

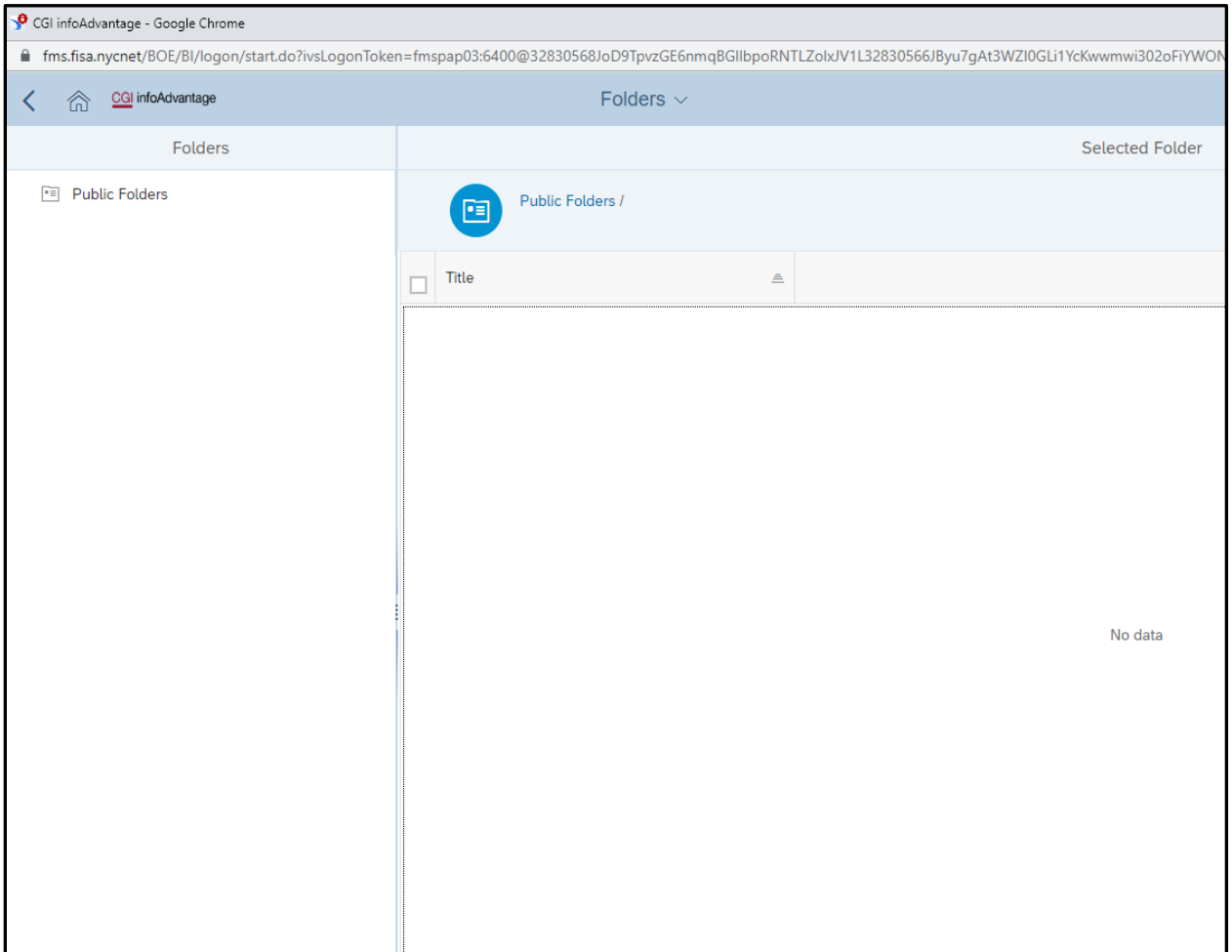
**APPENDIX I**  
**MANUAL FOR RUNNING REVENUE RELATED REPORTS**

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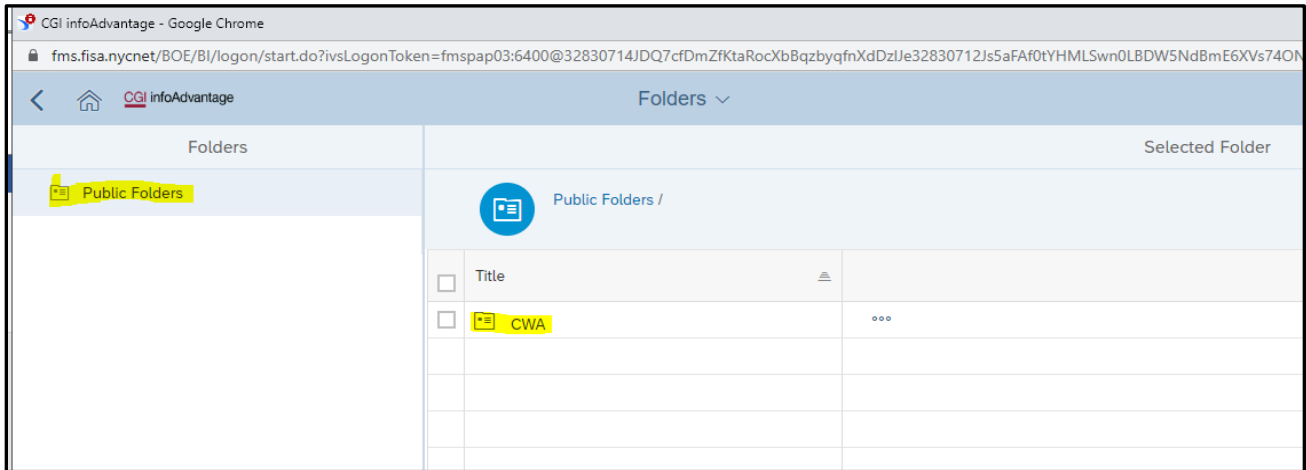
Instructions on how to run the following reports:

- **AGOADV-001**- Aged Open Advances by Accounting Period and as of Date
- **REV SMA-001**- Summary Statement of Revenue Budget Balances by Revenue Source
- **REVPYA-001**- Audit Report of Outyear Realizations
- **AGORCV-001** - Aged Open Billed Receivables by Accounting Period and As of Date
- **AGOURE-001** - Aged Open Unbilled Revenue Report by Accounting Period

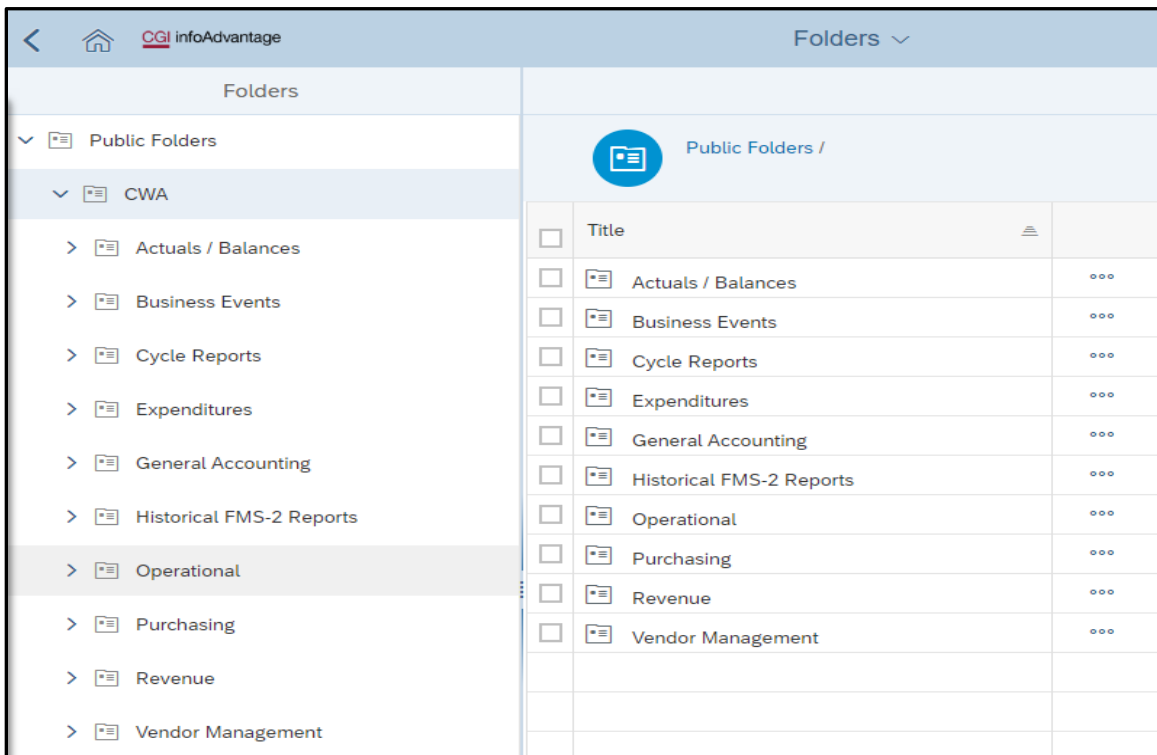
- Log in to FMS
- Click on InfoAdvantage



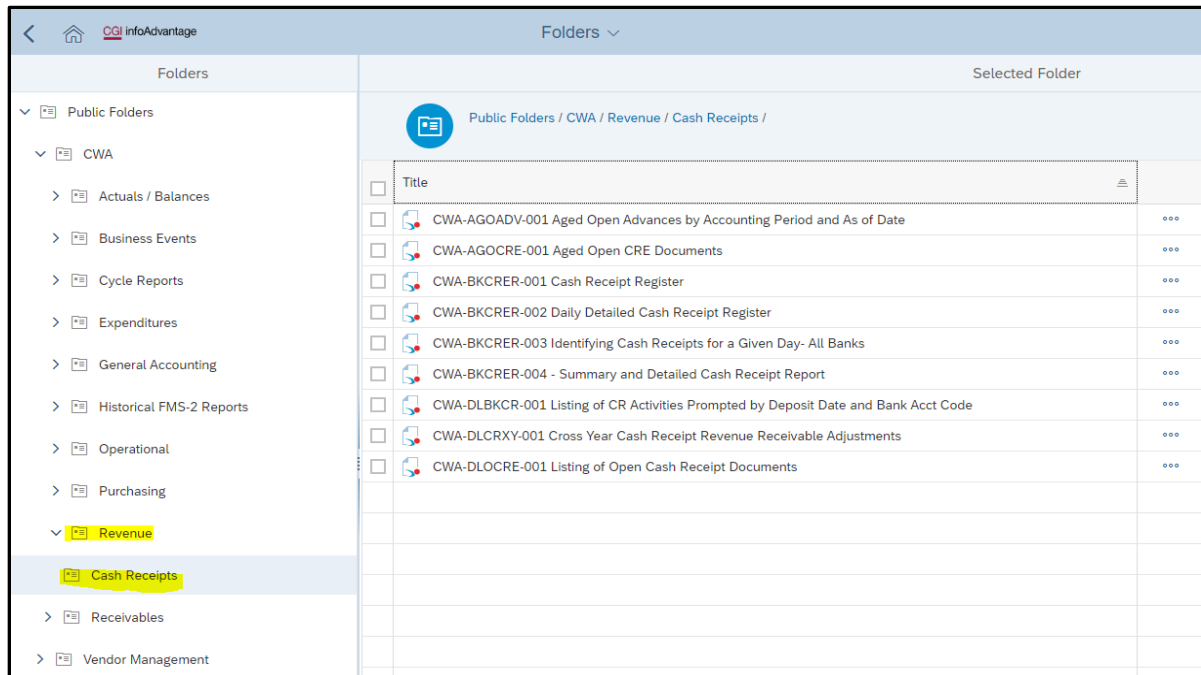
- In the following screen click on “Public Folders” and then on “CWA” older to expand the selection



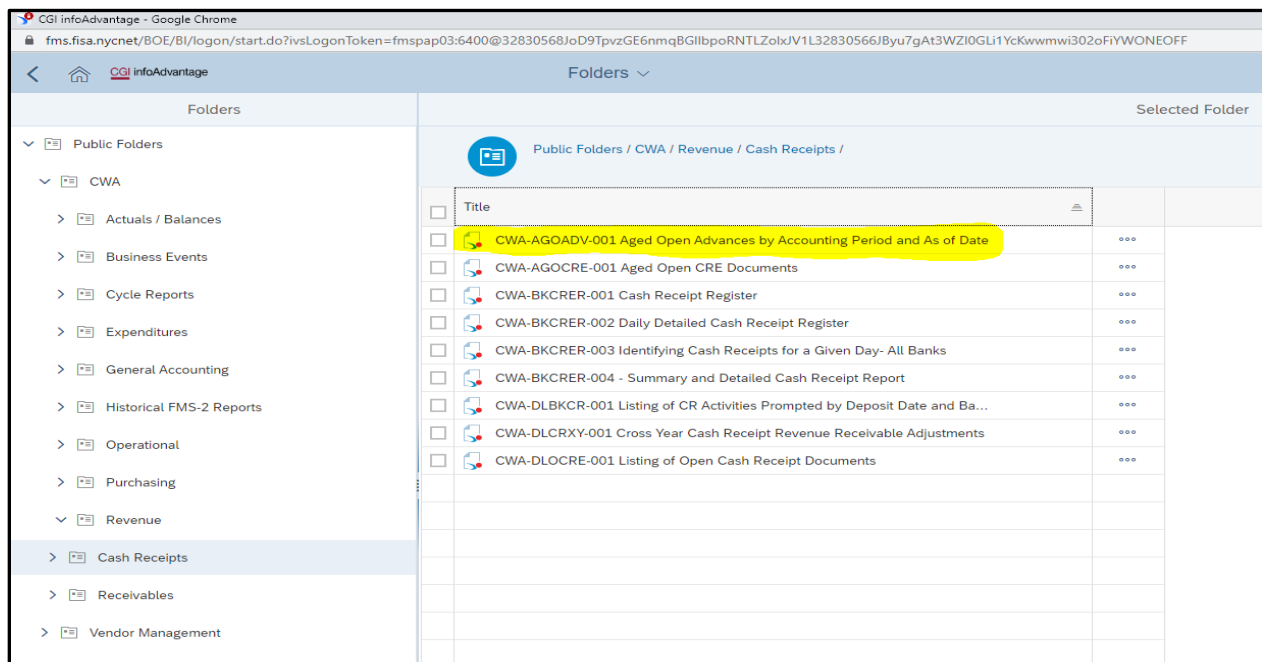
- Below is expanded list of folders



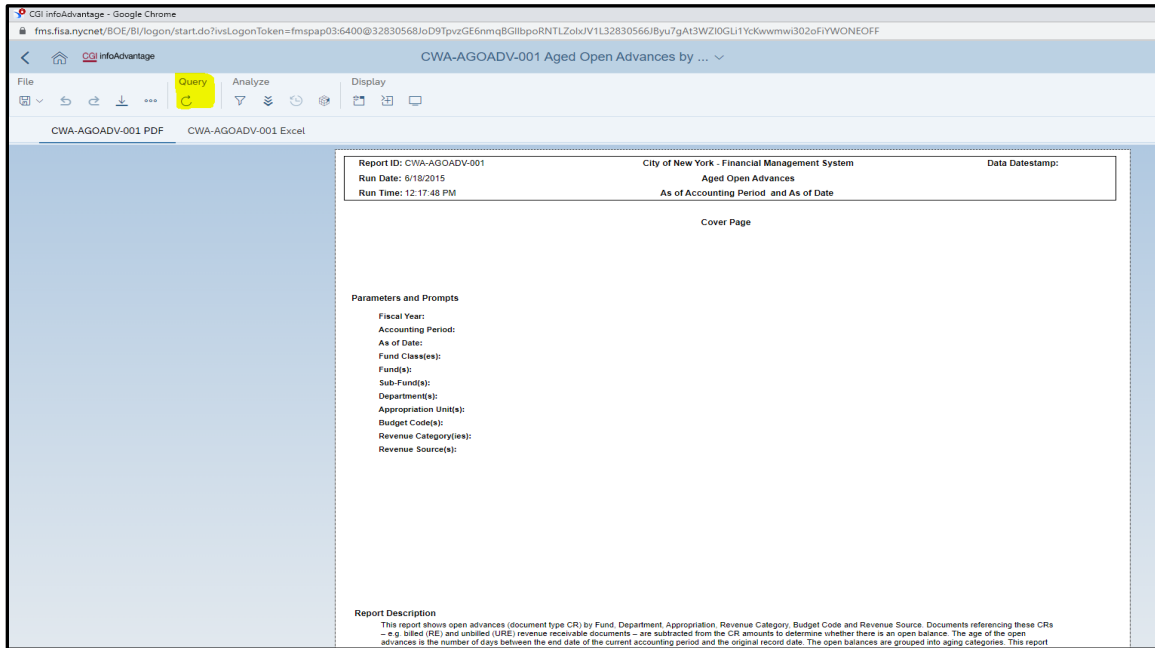
- Click on “Revenue” folder and then click “Cash Receipts” folder
- There will be the list of reports on right side of the screen



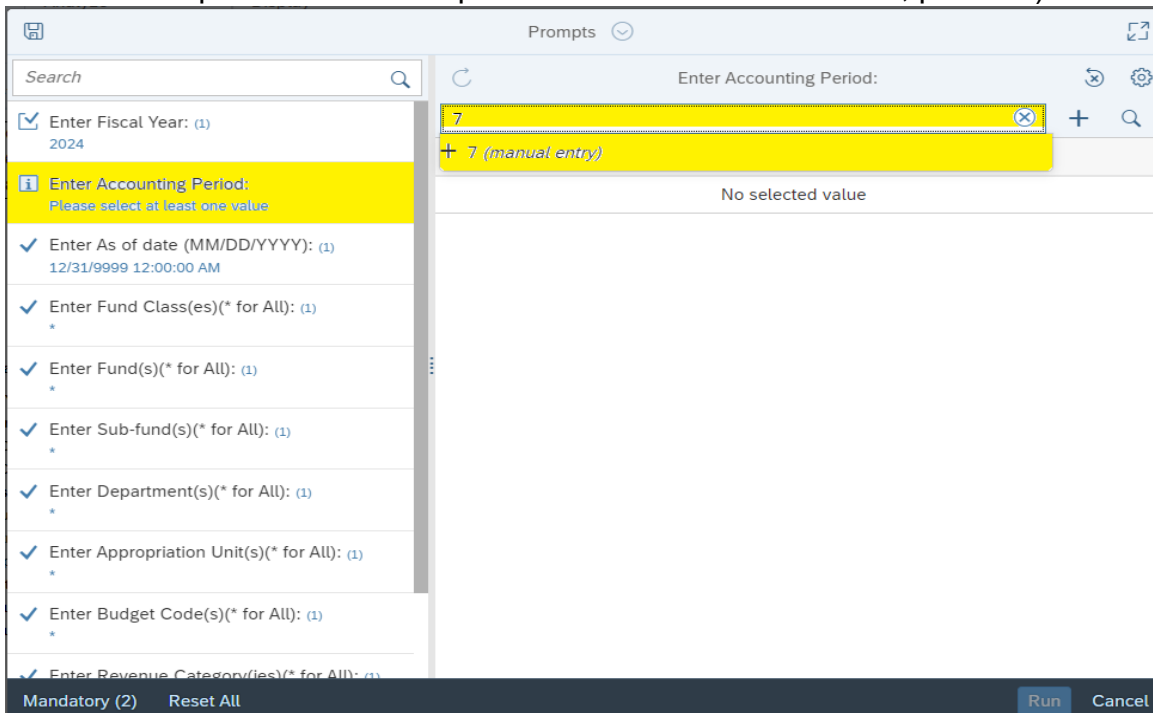
- Click on “CWA-AGOADV-001 Aged Open Advances by Accounting Period and as of Date” report



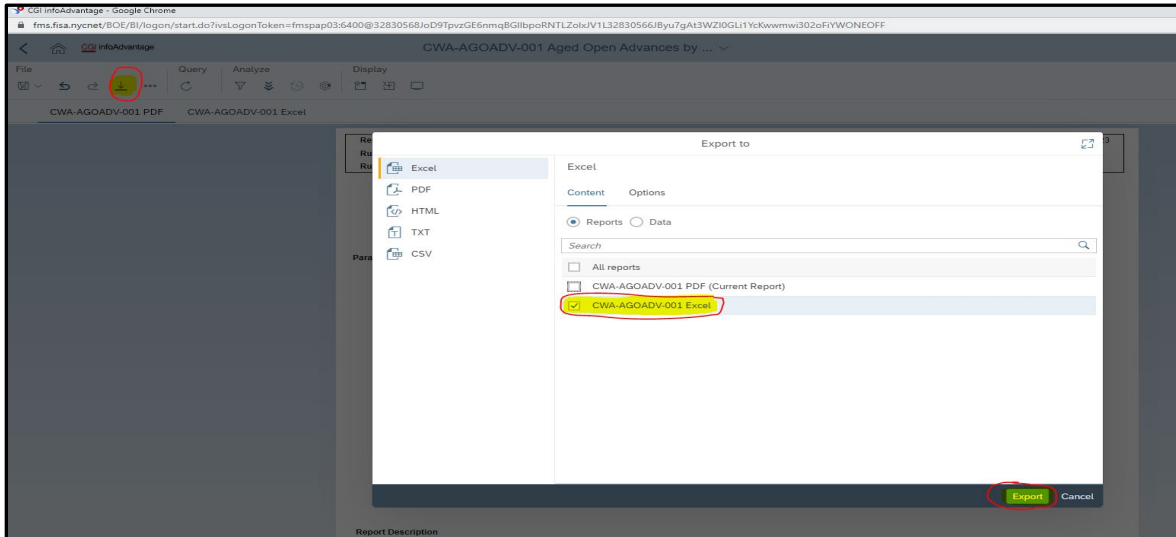
- To enter the required parameters, click on “Query” icon



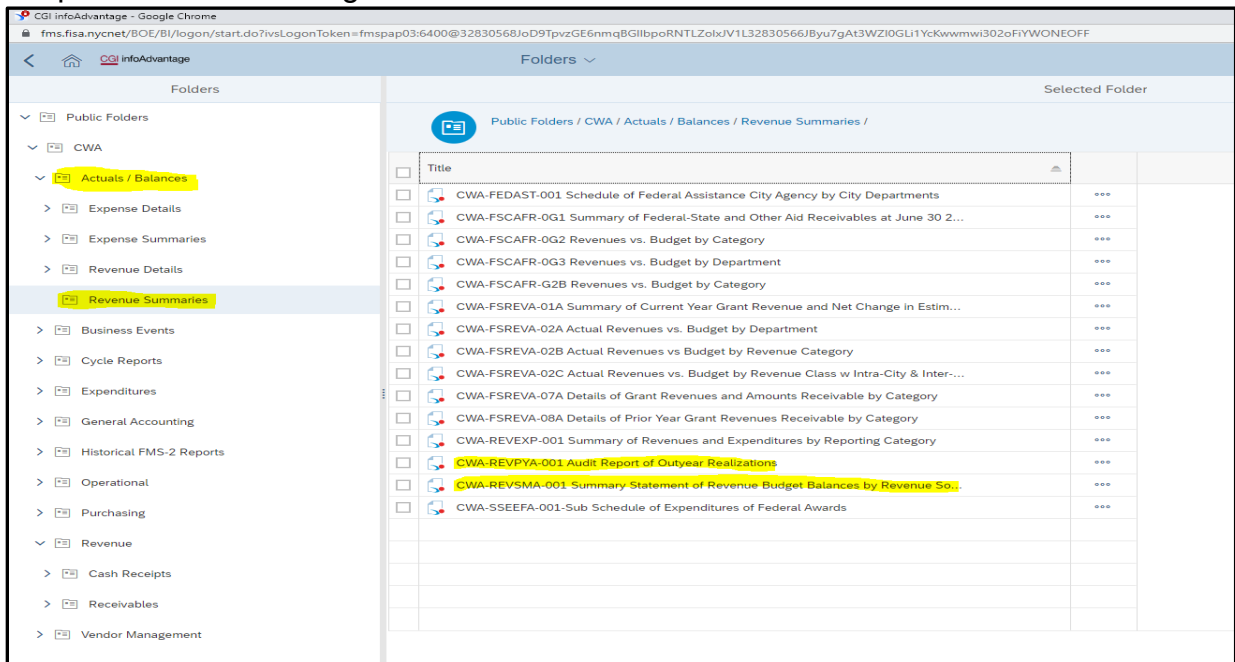
- Choose paraments on left side of the screen and enter values on the right side of the screen. Click “Run” button after all values are entered. (as an example below report will show all opened advances as of FY 2024, period 7)



- When the report is completed, it can be exported by clicking the export icon highlighted and circled in red. A dialog box will pop up; it is suggested to export the report as an Excel document so that comments and other analytical tools can be used. Once the Excel file type is selected click “Export.” After report is exported it can be saved for internal records.



- Same process should be applied to run REVSMA-001, REVPYA-001, AGORCV-001 and AGOURE-001 reports. Next screenshots show the location of these reports in InfoAdvantage.



CGI infoAdvantage - Google Chrome  
 fms.fisa.nycnet/BOE/BI/logon/start.do?ivsLogonToken=fmspap03:6400@32840896/1gr74erPZwRF6jDPgKIAX7Hxh0qZxid32840894JA0LjVNdmjebL7lwRfStqlePp7mOLW310ONEOFF

CGI infoAdvantage Folders

Folders	Selected Folder
Public Folders	Public Folders /
CWA	
Actuals / Balances	
Business Events	
Cycle Reports	
Expenditures	
General Accounting	
Historical FMS-2 Reports	
Operational	
Purchasing	
Revenue	
Cash Receipts	
Receivables	
Vendor Management	

Title
<input type="checkbox"/> CWA-AGORCV-001 Aged Open Billed Receivables by Accounting Period and As of Date
<input type="checkbox"/> CWA-AGORCV-002 Aged Open RE Documents
<input type="checkbox"/> CWA-AGOURE-001 Aged Open Unbilled Revenue Report by Accounting Period
<input type="checkbox"/> CWA-AGOURE-002 Aged Open URE Documents by As Of Date
<input type="checkbox"/> CWA-DLORCV-001 Listing of Open Billed Receivables
<input type="checkbox"/> CWA-DLOURE-001 Listing of Open Unbilled Receivables
<input type="checkbox"/> CWA-WAEXPY-001 Month 12/13 Expenditures for Prior FY after 6/30 against WFA Fun...

If you have any question or need the assistance with running FMS Accounting InfoAdvantage reports, please email [revenue@comptroller.nyc.gov](mailto:revenue@comptroller.nyc.gov)