

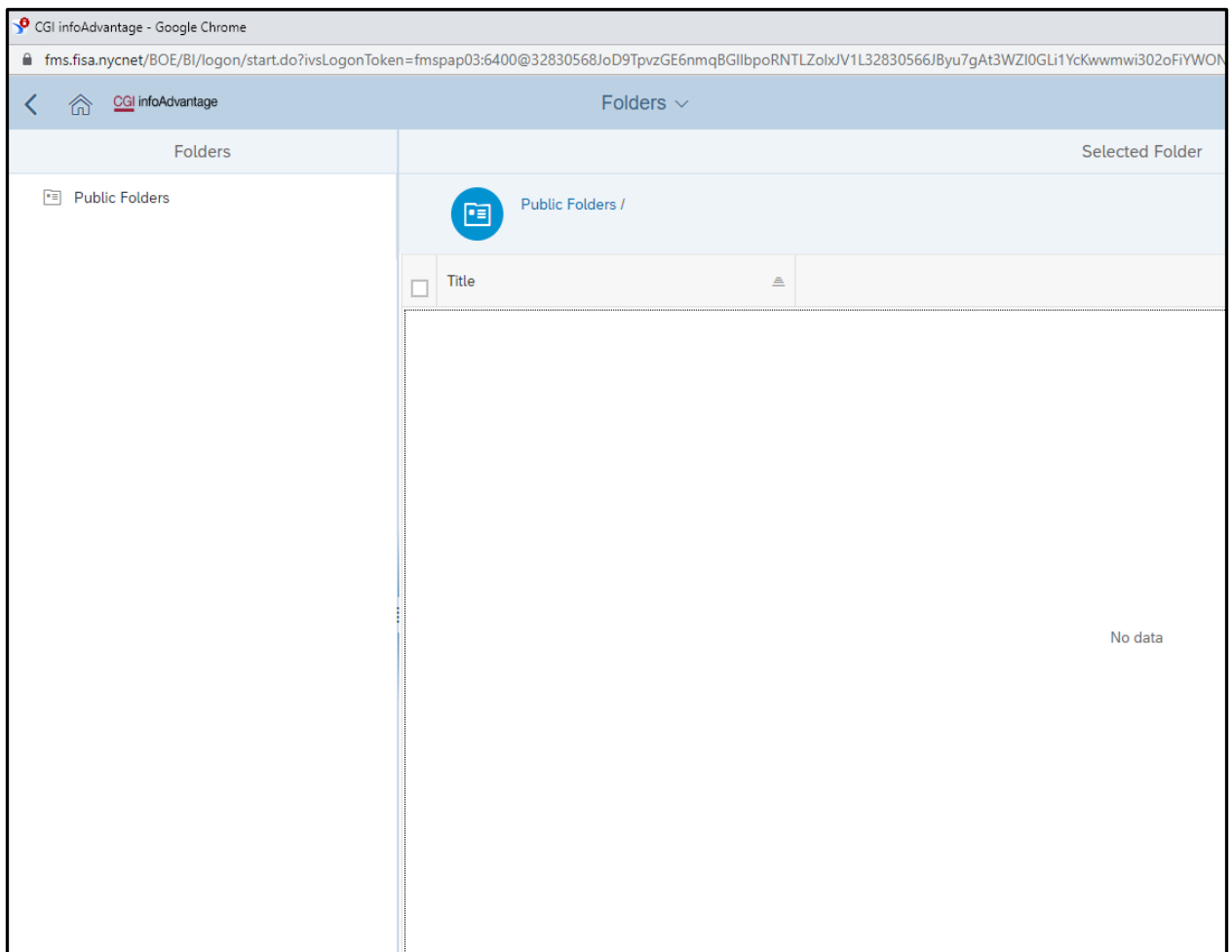
APPENDIX I

MANUAL FOR RUNNING REVENUE RELATED REPORTS

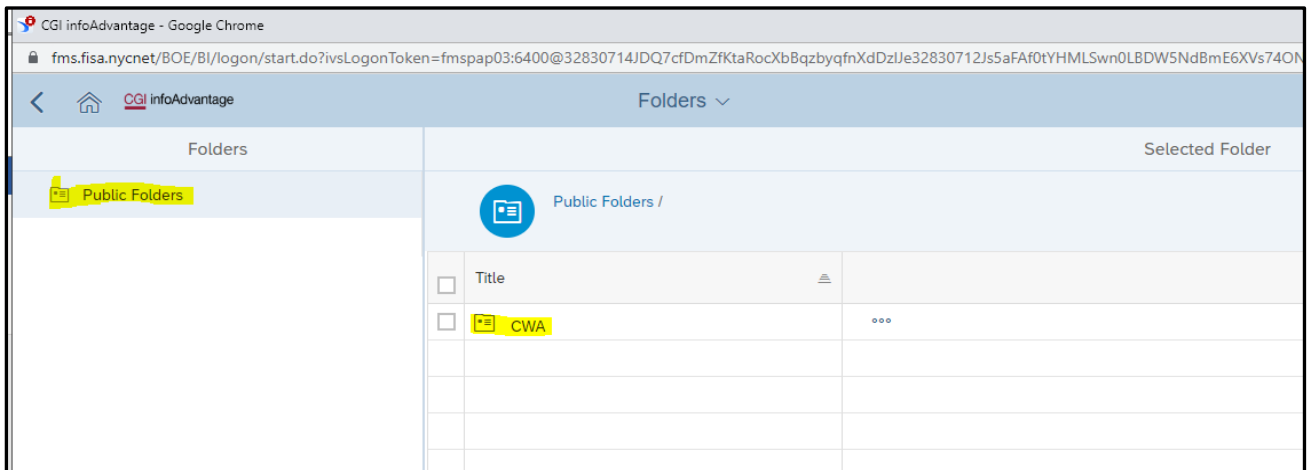
Instructions on how to run the following reports:

- **AGOADV-001**- Aged Open Advances by Accounting Period and as of Date
- **REVSMA-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

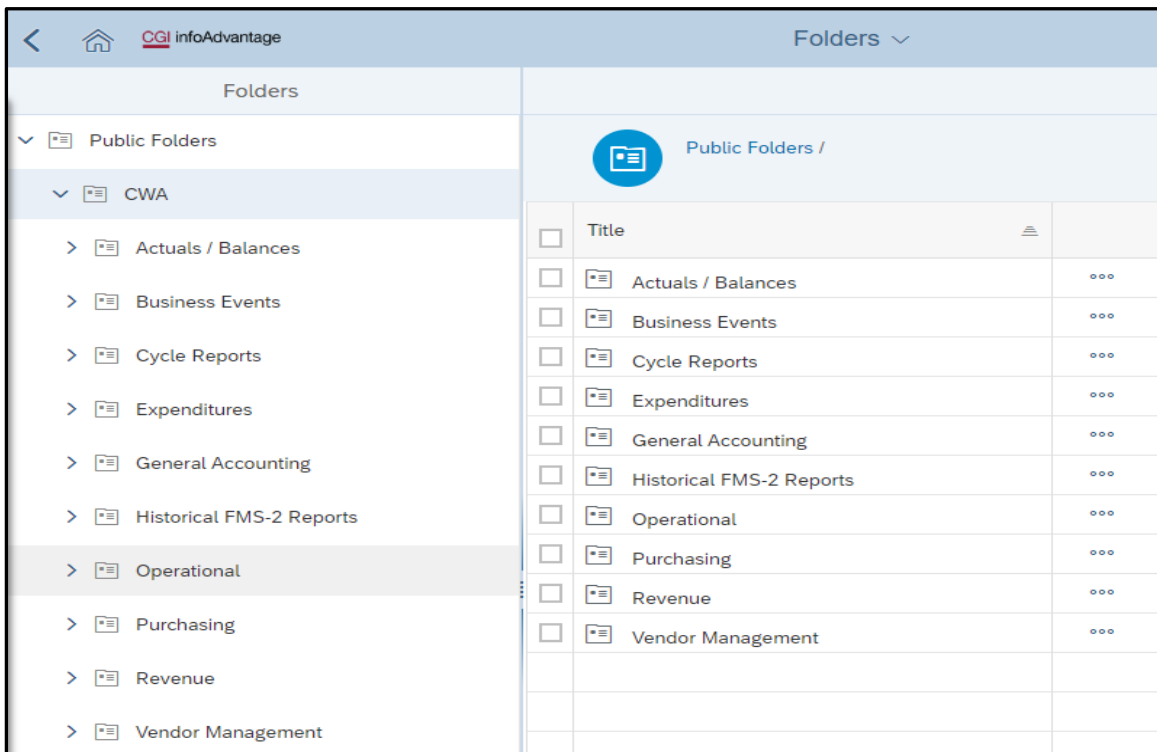
- Log in to FMS
- Click on InfoAdvantage



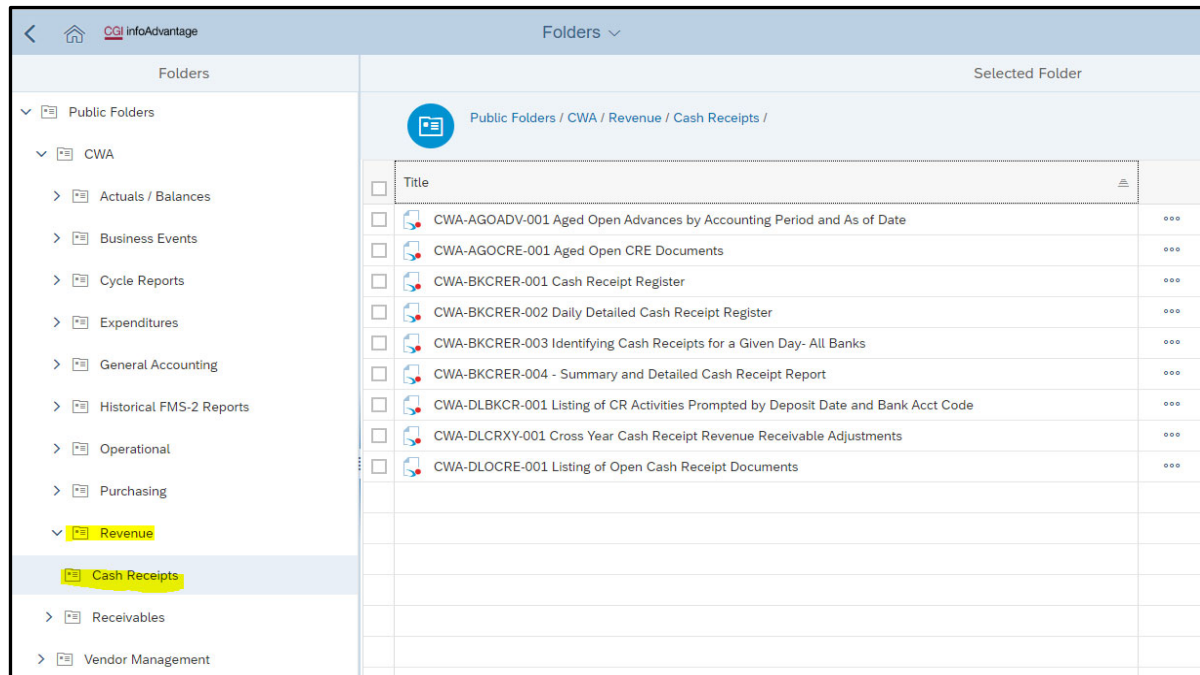
- In the following screen click on “Public Folders” and then on “CWA” older to expend the selection



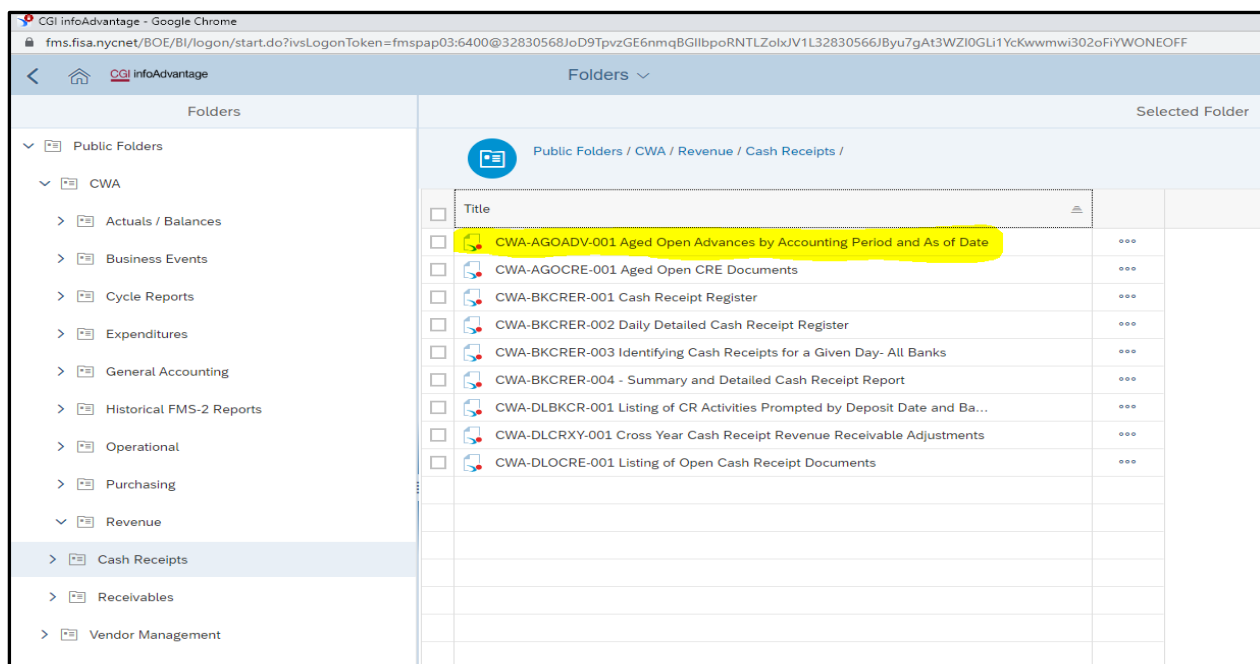
- Below is expanded list of folders



- 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

Report ID: CWA-AGOADV-001 City of New York - Financial Management System Data Datestamp:
Run Date: 6/18/2015 Aged Open Advances
Run Time: 12:17:48 PM As of Accounting Period and As of Date

Cover Page

Parameters and Prompts

Fiscal Year:
Accounting Period:
As of Date:
Fund Class(es):
Fund(s):
Sub-Fund(s):
Department(s):
Appropriation Unit(s):
Budget Code(s):
Revenue Category(ies):
Revenue Source(s):

Report Description

This report shows open advances (document type CR) by Fund, Department, Appropriation, Revenue Category, Budget Code and Revenue Source. Documents referencing these CRs - e.g. billed (RE) and unbilled (URE) revenue receivable documents - are subtracted from the CR amounts to determine whether there is an open balance. The age of the open advances is the number of days between the end date of the current accounting period and the original record date. The open balances are grouped into aging categories. This report

- Choose paramants 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 2025, period 7)

Prompts

Search

Enter Fiscal Year: (1)
2024

Enter Accounting Period:
Please select at least one value

Enter As of date (MM/DD/YYYY): (1)
12/31/9999 12:00:00 AM

Enter Fund Class(es)(* for All): (1)
*

Enter Fund(s)(* for All): (1)
*

Enter Sub-fund(s)(* for All): (1)
*

Enter Department(s)(* for All): (1)
*

Enter Appropriation Unit(s)(* for All): (1)
*

Enter Budget Code(s)(* for All): (1)
*

Enter Revenue Category(ies)(* for All): (1)
*

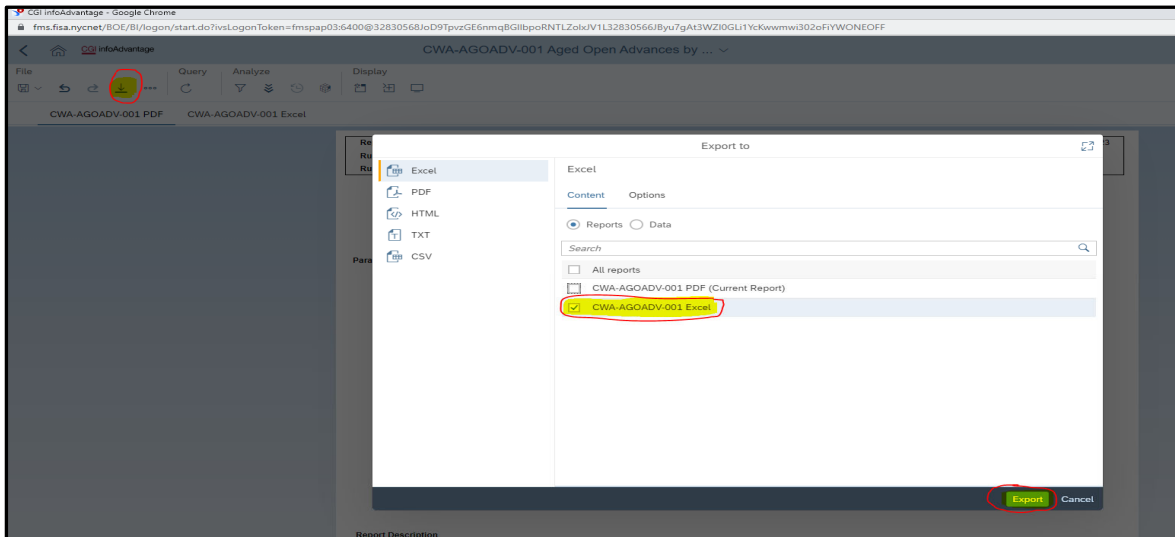
Enter Accounting Period:
7

+ 7 (manual entry)

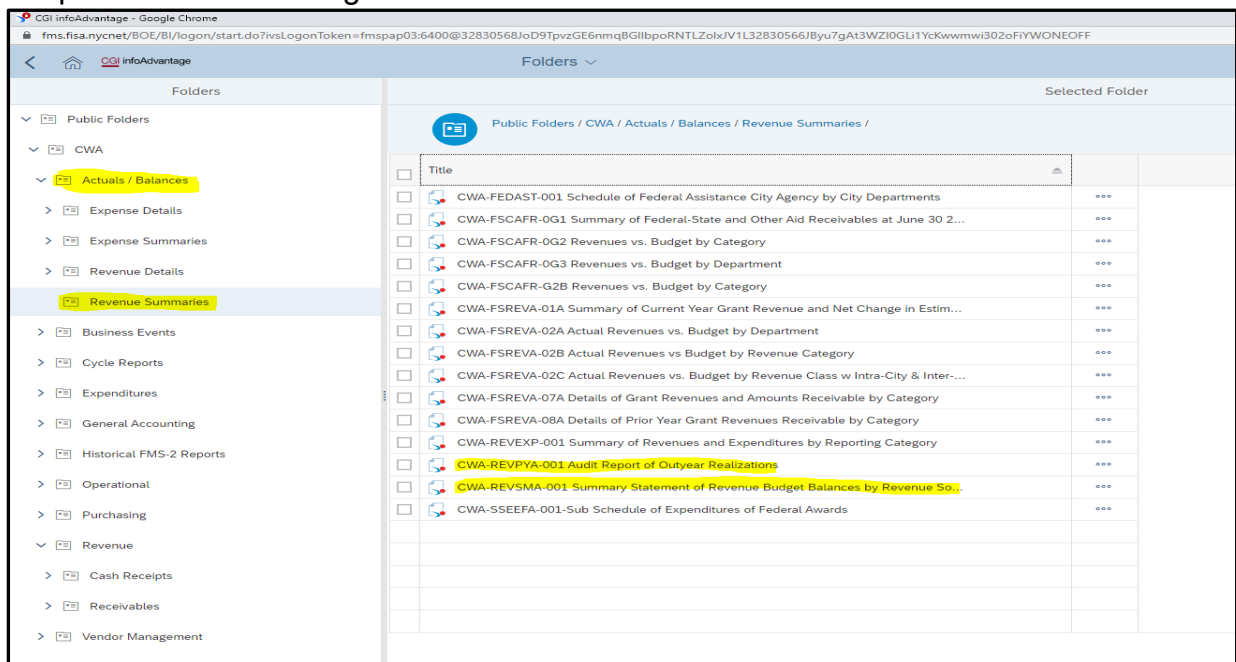
No selected value

Mandatory (2) Reset All Run Cancel

- 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 REV SMA-001, REV PYA-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/login/start.do?ivslLoginToken=fmspap03:6400@32840896J1gr74erPZwRF6DPgKlAX7Hxh0qZlxid32840894JA0LjVNdmjebL7lwRfStqlePp7mOLW310ONEOFF

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
CWA-AGORCV-001 Aged Open Billed Receivables by Accounting Period and As of Date
CWA-AGORCV-002 Aged Open RE Documents
CWA-AGOURE-001 Aged Open Unbilled Revenue Report by Accounting Period
CWA-AGOURE-002 Aged Open URE Documents by As Of Date
CWA-DLORCV-001 Listing of Open Billed Receivables
CWA-DLOURE-001 Listing of Open Unbilled Receivables
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

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