Appendix D - Extracting Unapplied Cash and Open Receivables Details from FMS Accounting

FMS Unapplied Cash Details

Within FMS infoAdvantage, select CWA-AGOCRE-001 in the CWA-Revenue-Cash Receipts folder:

- User Prompt Input: specify today's date in mm/dd/yyyy (all others default to * and can be specified when only a subset of data is desired)
- Run report
- Download excel tab into XLSX format (where file is typically placed into your PC's Download folder)
- Open file in Excel and DATA SORT by Department, Fund, Appropriation Unit, Budget Code, Revenue Source, BFY, Record Date (ascending)
- Optionally for improved usability: (a) Right-justify the date and dollar (columns O thru R); (b) hide columns S thru W; (c) freeze the view to show the top row; and (d) adjust width of columns to support the font and magnification size
- Save the sorted file to appropriate location for later use

FMS Open Receivables Details

Step 1: Unbilled Receivables [URE]

Within FMS infoAdvantage, select CWA-AGOURE-002 in the CWA-Revenue-Receivables folder:

- User Prompt Input: specify today's date in mm/dd/yyyy and "25;26;27;28" for Revenue Category. Specify "*" on all other parameters (unless a smaller subset of data is desired)
- Run report
- Download excel tab into XLSX format (where file is typically placed into your PC's Download folder)

Step 2: Billed Receivables [RE]

Within FMS infoAdvantage, select CWA-AGORCV-002 in the CWA-Revenue-Receivables folder:

- User Prompt Input: specify today's date in mm/dd/yyyy and "25;26;27;28" for Revenue Category. All other options default to "*" but can be specified to get a smaller subset of data
- Run report
- Download excel tab into XLSX format (where file is typically placed into your PC's Download folder)

If using CWA-AGORCV-001 in the CWA-Revenue-Receivables folder, enter the Fiscal Year and Accounting Period [*for all inclusive data use accounting period 13*].

Step 3: Merge URE and RE data

Within Excel:

- Open the second file just extracted (for RE) and COPY all data rows below the column heading (i.e., starting with row 3 and going to the last non-blank row)
- Open the first file just extracted (for URE) and place the cursor on column A of the first blank row after the extracted data and then PASTE the data copied above
- DATA SORT by Department, Fund, Appropriation Unit, Budget Code, Revenue Source, BFY, Record Date (ascending)
- Optionally for improved usability: (a) Right-justify date and numbers (columns N thru Q); (b) format numbers with commas; (c) hide columns R thru V; (d) freeze the view to show the top row; (e) adjust width of columns to support the font and magnification size; and (f) use DATA FILTER on BFY (column I) to exclude the most recent fiscal year's data
- Save the sorted/merged file to appropriate location for later use

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