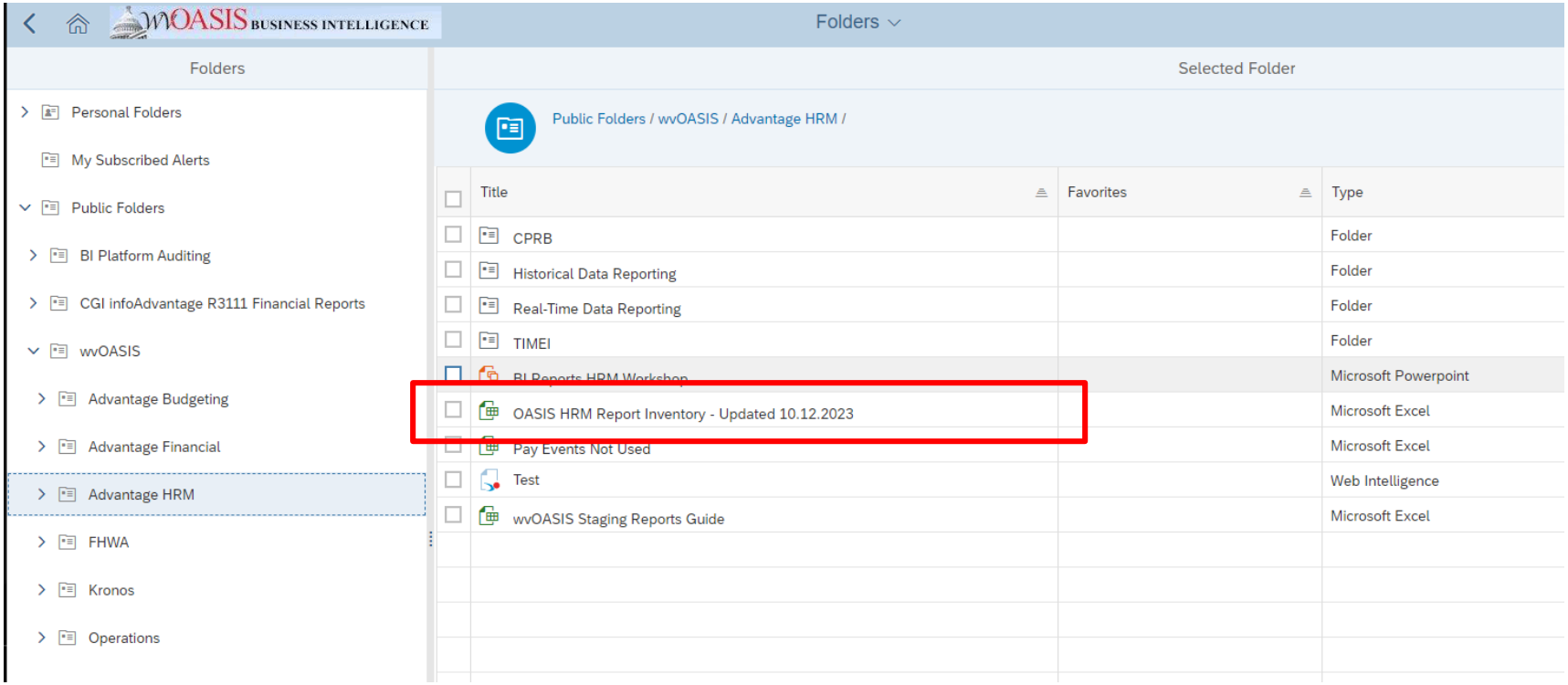
Complete listing and description of the available financial reports located at bottom of Advantage Financial folder

	A	B	C	D	G
1	*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).				
2	**Mod#**	**Title**	**Folder**	**Sub Folder**	**Report Description**
3	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.
4	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.
5	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.
6	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, Deparment, and Accounting Period for a given Fiscal Year.
7	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.
8	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.
9	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.
10	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.
11	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.
12	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
13	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.
14	FIN-AP-038	WV-FIN-AP-038 - Expenditures by	Adv Financial	Accounts Payable	This report will show the Daily and YTD Expendifures 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

FIN All Reports

Basic Business Intelligence

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



Basic Business Intelligence

WVOASIS

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

A295

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

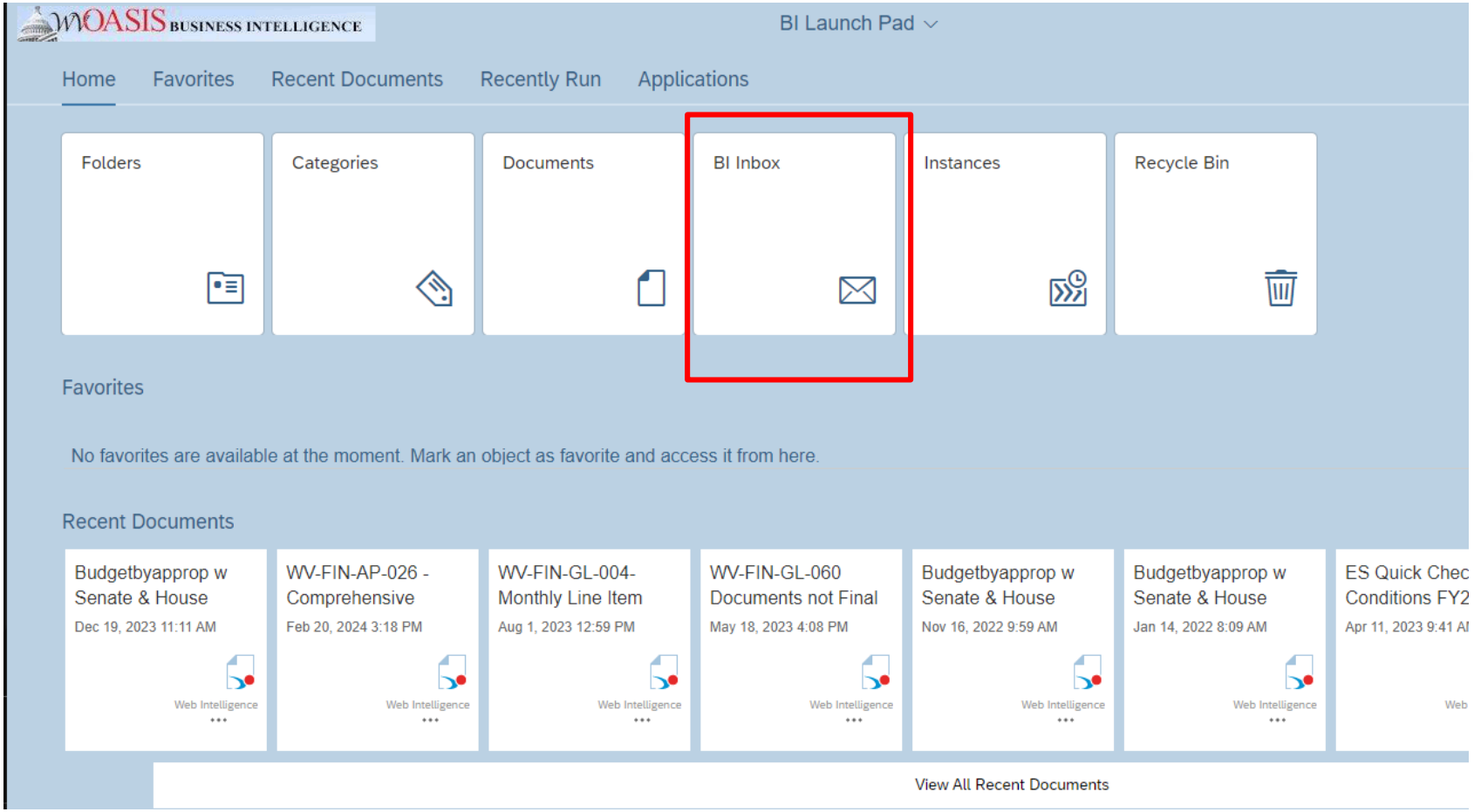
Business Intelligence

WVOASIS

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



Business Intelligence Cover Page

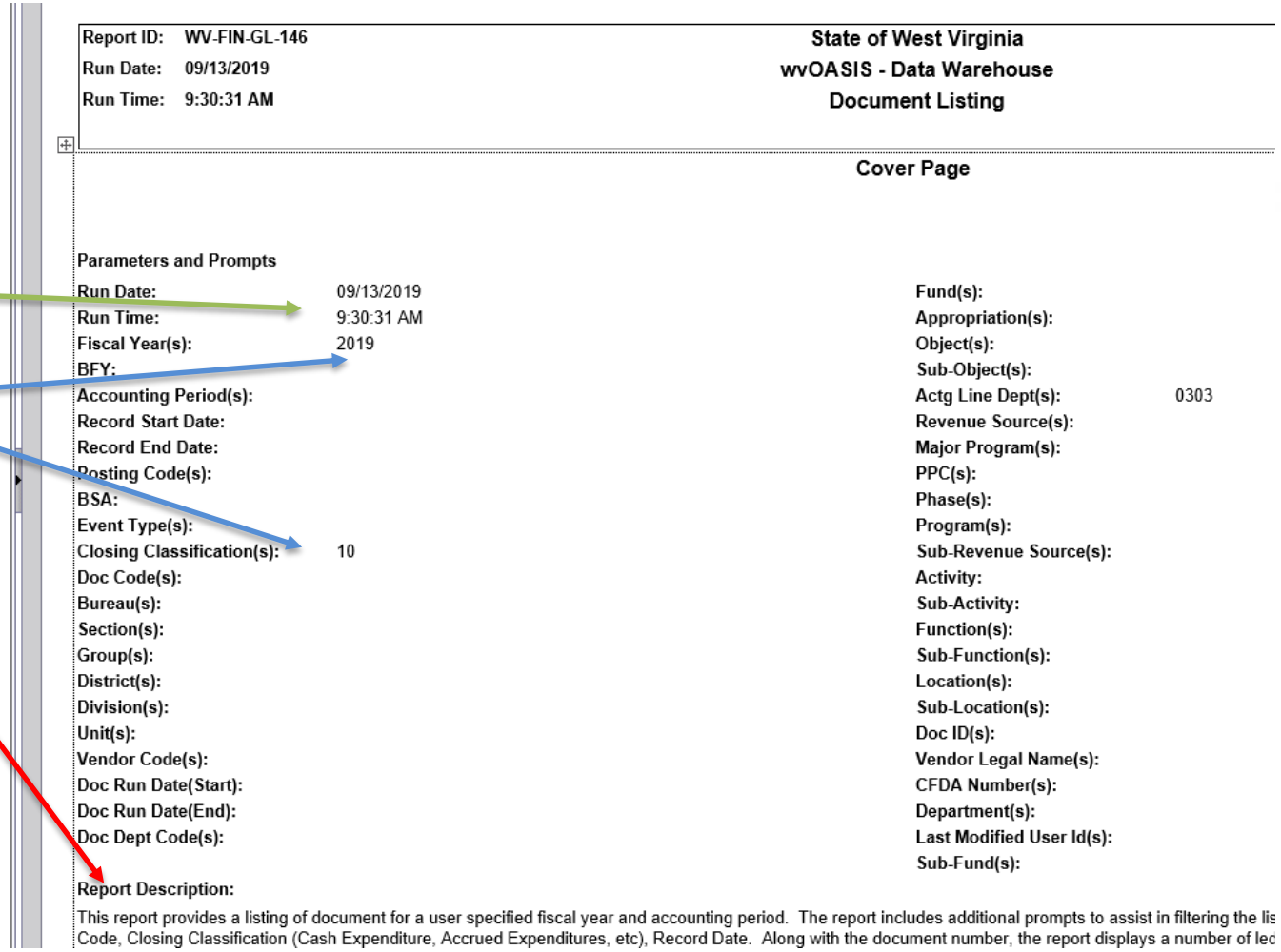
wvOASIS

Every report has Cover Page

Shows date/time

Shows prompts used in report

Shows Report Description



Report ID: WV-FIN-GL-146
Run Date: 09/13/2019
Run Time: 9:30:31 AM

State of West Virginia
wvOASIS - Data Warehouse
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

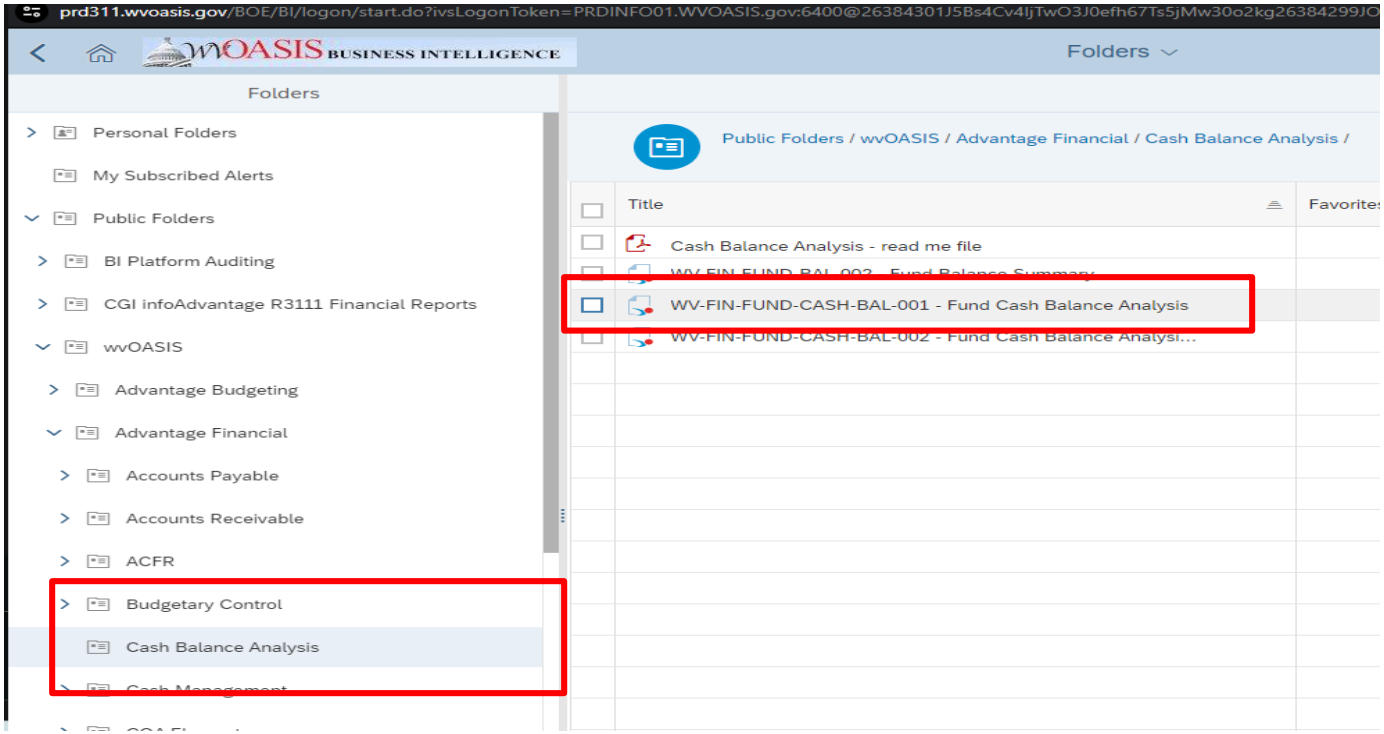
Financial/Cash Balance Analysis

- 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

wvOASIS

Report ID: WV-FIN-FUND-BAL-001
Run Date: 07/29/2015
Run Time: 4:57:34 PM

State of West Virginia
wvOASIS
Cash Balance Analysis by Fund - for Scheduled

		Final documents ready for disbursement - See Tabs A and B for supporting details				Pending Cash documents - See tabs C and D for supporting details		
Fund	(A) - Avail Cash Bal	Min - Max Sched Date	# of errors	(B) - Sched Amt	(C) - Delta - (A minus B)	(D) - Pending Cash Increase	(E) - Pending Cash Decrease	(F) - Delta (C
3265	$1,638,992.89	7/14/15 - 7/22/15		$59,895.83	$1,579,097.06	$522,527.62	$493,199.69	$1,608,4

wvOASIS

ayment 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		
(G) - Pending Increase to Cash	(H) - Pending Decrease To Cash	I - Delta (F + G - H)	J - Pending Increase to Cash	K - Pending Decrease to Cash	L - Delt
$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

WVOASIS

WV-OFIN-DCTRL-005 FINAL Documents

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

Report ID: WV-OFIN-DCTRL-005 | Doc Sbmt Dt | 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

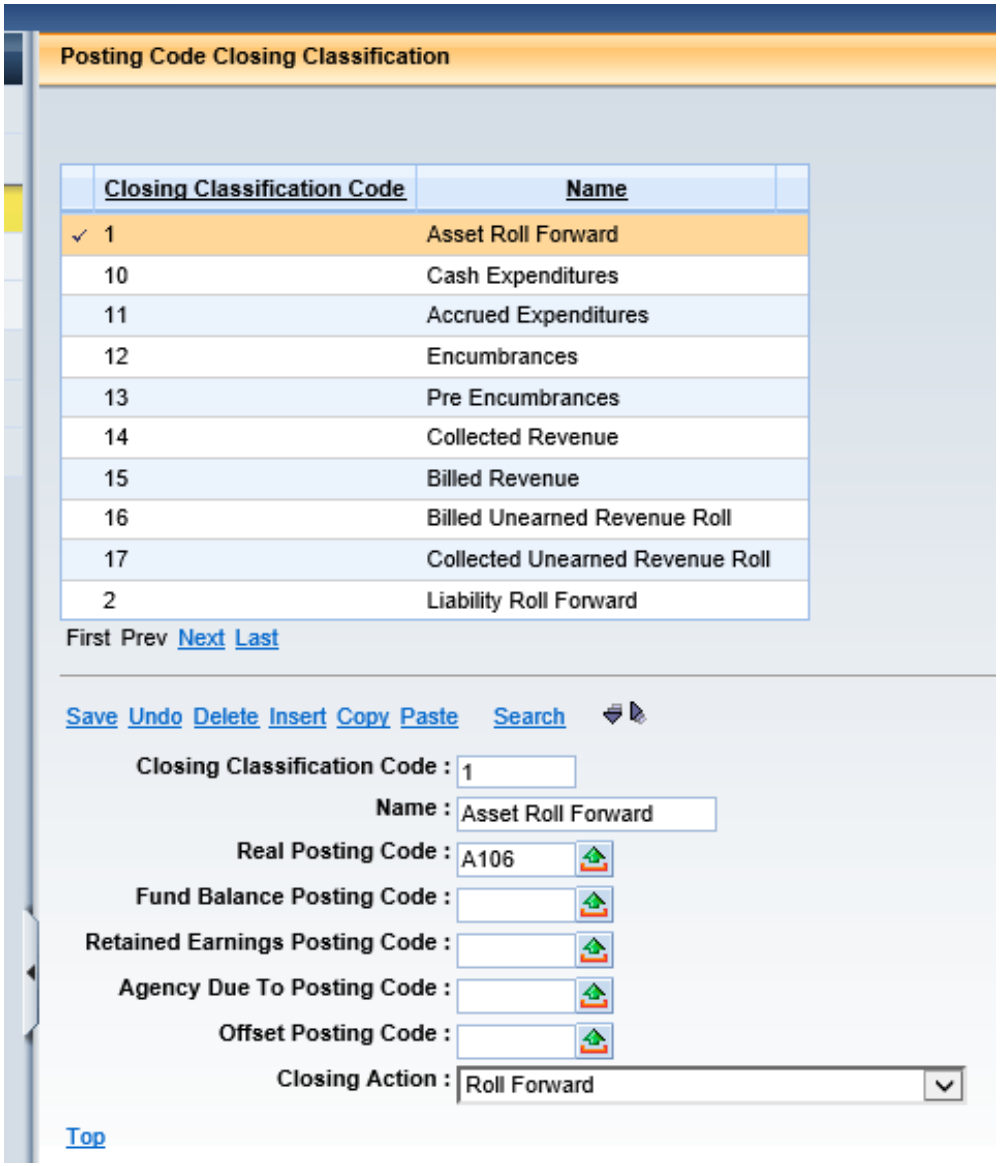
Financial/Fixed Assets

- 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



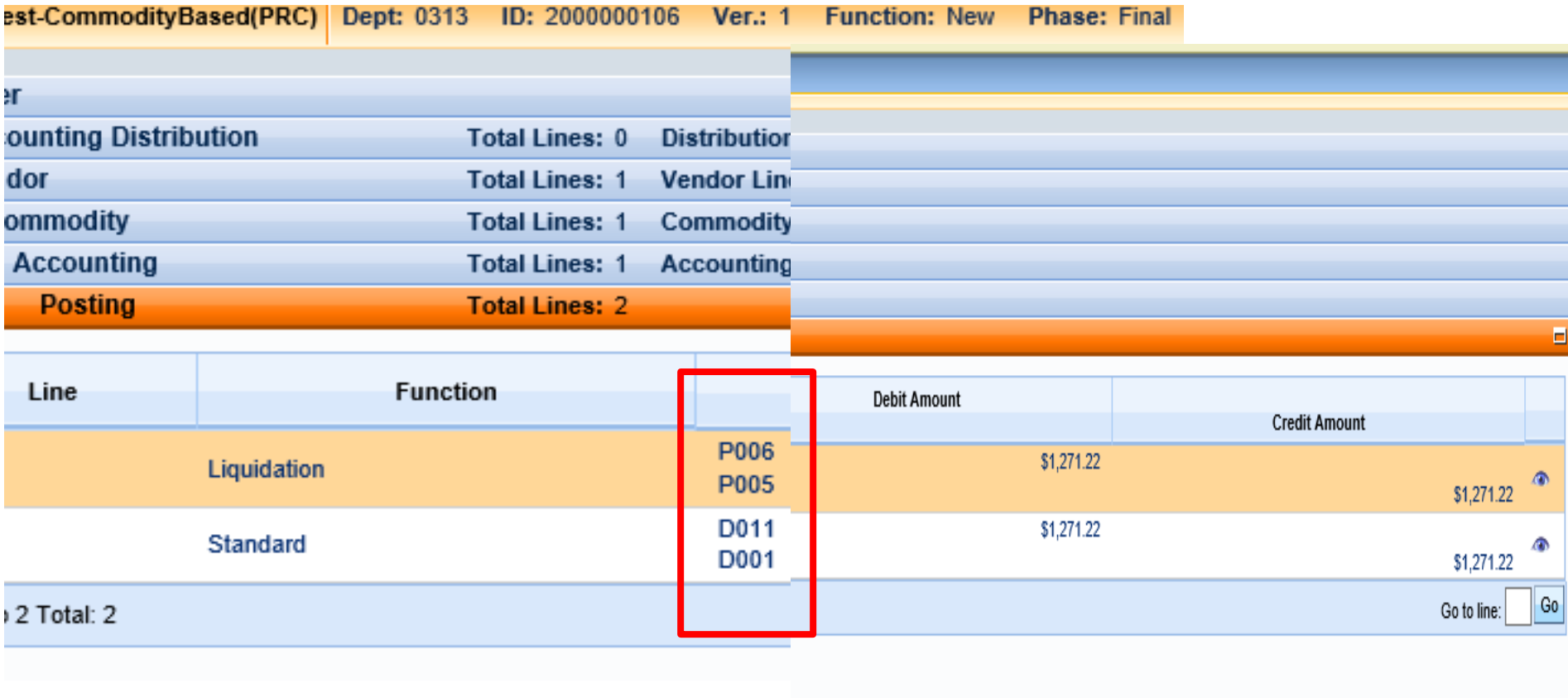
What is Closing Classification? Similar to other rollups such as Bureau, District, etc…but for posting codes on the Posting section of documents.

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

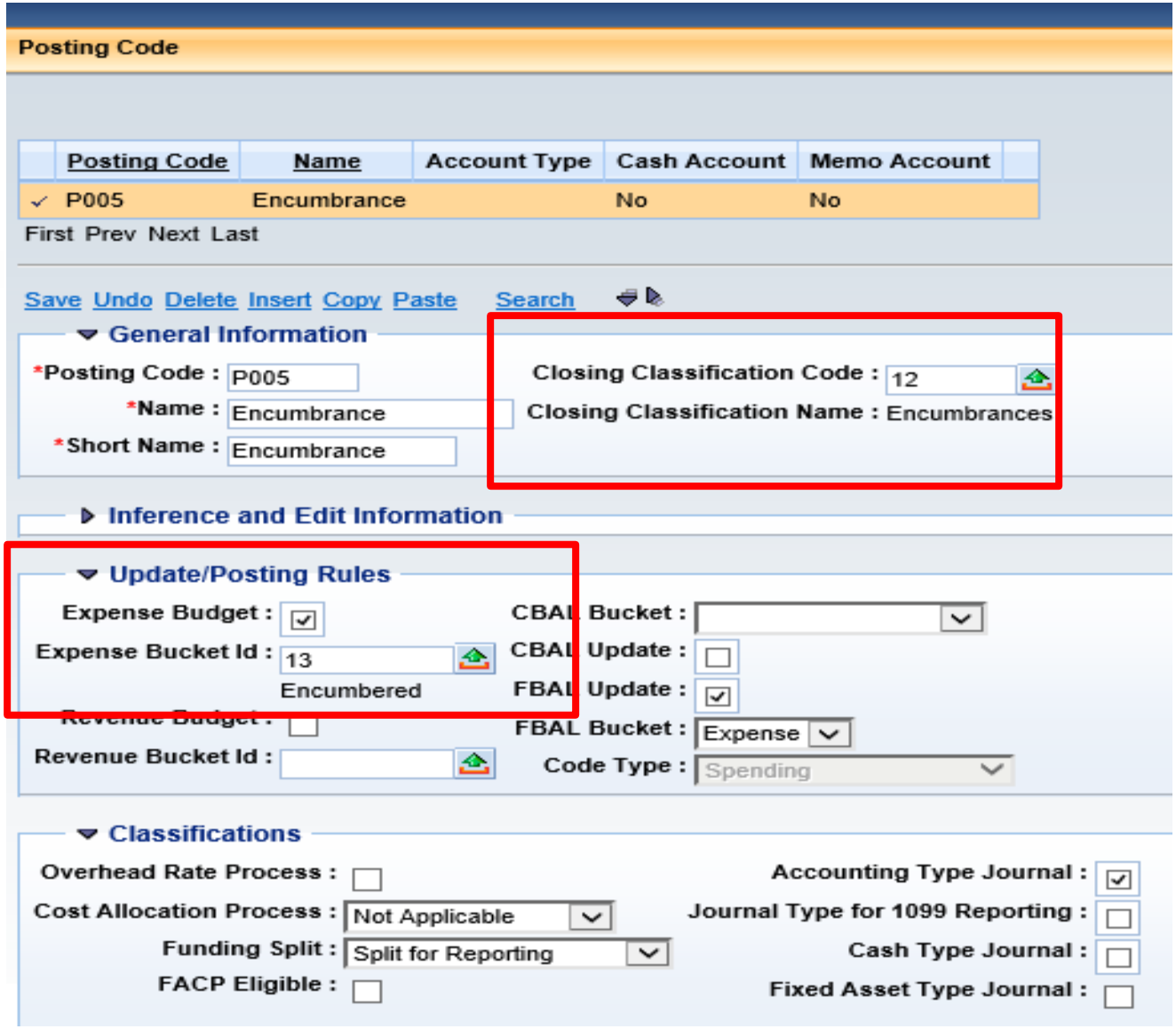
JUMP TO: **PSCDCL**

Lists all Closing Classification Codes

Financial/Closing Classification



Financial/Closing Classification



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

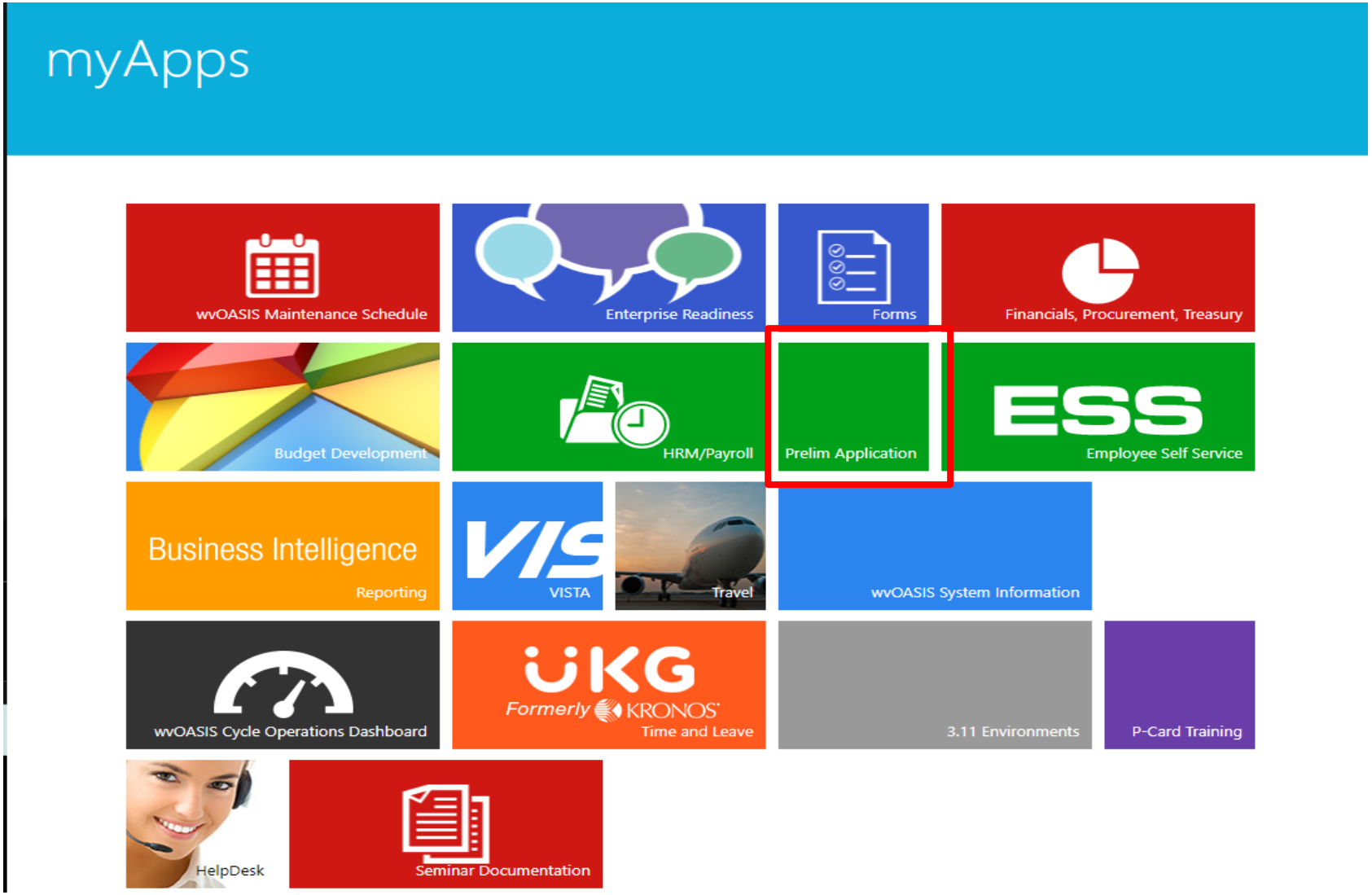
Fund	BSA	Accounting Period	Beginning Balance	Total Debits	Total Credit	Ending Balance	Net Activity
3024	1020	1	1,085,738.64	55,045.00	(27,915.30)	1,112,868.34	27,129.70
3024	1020	2	1,112,868.34	148,500.00	(51,761.54)	1,209,606.80	96,738.46
3024	1020	3	1,209,606.80	125,846.30	(54,378.64)	1,281,074.46	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

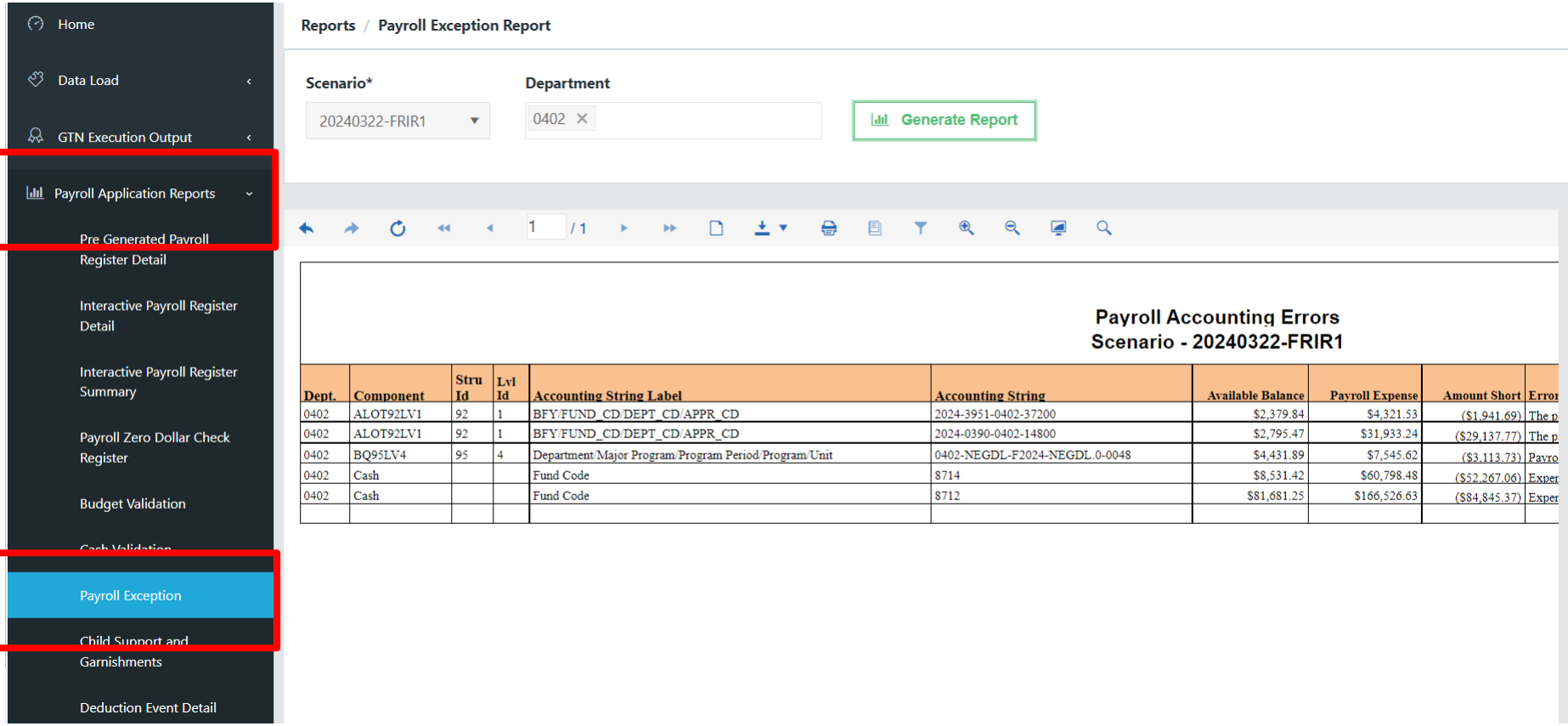
- WV-FIN-GRNT-026 Grant Drawdown Budget Structure 38 (no unit)
- WV-FIN-GRNT-029 Grant Drawdown Budget Structure 95 (includes unit codes)
- WV-FIN-GRNT-024 Grant Award Summary
- WV-FIN-GRNT-025 Grant Award Accounting Detail

Financial/Payroll

wvOASIS



Financial/Payroll



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

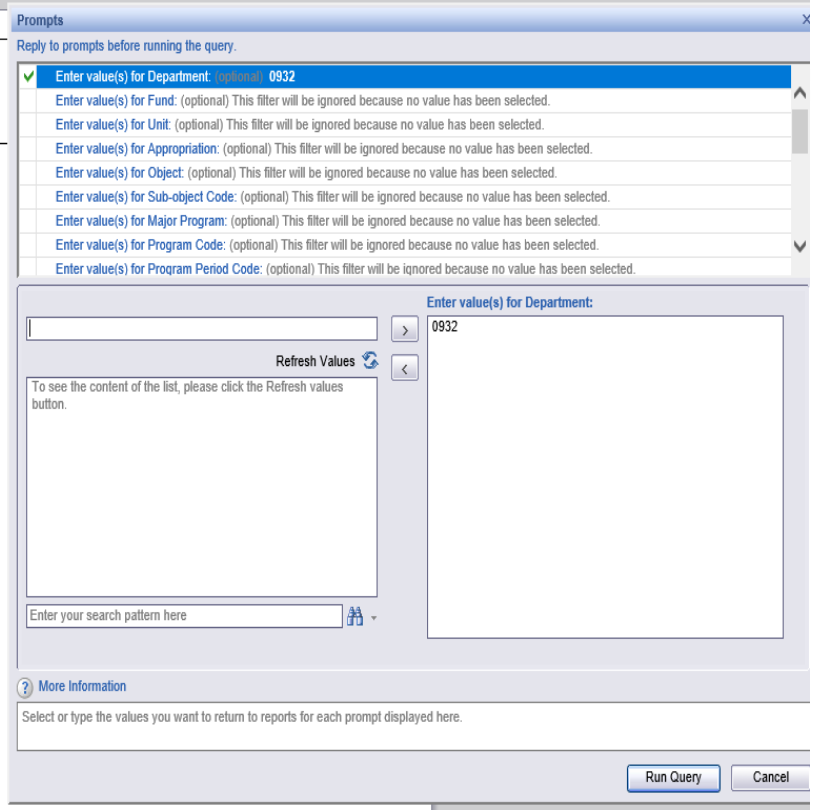
Determine what/if any documents that are encumbered but need liquidated

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

Cover Page

Prompts and Parameters

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):		



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 encumbance 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

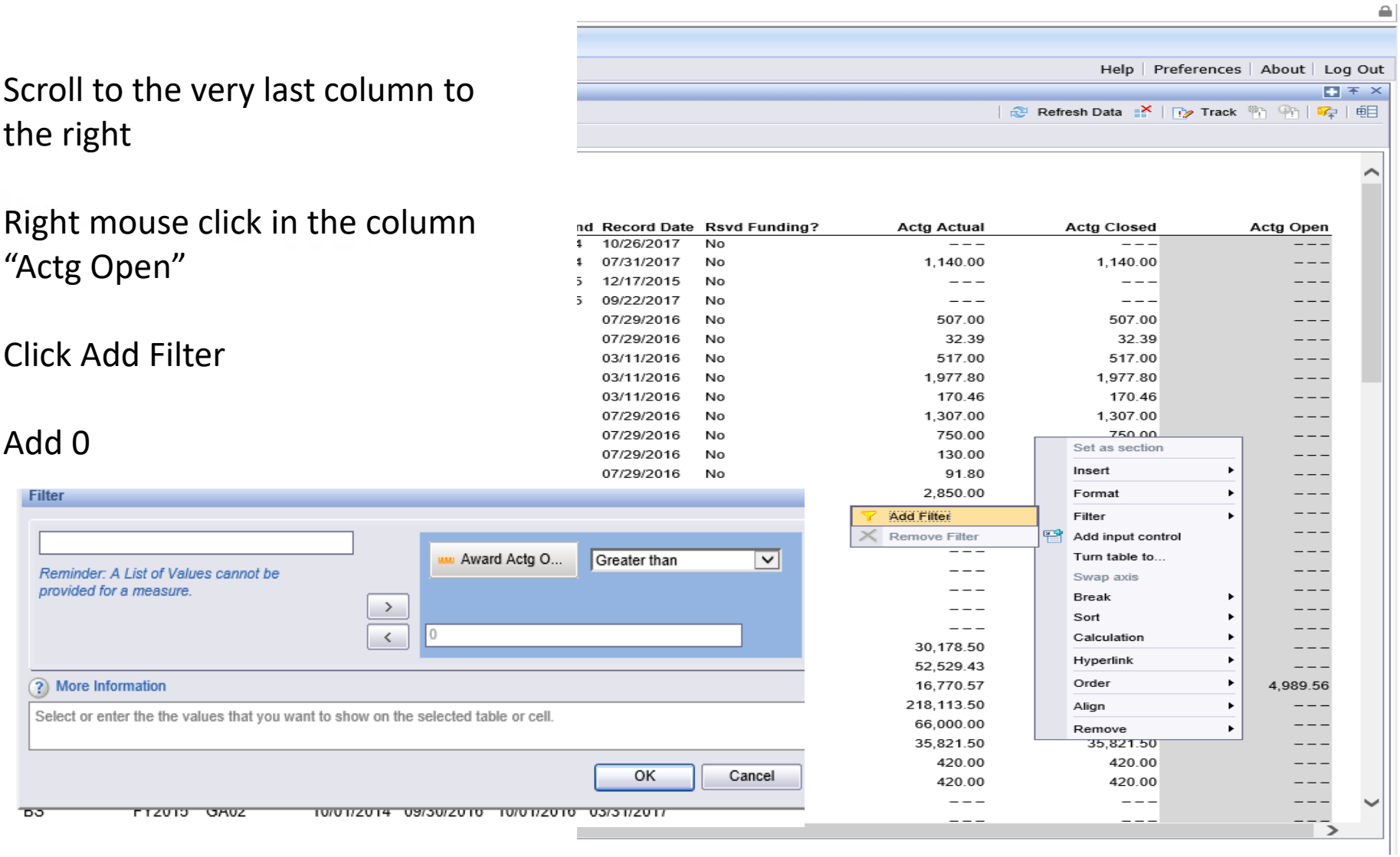
Financial/Procurement

Scroll to the very last column to the right

Right mouse click in the column “Actg Open”

Click Add Filter

Add 0



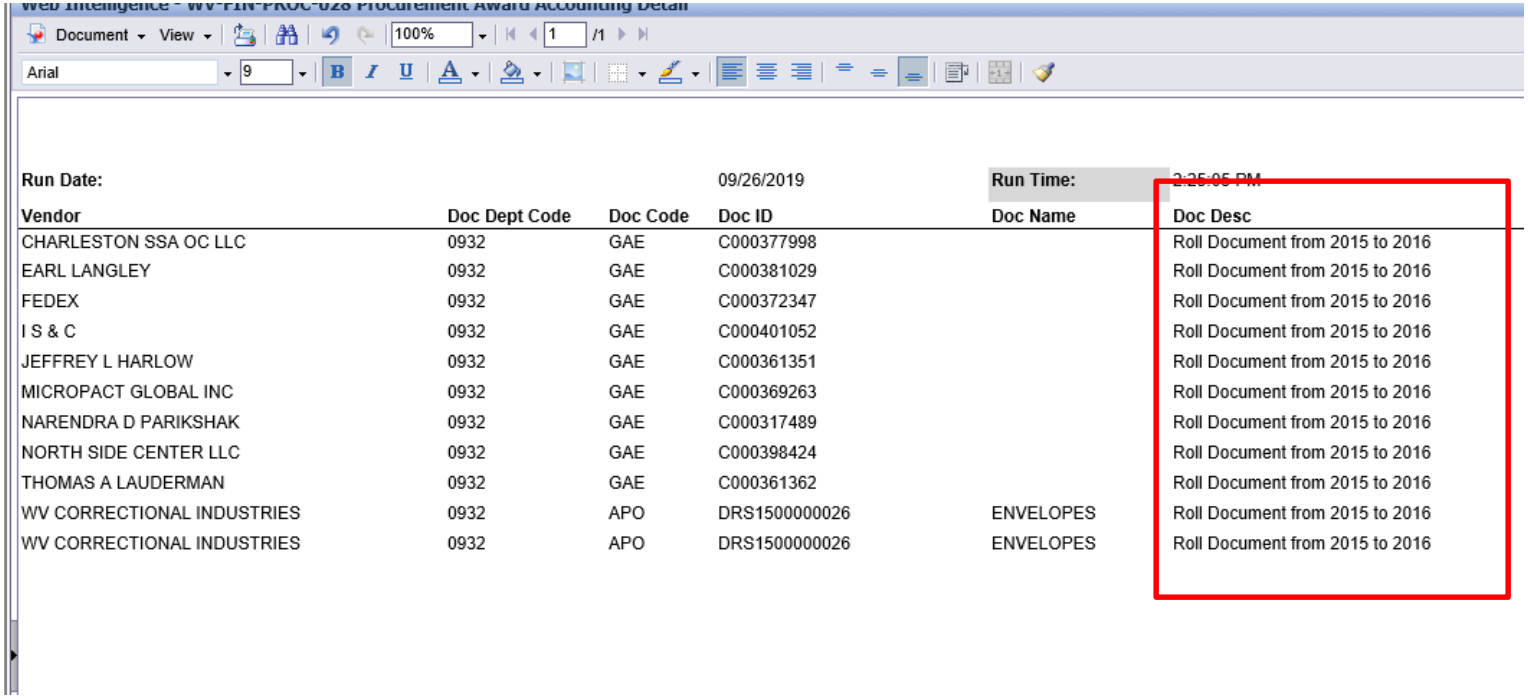
Financial/Procurement

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

Min	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	194.25	---	194.25

Refresh Date: September 26, 2019 2:25:05 PM GMT-04:00

Financial/Procurement



Web Intelligence - WV-FIN-PROC-028 Procurement Award Accounting Detail

Document View 100% 1 /1

Arial 9

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 lager 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 schedules 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

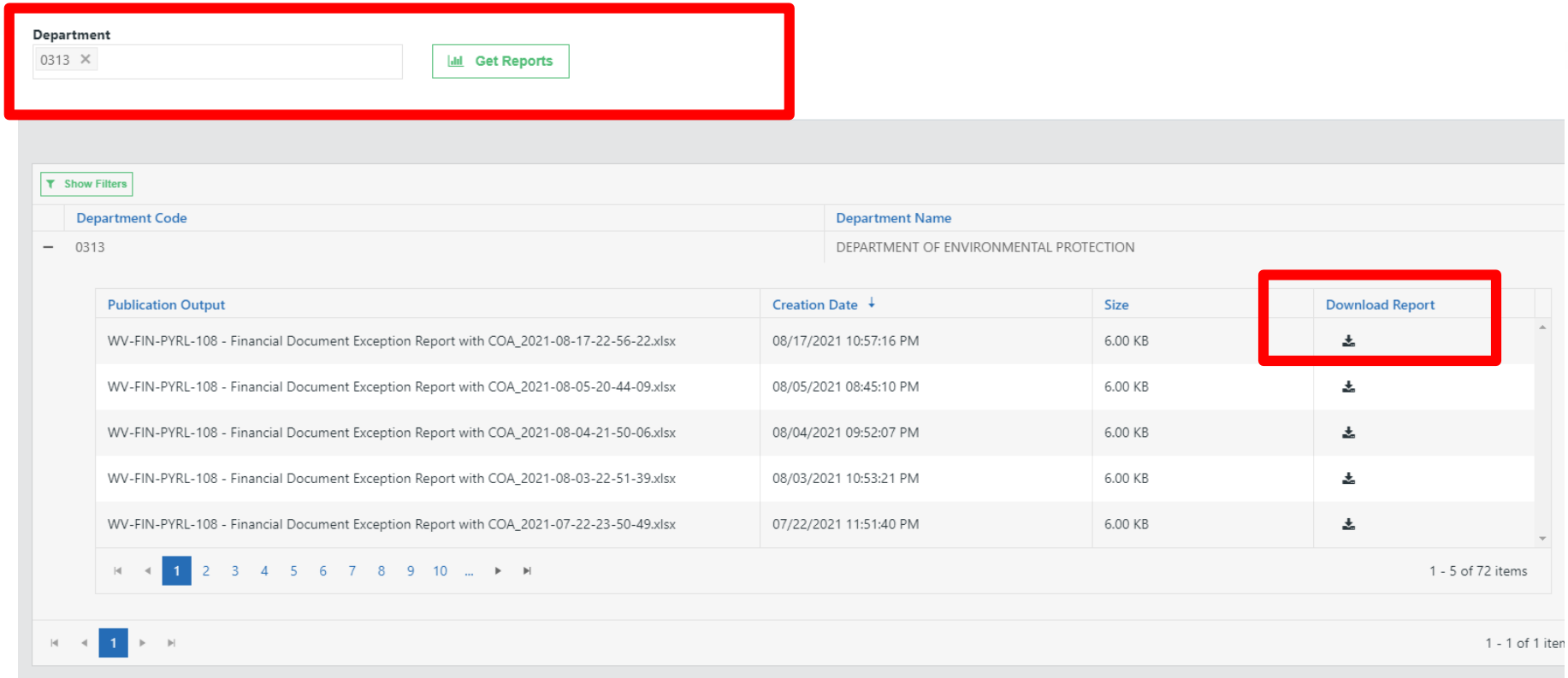
Friday: Prelim Application 1 run at 8am only

- 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



WV-FIN-GL-060 Documents not Final

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

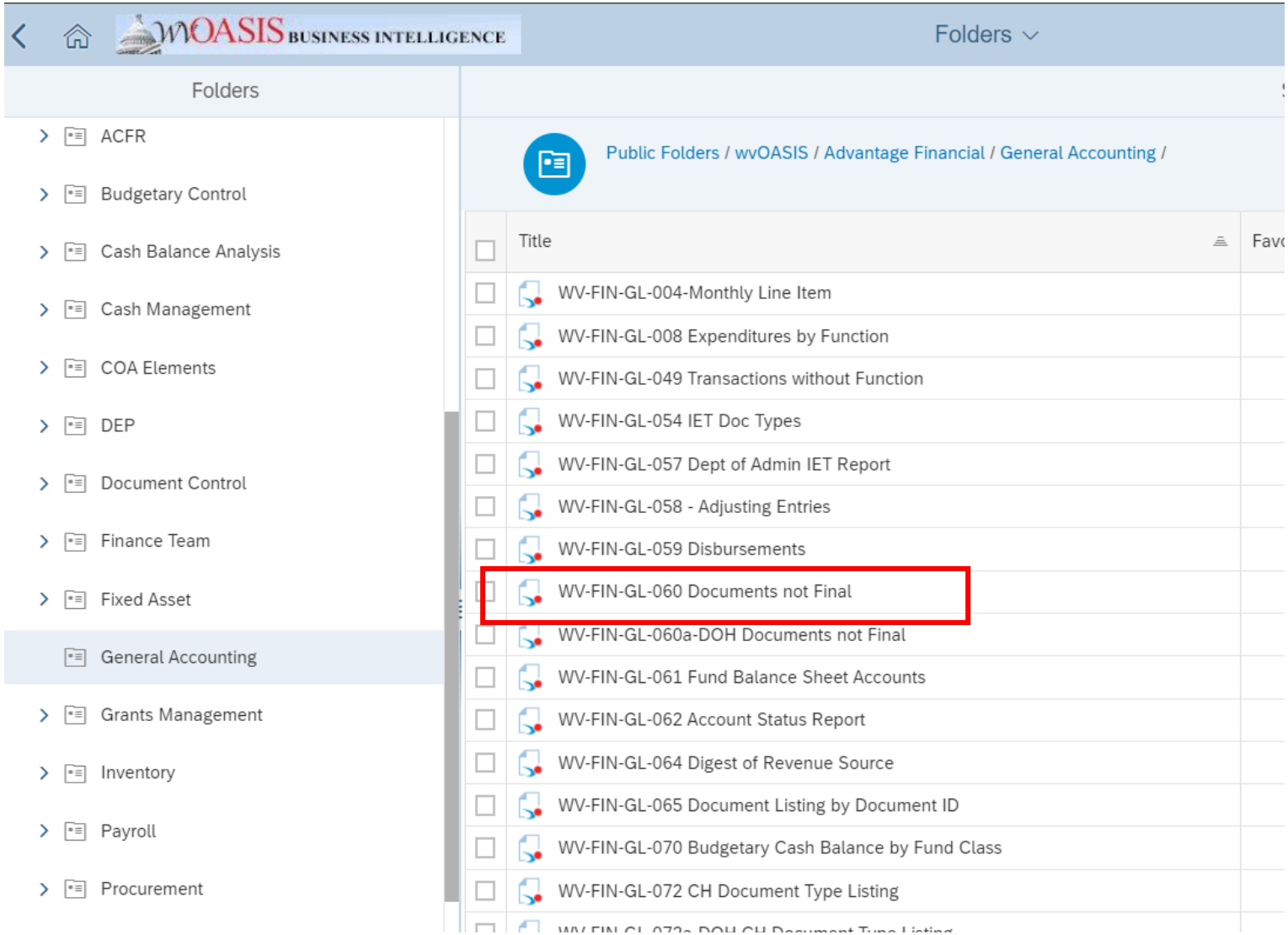
Discard any draft documents that haven't been submitted throughout the FY

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



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:

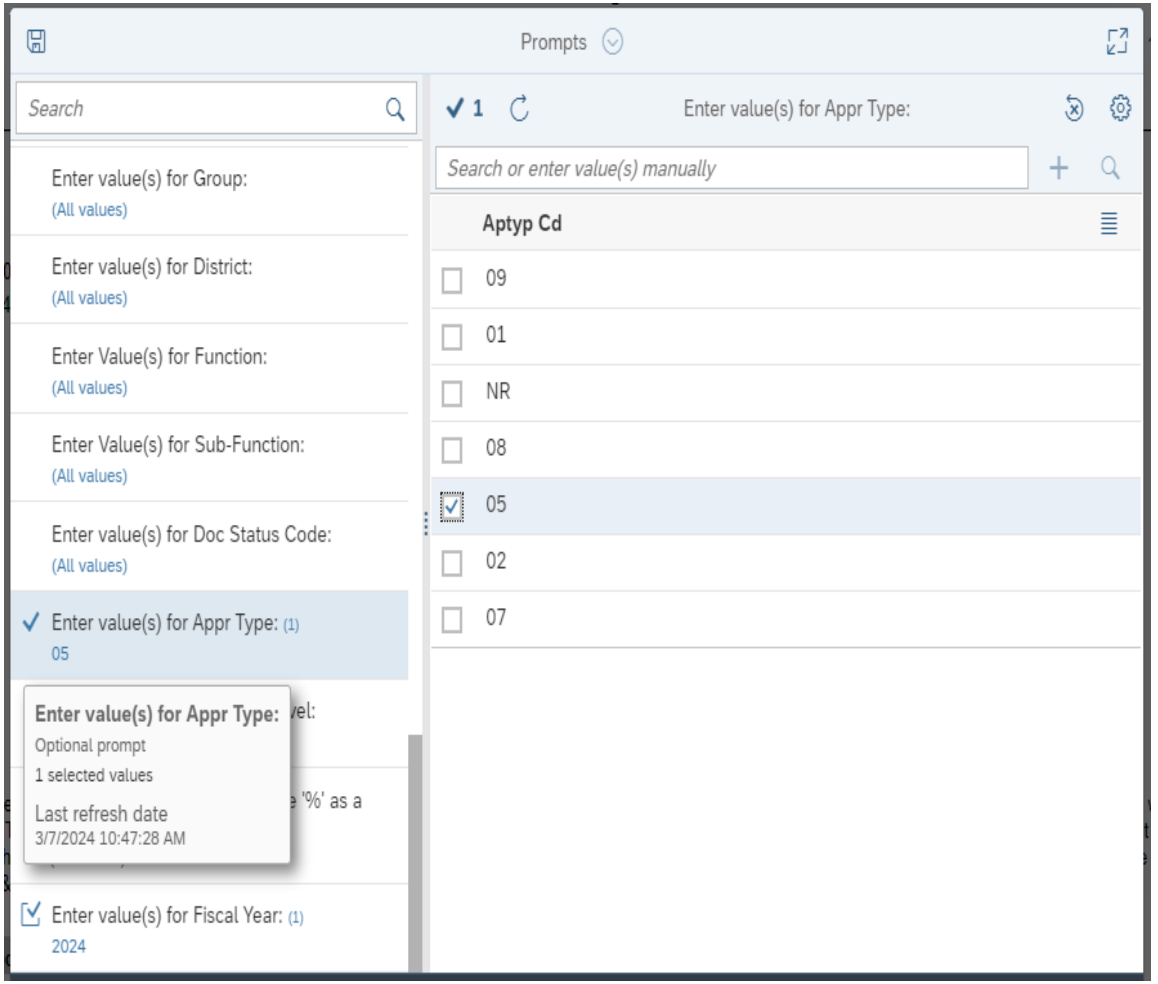
Fiscal Year-2024

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)



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