Financial Data Warehouse

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(No additional notes on this page.)

Introduction

Purpose of the FDW:

- To provide timely COFRS financial data.
- To provide users with custom reports and reports which can be converted to a spreadsheet for additional data manipulation.

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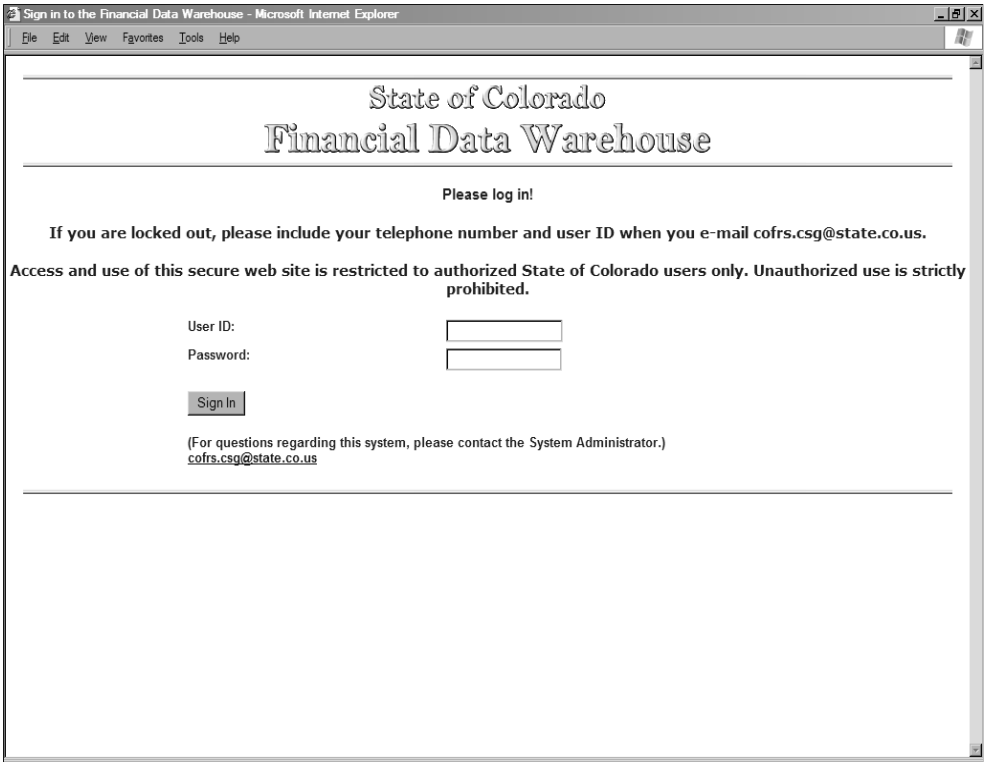
The Financial Data Warehouse is an internet-based reporting tool which allows users to pull data on a daily basis.

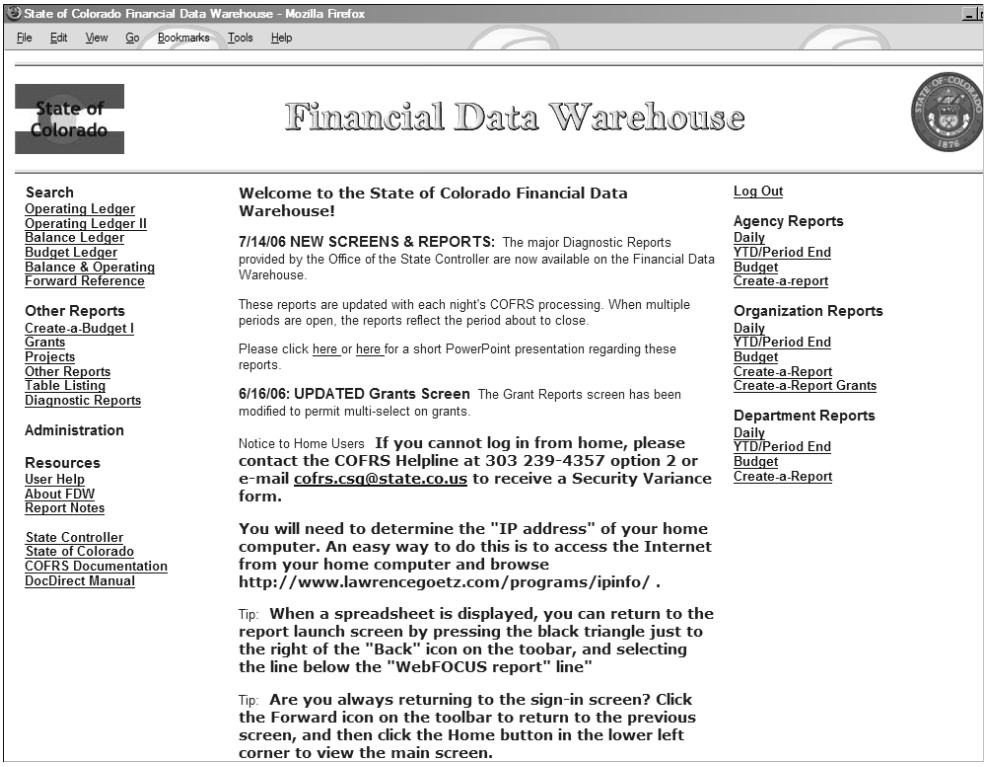
It is updated with each nightly COFRS cycle.



After filling out an access form, you will be given a password. Sign in using your GGCC/Top Secret ID or the ID you were assigned.

If you are unsuccessful 3 times, your ID will be suspended.

If your ID is suspended or if you have any questions about the FDW, click on the cofrs.csg link to send an e-mail message.



The Data Warehouse has sections for Search screens, Other Reports, Resources, and Standardized Agency, Organization, and Department reports.

Standardized Reports

(Available on the right-hand side of the Front Page)

- Available for Agency, Organization, and Department.
- Most reports have drill-down capabilities to the transaction level.

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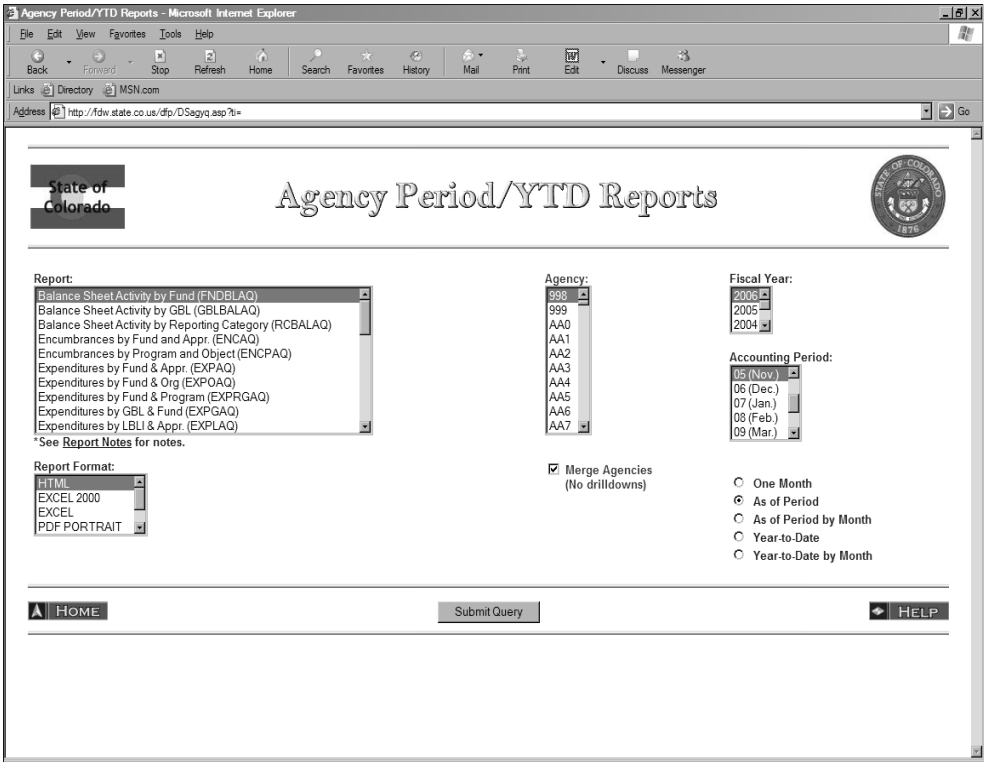
Standardized reports are listed on the right-hand side of the front page. They are broken into three major groups—Agency, Organization or Department.

You may pull either Daily reports (activity by day), Period/YTD reports (either year-to-date reports or by period) or Budget reports (comparing budget to actual expenditures or appropriations). Multiselect reports are also available, allowing you to pull more than one agency, organization, or other fields.

Examples of these reports are on the following pages.



Agency YTD/Period End:

Most reports (other than Daily reports, Budget reports and Create A Report) can be run on a monthly, period-end date, year-to-date, or period-end/YTD across months.

If you choose One Month reports, you need to specify the accounting period you wish to see.

If you choose As of Period or As of Period by Month reports, you need to specify the ending accounting period.

If you choose Year-to-Date or Year-to-Date by Month reports, it will pull all activity through the previous night's activity.

The reports can be run for a specific agency code, or for multiple agency codes by highlighting a single agency or a range of agencies.

If you are pulling multiple agencies, the Merge Agencies box will give you the result as a summary, not by individual agencies. If you would like to see the drill-downs for multiple agencies, uncheck this box.

The default report format is HTML, where you see the report in the internet browser. The other available formats are EXCEL 2000, EXCEL, and PDF.

A description of these report formats are as follows:

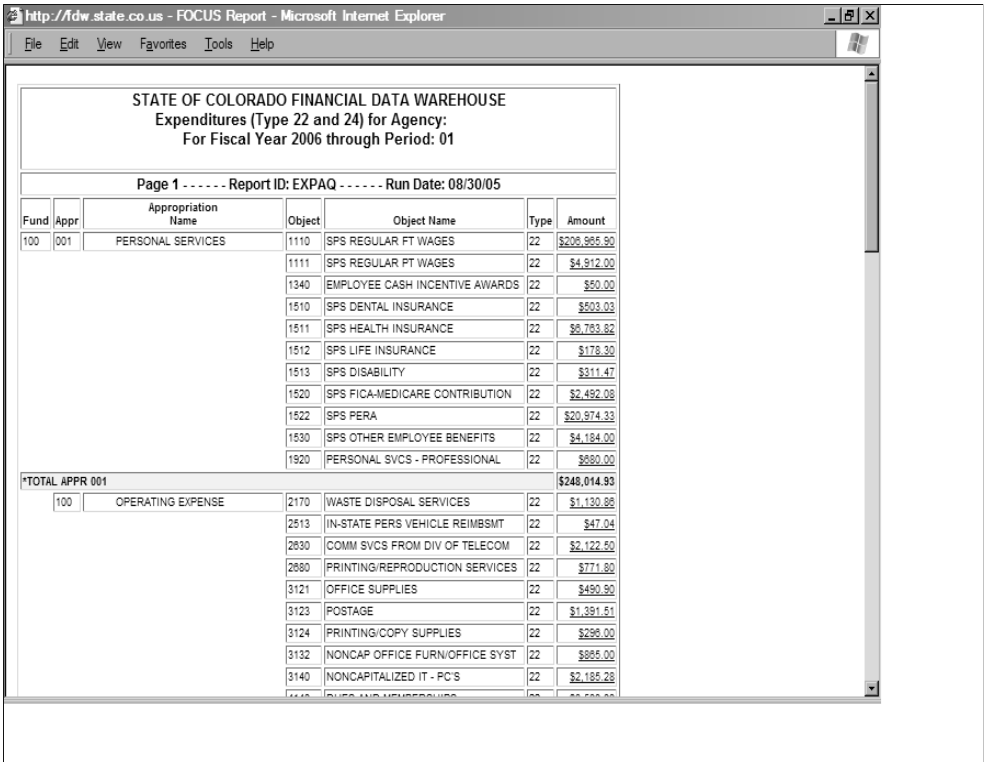
HTML - (report on the screen). You may also click on the amounts (in blue) to drill down to the transaction level.

EXCEL 2000 - this format allows you to bring up the report in Excel, with formatting for headers, subtotals, totals, etc. Drill-down capability is available.

EXCEL – This format allows you to pull up the data, and save it as an excel file for manipulating. No drill-down capability, no headers, subtotals, totals.

PDF - Adobe Acrobat format. Drill-down capability is available. Can be pulled as Portrait, Landscape, or Legal sizes, depending on the size of your report.

Upcoming screens will show the different formats and will explain the positives and negatives of each.



http://fdw.state.co.us - FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditures (Type 22 and 24) for Agency:
For Fiscal Year 2006 through Period: 01

Page 1 - - - - - - Report ID: EXPAQ - - - - - - Run Date: 08/30/05

Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
100	001	PERSONAL SERVICES	1110	SPS REGULAR FT WAGES	22	$206,965.90
			1111	SPS REGULAR PT WAGES	22	$4,912.00
			1340	EMPLOYEE CASH INCENTIVE AWARDS	22	$50.00
			1510	SPS DENTAL INSURANCE	22	$503.03
			1511	SPS HEALTH INSURANCE	22	$6,763.82
			1512	SPS LIFE INSURANCE	22	$178.30
			1513	SPS DISABILITY	22	$311.47
			1520	SPS FICA-MEDICARE CONTRIBUTION	22	$2,492.08
			1522	SPS PERA	22	$20,974.33
			1530	SPS OTHER EMPLOYEE BENEFITS	22	$4,184.00
			1920	PERSONAL SVCS - PROFESSIONAL	22	$680.00
*TOTAL APPR 001						$248,014.93
	100	OPERATING EXPENSE	2170	WASTE DISPOSAL SERVICES	22	$1,130.86
			2513	IN-STATE PERS VEHICLE REIMBSMT	22	$47.04
			2630	COMM SVCS FROM DIV OF TELECOM	22	$2,122.50
			2680	PRINTING/REPRODUCTION SERVICES	22	$771.80
			3121	OFFICE SUPPLIES	22	$490.90
			3123	POSTAGE	22	$1,391.51
			3124	PRINTING/COPY SUPPLIES	22	$296.00
			3132	NONCAP OFFICE FURN/OFFICE SYST	22	$865.00
			3140	NONCAPITALIZED IT - PC'S	22	$2,185.28

This is an example of an HTML report. The data cannot be manipulated in this format.

In these and all reports on the Financial Data Warehouse, you may click on the blue underlined (hyperlink) fields to see the transaction detail for the amounts (see next screen).

Benefits of HTML format:

1. **The data is in a final report format. It includes the header, with report name, and time periods of the report.**
2. **This is a good format for viewing on the screen.**
3. **The data cannot be manipulated in this format, which may be useful if needed (also could be a drawback of this report format, see below).**
4. **In most cases, the reports have drill-down capabilities to get to the detailed transactions.**

Drawbacks of HTML format:

1. **The data cannot be manipulated. Therefore, any report you run will have all data included (it will pull every fund, for example, even if you only need to see fund 100).**
2. **If you try to print in this format, the pages DO NOT fit on a standard 8 ½ x 11 page.**

http://fdw.state.co.us - FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditure Transactions for Type: 22 for Agency: Fund: 100, Appropriation: 100
And Object: 2680 for Fiscal Year: 2006 through Period: 01
EXCEL

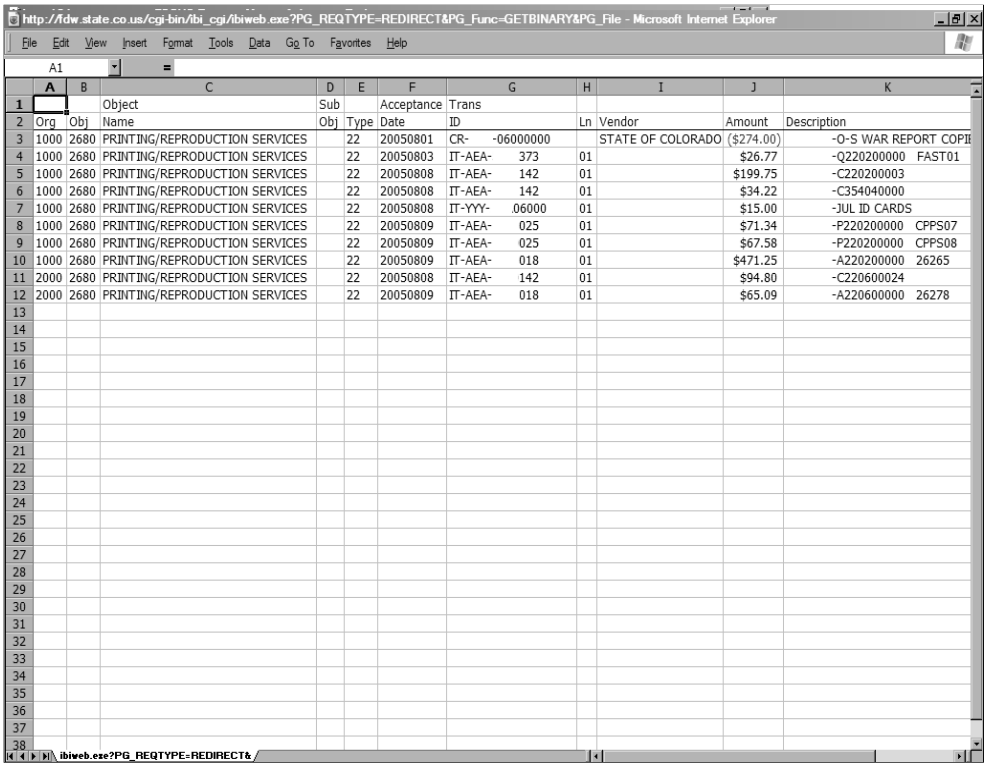
Page 1 - - - - - - Report ID: EXPAQ1 - - - - - - Run Date: 08/30/05

Org	Obj	Object Name	Sub Obj	Type	Acceptance Date	Trans ID	Ln	Vendor	Amount	Description	Grant	GBL	Prog	Proj	Func	Rpt Cat	Ref Trans
1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050801	CR- - 060000000		STATE OF COLORADO	($274.00)	-O-S WAR REPORT COPIES							
					20050803	IT-AEA-373	01		$26.77	-Q220200000 FAST01							
					20050808	IT-AEA-142	01		$199.75	-C220200003							
						IT-AEA-142	01		$34.22	-C354040000							
						IT-YYY-06000	01		$15.00	-JUL ID CARDS							
					20050809	IT-AEA-025	01		$71.34	-P220200000 CPPS07							
						IT-AEA-025	01		$67.58	-P220200000 CPPS08							
						IT-AEA-018	01		$471.25	-A220200000 26265							
2000	2680	PRINTING/REPRODUCTION SERVICES		22	20050808	IT-AEA-142	01		$94.80	-C220600024							
					20050809	IT-AEA-018	01		$65.09	-A220600000 26278							
TOTAL									$771.80								

This report shows the detail of one amount on the previous report.

On drill-down reports, if you would like to use the data in Excel for manipulating or sorting the data, you may click on the blue underlined (hyperlink) EXCEL in the header of the report.

The next screen will show the EXCEL format.



	A	B	C	D	E	F	G	H	I	J	K
1			Object	Sub		Acceptance	Trans				
2	Org	Obj	Name	Obj	Type	Date	ID	Ln	Vendor	Amount	Description
3	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050801	CR- -06000000		STATE OF COLORADO	($274.00)	-O-S WAR REPORT COPI
4	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050803	IT-AEA- 373	01		$26.77	-Q220200000 FAST01
5	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050808	IT-AEA- 142	01		$199.75	-C220200003
6	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050808	IT-AEA- 142	01		$34.22	-C354040000
7	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050808	IT-YYY- .06000	01		$15.00	-JUL ID CARDS
8	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050809	IT-AEA- 025	01		$71.34	-P220200000 CPPS07
9	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050809	IT-AEA- 025	01		$67.58	-P220200000 CPPS08
10	1000	2680	PRINTING/REPRODUCTION SERVICES		22	20050809	IT-AEA- 018	01		$471.25	-A220200000 26265
11	2000	2680	PRINTING/REPRODUCTION SERVICES		22	20050808	IT-AEA- 142	01		$94.80	-C220600024
12	2000	2680	PRINTING/REPRODUCTION SERVICES		22	20050809	IT-AEA- 018	01		$65.09	-A220600000 26278

In the EXCEL format, you may sort the data by any field you choose.

To use EXCEL toolbars, click on View, Toolbars, and then Standard, Formatting, or other toolbars you would like to use.

When you are done manipulating the data, save the file by clicking on File, Save As, and naming your report. Be sure to save in the most recent EXCEL version to maintain data integrity.

Benefits of using EXCEL format:

1. You are able to easily manipulate data to get the information you need. You may delete any lines or columns that are not useful to you, and you can add subtotals, shading, etc. to your report. You may also create pivot tables and graphs using this format.

Drawbacks of using EXCEL format:

1. The data is not in a report format. There are no subtotals or totals, the report name is not showing on EXCEL reports, and the time frame of the report is also not included on the EXCEL report. You can manually add this information if needed.

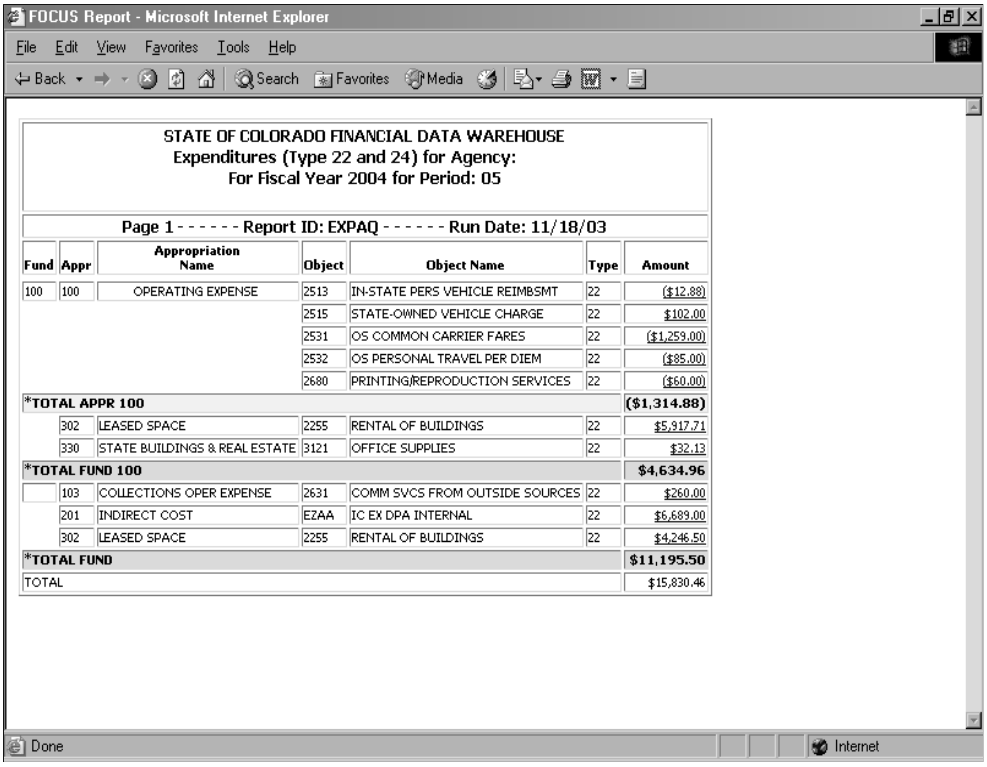
2. When pulling data from the main screen in EXCEL format, hyperlinks are not available to get to the detailed transactions.

To exit this screen, click on the Back button on the browser toolbar. If you are not able to leave the spreadsheet, **click on the arrow NEXT TO the Back button** and click on the report page (such as, Daily Agency Reports). This will take you back to the front page of the report.

Standardized Period/YTD Reports

- Balance Sheet reports (account types 01, 02, 03, 23)
- Expenditure reports (account types 22 and 24)
- Revenue reports (account type 31)

(No additional notes on this page.)



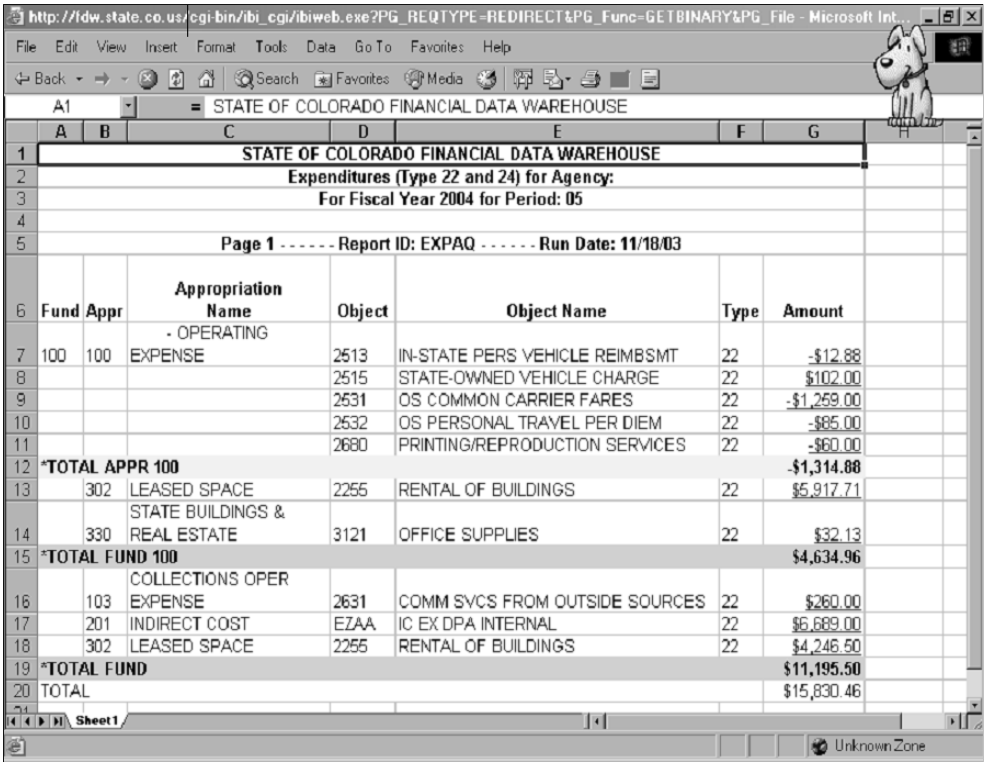
FOCUS Report - Microsoft Internet Explorer

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditures (Type 22 and 24) for Agency:
For Fiscal Year 2004 for Period: 05

Page 1 - - - - - - Report ID: EXPAQ - - - - - - Run Date: 11/18/03

Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
100	100	OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	($12.88)
			2515	STATE-OWNED VEHICLE CHARGE	22	$102.00
			2531	OS COMMON CARRIER FARES	22	($1,259.00)
			2532	OS PERSONAL TRAVEL PER DIEM	22	($85.00)
			2680	PRINTING/REPRODUCTION SERVICES	22	($60.00)
***TOTAL APPR 100**						**($1,314.88)**
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$5,917.71
	330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	$32.13
***TOTAL FUND 100**						**$4,634.96**
	103	COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	$260.00
	201	INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	$6,689.00
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$4,246.50
***TOTAL FUND**						**$11,195.50**
TOTAL						$15,830.46

This is another example of HTML format. The next two screens will show the same report using EXCEL 2000 and PDF formats.



http://fdw.state.co.us/cgi-bin/ibi_cgi/ibiweb.exe?PG_REQTYPE=REDIRECT&PG_Func=GETBINARY&PG_File - Microsoft Int...

File Edit View Insert Format Tools Data Go To Favorites Help

Back Search Favorites Media

A1 = STATE OF COLORADO FINANCIAL DATA WAREHOUSE

	A	B	C	D	E	F	G
1	STATE OF COLORADO FINANCIAL DATA WAREHOUSE						
2	Expenditures (Type 22 and 24) for Agency:						
3	For Fiscal Year 2004 for Period: 05						
4							
5	Page 1 - - - - - - Report ID: EXPAQ - - - - - - Run Date: 11/18/03						
6	Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
7	100	100	- OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	-$12.88
8				2515	STATE-OWNED VEHICLE CHARGE	22	$102.00
9				2531	OS COMMON CARRIER FARES	22	-$1,259.00
10				2532	OS PERSONAL TRAVEL PER DIEM	22	-$85.00
11				2680	PRINTING/REPRODUCTION SERVICES	22	-$60.00
12	*TOTAL APPR 100						-$1,314.88
13		302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$5,917.71
14		330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	$32.13
15	*TOTAL FUND 100						$4,634.96
16		103	COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	$260.00
17		201	INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	$6,689.00
18		302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$4,246.50
19	*TOTAL FUND						$11,195.50
20	TOTAL						$15,830.46

Sheet1

Unknown Zone

As you can see from this report, it is in Excel 2000 format, with headers, report name, subtotals, and totals. You are able to delete any lines that are not applicable to your needs.

<u>Benefits of EXCEL 2000 format</u>:

1. **The reports are in Excel format, with headers, report name, subtotals and totals in the report.**
2. **You are able to click on a blue hyperlink to drill down to the transaction level.**
3. **You are able to delete any lines that are not applicable to your needs. (See Drawback #1)**

<u>Drawbacks of EXCEL 2000 format</u>:

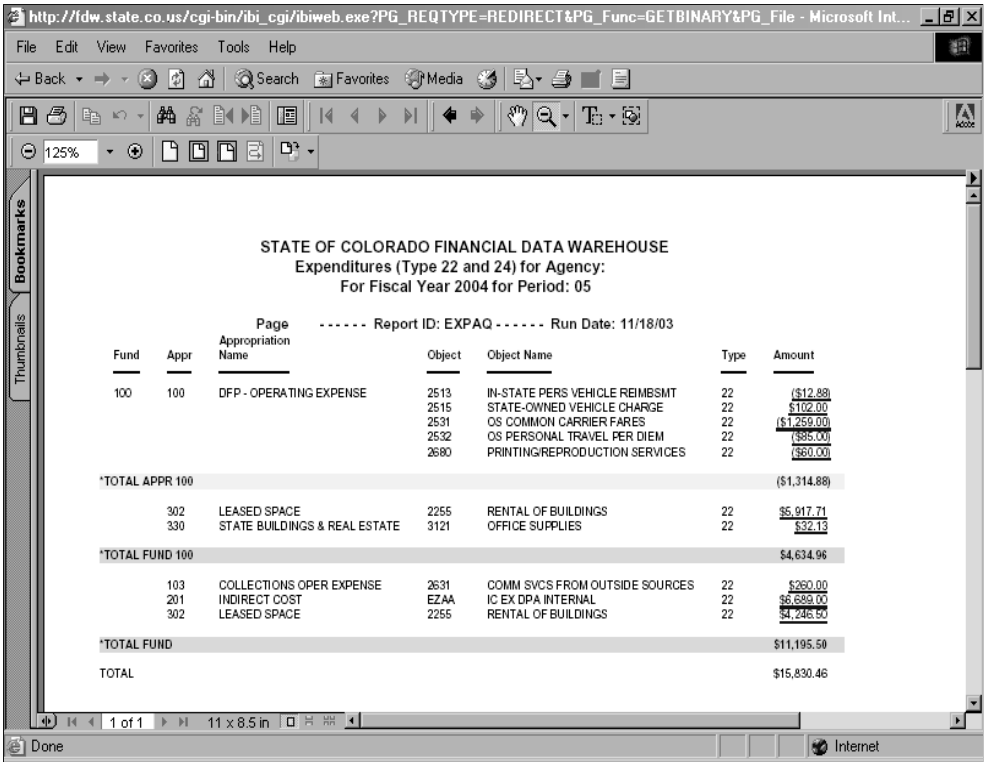
1. **If you make changes to any lines, you will need to add formulas to the subtotal and total lines.**

Currently, the subtotals and totals are numbers, not formulas and do not change when lines are changed.

2. **Data cannot be easily sorted, since repeated sort information is listed only once (Fund 100, in this example).**
3. **If you save this report and e-mail it to an individual, please be aware that that person will be able to click on the hyperlinks to see detailed transactions. To preserve the security of your transactions, you may either:**

   a. Pull the report with the Merge Agencies box checked. This format does not provide drilldowns; or

   b. Remove the hyperlinks by inserting a column next to the amount column. Highlight the hyperlink fields, COPY the data, and PASTE SPECIAL only VALUES. Next, copy the fields from the new column over the hyperlink fields.



STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Expenditures (Type 22 and 24) for Agency:
For Fiscal Year 2004 for Period: 05

Page ------ Report ID: EXPAQ ------ Run Date: 11/18/03

Fund	Appr	Appropriation Name	Object	Object Name	Type	Amount
100	100	DFP - OPERATING EXPENSE	2513	IN-STATE PERS VEHICLE REIMBSMT	22	($12.88)
			2515	STATE-OWNED VEHICLE CHARGE	22	$102.00
			2531	OS COMMON CARRIER FARES	22	($1,259.00)
			2532	OS PERSONAL TRAVEL PER DIEM	22	($85.00)
			2680	PRINTING/REPRODUCTION SERVICES	22	($60.00)
*TOTAL APPR 100						($1,314.88)
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$5,917.71
	330	STATE BUILDINGS & REAL ESTATE	3121	OFFICE SUPPLIES	22	$32.13
*TOTAL FUND 100						$4,634.96
	103	COLLECTIONS OPER EXPENSE	2631	COMM SVCS FROM OUTSIDE SOURCES	22	$260.00
	201	INDIRECT COST	EZAA	IC EX DPA INTERNAL	22	$6,689.00
	302	LEASED SPACE	2255	RENTAL OF BUILDINGS	22	$4,246.50
*TOTAL FUND						$11,195.50
TOTAL						$15,830.46

This is a report in PDF format.

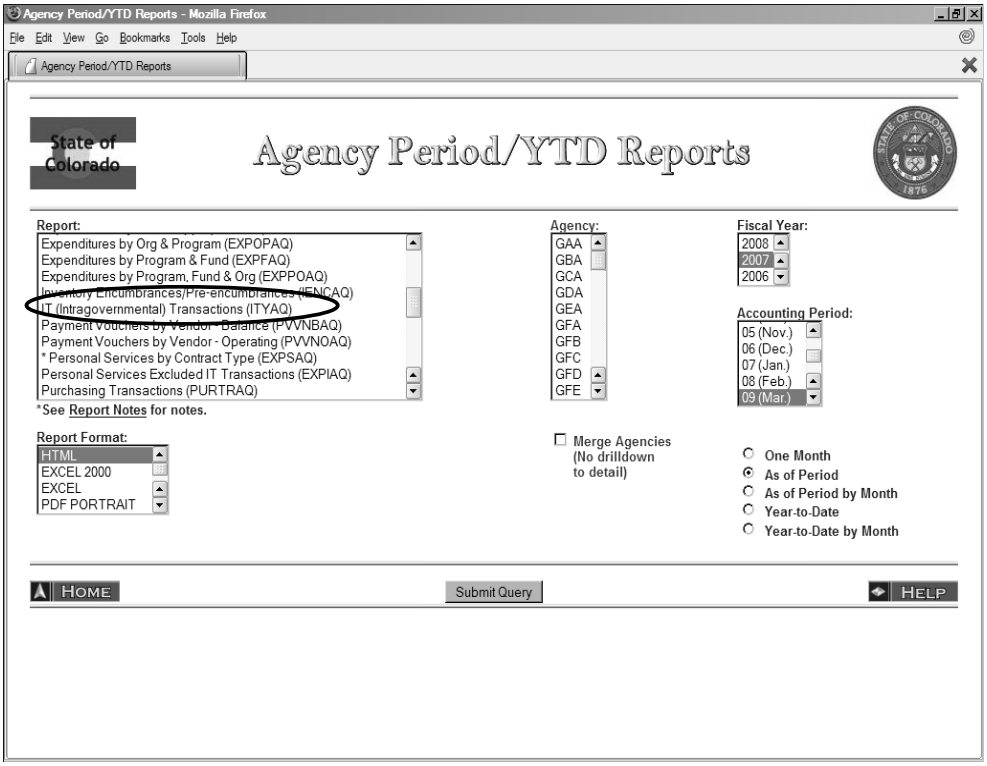
Benefits of PDF format:

1. **The PDF format is the best format for printing. It puts header and footer information on each page of the report.**
2. **Data cannot be modified (also a drawback).**
3. **Drill-downs to detailed transactions are available.**
4. **Able to pull the reports in Portrait, Landscape or Legal size for printing.**
5. **You can save a copy of this report for future reference.**

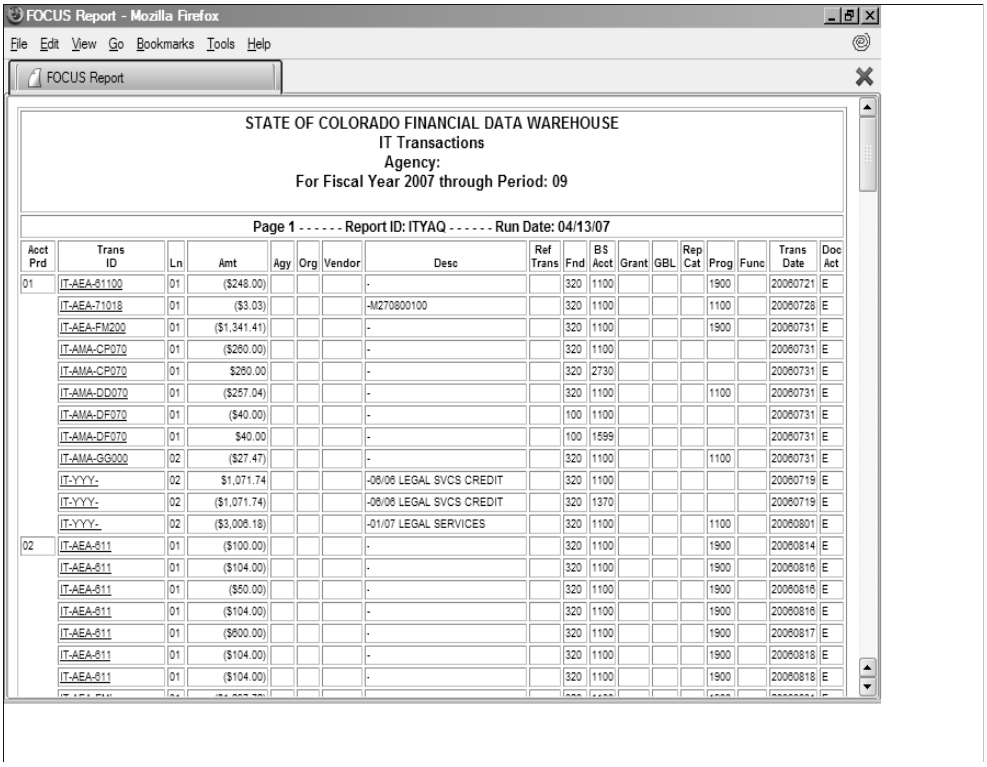
Drawbacks of PDF format:

1. **Data cannot be modified.**
2. **If you save this report and e-mail it to an individual, please be aware that that person will be able to click on the hyperlinks to see detailed transactions. To preserve the security of your transactions, you may either:**
   1. Pull the report with the Merge Agencies box checked. This format does not provide drilldowns, or
   2. Print the PDF report and scan it if you want to preserve the security of the details.

To exit this screen, click on the Back button on the browser toolbar. If you are not able to leave the spreadsheet, click on the arrow NEXT TO the Back button and click on one of the screens listed. This will take you out of the PDF format.



One report available in the Agency Period/YTD Report screen is the IT (Intergovernmental) Transactions report. This report allows you to pull all of your IT transactions (both the IT's you've created, as well as those you are receiving).



FOCUS Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

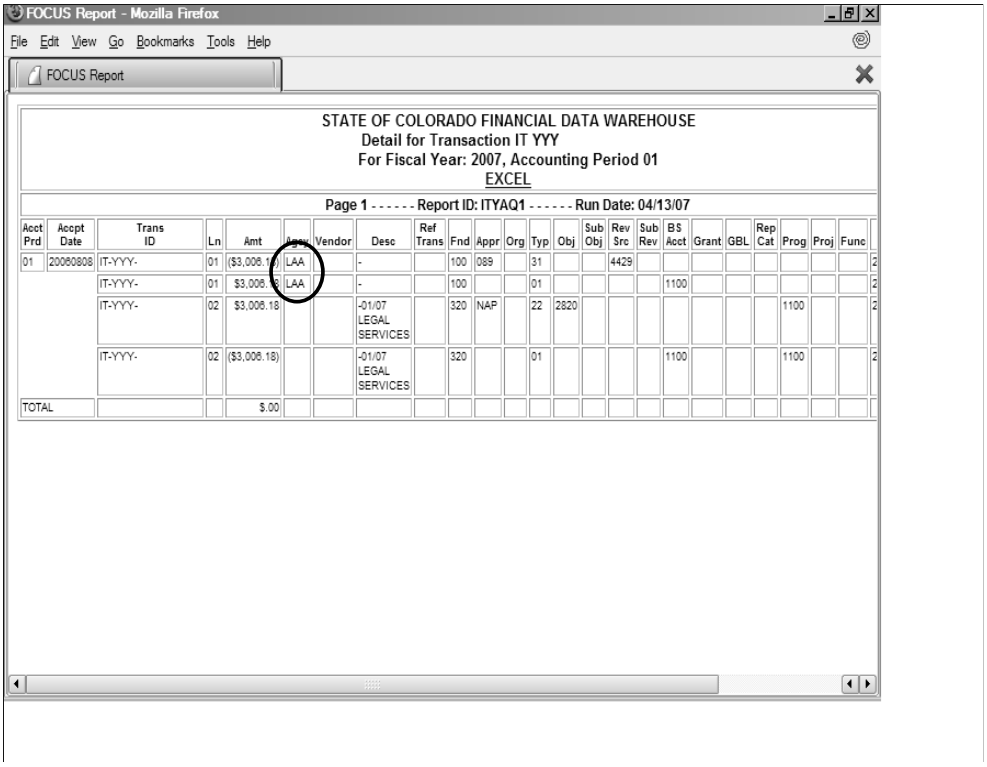
FOCUS Report

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
IT Transactions
Agency:
For Fiscal Year 2007 through Period: 09

Page 1 - - - - - - Report ID: ITYAQ - - - - - - Run Date: 04/13/07

Acct Prd	Trans ID	Ln	Amt	Agy	Org	Vendor	Desc	Ref Trans	Fnd	BS Acct	Grant	GBL	Rep Cat	Prog	Func	Trans Date	Doc Act
01	IT-AEA-61100	01	($248.00)				-		320	1100				1900		20060721	E
	IT-AEA-71018	01	($3.03)				-M270800100		320	1100				1100		20060728	E
	IT-AEA-FM200	01	($1,341.41)				-		320	1100				1900		20060731	E
	IT-AMA-CP070	01	($260.00)				-		320	1100						20060731	E
	IT-AMA-CP070	01	$260.00				-		320	2730						20060731	E
	IT-AMA-DD070	01	($257.04)				-		320	1100				1100		20060731	E
	IT-AMA-DF070	01	($40.00)				-		100	1100						20060731	E
	IT-AMA-DF070	01	$40.00				-		100	1599						20060731	E
	IT-AMA-GG000	02	($27.47)				-		320	1100				1100		20060731	E
	IT-YYY-	02	$1,071.74				-06/06 LEGAL SVCS CREDIT		320	1100						20060719	E
	IT-YYY-	02	($1,071.74)				-06/06 LEGAL SVCS CREDIT		320	1370						20060719	E
	IT-YYY-	02	($3,006.18)				-01/07 LEGAL SERVICES		320	1100				1100		20060801	E
02	IT-AEA-611	01	($100.00)				-		320	1100				1900		20060814	E
	IT-AEA-611	01	($104.00)				-		320	1100				1900		20060816	E
	IT-AEA-611	01	($50.00)				-		320	1100				1900		20060816	E
	IT-AEA-611	01	($104.00)				-		320	1100				1900		20060816	E
	IT-AEA-611	01	($600.00)				-		320	1100				1900		20060817	E
	IT-AEA-611	01	($104.00)				-		320	1100				1900		20060818	E
	IT-AEA-611	01	($104.00)				-		320	1100				1900		20060818	E

You can click on any transaction to see both sides of the transaction (includes both agencies involved).



FOCUS Report - Mozilla Firefox

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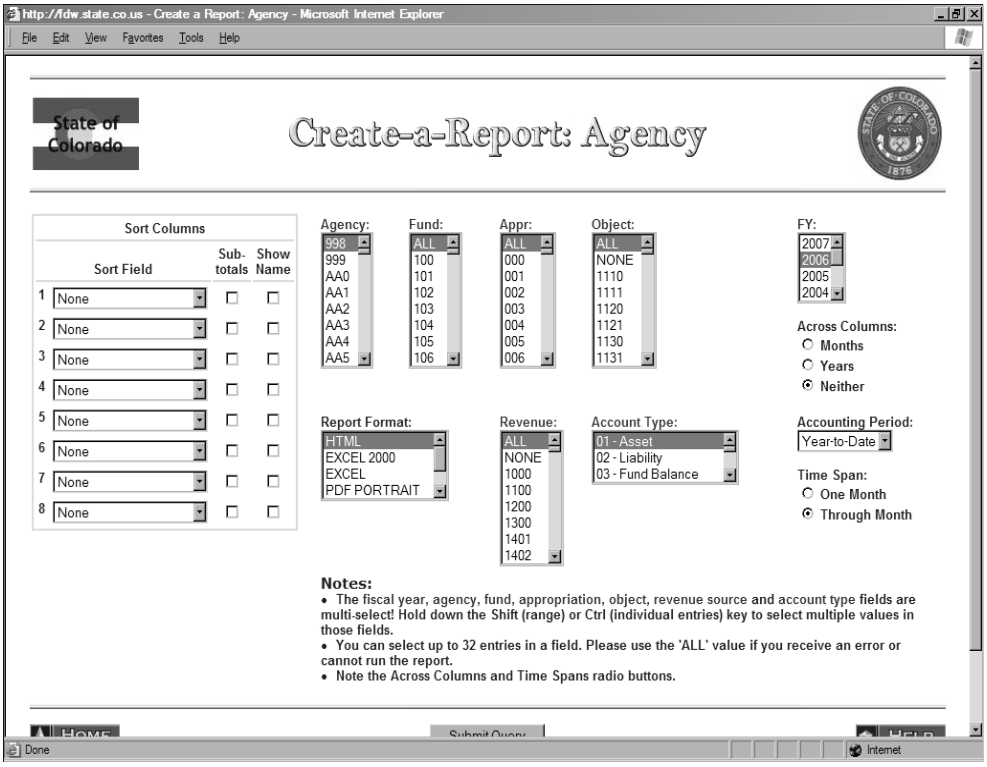
FOCUS Report

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Detail for Transaction IT YYY
For Fiscal Year: 2007, Accounting Period 01
EXCEL

Page 1 - - - - - - Report ID: ITYAQ1 - - - - - - Run Date: 04/13/07

Acct Prd	Accpt Date	Trans ID	Ln	Amt	Acct	Vendor	Desc	Ref Trans	Fnd	Appr	Org	Typ	Obj	Sub Obj	Rev Src	Sub Rev	BS Acct	Grant	GBL	Rep Cat	Prog	Proj	Func
01	20060808	IT-YYY-	01	($3,006.1	LAA		-		100	089		31			4429								
		IT-YYY-	01	$3,006.	LAA		-		100			01					1100						
		IT-YYY-	02	$3,006.18			-01/07 LEGAL SERVICES		320	NAP		22	2820								1100		
		IT-YYY-	02	($3,006.18)			-01/07 LEGAL SERVICES		320			01					1100				1100		
TOTAL				$.00																			

(No additional notes on this page.)



You may create your own agency reports using any combination of sort fields, such as: Agency, Fund, Org, Appropriation, Long Bill Line Item, Object Code, Sub-Object Code. The data can be pulled in any order you would like.

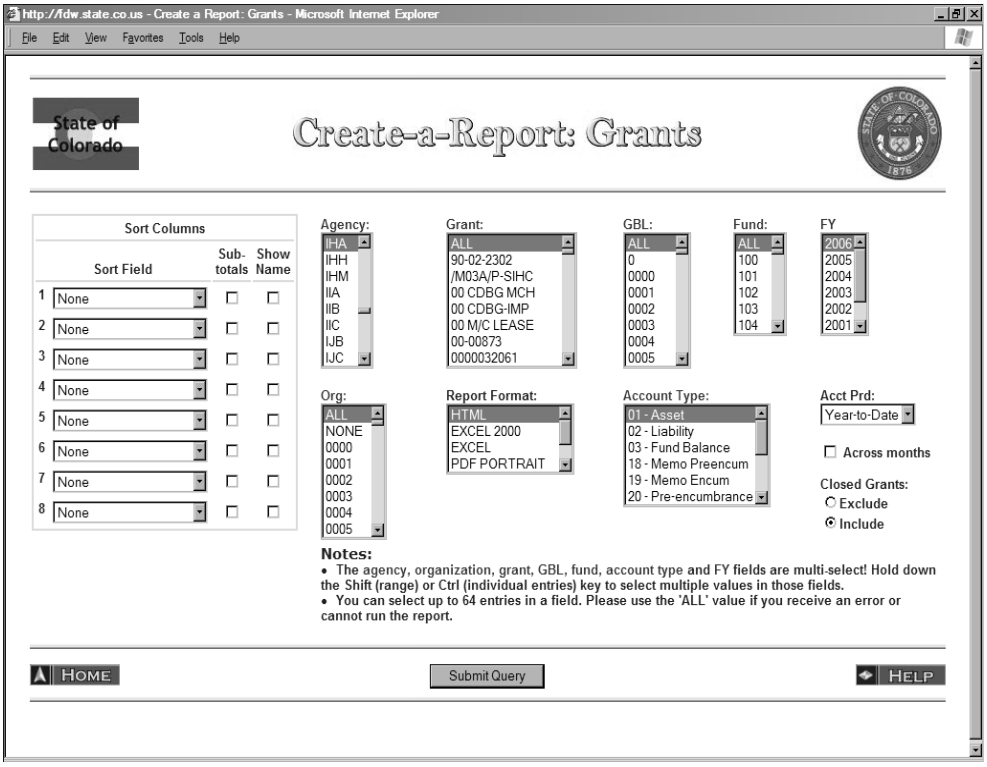
Any items highlighted in red can have multiple selections, use shift or cntl.

Add subtotals or field names by clicking on the boxes next to the field you choose.

Data can be pulled year-to-date, or for a single month, or as of the selected period.

Information can be provided for one fiscal year, or for multiple fiscal years, using the CNTL or SHIFT keys. This allows you to create annual comparative reports.

Also with Create-A-Report screens, you are unable to obtain drill-down information.



This report screen is similar to the Agency Create-A-Report screen, but you can pull specific grants, GBL's, Funds, Orgs, Account Types and Fiscal Years.

The data defaults to year-to-date; you may also pull the data for a specific accounting period.

Multiselect is available on most fields.

As with other Create a Report reports, no drill-down capability is available.

Select a budget report for entire Department. Also available in Agency and Org sections of the standardized reports.

These reports are YTD for the FY you choose.

Standardized Budget Reports

(Available on the right-hand side of the Front Page)

- Budget status reports include columns for spending authority, encumbered amounts and expended amounts.
- Reports also show percentages spent and committed for the Fiscal Year selected.

(No additional notes on this page.)

Search Screens

(Available on the upper-left hand side of the Front Page)

- Operating Ledger
- Operating Ledger II
- Balance Ledger
- Budget Ledger
- Balance & Operating
- Forward Reference

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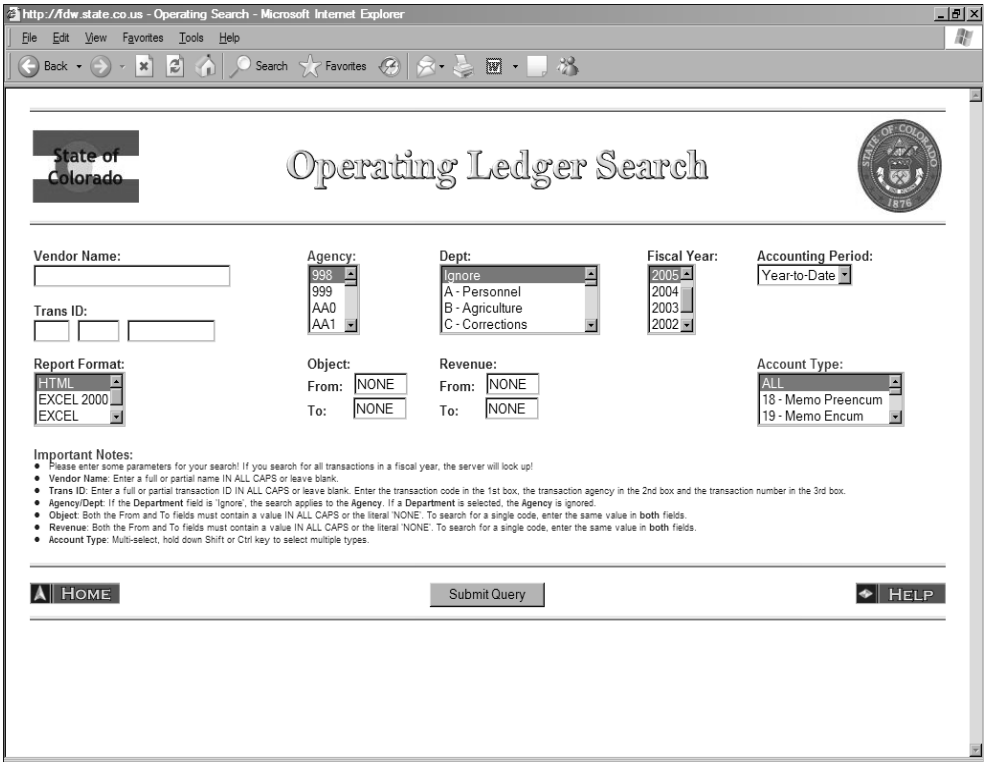
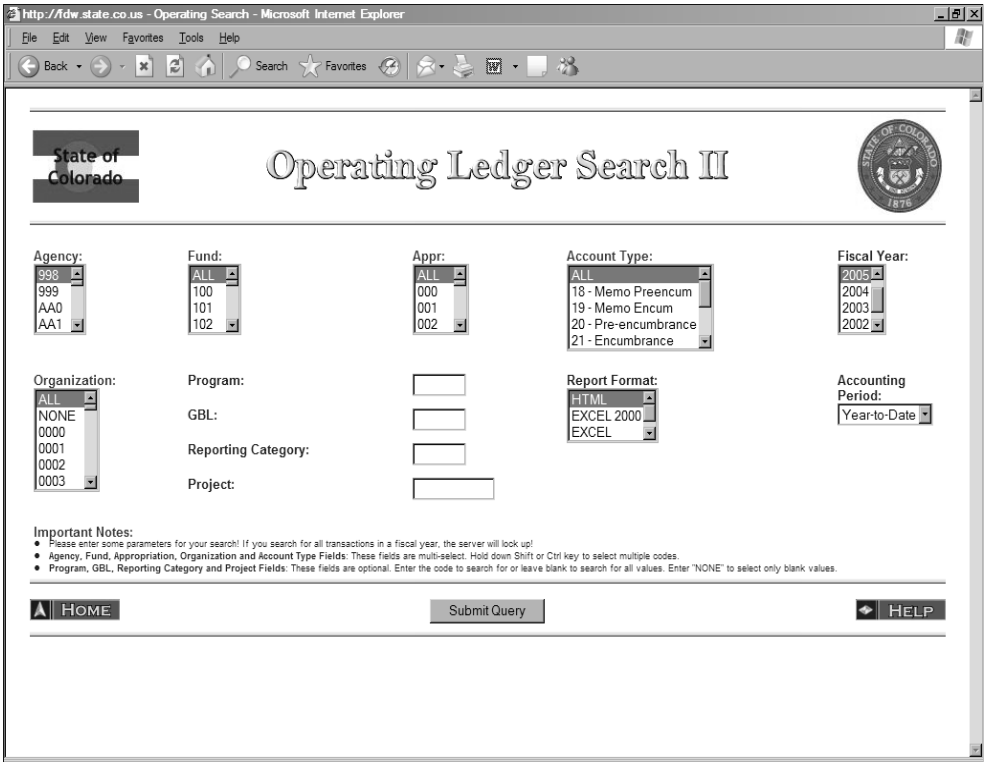
The Document Search screens (links on the left-hand side of the main screen) allow you to pull COFRS documents. See the next pages for examples of the Search Screens.



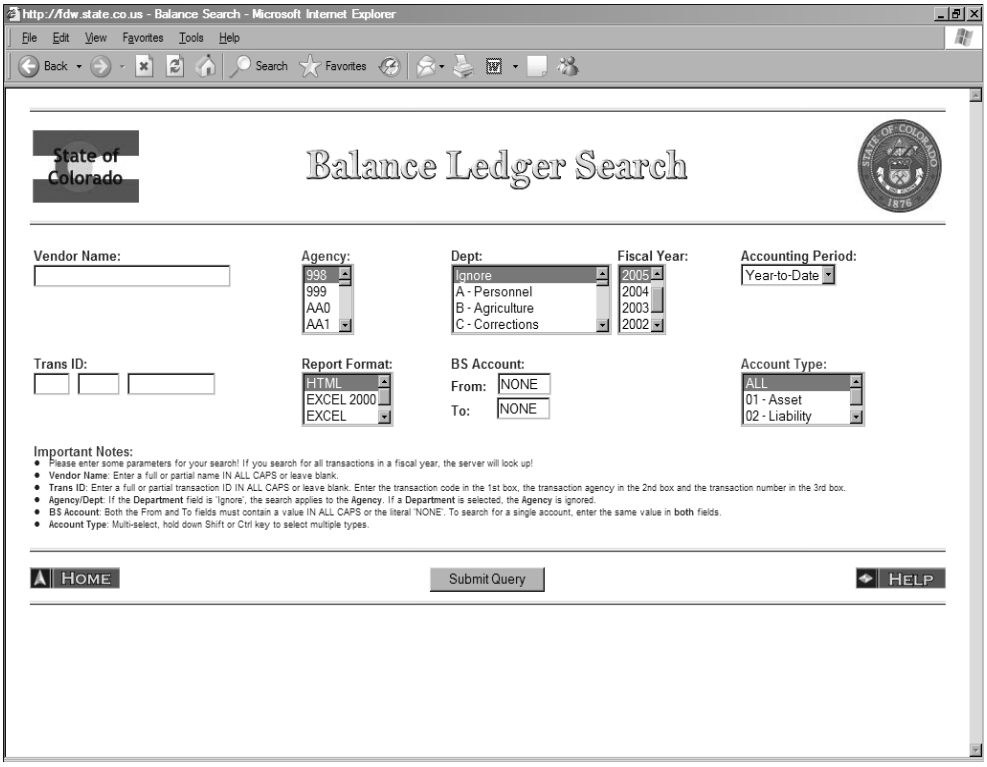
The Operating Ledger screen allows you to pull transactions for encumbrances, expenditures and revenues.

If you want to see activity for a specific vendor, type in the vendor name EXACTLY as it appears in the vendor file. It must be in ALL CAPS. Or, if you know the transaction ID, in can be input under Trans ID. Again, it must be in ALL CAPS.

Since this screen has a lot of detail available (down to specific lines on the transaction), **you may not be able to pull all transactions for a fiscal year.** If you need to see all of this detail, please pull by each period (under Accounting Period) and combine using the EXCEL report format. There are some safeguards built into these screens to minimize the risk of pulling too many lines.



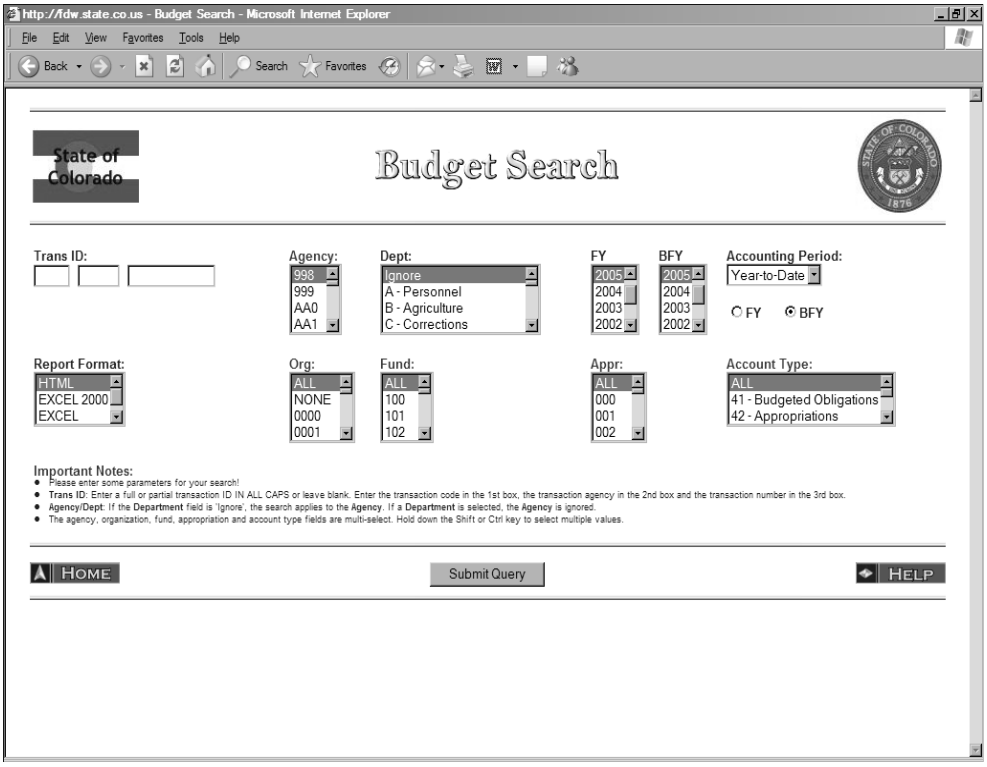
The Operating Ledger Search II allows you to pull activity for specified criteria. Multiselect capabilities are available on the Agency, Fund, Appropriation, Account Type and Organization drop-down lists. You can also specify a specific program, GBL, reporting category or project to further limit your request.



The Balance Ledger Search screen is used to pull assets, liabilities and fund balance transactions by vendor code or by transaction ID.

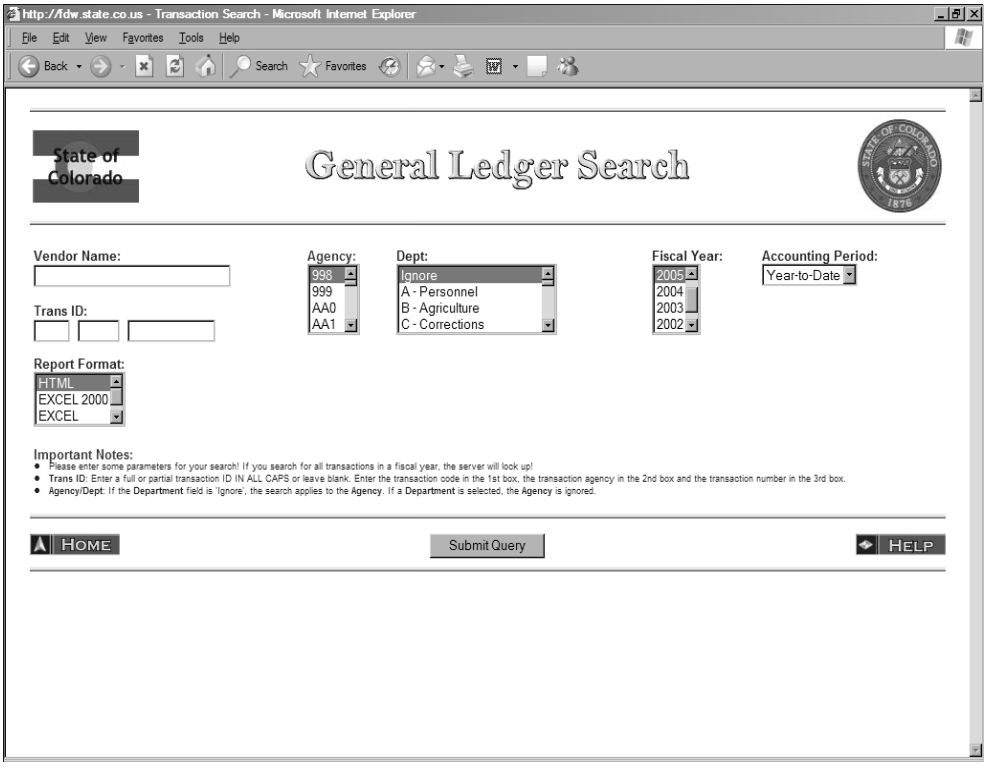
If you want to see balance sheet activity for a specific vendor, type in the vendor name EXACTLY as it appears in the vendor file. It must be in ALL CAPS. Or, if you know the transaction ID, in can be input under Trans ID. Again, it must be in ALL CAPS.

Since this screen has a lot of detail available (down to specific lines on the transaction), **please DO NOT attempt to pull all transactions for a fiscal year.** If you need to see all of this detail, please pull by each period (under Accounting Period) and combine using EXCEL 2000 or EXCEL report format. There are some safeguards built into these screens to minimize the risk of pulling too many lines.



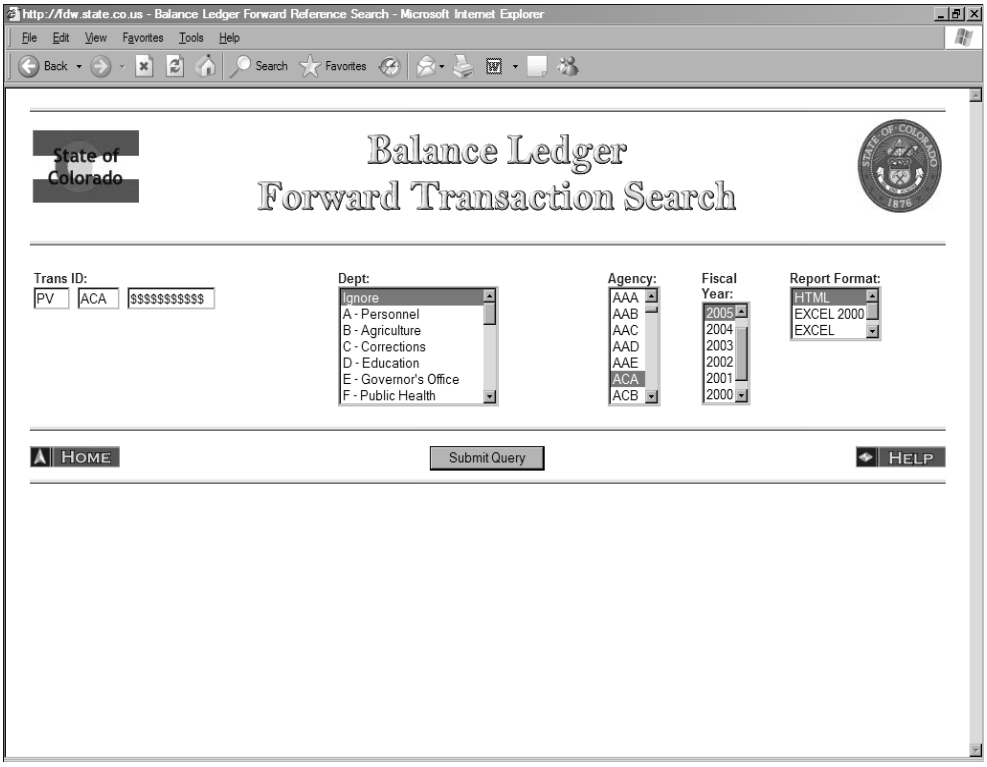
The Budget Ledger Search screen is used to pull budget transactions.

Items in red can have multiple selections. Also, the information can be pulled by Fiscal Year or Budget Fiscal Year.



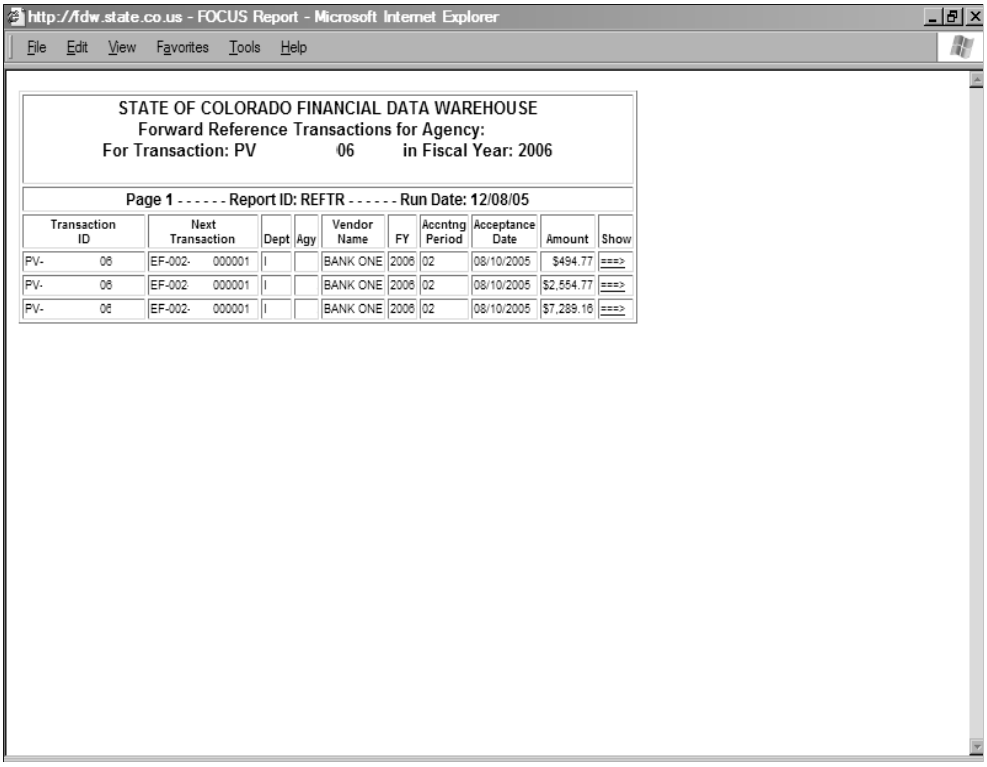
The Balance and Operating Ledger Search (General Ledger) screen is used to pull balance sheet account lines and expenditure and revenue lines of a transaction.

This search provides large amounts of data returned. Please be careful when pulling data Year-to-Date.



The Forward Transaction Search allows you to put in a PV document and see what transactions occurred after the transaction you entered.

The Trans ID needs to be in ALL CAPS. See the next page for a demonstration.



http://fdw.state.co.us - FOCUS Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

STATE OF COLORADO FINANCIAL DATA WAREHOUSE
Forward Reference Transactions for Agency:
For Transaction: PV 06 in Fiscal Year: 2006

Page 1 - - - - - - Report ID: REFTR - - - - - - Run Date: 12/08/05

Transaction ID	Next Transaction	Dept	Agy	Vendor Name	FY	Accntng Period	Acceptance Date	Amount	Show
PV- 06	EF-002- 000001	I		BANK ONE	2006	02	08/10/2005	$494.77	===>
PV- 06	EF-002- 000001	I		BANK ONE	2006	02	08/10/2005	$2,554.77	===>
PV- 06	EF-002- 000001	I		BANK ONE	2006	02	08/10/2005	$7,289.16	===>

This screen will show you the next transaction, along with the vendor information.

To see the detail for this transaction, click on the blue arrow ===> under “Show”.

To see the next transaction in the sequence, click on the blue hyperlink under “Next Transaction” (if applicable).

PV document = Payment Voucher (when expenditure and vouchers payable is recorded).

AD document = Automated Disbursement (when the check is cut. Affects vouchers payable and warrants payable).

EF document = EFT payment to a vendor. Final transaction when an EFT payment is made.

WR document = Warrant Reconciliation (when the check is cashed. Affects warrants payable and cash). Final transaction when a check is cut to a vendor.

Other Reports

(Available on the left-hand side of the Front Page)

- Create A Budget
- Grants
- Projects
- Other Reports
- Table Listing
- Diagnostic Reports

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On the left-hand side of the front page, Other Reports are listed. The next screens show examples of these reports.

Grant reports are from data on the AGNT and GBLI tables. Some reports are using period end dates. It will be mentioned in the report note. Reports with additional information have an asterisk in front of the report name on the front page. Click on the **Report Notes** link below the box and find the ID for the report to get this information.

Not all fields on this screen are applicable to every grant report. Click on the **Report Notes** link to see what fields are required for your desired report.

You may select multiple grants to report on.

Grant Reports

(Available on the left-hand side of the Front Page)

- Reports are pulled using the AGNT and GBLI tables.
- All reports are available Inception-to-Date; some reports are available for Period-end dates (see Report Notes for these reports).

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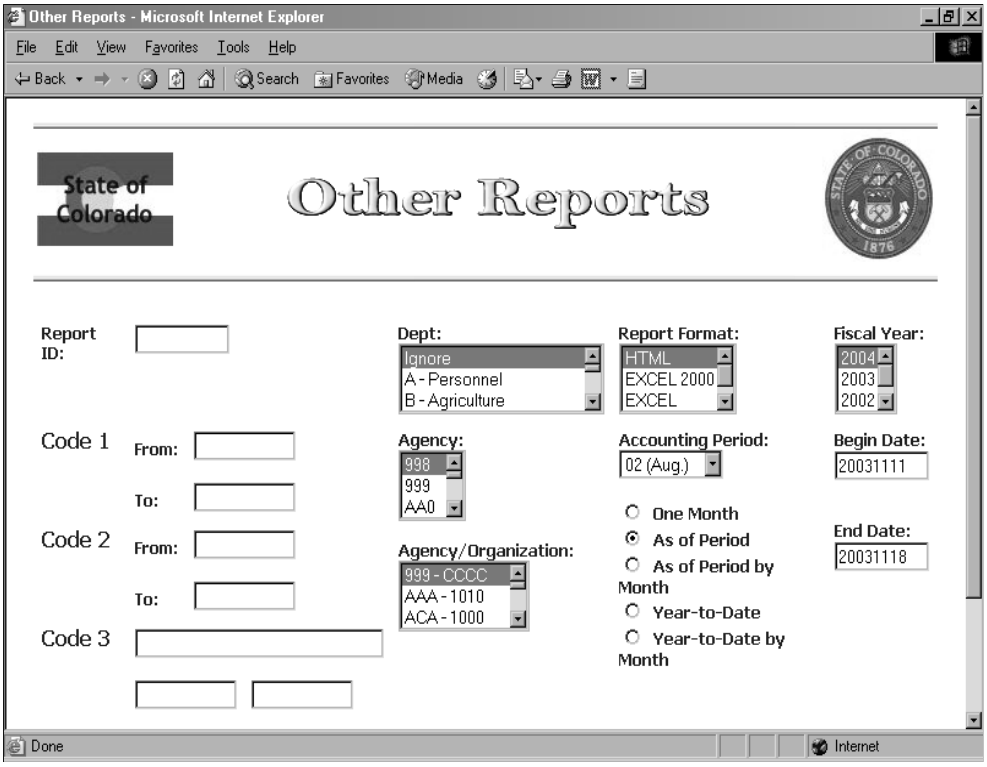
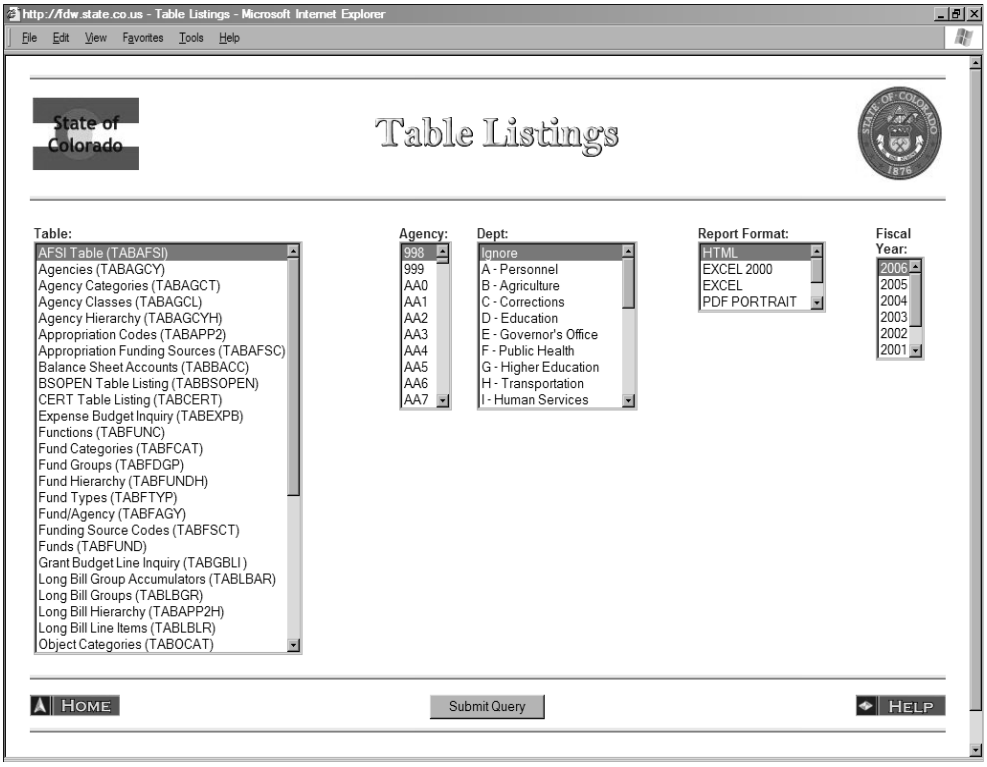
Detailed transaction information is available from FY01 to present.



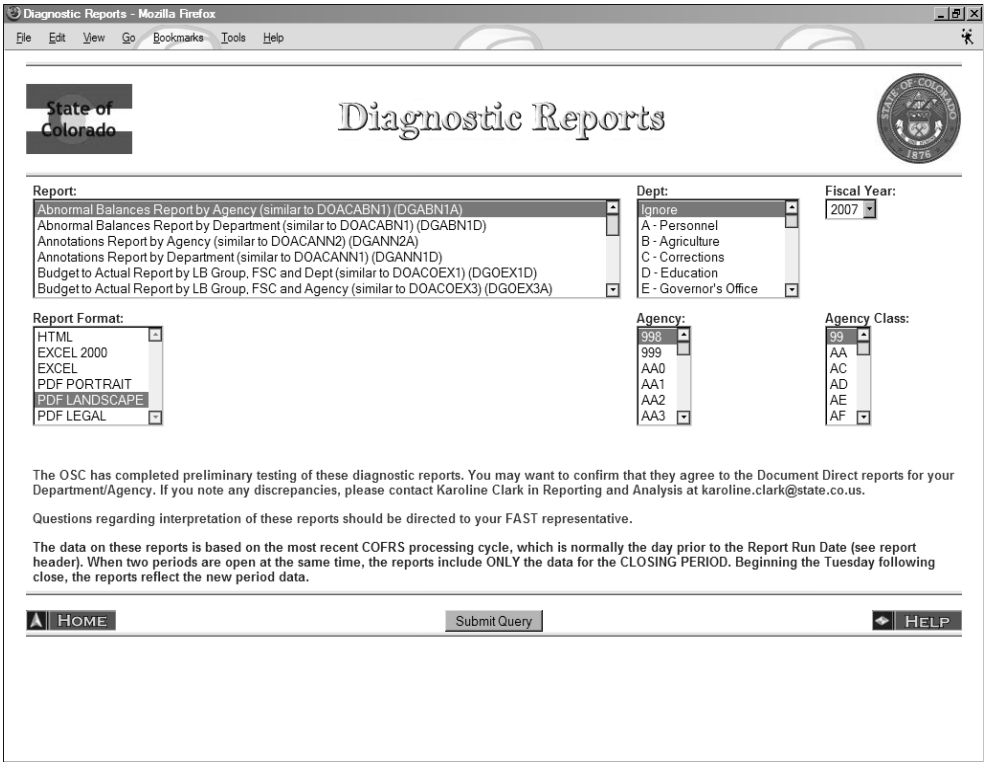
This page allows you to run customized reports for your agency. If you are not able to get a report you need using standardized reports or the Create A Report screens, e-mail the cofrs.csg mailbox to request a report.

If the report is possible, you will be given a report ID when it is ready and we will tell you the required criteria needed to run the report.



Using the Table Listings reports, you may pull all data from specific COFRS tables.

If you don't see a table that you would like, please send an e-mail to the COFRS CSG mailbox with the request. If it's possible, we will add the table to the listing.



Diagnostic reports from the State Controller's Office. These reports are similar to the reports currently available on INFOPAC/Document Direct, except the reports are updated with each COFRS processing cycle. If you have questions about the diagnostic reports, please contact your FAST representative.

Resources

Links are available on the left-hand side of the Front Page for the following:

- User Help
- About FDW
- Report Notes (same as the links on the report selection pages)
- State Controller's Office website
- State of Colorado website
- COFRS Documentation on the web
- Document Direct Manual

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The User Help link is useful because it explains the following:

1. **Ledgers, files and tables from COFRS that are currently being imported to the FDW.**
2. **Report naming conventions.**
3. **Report screens.**
4. **Output formats (differences between HTML, Excel 2000, Excel and PDF formats)**
5. **Special reports.**
6. **Helpful hints.**

From the State Controller's Office website, you may pull up the Coded Long Bill and other authoritative guidance.

COFRS Documentation is available through the link on the front page.

Questions?

- For security/access problems or any other questions please e-mail cofrs.csg@state.co.us.

(No additional notes on this page.)