



The State of New Hampshire
NH FIRST

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10/2/09

Management Information

Using Reporting Functions in NH FIRST



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Table of Contents

Introduction

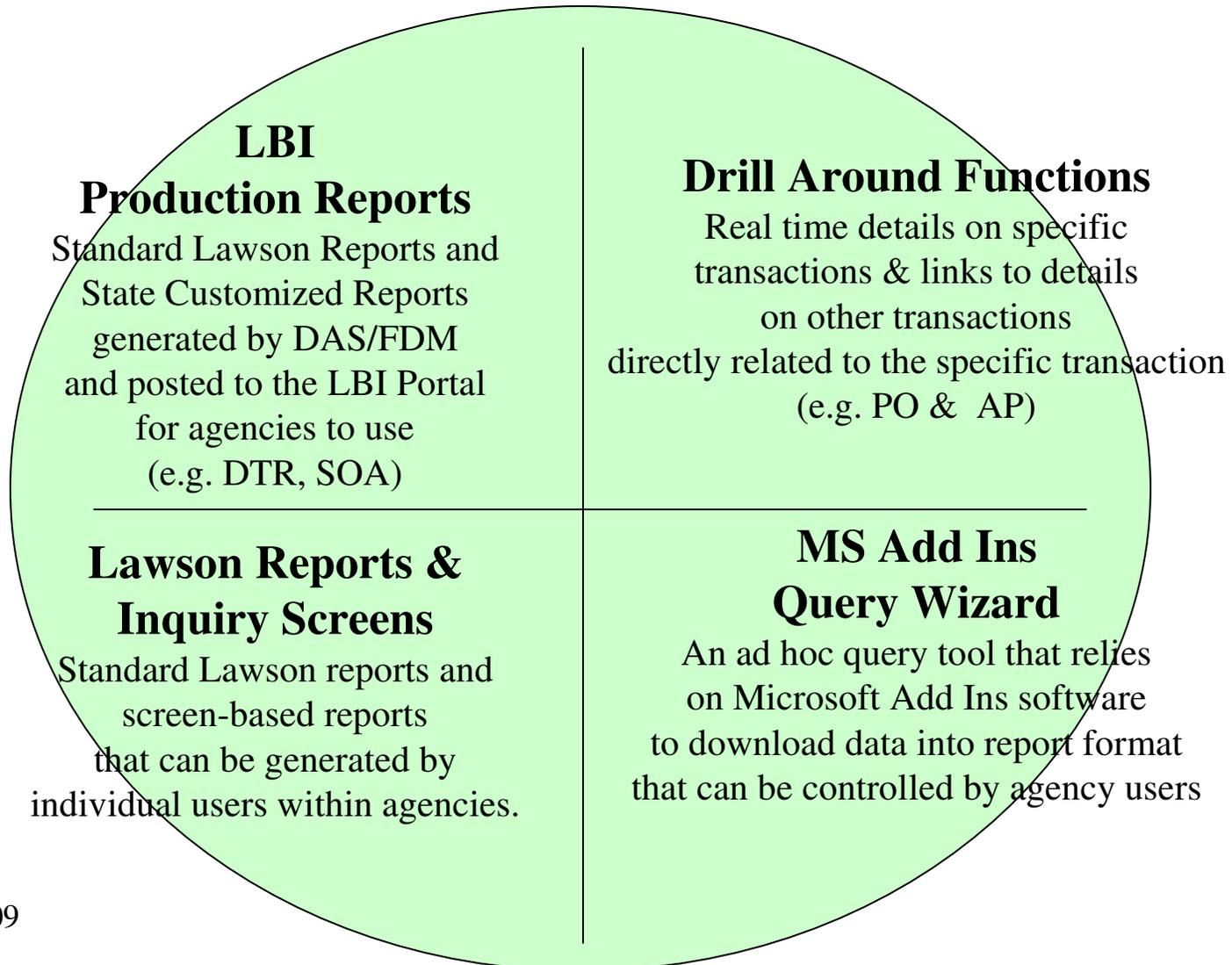
Chapter 3: Lawson Inquiry & Reporting Functions



Introduction

This document is designed to support self-guided instruction on the variety of reporting functions implemented with NH FIRST.

The fundamental actions and navigation required to execute reporting functions should be familiar to users who have already attended training on specific processes.





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Chapter 3

Using NHFIRST Inquiry Screens & Reports



How should reporting screens be used?

- To verify data for transaction entry as part of a normal business process
 - Confirm amount of funds available, etc.
- To review transaction information
 - View invoices for your agency as of a specific date, etc.



What are some examples of inquiry screens in NHFIRST?

- Custom – Developed to meet State requirements
 - QL01 – Revenue Budget Inquiry
 - QL02 – Expense Budget Inquiry

- Standard

- GL94 – Commitment Analysis
- AR90 – Customer Activity
- RQ44 – Requisition Inquiry

Note: The letter Q indicates that a screen or report is custom, it replaces the first letter of the module (i.e. GL becomes QL)



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Inquiry Screens vs. Standard Lawson Reports

Screens in the 90's (i.e. AP90) are inquiry screens used to view transaction data

Invoice Search by Vendor, Invoice (AP90.1)

Company: General Fund USD
Process Level: 01400 ADMINISTRATIVE SERV DEPT OF
Vendor: 174489 Afac Worldwide Headquarters
Position To: 123457

SC	Invoice	Voucher	Tran Amount	Base Amount
	1000190A	981 USD Invc 06/24/2009	1,000.00 Due 07/24/2009	1,000.00 Has Comments
	1000190A	999 981 USD Invc 06/24/2009	1,000.00- Due 07/24/2009	1,000.00- Add Comments
	1000191	983 USD Invc 06/24/2009	1,000.00 Due 07/24/2009	1,000.00 Has Comments
	1000191	999 983 USD Invc 06/24/2009	1,000.00- Due 07/24/2009	1,000.00- Add Comments
	1122334455	87 USD Invc 01/08/2009	100.00 Due 02/07/2009	100.00 Add Comments
	123456	336 USD Invc 02/23/2009	100.00 Due 02/23/2009	100.00 Has Comments
	1234560	341 USD Invc 02/23/2009	66.00 Due 02/23/2009	66.00 Has Comments

Reports are generally in the 200's and are used to view more detailed information given certain parameters in a report format

Invoice Edit Report

AP220 Date: 09/01/09 Time: 09:55 Company: 10 General Fund Invoice Edit Page: 1

Authority Code: AOC Anze C Carew
Operator: swaterma

161680 Osborne Office Machines Llc 27 Hill Rd Franklin NH 03236
Remit to address: 27 Hill Rd Franklin NH 03236

Invoice	Inv Type	Voucher	Inv Date	Due Date	Disc Date	Invoice Amount	Tax Amount	Discount Amount	Curr
1799		84	09/11/08	01/15/09		1,475.00	0.00	0.00	USD

Purchase Order Number: 1000028

Process Level: 02300 Purchase From: B001 Hold Code: Invoice Acct Code: AC10
Remit To: 8001 Recurring Count: B001 Tax Code: Cash Code: 0014
Payment Vendor: 161680 Recurring Schedule: USD Income Code: Revalue: N
Exchange Rate: 1.0000000 Payment Currency: NH Pay Group: Invoice Group:

Due Date	Disc Date	Pay Inv	Pay Pmt	Pay Rec	Group	Payment Amount	Discount Amount	Number	Code	Payment Date	Amount
01/15/09		N	N	B		1,475.00	0.00				0.00

*** Invoice Detail ***

Item	Detail	Quantity	UOM	ADC	Unit Cost	Unit Retail	Account	Tax Code
C480C		1.0000	EA		1,475.00	23110000	660211	

*** Operator: swaterma *** Invoice Count: 1 1,475.00 0.00 0.00



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Cross-Functional Screens

The following screens can be used across all of the modules to obtain budget and commitment information

QL01 – Revenue Budget Inquiry

QL01 allows you to get revenue budget balances by Accounting Unit and Class (or Summary Account) OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **revb** screen in IFS.

Revenue Budget Inquiry (QL01.1)

Navigation: Previous | Inquire | Next | Inquire

Fiscal Year: 2010 Periods: 1 - 2

Company (Fund): 13 Sweepstakes Commission

Accounting Unit: 79010001 Instant

Class: OR Summary Acct: 44MISCREV Miscellaneous Revenue

Account: Sales Adjustments

Process Level (Agency): 083 NH Lottery Commission

BUR/DIV: 8300 NH Lottery Commission

Organization: 7901 New Hampshire

Revenue Category: Revenue Group: 44 Miscellaneous Revenue

PAU Code: Approved Budget Amt

APPR Ref: MULT Balance Brought Fwd

Monthly Totals

Cur Mod Budgeted Amt

Recognized Amt	23,549,832.00
Unrecognized Amt	23,549,832.00
Available Amt	23,549,832.00



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QL02 – Expense Budget Inquiry

QL02 allows you to get expense budget balances by Accounting Unit and Class OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **expb** screen in IFS.

Expense Budget Inquiry (QL02.1)

Fiscal Year: 2010 Periods: 2 - 2
 Company (Fund): 10 General Fund
 Accounting Unit: 10020000 Administration - Support
 Class: 020 CURRENT EXPENSES
 Account: AU

Process Level (Agency): 044 Description: DES:Environmental Servdept Of
 BUR/DIV: 4400 Dept. Environmental Services
 Organization: 1002 Administration - Support

APPR Unit: 044G Approved Budget Amt: 92,663.00
 Budgeted Pos: Balance Brought Fwd:
 PAU Code: 0304010200 Lapse Amt:
 Net Transfer Amt:
 Addl Approp Amt:
 Cur Mod Bud Amt: 92,663.00
 Pre-Encumbered Amt:
 Encumbered Amt: 617.27-
 Expended Amt: 4,222.84-
 Unobligated Amt:
 Available Amt: 87,822.89
 Pending Obligation Amt: 3,059.32
 Uncommitted Amt: 84,763.57

State Share: 68.63
 Federal Share:
 Transfer Share: 31.37
 Other Share:



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GL94 – Commitment Analysis

Use Commitment Analysis to view a wide range of account information relating to encumbrances and commitments for a company based on specific account and period criteria.

Account (GL94.2)

← Back Detach ⌵ Previous Account ? Inquire Next Account Inquire ▾

Co 13 Year 2010 Period 3 - 3 Type AMOUNT Budget 7
Acct Unit 79020006 Account 500000-500999 Subaccount

Page 2 of 2
Next Page

Transactions Totals CSV Export

SC	Account	Budget Actual	Encumbrances, Commitments	Remaining Balance
<input type="checkbox"/>	500854 Joint Venture Pool E			<input type="button" value="Detail"/>
<input type="checkbox"/>	500855 Vendor Fees	212,882	13,340	<input type="button" value="Detail"/> 226,223-
<input type="checkbox"/>	500856 Retailer Commissions	526,176		<input type="button" value="Detail"/> 526,176-
<input type="checkbox"/>	500859 Advertising			<input type="button" value="Detail"/>
<input type="checkbox"/>				



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NH FIRST Project
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GL93 – Historical Commitment Analysis

Use GL93 to display historical commitment records for a company, year and system code.

Use the Filter button to narrow your results by vendor, invoice, purchase order, or requisition.

Historical Commitment Analysis (GL93.1)

Navigation: Previous, Inquire, Next, Inquire

Company: 10 General Fund
Year: 2010
Period: 03
System: AP

Created

SC	Year	Prd	Sys	Account	Amount	
<input type="checkbox"/>	2010	3	AP	23710000	500311	494.10- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	23710000	500311	494.10- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	40200000	500931	3,900.00- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	87500000	500464	22.27- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	87500000	500464	36.00- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	87500000	500464	36.00- <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	23710000	500311	494.10 <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	23710000	500311	494.10 <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	87500000	500464	22.27 <input type="button" value="More"/>
<input type="checkbox"/>	2010	3	AP	87500000	500464	36.00 <input type="button" value="More"/>

Document
Document 0000



Reports for Accounts Receivable

- **AR228 Unapplied Unassigned Cash Report**
 - Unapplied payments
 - Unassigned payments
 - Prepayments

- **AR220—Cash Batch**
 - Lists details of cash batches entered into Accounts Receivable

- **AR222—Customer Cash Report**
 - Lists the cash entered for a customer within a fund/AR company

- **AR228—Unapplied Unassigned Cash Report**
 - Lists prepayments as well as cash not assigned to a customer or not yet applied

- **AR230—Payment Application**
 - Lists payments that have been applied.



Reports for Accounts Receivable (continued)

- **AR232 – Transaction Application Report**
 - Lists transaction applications for a company during a specified date range

- **AR242 – Unreleased Transaction Report**
 - Lists invoices that have not been released

- **AR235—Application Adjustment**
 - Lists adjustments entered during the cash application process

- **AR250—Customer Aging Report**
 - Shows open transactions for a single customer or for all customers in a customer group
 - Created as of the date you specify

- **AR251—Company Aging Report**
 - Shows open transactions for a company.
 - Created as of the date you specify

- **AR294 – Transaction History Report**
 - Lists a report of all transactions during a specified date period



Reports for Accounts Payable

- **AP220 – Invoice Edit Report**
 - Lists unreleased invoices for a company by invoice number, authority code, or voucher
- **AP230 – Open Payables Report**
 - Lists released invoices for a company
 - Use to review invoice totals and details for accuracy
- **AP265—Cash Payment Register**
 - Lists invoice payments for a pay group and agency (process level) for a specific date range
- **AP270—Vendor Payment History**
 - Lists payments for a vendor or range of vendors for a specific date range
- **AP275—Invoice Distribution History**
 - Lists posted invoice distributions for an agency, Accounting Unit & Account, or posting date range



Reports for Cash Book and General Ledger Transfers

Cash Book

- **CB221 – Bank Transaction Listing**
 - Lists bank transactions for a cash code or cash code group
- **CB210 – Cash Receipt Deposit Listing**
 - Lists deposits for a cash code, date range, and range of deposit numbers as well as by agency

General Ledger Transfers

- **GL240 – Journal Edit Listing**
 - Lists information for up to eight specific journal entries, or journal entries within a period or range of periods
- **GL245 – Journal Control Report**
 - List summary information for journal entries, including the status and entry operator



Reports for Purchase Orders

• **PO220—PO Status Report**

- Lists status of purchase orders by number, location, and/or specific buyer

• **PO230—Unreleased Receivings Listing**

- Lists unreleased receivings by a specific ship to location, a specific buyer, and/or a specific buyer group

• **PO231—Return Status Report**

- Lists detailed information about returns to expedite processing



Reports for Activities

• **AC290—Transaction Listing**

- Lists transactions posted in AC by activity group, activity, or account category

• **AC295—Activity Commitment Summary**

- Summarizes activity commitments with actuals and budget data included
- Commitments are activity transactions released in any originating subsystem but not yet posted to AC

• **AC298—Commitment Detail Report**

- Lists source document information for commitments including transaction period and year, document number (invoice), item, description, and resource by activity, account category, and system

• **AC410—Activity Analysis Report**

- View the performance of activities. The report compares actual results to plan (including a variance percentage) for the specified period, year-to-date, and activity-to-date

• **AC473—Profit and Loss**

- View the income performance of activities
- Shows income statement balances for a period, year-to-date, or life-to-date.



Reports for Grant Management

•**GM400 —Award Summary Report**

- Lists transactions posted in AC by activity group, activity, or account category

•**GM269—Financial Status Report**

- Creates a summary of expenditure activity over a specified time period
- Use to complete the Financial Status Report (Short Form), SF-269A as prescribed by OMB

•**GM272—Federal Cash Transaction Report**

- States the amount of federal cash your institution has.
- Use as a worksheet to complete the Federal Cash Transaction Report (Short Form), SF272 and the SF272a.



Reports Available in LBI

General Ledger

• **Statement of Revenue and Expenses**

- Monthly report by company (fund)

• **Detail of Unrestricted Revenue**

- Run by fiscal month, company, agency, and account

• **Unrestricted Revenue Current Month by Revenue Category**

- Run by fiscal year and account period

• **Deferred Revenue Balance Sheet Acct**

- Run by account period, company, agency, and bureau/division

• **Statement of Appropriation**

- Lists actuals, encumbrances, budget, and remaining budget

• **Detail Transaction Register**

- Lists transaction detail by accounting unit with starting and ending balances



Reports Available in LBI (continued)

- **Revenue Source Summary**

- Run for all, restricted or unrestricted

- **Consolidated Statement of Expenditures**

- Enterprise and Non-Enterprise; Without capital and budgetary basis

- **Revenue by Fund**

- Restricted, Unrestricted, Enterprise, Non-Enterprise

Grant Management

- **Drawdown Request Report**

- Lists transaction detail for a drawdown request by CFDA number and date; includes the batch number

- **Invoice - Cash Receipt Generation**

- Displays drawdown activity by date and CFDA number

Accounts Receivable

- **Invoice Activity**

- Run by start and end date for current fiscal year



Reports Available in LBI (continued)

Cash Book

• **Cash Disbursement Register**

- Run by date and sorted by bank account

• **Posted Bank Account Balance Report**

- Run by date to provide previous and ending balance information by bank/unit

• **Posted Company Balance Report**

- Provides balances by company (fund)

• **Unrestricted Revenue**

- Run by account period, company, or agency

Purchasing

• **Commodity Vendor Combinations**

- Run by purchasing code; sorted by code or description

• **Contracts over 500 Dollars**

- Run by appropriate start and end date



Reports Available in LBI (continued)

- **Encumbrance Activity Detail**

- Run by period start and end date

- **Open Encumbrances by Bureau/Division**

- Produces a list of purchase orders showing their status

- **PO Balances Less than 10 percent of PO amount**

- Produces a list of purchase orders with an encumbrance balance less than 10% of the total encumbered

- **Requisition Aging**

- Produces list of requisitions with their status by bureau/division



Listings Available in LBI

- **Vendor Name Search**
 - Allows you to search on all or part of a vendor name

- **Detail Listing of Revenues vs. Budget**
 - Run by company, agency, activity or accounting unit

- **Detail Listing of Obligations vs. Budget**
 - Run by company, agency, bureau/division, or accounting unit

- **Accounting Units by Agency Report**
 - Includes description, bureau/division, and company information

- **Agency Listing**
 - Lists agency number, description, and corresponding company

- **Expense Class Codes**
 - Lists expenses classes (Summary accounts in Lawson)



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Inquiry Screens for Accounts Receivable

AR90 – Customer Activity

Customer Activity (AR90.1)

Company: 10 STATE OF NH - GENERAL FUND USD
Customer: 95100 US DEPT OF HEALTH AND HUMAN SE
Display Date: Due Date Balance: 1,918,577.53 USD
Sort Date: Descending Due Date
AR Balance: 1,918,577.53 BOE Bal: .00
Currency Display: Base History
Filter

SC	Transaction	Due Date	Base Amount	Base Open Amount	T	U	C	Dsp
	I 9500000310	09/01/09	807,197.87	807,197.87				
	I 9500000304	08/29/09	231,433.85	231,433.85				
	I 9500000308	08/29/09	879,945.81	879,945.81				
	I 9500000292	08/28/09	30,327.27	30,327.27				
	I 9500000293	08/28/09	5,733.63	5,733.63				
	P 1	08/28/09	1,111,379.66	1,111,379.66		*		
	P 1	08/28/09	1,111,379.66	1,111,379.66		*		
	I 9500000275	08/27/09	74,500.44	74,500.44				
	I 9500000276	08/27/09	7,070.33	7,070.33				
	I 9500000277	08/27/09	2,128,042.00	2,128,042.00				

Be sure to include history to see posted transactions

AR72 – Customer Activity

Credit Transaction Review (AR72.1)

Company: 10 GENERAL FUND USD
Customer: 649 106 BEANSTALK STORE Inquiry Lvl: Customer

Main Credit Activity Contact Aging Detail User Amounts Trends

Current Bal	54,963.13	Terms Code	S	Risk Code	
Invoice Bal	54,963.13	Hold Code		Days Prompt	85
Credit Limit		Cr Lim Date	10/08/2008	RTM Count	4
Pct of Bal		DB Code			
High Balance	56,075.00	DB Date			
BOE Balance		DB Number			
Open Orders					
Order Limit					

The RTM count is a good indicator of a customer's credit history



Other AR Inquiry Screens

- **AR50 – Customer Aging**
 - Creates a transaction aging summary for a customer

- **AR58 – Transaction Review**
 - View transactions across companies by transaction number and view the associated customer number, transaction amount, transaction date, and due date

- **AR37 – Review Payment Batch**
 - View payment applications associated with a batch before posting to the general ledger

- **AR53 – Customer Application**
 - View open and historical transactions and corresponding applications for a customer



Inquiry Screens for Accounts Payable

AP90 – Invoice Search by Vendor, Invoice

Invoice Search by Vendor, Invoice (AP90.1)

Navigation: Previous, Inquire, Next, Inquire

Company: 10 | General Fund | USD
Process Level: [dropdown] |
Vendor: 155664 | Divers Den Dive Shops Inc
or Vendor List: [dropdown] | Position To: [dropdown] | Filter

SC	Invoice	Voucher	Tran Amount	Base Amount
<input type="checkbox"/>	24798	57018 Inv 07/31/09	80.00 Due 08/30/09	80.00 Add Comments
<input type="checkbox"/>	25037	61532 Inv 09/03/09	120.00 Due 10/03/09	120.00 Add Comments
<input type="checkbox"/>		Inv	Due	
<input type="checkbox"/>		Inv	Due	
<input type="checkbox"/>		Inv	Due	
<input type="checkbox"/>		Inv	Due	
<input type="checkbox"/>		Inv	Due	

Narrow by agency using the process level field

AP90.3 – Invoice Search by Voucher

Invoice Search by Voucher (AP90.3)

Navigation: Previous, Inquire, Next, Inquire

Company: 10 | General Fund
Voucher: 77694

SC	Vendor	Invoice	Inv Date	Due Date	Amount
<input type="checkbox"/>	163841	INVHP	09/22/09	10/22/09	500.00
					28431
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Use this screen to view the work unit number for released invoices



Other AP Inquiry Screens

- **AP90.5 – Cash Payment Inquiry**

- View detailed information for a cash payment, including invoices paid

- **AP40 – Invoice Hold Selection**

- View invoices on hold for a vendor

Distribution Inquiries

- **AP95 – Invoice Distributions**

- **AP95.2 - GL Account Distributions**

- **AP95.3 – Activity Distributions**

Vendor Inquiries

- **AP91 – Vendor Activity**

- **AP92 – Vendor Invoices**

More Invoice Search Screens

- **AP90.2 – Invoice Search by Invoice Date**

- **AP90.4 – Invoice Search by Purchase Order**



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Inquiry Screen for Cash Book

CB90.4 – Bank Transactions

Bank Transactions (CB90.4)

? Inquire | Inquire

Cash Code 0011 CB1 Receiving USD
Transaction Code DEP Deposit

Filter

Position To 392

Co	Transaction	Issued Date	Amount	Status	Description
10	355	07/28/09	6720.00	CR Open	EIS CHECKS 7/10/09
10	359	07/28/09	6125.00	CR Open	EIS CHECKS 7/13/09
10	362	07/28/09	6815.00	CR Open	EIS CHECKS 7/15/09
10	364	07/28/09	15480.00	CR Open	EIS Checks 07/17/2009
10	365	07/27/09	9720.00	CR Open	EIS CHECKS 7/17/09
10	371	07/27/09	15600.00	CR Open	EIS CHECKS 7/22/09
10	374	07/28/09	26510.00	CR Open	EIS CHECKS 7/24/09
10	379	07/28/09	6065.00	CR Open	EIS CHECKS 7/28/09
10	381	08/05/09	6315.00	CR Open	EIS Checks 7/29/09
10	386	08/05/09	8665.00	CR Open	EIS Checks 8/3/09
10	390	08/07/09	8000.00	CR Open	EIS Checks 08/06/2009

This screen is used for viewing deposits and other bank transactions; Use the filter button to search by issue date or company



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NH FIRST Project
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Inquiry Screens for General Ledger

GL90 – Transaction Analysis

Transaction Analysis (GL90.1)

Company: 10 General Fund USD
Accounting Unit: 10020000 Administration - Support
Account Number: 500200 Supplies (Consumable)
Year, Periods: 2010 03 03

Buttons: Compare, Filter, Total, Reconcile, CSV Export

SC	Prd	Sys	Journal	Description	Stat	Amount
3	AP	38	I	159021Northeast Deaf	Hi	40.00
3	AP	38	I	175254Wesco Westingh	Hi	4.08
3	AP	38	I	175254Wesco Westingh	Hi	4.20
3	AP	38	I	174929Ris Paper Comp	Hi	606.00
3	AP	38	I	174836Graybar Electr	Hi	114.80
3	AP	38	I	159021Northeast Deaf	Hi	65.00
3	AP	38	I	174526Wb Mason Co In	Hi	31.44
3	AP	38	I	174526Wb Mason Co In	Hi	27.54
3	AP	38	I	174526Wb Mason Co In	Hi	62.44
3	AP	47	I	177966DAS-Graphic Se	Hi	110.82
3	AP	47	I	177966DAS-Graphic Se	Hi	351.65
3	AP	47	I	177966DAS-Graphic Se	Hi	43.20

Use this screen to view transactions from all subsystems and their status

GL95 – Account Analysis

Account Analysis (GL95.1)

Company: 10 General Fund USD
Chart Name: NHF New Hampshire Chart of Accts

Organization Selection:
Accounting Unit: 10020000 Administration - Support
Company Group:
Accounting Unit List:
Level Group:

Account Selection:
Major Account: 500200 500200 Supplies (Consumable)
Summary Account:
Account List:
Account Group:
Subaccount:
Subaccount Group:

Period Selection:
Year: 2010
Periods: 03 03
Type: Amount
Budget: 7
Rounding: Whole
Currency: USD
Allow Zero Amounts: Yes

Buttons: Account, Accounting Unit, Company, Annual, Totals, Chart, Organization View

View account totals by one account or a range of accounts; be sure to click the OK button after entering parameters then choose a category from the buttons below



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 Inquiry Screens and Reports

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Inquiry Screen for Multi Ledger

ML90 – Ledger Transaction Analysis

Ledger Transaction Analysis (ML90.1)

>> << Previous ? Inquire >> Next | Inquire ▾

Ledger: NHLOTTERY NH Lottery Commission
 Company: 13 Sweepstakes Commission USD
 Accounting Unit: 79020006 Powerball
 Account Number: 500853 Prizes
 Year, Periods: 2010 01 03

General Ledger Transaction

Begin bal .00 USD
 Posted .00
 Ending bal .00

Filter Reconcile
 Total CSV Export

SC	Prd	Sys	Journal	Description	Stat	Amount
▾	2	ML	2 N	Powerball Prizes	Re	2,000.00
▾	2	ML	3 N	Powerball Prizes	Re	2,000.00
▾	2	ML	5 N	Powerball Prizes	Re	2,000.00
▾						
▾						
▾						
▾						
▾						
▾						
▾						
▾						
▾						
▾						

For agencies that use ML (i.e. Liquor and Lottery), this screen is similar to GL90 for viewing transaction information



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Inquiry Screens for Activities

AC90/AC95 – Activity/Account Category Analysis

Activity Analysis (AC90.1)

Activity Group List

or Activity Group

or Activities

or Activity List

Activity Level Type All

Level Depth All activities

Account Category Group

or Account Cat Type Cost

or Account Category

Period, Year Range , - ,

To Date Range of periods

Budget

Currency

Type Amounts

Print Zero Rows No

Rounding Whole

Budget Option Repeating Budget

Sort Option Activity-Grp/Activity

Actual, Commitment, Budget (AC90.2)

Activity Grp: 44 Cur:USD

Acct Cat Type:C Cost RING 1,2010 - 3,2010 Amounts

Position To

FC	Activity	Actual	Commitments	Budget	Remaining
<input type="checkbox"/>	44BF	BFSRF Cleanup SRF Pro	00040		
		7,326	8,928		16,254-
<input type="checkbox"/>	44BF99	BFSRF Cleanup Grant 1	00040-0010		
		7,326	8,928		16,254-
<input type="checkbox"/>	44BF99A	BF 99 Admin Federal 1	00040-0010-0020		
		7,326	8,928		16,254-
<input type="checkbox"/>	44BF99A4	BF 99 Admin Federal 1	00040-0010-0020-0010		
		7,326	8,928		16,254-
<input type="checkbox"/>	44BF99AP	BF 99 Admin Federal 1	00040-0010-0020-0010-0010		
		7,326	8,928		16,254-
<input type="checkbox"/>	44CW	CWSRF Program	00020		
		1,295,471	29,707,468		31,002,939-
<input type="checkbox"/>	44CW4	Clean Water Grant 200	00020-0040		
		803,172			803,172-

Enter parameters and click Inquire.
Then choose appropriate button

Results display on AC90 or AC95 subform



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 NH FIRST Project
 Inquiry Screens and Reports

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 10/2/09

Inquiry Screens for Activities (continued)

AC90 – Transaction Analysis

Transaction Analysis (AC96.1)

Navigation: Previous | Inquire | Next | Inquire

Activity: 44CW9RLF CW 2009 ARRA Loans Posting
 Account Category: 65000 Federal Income
 Year, Periods: [] [] []
 Position to Date: []

Buttons: Compare, Filter, Total

Summary:
 Beginning Balance: .00 USD
 Posted: 489,006.06-
 End Balance: 489,006.06-

FC	Date	Sys	Src	Description	Status	Amount	Unit	Curr
	08/20/09	BR	RE	Summarized transaction	9	438,818.01-		USD
	08/31/09	BR	RE	Summarized transaction	9	27,505.37-		USD
	09/15/09	BR	RE	ARRA-Clean Water State	9	22,682.68-		USD

View activity transaction information by account category

AC98 – Commitment Detail Analysis

Commitment Detail Analysis (AC98.1)

Navigation: Previous | Inquire | Next | Inquire

Activity: 44DW8PF DWSRF08 Posting ST Prog Mgmt
 Account Category: 22020 Equipment Lease
 Year, Periods: [] [] []

Buttons: Filter, Total

FC	Company	Resource	Document or Job Code	Item, Description or Pay Code	Amount	Unit
	10	174786	0103640	COPIER RENTAL	663.00	Unit
	RQ	08/27/09	Amount			1.00
	10	174786	0103637	COPIER RENTAL	663.00	Unit
	RQ	08/27/09	Amount			1.00
			Amount	Unit		
			Amount	Unit		
			Amount	Unit		
			Amount	Unit		
			Amount	Unit		
			Amount	Unit		

Analyze commitment data from subsystems such as RQ



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 10/2/09

Inquiry Screens for Requisitions

RQ44 – Requisition Inquiry

Requisition Inquiry (RQ44.1)

Company: 10 General Fund
 Requisition: 100000 Status: Processed
 Requesting Location: 04600 Corrections, Dept Of
 Requester: dgunby Deliver To: NH STATE PRISON WAREHOUSE
 Requested Delivery: 06/30/10
 Buyer: OLC Odie L. Champagne

SC	Line	Item	Type	UOM	Requested
	1	MISC DOOR HARDWARE	S	EA	1.00
		Processed TO BE PICKED UP AS NEEDED		Matched Amt:	
		Requested Vendor: 155713	PO	1000005	Deliver: 06/30/10
		Requested Vendor:	PO		Deliver
		Requested Vendor:	PO		Deliver
		Requested Vendor:	PO		Deliver

Inquire on the status of a specific requisition; displays all the requisition lines, items, and the quantities requested and delivered

RQ44.2 – Requisition Detail Inquiry

Requisition Detail Inquiry (RQ44.2)

Company: 10 General Fund USD
 Requisition: 100000 Status: Processed
 Requesting Location: 04600 Corrections, Dept Of
 Requester: dgunby Requested Delivery: 06/30/2010
 Approval Level Attained: Date Approved: 07/07/2009
 Approval Level to Attain: Buyer: OLC
 Next Authorization Name: NONE
 Deliver To: NH STATE PRISON WAREHOUSE

Line: 1 Line Status: Processed
 Item: MISC DOOR HARDWARE Service
 TO BE PICKED UP AS NEEDED

Line Detail

Matched Amt:	Requested	1.00
PO 1000005	Shipped	
PO Line 1	Returned	
Requested Vendor 155713 8001	Worksheet Cancelled	
Deliver 06/30/2010	UOM EA	
Unit Cost 2000.00000	From Company 10	
Tran Unit Cost 2000.00000	From Location 04600	
Tran Curr Code USD 1.0000000		
Sourcing Event		

Use this form for more detail, such as authorizations, quantities shipped and returned, etc.



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 NH FIRST Project
 Inquiry Screens and Reports

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 10/2/09

Inquiry Screens for Requisitions (continued)

RQ40 – Requisitions by Location

RQ41 – Requisition Status

Requisitions by Location (RQ40.1)

Company: General Fund
 Requesting Location: Executive Branch
 Requester: Barbara Shea
 Status: All

Display Order: Creation Date
 Position To:

SC	Requisition	Creation Date	Delivering Location	First Item Description
<input type="checkbox"/>	103004	08/13/2009	00200	CS FS1016 - XPL8216179
<input type="checkbox"/>	104138	09/15/2009	02OEP	Monthly cleaning costs
<input type="checkbox"/>				
<input type="checkbox"/>				

Requisition Status (RQ41.1)

From Company: General Fund
 From Location: Dept Of Information Technology
 Status: All
 Item Attribute List:

Position To:

Requisition SC	Number	Requested Delivery	First Item	Status
<input type="checkbox"/>	104315	10/09/2009	UPS MAINTENANCE	Needs Approval
<input type="checkbox"/>	101410	07/15/2009	FY 2010 NASH RENT	Processed
<input type="checkbox"/>	101841	07/24/2009	SOFTWARE MAINTENANCE 7/09-7/10	Processed
<input type="checkbox"/>	102073	07/30/2009	LICENSE MAIN SOFTWARE	Closed
<input type="checkbox"/>	102901	08/19/2009	TECHNICAL TRAINING COURSES	Processed
<input type="checkbox"/>	103144	08/25/2009	NASCIO MEMBERSHIP FY 2010	Processed
<input type="checkbox"/>	103671	09/03/2009	TECH SUPPORT CONTRACT	Processed
<input type="checkbox"/>	104208	10/02/2009	MCAFFEE RENEWAL	Processed
<input type="checkbox"/>				



The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

Inquiry Screens for Purchase Orders

PO54 – Purchase Order Inquiry

Purchase Order Inquiry (PO54.1)

Company General Fund

Header Selection | Line Selection

PO Date Sort PO Number

Vendor

Vendor Attribute List

Purchase From Location

Buyer Code

Buyer Attribute List

Status

PO Code

PO Number

Subcontractor PO No

Enter PO date, number, vendor, or buyer code and click the Inquire button; or choose line selection criteria

Purchase Order Inquiry (PO54.2)

Back Detach ? Inquire Inquire

Company 10 General Fund Sort

Total POs 1 Lines 1 Amount 1,071.00 USD Print

FC	PO	Status	PO Date	Vendor	Total Amount	Lines
	1003048	Unrel'd	09/23/2009	154620	1,071.00	1

PO54.2 will display with the results



Other PO Inquiry Screens

•**PO58 – Receipt Inquiry**

- Inquire on or print received items for a specific company based on specific selection criteria

•**PO64 – PO Line Item History**

- View the history of a purchase order line, which begins with the date the item was ordered and ends the date the item is fully released
- The top half of this form displays the purchase order line as it was originally entered, and the bottom half displays all the transactions that have occurred on the line

•**PO66 – PO Revision History**

- View revisions to a purchase order that are created when a change is made to an audited field after the purchase order has been printed
- The "Issue" tab shows you the method by which the revision was issued as well as the date and time