FINANCIAL INFORMATION REPORTING SYSTEM (FIRST)

DEPARTMENT OF ADMINISTRATION

DIVISION OF ADMINISTRATIVE SERVICES

BUREAU OF FINANCIAL MANAGEMENT

Agency User Training

Updated October 5, 2010

http://financialreporting.doa.state.wi.us/logon2.asp

EMAIL TO DOA DOAS FIRST TEAM@WISCONSIN.GOV

WHAT DIVISION AND STAFF REQUESTED ITEMS DOES THE SYSTEM DELIVER?

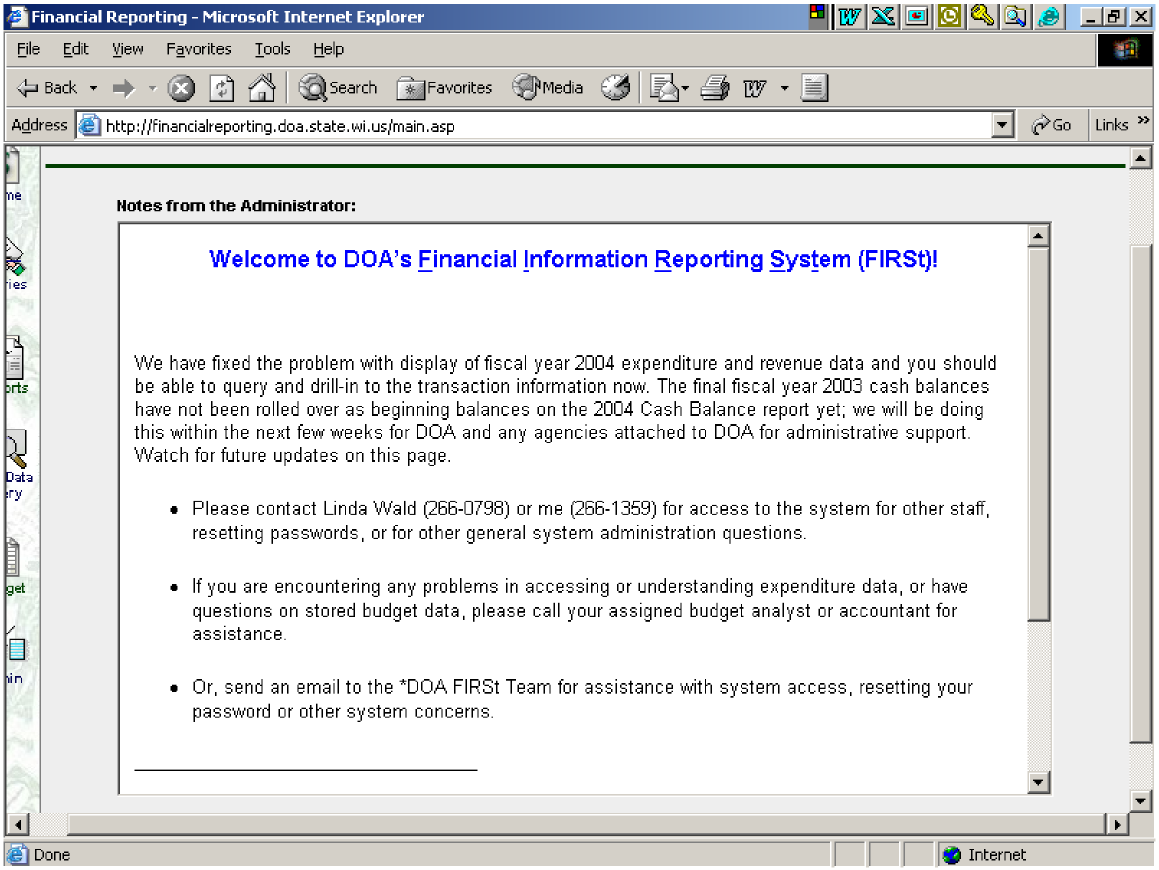
- Expenditure, revenue and cash balance information
- Plain English! – fuller descriptions
- Elimination of wasted lines and space if nothing to report
- Analysis information (percentage of total budget spent or encumbered, etc.)
- Readability
- Ability to download to EXCEL
- Flexible, more user friendly rollups across appropriations, activities and organization codes
- On-time availability and greater access to the information
- Training on how to use, interpret and analyze financial information

WHAT OTHER FUNCTIONALITY IS PROVIDED BY THE SYSTEM?

- Home page for "notes" from the Financial Administrator; this can include anything that enhances or explains a temporary situation with the data behind the system, the timing of payroll cycles, the recording of unique one-time expenditures, etc.
- Ability for each user to customize their queries into a report and then create that report whenever they need it.

HOW DOES THE SYSTEM WORK?

Logon screen. User Name is the same as your logon for your computer. The initial password set up for everyone is "password". The first time you use FIRSt, please change your password. This password does not expire and will only need to be changed if you so desire after the initial change. This password does not need to match any other system, can be any combination of alpha or numeric characters between 5-50 characters in length and is not case sensitive.



This is the Home page for FIRSt. Any system notes will be entered here by the DOA or Agency Administrator.

The "Queries" screen allows you to create, preview and print queries. A query can be as broad (across the Department) or as specific (an activity or org code) as you like.

HOW TO CREATE A QUERY:

1. **Choose Query Type** – Expense, Revenue or Cash Balance.
2. **Enter Selection Criteria**. This consists of the coding structure or accounting string for the information you want to see and includes Fund, Agency, Appropriation, Organization, Activity and Reporting Category (for federal grants). (The chart of accounts is available on Purchase Plus for DOA and attached agencies.) An asterisk * in the selection criteria indicates a wild card and can be used in any position within a code with the exception of the Agency box.
3. **Select Timeframe**. The default is always the current fiscal year, but you can also select previous fiscal years from the drop-down list. To select an entire fiscal year, select July as the first month and Month 13 as the last month. If the last month selected is the current month, the information will include everything up to close of the previous business day. A Cash Balance query only requires that you choose the month for which you want information.
4. **Press Preview to view the query**.

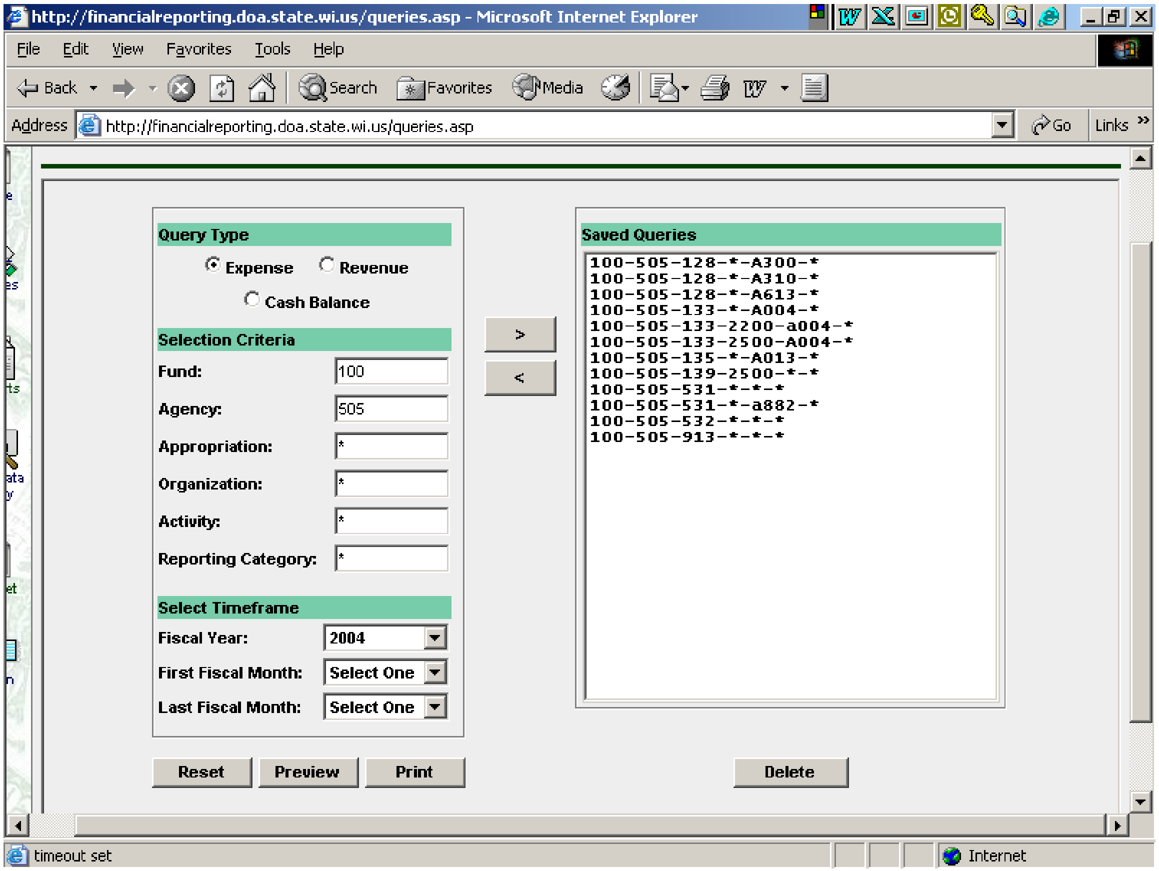
HOW TO READ A QUERY OR REPORT:

- Underlined items may be clicked on for more detailed information. There are two drilldowns available for expense queries, one for revenue and none for cash balance queries.
- The "Selected" column provides data for the timeframe you selected. The "YTD" column provides data as of close of the previous business day regardless of the selected timeframe.
- The first drilldown in an expense or revenue query provides a list of the accounting transactions included in that amount.
- The second drilldown in an expense query provides the most specific system information available for that transaction. This includes the document ID, vendor name, invoice number and dollar amount.

The Print button creates an Active Report which can either be printed or exported to Excel. This is true for all three Query types (Expense, Revenue and Cash Balance).

SAVING A QUERY:

To save the selection criteria for future use or for creating a report (see Reports in this guide), press the right arrow button. This saves only the selection criteria, not the timeframe. Selection criteria saved in the Expense Query screen will not be saved in the Revenue or Cash Balance Query screens and vice versa.



This is the Queries screen. First decide which type of query you will be doing, expense, revenue or cash balance and then click on the circle to change the type. Enter the coding for the query you would like to see. (The asterisk is a wild card and will pull up all transactions within those parameters.) You also need to select the timeframe you want by choosing the fiscal year, the beginning month and the ending month.

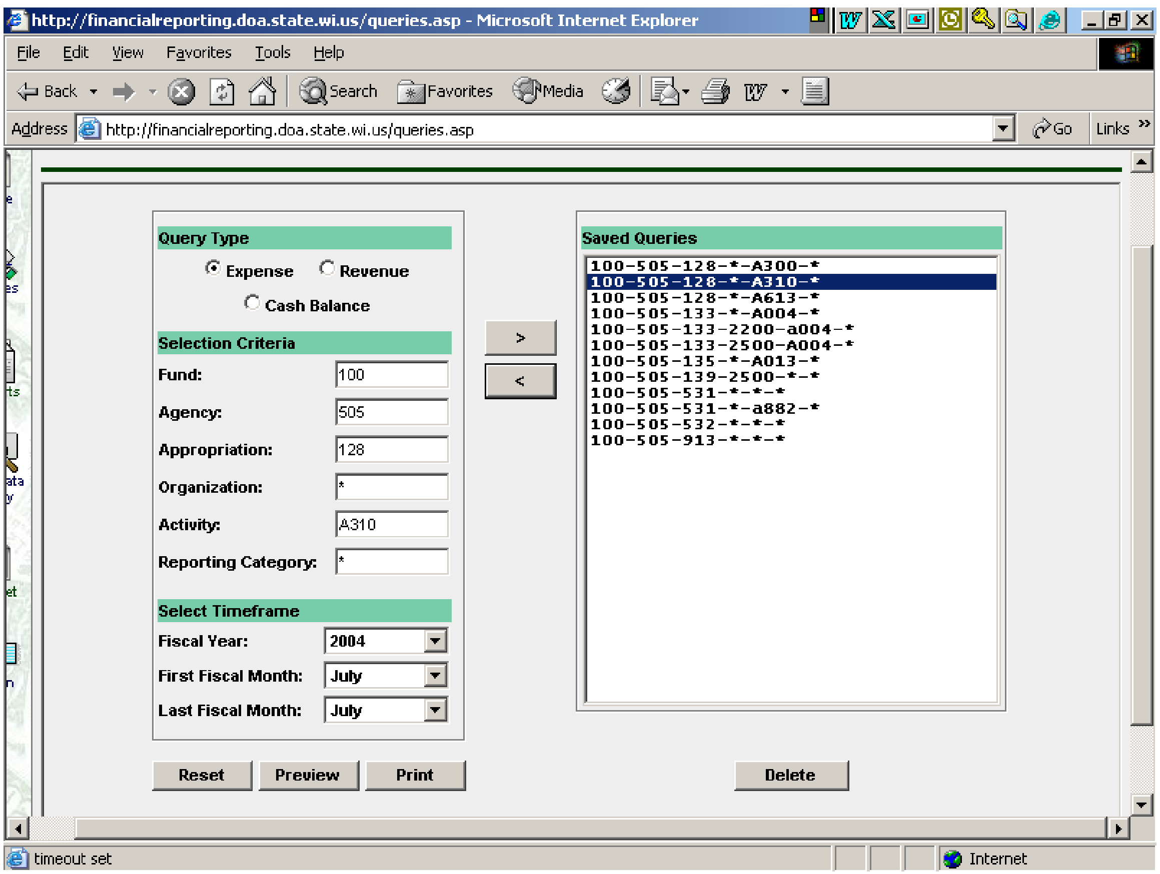
If you would like to save a query after entering the coding in the selection criteria, click on the top arrow and the coding string will be saved under Saved Queries. When you would like to use the Saved Queries just click on the line of coding and then click on the bottom arrow and the coding will be entered into the Selection Criteria. Selecting and saving queries is the same for all three types of queries.

The Reset button will clear the boxes in the Selection Criteria.

The Print button prints the selected query without allowing you to preview it first.

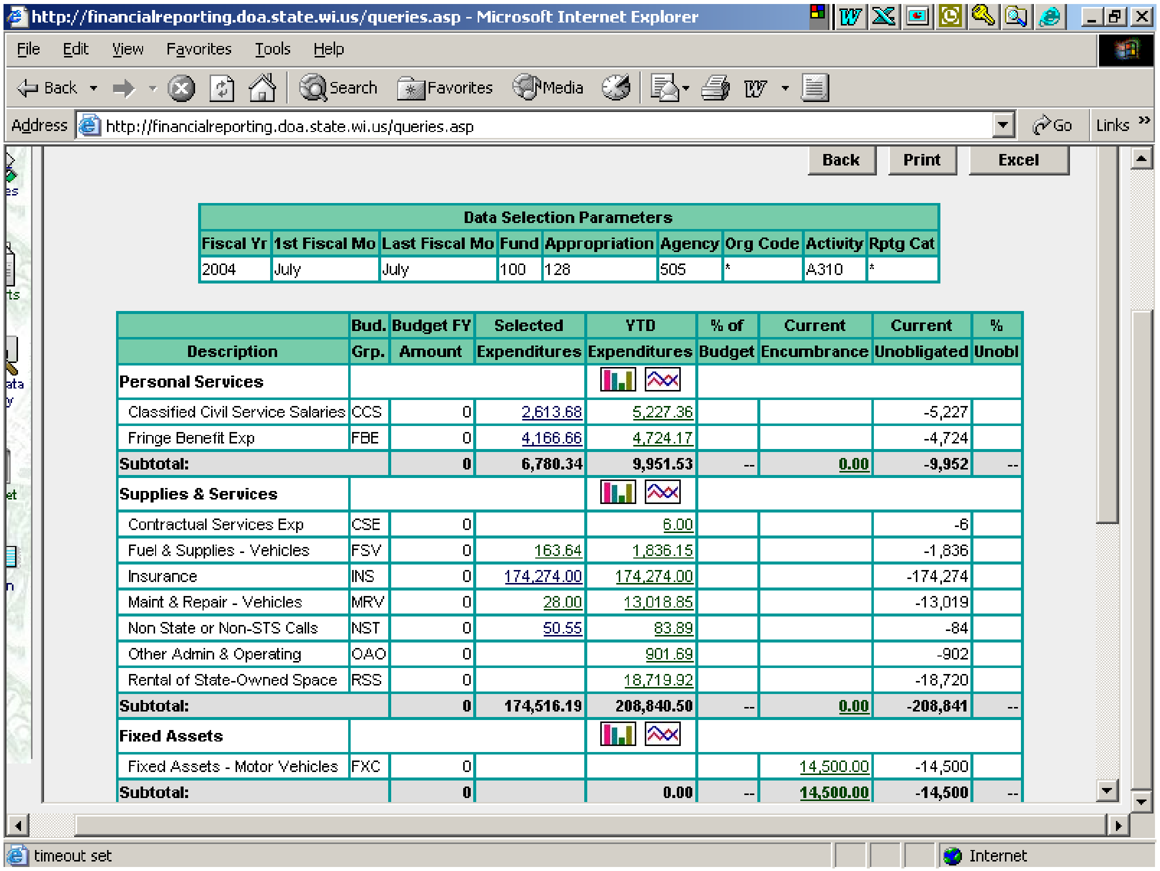
The Expense button: ...takes you into the expenditure data for the period and accounting code you selected. You can also "drill-down" two levels to view all of the expenditure transactions that add up to the summary on the first level. Notice that the report provides total expenses for the "Selected Period" as well as "YTD" so that you can review expenses for the selected month ending (such as December) and total expenditures through the previous business day.

You can also drill in two levels on encumbrance information---the second "drill down" reveals the original purchase order balance (at the beginning of the fiscal year) and the detail of payments made to date this fiscal year. DOA users can also click on the PO number to go to Purchase Plus to view more information on the purchase order.



After making all your selections, click on Preview to see the selected query.

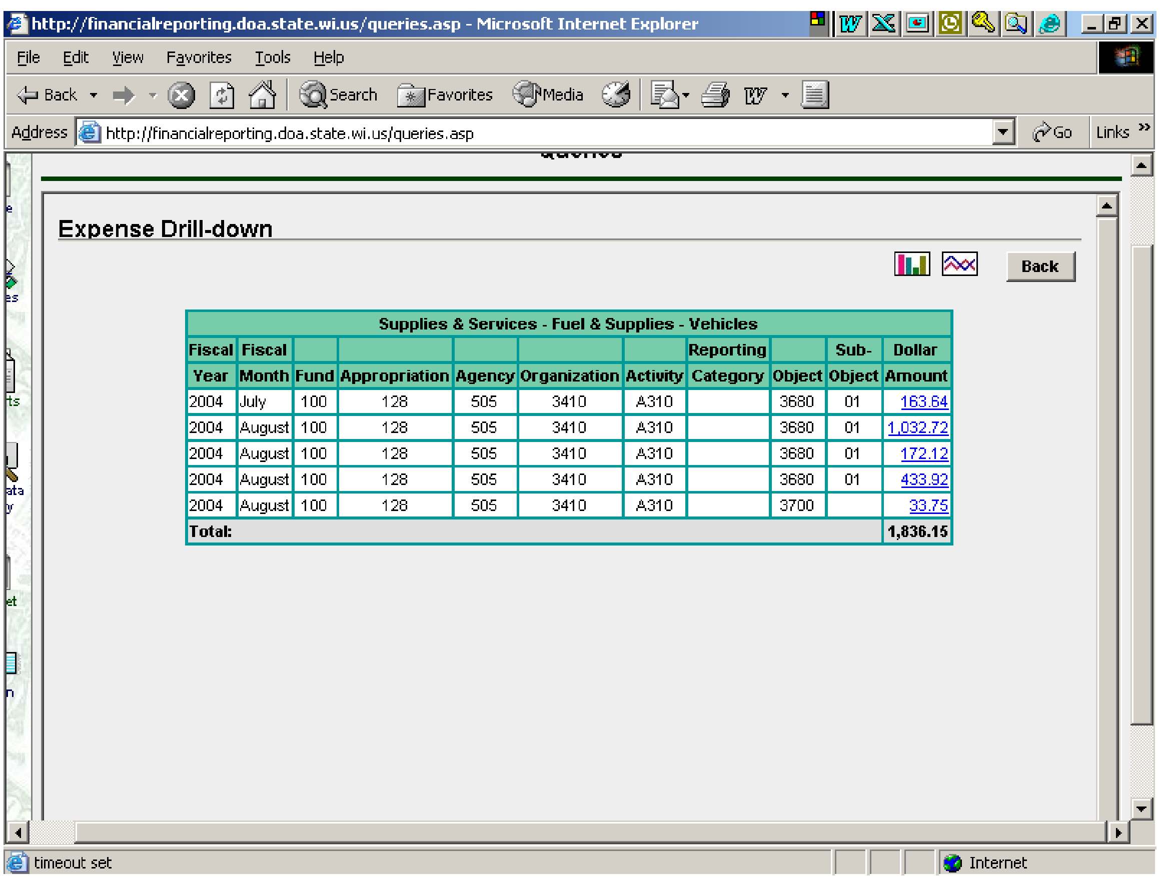
You can also define a report and print it immediately using Active Report Viewer or download to EXCEL. In addition, when the data is shown (either as a query or as a report) there is a ***graph icon*** for personal services or supplies/services to help you compare your current FY expenditures with the prior FY. Two graph icons are available. Click on either icon and the graph is generated in Active Reports. A graph can be printed or downloaded to Excel.



Data Selection Parameters								
Fiscal Yr	1st Fiscal Mo	Last Fiscal Mo	Fund	Appropriation	Agency	Org Code	Activity	Rptg Cat
2004	July	July	100	128	505	*	A310	*

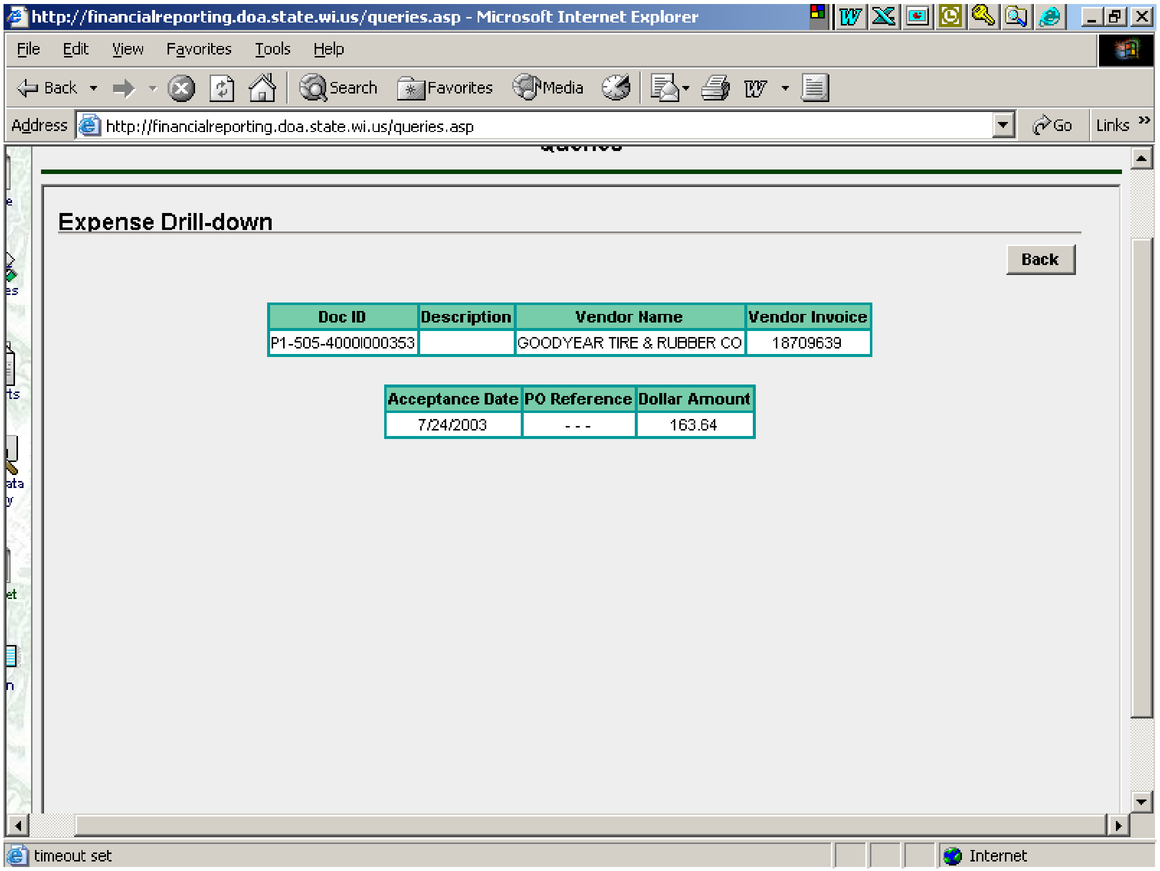
Description	Bud. Grp.	Budget FY Amount	Selected Expenditures	YTD Expenditures	% of Budget	Current Encumbrance	Current Unobligated	% Unobl
Personal Services								
Classified Civil Service Salaries	CCS	0	2,613.68	5,227.36			-5,227	
Fringe Benefit Exp	FBE	0	4,166.66	4,724.17			-4,724	
Subtotal:		**0**	**6,780.34**	**9,951.53**	--	**0.00**	**-9,952**	--
Supplies & Services								
Contractual Services Exp	CSE	0		6.00			-6	
Fuel & Supplies - Vehicles	FSV	0	163.64	1,836.15			-1,836	
Insurance	INS	0	174,274.00	174,274.00			-174,274	
Maint & Repair - Vehicles	MRV	0	28.00	13,018.85			-13,019	
Non State or Non-STS Calls	NST	0	50.55	83.89			-84	
Other Admin & Operating	OAO	0		901.69			-902	
Rental of State-Owned Space	RSS	0		18,719.92			-18,720	
Subtotal:		**0**	**174,516.19**	**208,840.50**	--	**0.00**	**-208,841**	--
Fixed Assets								
Fixed Assets - Motor Vehicles	FXC	0				14,500.00	-14,500	
Subtotal:		**0**		**0.00**	--	**14,500.00**	**-14,500**	--

By clicking on one of the buttons at the top of the screen, you can go back to the Queries Screen, print the page, or export it to Excel. Any number with a line under it can be drilled into just by clicking on that number. The detail behind it will appear as does the screen below.



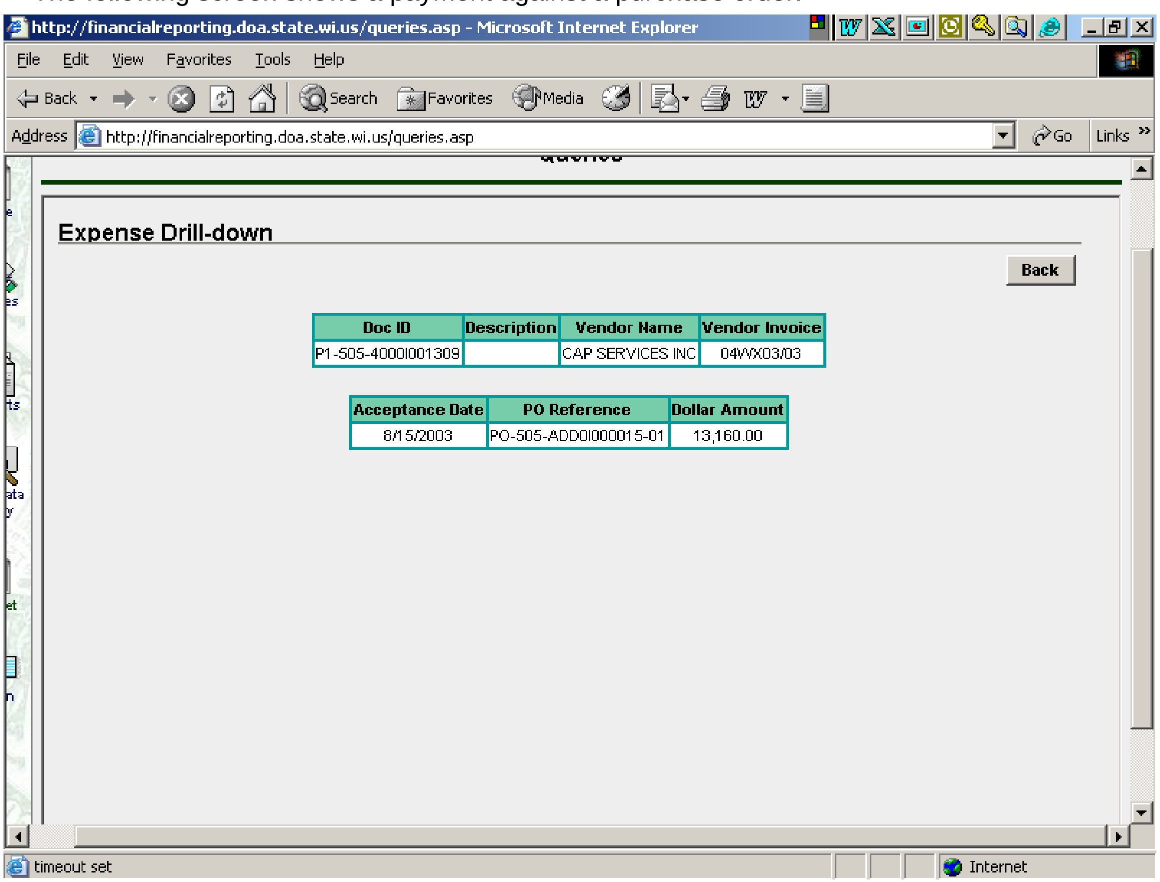
Expense Drill-down

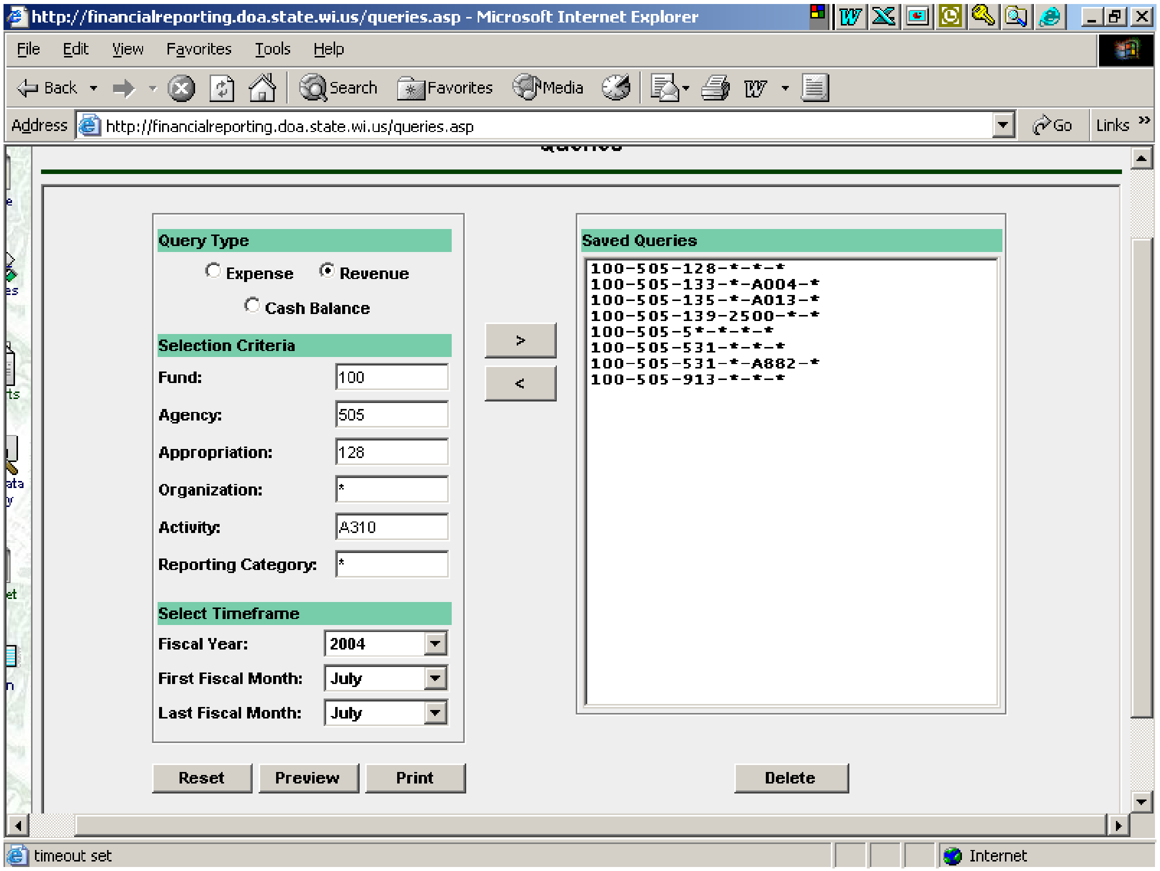
Supplies & Services - Fuel & Supplies - Vehicles										
Fiscal Year	Fiscal Month	Fund	Appropriation	Agency	Organization	Activity	Reporting Category	Object	Sub-Object	Dollar Amount
2004	July	100	128	505	3410	A310		3680	01	163.64
2004	August	100	128	505	3410	A310		3680	01	1,032.72
2004	August	100	128	505	3410	A310		3680	01	172.12
2004	August	100	128	505	3410	A310		3680	01	433.92
2004	August	100	128	505	3410	A310		3700		33.75
Total:										**1,836.15**



The second expense drill-down shows the document ID, the vendor name and the vendor invoice number

The following screen shows a payment against a purchase order.

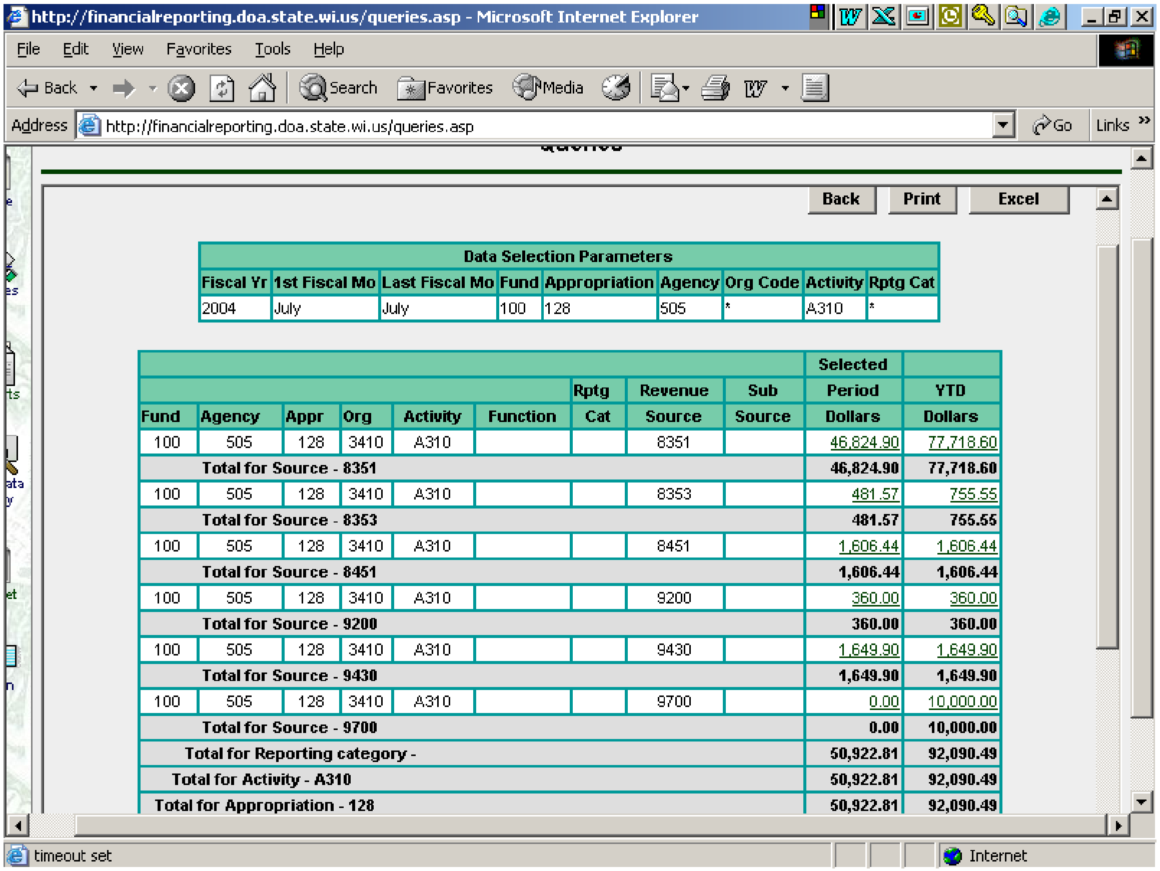




.
This is the revenue query screen.

The Revenue button: ...provides you with detail revenues for the period and accounting code you selected and is presented much like the monthly paper detail revenue reports generated by WISMART. This includes any area that received revenue for services, grants, fines, etc. You can enter selection code criteria --for a query or a report--much the same as you do for Expense reports and bring up a summary by revenue code for your selected area. You can also "drill-down" one level to view all of the revenue transactions that add up to the summary on the first level. Notice that the report provides total revenues for the "Selected Period" as well as "YTD" so that you can find revenues for the selected month ending (such as December) and total revenues through the previous business day. You can also define a report and print using Active Report Viewer or download to EXCEL just as you can with the Expense reports.

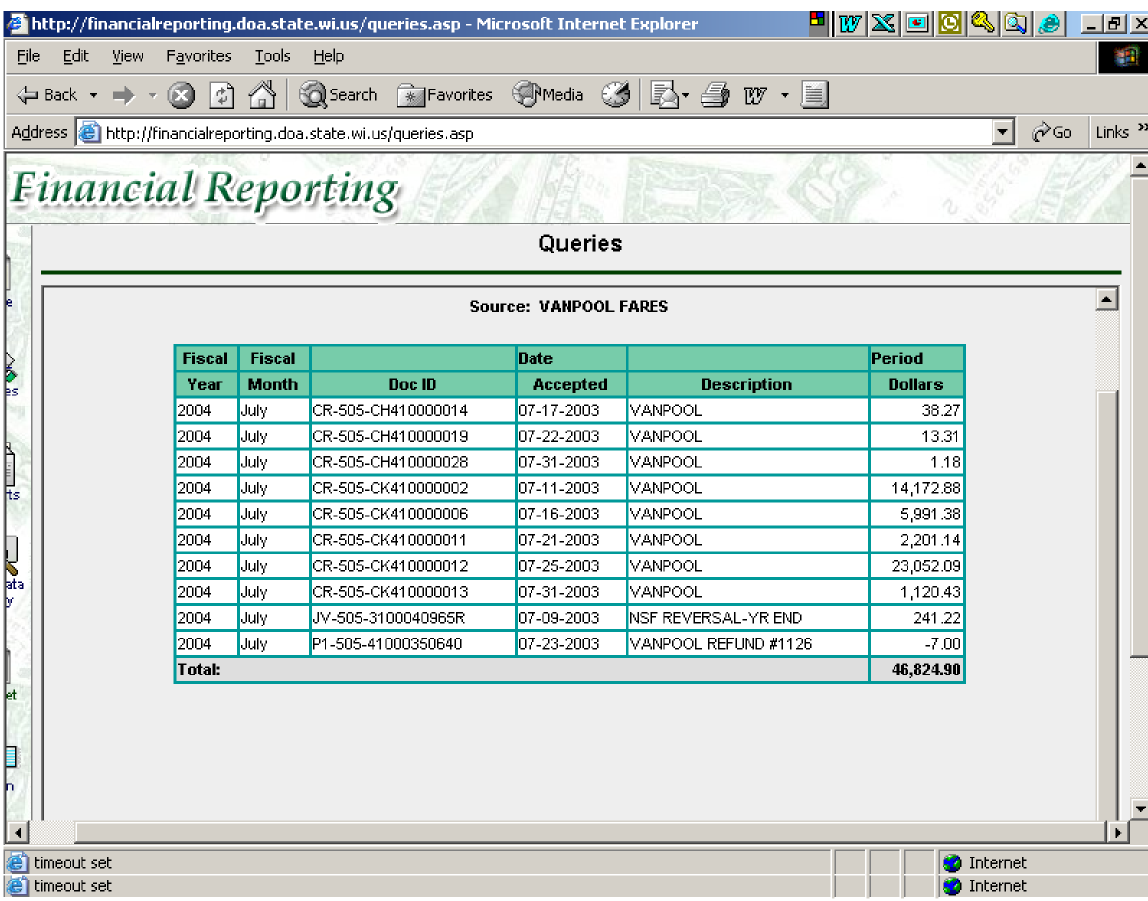
(Note: in accounting terminology, this query only shows transactions recorded in WISMART as an account type 31 and with an appropriation unit of "R".)



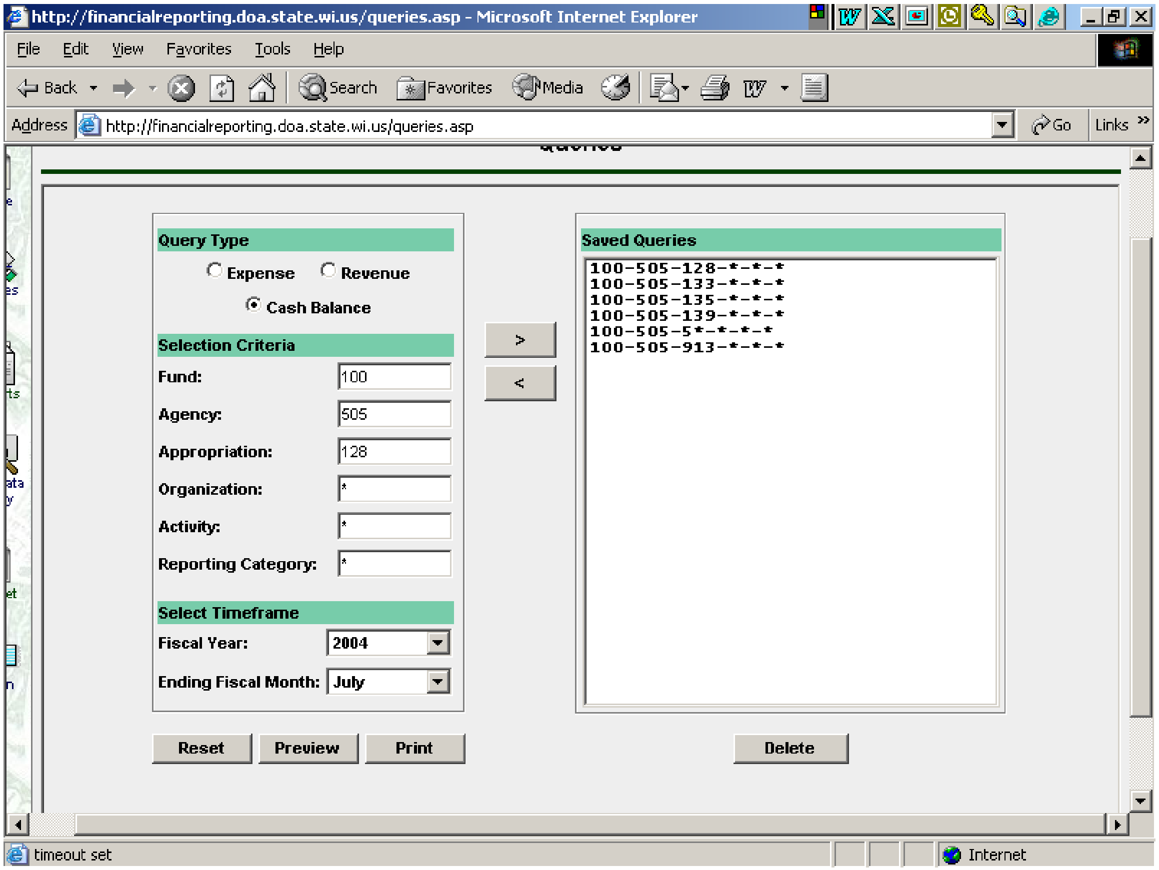
Data Selection Parameters								
Fiscal Yr	1st Fiscal Mo	Last Fiscal Mo	Fund	Appropriation	Agency	Org Code	Activity	Rptg Cat
2004	July	July	100	128	505	*	A310	*

									Selected	
						Rptg	Revenue	Sub	Period	YTD
Fund	Agency	Appr	Org	Activity	Function	Cat	Source	Source	Dollars	Dollars
100	505	128	3410	A310			8351		46,824.90	77,718.60
	Total for Source - 8351								**46,824.90**	**77,718.60**
100	505	128	3410	A310			8353		481.57	755.55
	Total for Source - 8353								**481.57**	**755.55**
100	505	128	3410	A310			8451		1,606.44	1,606.44
	Total for Source - 8451								**1,606.44**	**1,606.44**
100	505	128	3410	A310			9200		360.00	360.00
	Total for Source - 9200								**360.00**	**360.00**
100	505	128	3410	A310			9430		1,649.90	1,649.90
	Total for Source - 9430								**1,649.90**	**1,649.90**
100	505	128	3410	A310			9700		0.00	10,000.00
	Total for Source - 9700								**0.00**	**10,000.00**
Total for Reporting category -									**50,922.81**	**92,090.49**
Total for Activity - A310									**50,922.81**	**92,090.49**
Total for Appropriation - 128									**50,922.81**	**92,090.49**

This is the revenue preview screen. Again, any number with a line under it can be drilled into just by clicking on that number. The detail behind it will appear similar to the screen below.



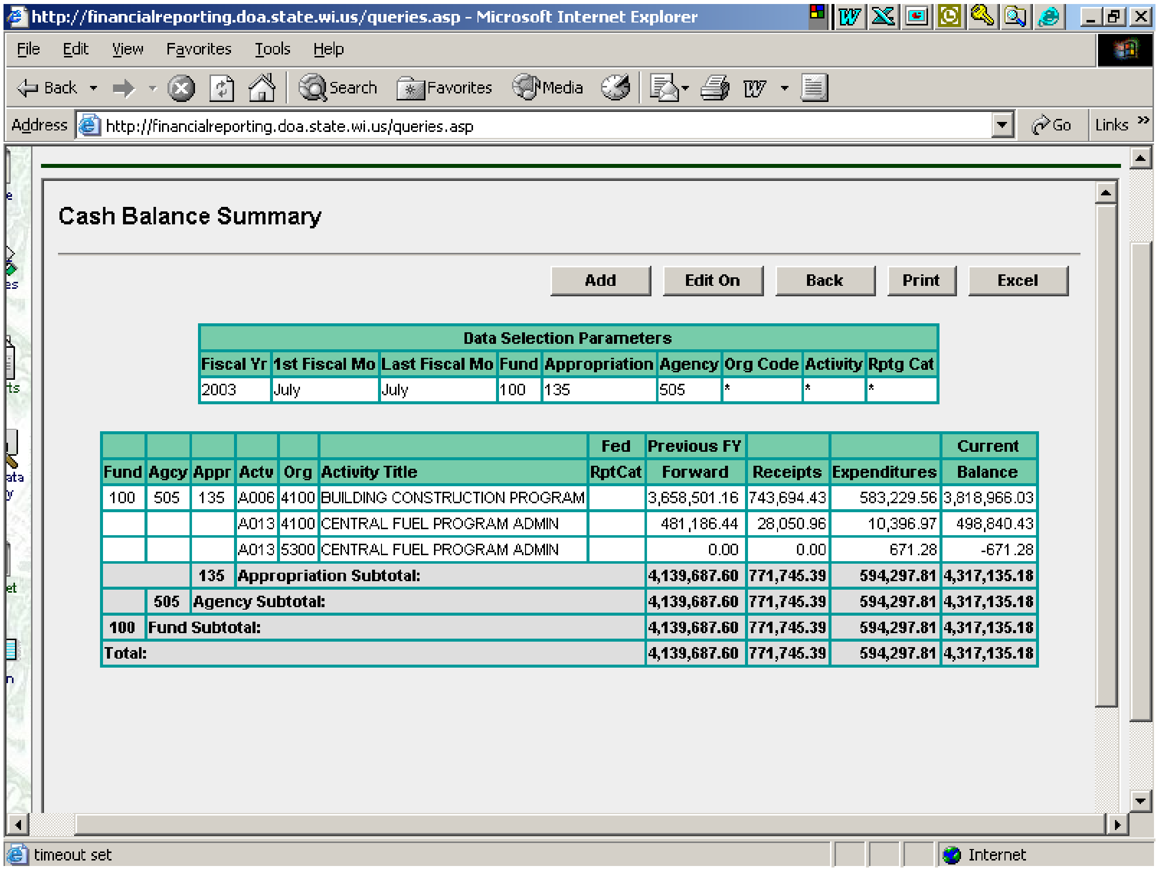
Fiscal	Fiscal		Date		Period
Year	Month	Doc ID	Accepted	Description	Dollars
2004	July	CR-505-CH410000014	07-17-2003	VANPOOL	38.27
2004	July	CR-505-CH410000019	07-22-2003	VANPOOL	13.31
2004	July	CR-505-CH410000028	07-31-2003	VANPOOL	1.18
2004	July	CR-505-CK410000002	07-11-2003	VANPOOL	14,172.88
2004	July	CR-505-CK410000006	07-16-2003	VANPOOL	5,991.38
2004	July	CR-505-CK410000011	07-21-2003	VANPOOL	2,201.14
2004	July	CR-505-CK410000012	07-25-2003	VANPOOL	23,052.09
2004	July	CR-505-CK410000013	07-31-2003	VANPOOL	1,120.43
2004	July	JV-505-3100040965R	07-09-2003	NSF REVERSAL-YR END	241.22
2004	July	P1-505-41000350640	07-23-2003	VANPOOL REFUND #1126	-7.00
Total:					**46,824.90**



Selecting a cash balance query. Note that you only need to select an Ending Fiscal Month for this report.

Cash Balance Report button: ...is an electronic view of the cash balance for a program revenue area or revolving account. It allows you to see the cash balance for a **program revenue account** at each organization, activity and reporting category combination within an appropriation. It lists the ending cash balance from the previous fiscal year, adds the current revenues and subtracts the current expenses to calculate an ending cash balance for the selected code. For program revenue accounts, this balance represents cash only and does not include the effect of account receivables or other assets or liabilities.

This report is available for program revenue or revolving appropriations only. Revolving appropriations are defined by statute and are identified with an "R" in the ERU Indicator on the WISMART appropriation table—EAP2. Both the query and the report options can be used for this function as well.



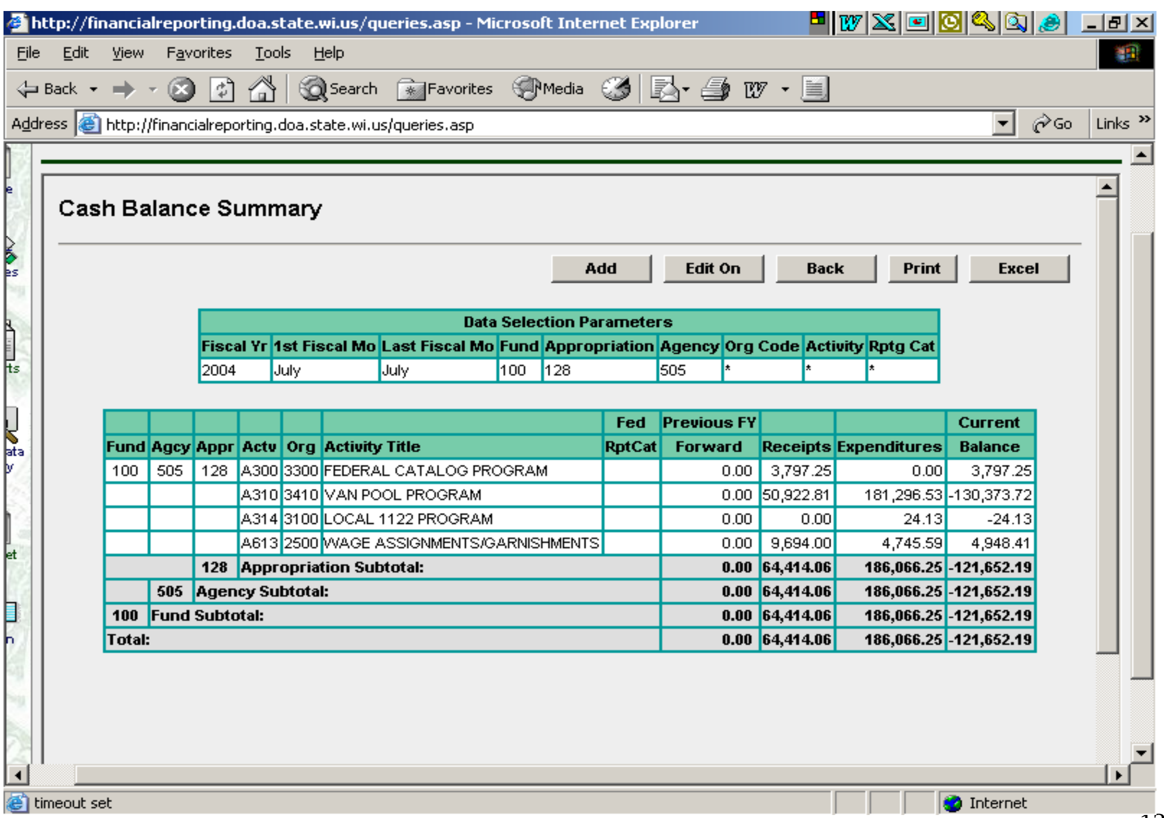
Cash Balance Summary

Add | Edit On | Back | Print | Excel

Data Selection Parameters								
Fiscal Yr	1st Fiscal Mo	Last Fiscal Mo	Fund	Appropriation	Agency	Org Code	Activity	Rptg Cat
2003	July	July	100	135	505	*	*	*

						Fed	Previous FY			Current
Fund	Agcy	Appr	Actv	Org	Activity Title	RptCat	Forward	Receipts	Expenditures	Balance
100	505	135	A006	4100	BUILDING CONSTRUCTION PROGRAM		3,658,501.16	743,694.43	583,229.56	3,818,966.03
			A013	4100	CENTRAL FUEL PROGRAM ADMIN		481,186.44	28,050.96	10,396.97	498,840.43
			A013	5300	CENTRAL FUEL PROGRAM ADMIN		0.00	0.00	671.28	-671.28
		135	**Appropriation Subtotal:**				**4,139,687.60**	**771,745.39**	**594,297.81**	**4,317,135.18**
	505	**Agency Subtotal:**					**4,139,687.60**	**771,745.39**	**594,297.81**	**4,317,135.18**
100	**Fund Subtotal:**						**4,139,687.60**	**771,745.39**	**594,297.81**	**4,317,135.18**
Total:							**4,139,687.60**	**771,745.39**	**594,297.81**	**4,317,135.18**

Above is the cash balance preview screen. At the beginning of a new fiscal year, the Beginning Cash Balance will be zero until the old fiscal year is closed (approx. mid September). The new fiscal year is shown below.



Cash Balance Summary

Add | Edit On | Back | Print | Excel

Data Selection Parameters								
Fiscal Yr	1st Fiscal Mo	Last Fiscal Mo	Fund	Appropriation	Agency	Org Code	Activity	Rptg Cat
2004	July	July	100	128	505	*	*	*

						Fed	Previous FY			Current
Fund	Agcy	Appr	Actv	Org	Activity Title	RptCat	Forward	Receipts	Expenditures	Balance
100	505	128	A300	3300	FEDERAL CATALOG PROGRAM		0.00	3,797.25	0.00	3,797.25
			A310	3410	VAN POOL PROGRAM		0.00	50,922.81	181,296.53	-130,373.72
			A314	3100	LOCAL 1122 PROGRAM		0.00	0.00	24.13	-24.13
			A613	2500	WAGE ASSIGNMENTS/GARNISHMENTS		0.00	9,694.00	4,745.59	4,948.41
		128	**Appropriation Subtotal:**				**0.00**	**64,414.06**	**186,066.25**	**-121,652.19**
	505	**Agency Subtotal:**					**0.00**	**64,414.06**	**186,066.25**	**-121,652.19**
100	**Fund Subtotal:**						**0.00**	**64,414.06**	**186,066.25**	**-121,652.19**
Total:							**0.00**	**64,414.06**	**186,066.25**	**-121,652.19**

WHAT IS THE DIFFERENCE BETWEEN QUERIES AND REPORTS?

The Reports screen allows you to personalize the Financial Reporting System. You can create and store combinations of data queries that are meaningful to you. The Reports screen also allows you to combine non-contiguous data elements into one report. For example, you could create a report to combine appropriations 101, 327 and 752. Three types of reports are available: Expense, Revenue and Cash Balance.

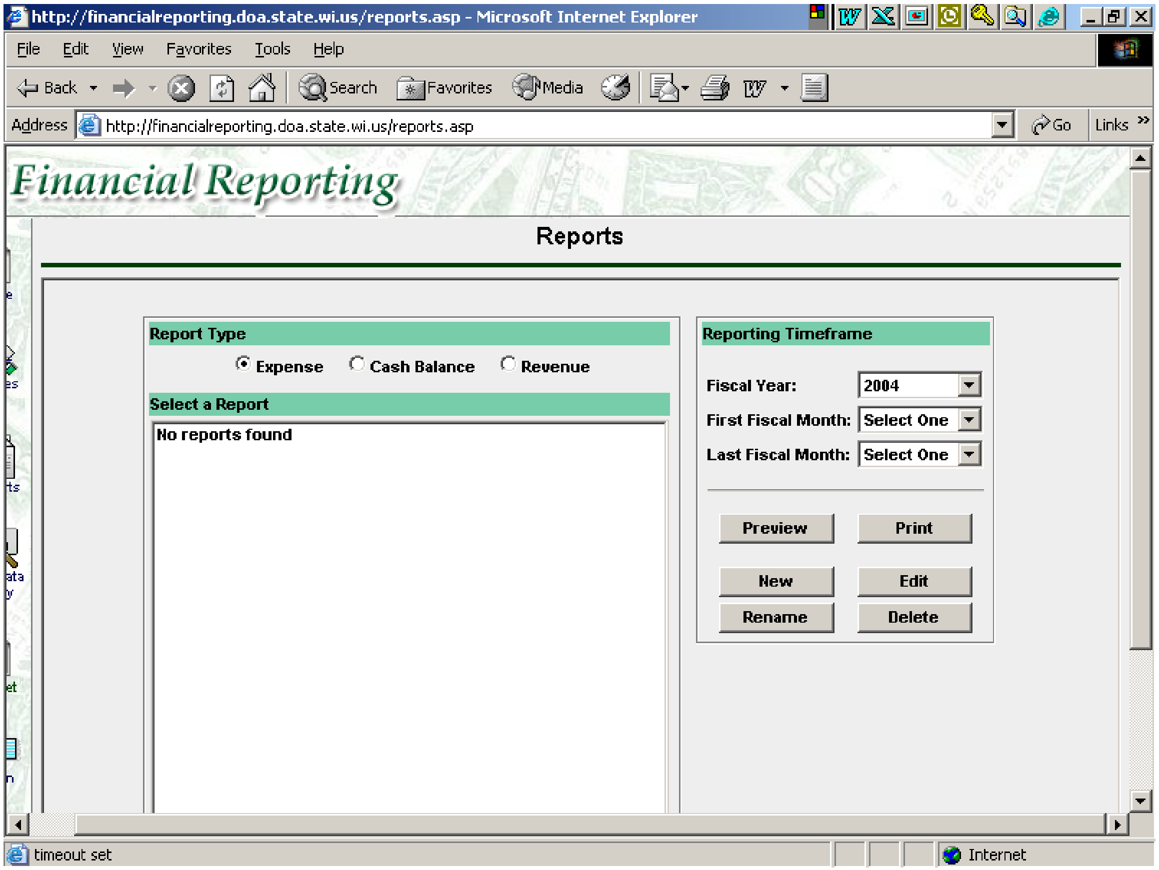
When you go to the Reports section for the first time, it will indicate that no reports have been found.

Creating reports actually begins in the Query section. You must have your desired selection criteria saved under the Query screen prior to creating a report. A query is saved by type as well. A saved cash balance query is only saved in the cash balance screen and can only be used when creating a cash balance report. The same is true for saved expense and revenue queries. A report can contain one or more queries of the same type. The report is printed in the same way a query is printed and can also be exported to Excel in the same way.

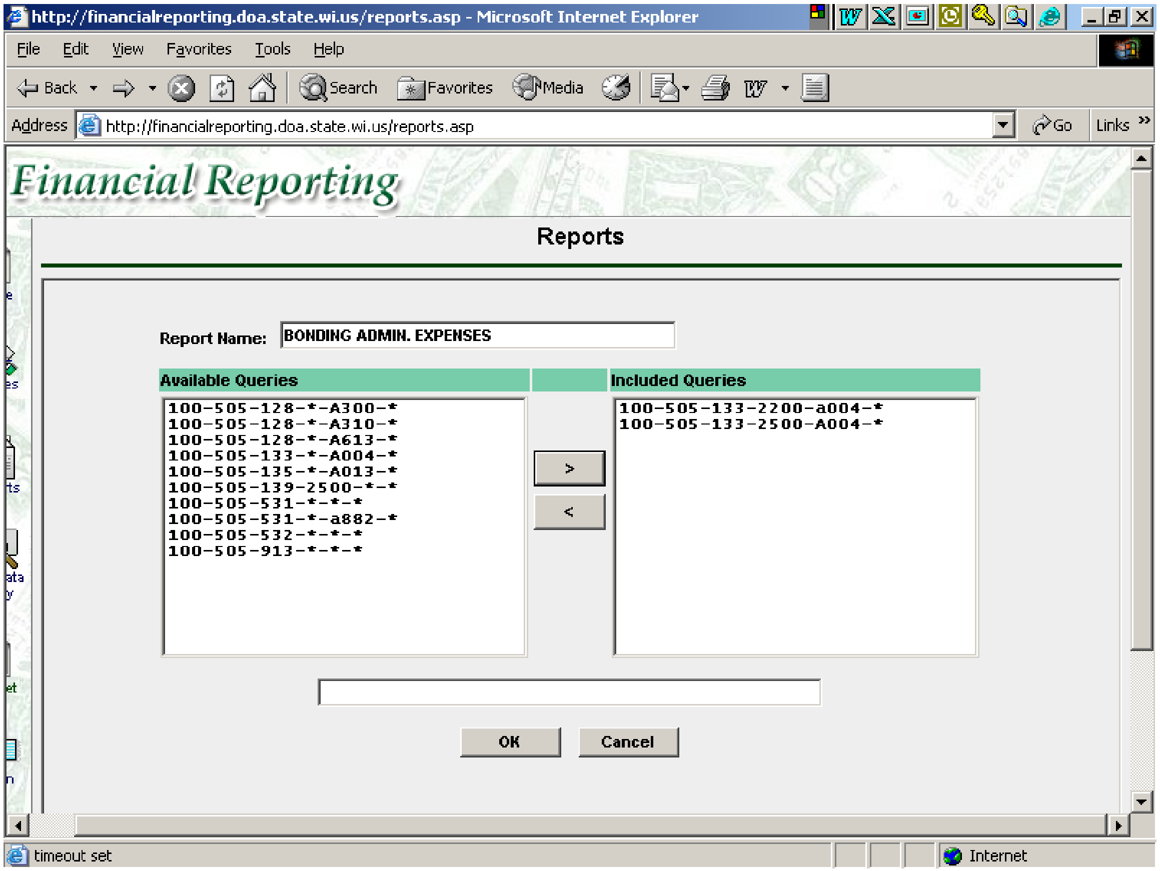
Other options on the Report screen:

- Print – directly prints the report from the select screen without previewing it
- Edit – allows the addition and deletion of query codes from a report
- Rename – changes the title of a saved report
- Delete – permanently removes a saved report from the report list

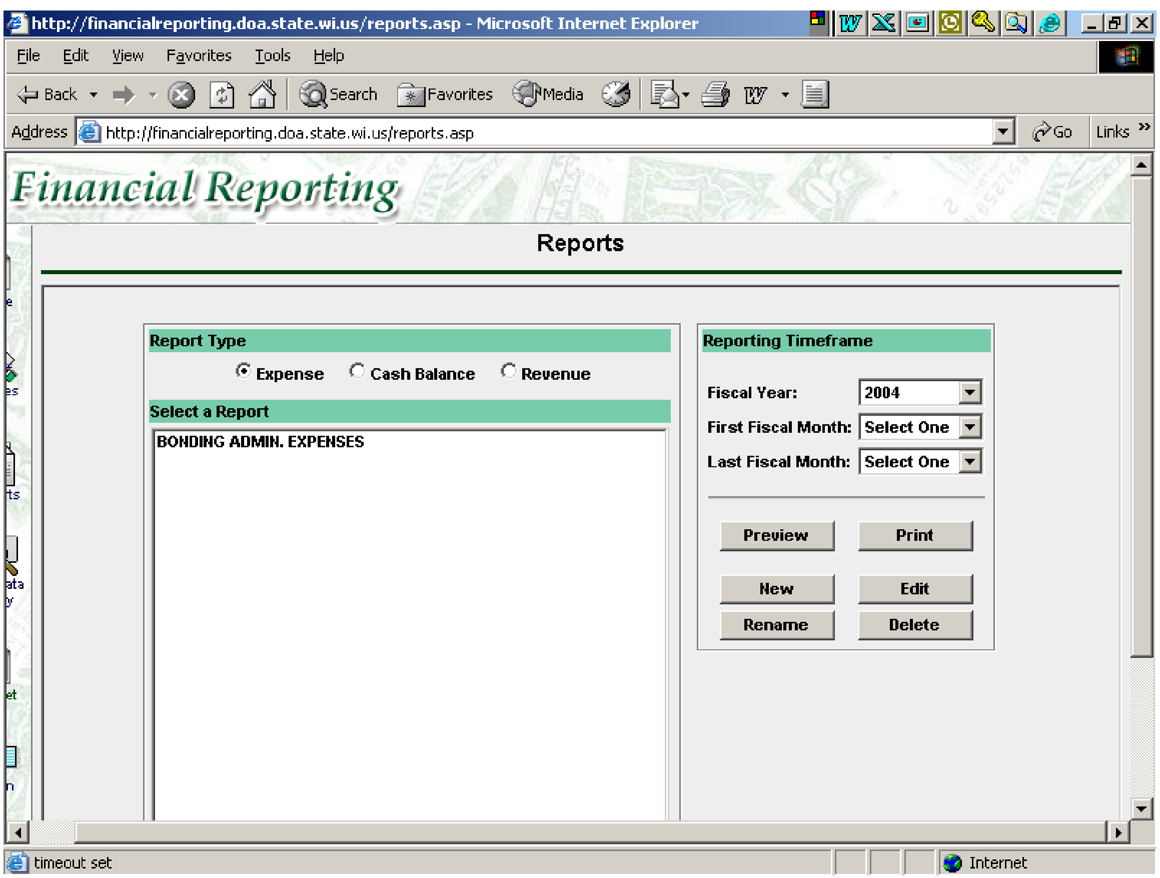
The following screens illustrate how to create a new report.



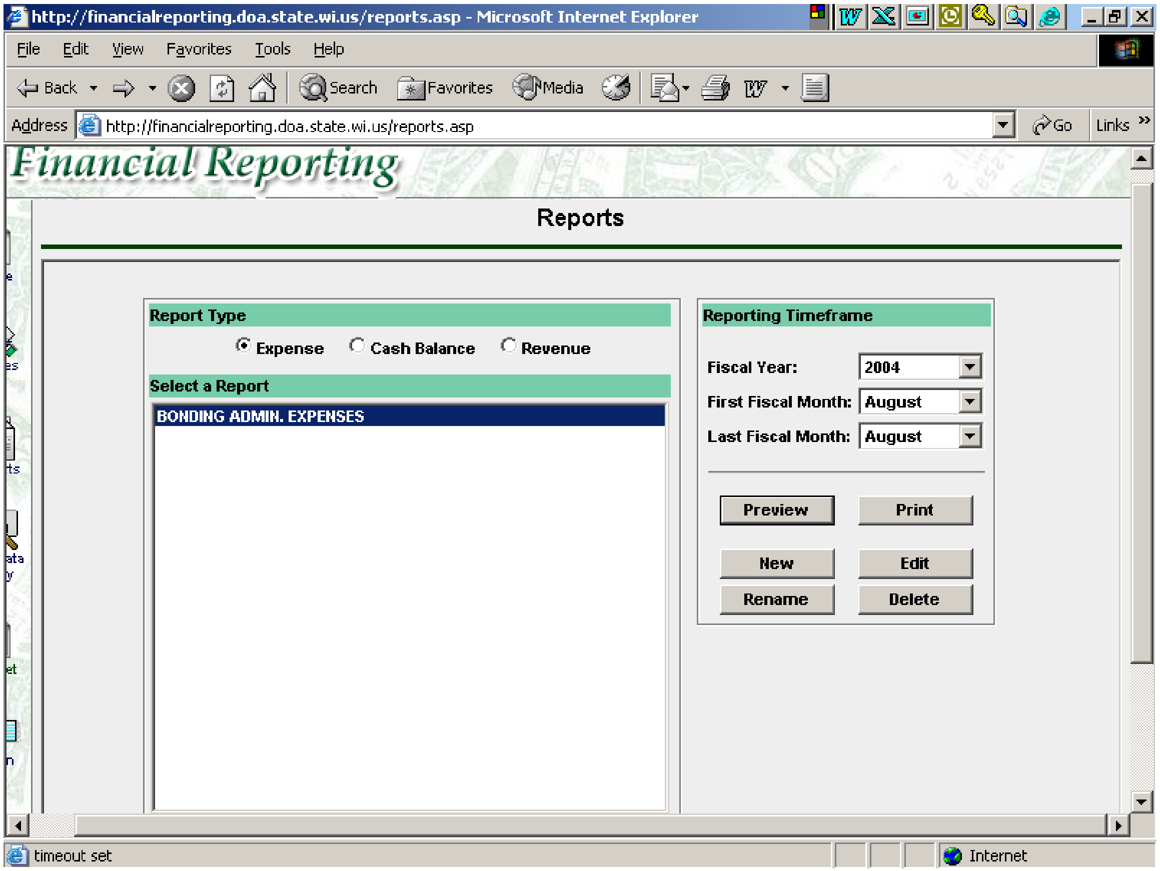
This is what the screen looks like the first time you want to create a report. To set up the criteria for a report, click on the "New" button and a list of the available queries for your report will be shown as follows.



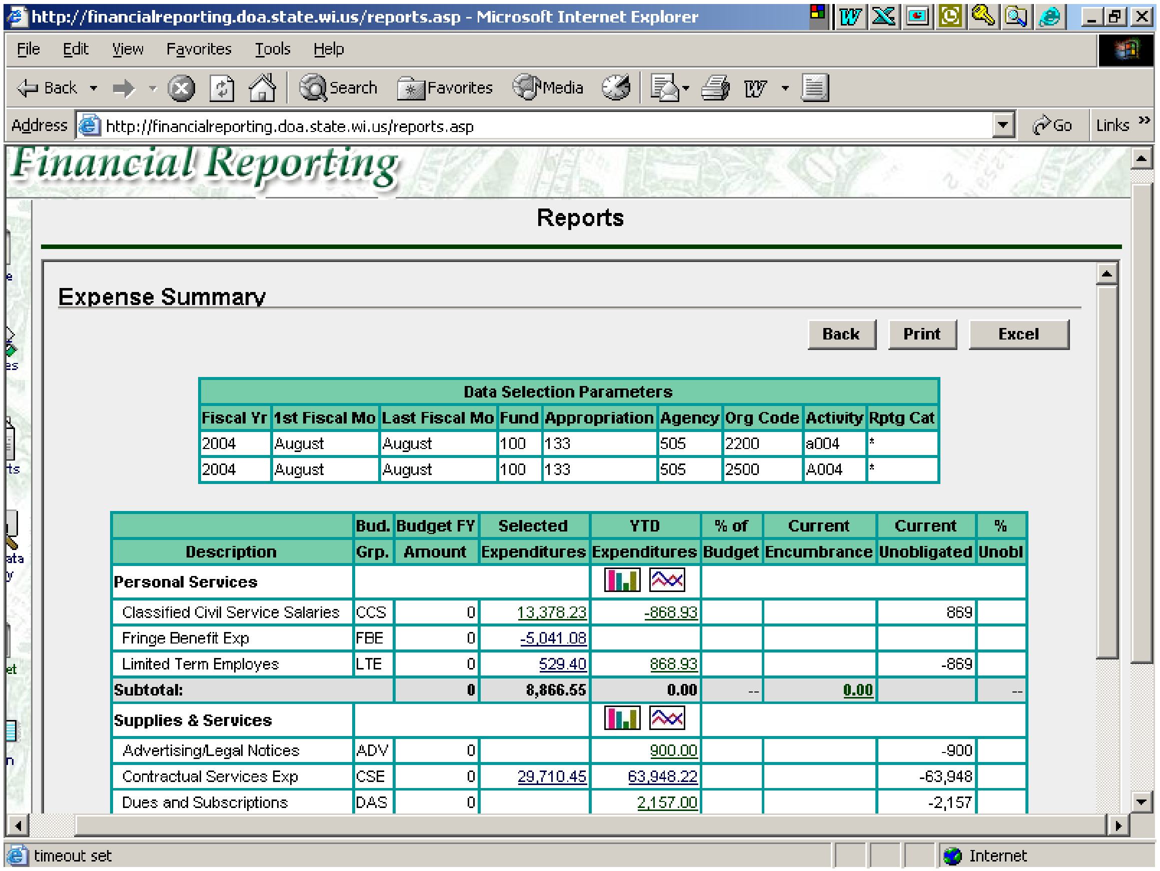
This screen shows the queries that can be used for the report called Bonding Admin Expenses. When you have chosen the queries for your report, use the > key to include them in your report; name the report in the top box and then click OK.



Once a report has been created, you can then select it to view a report for a specific time period by selecting information in the Reporting Timeframe box.



At this point, you can either preview the report or print it. The following screen shows the report as previewed. From here you can print or export it to Excel.



Data Selection Parameters								
Fiscal Yr	1st Fiscal Mo	Last Fiscal Mo	Fund	Appropriation	Agency	Org Code	Activity	Rptg Cat
2004	August	August	100	133	505	2200	a004	*
2004	August	August	100	133	505	2500	A004	*

Description	Bud. Grp.	Budget FY Amount	Selected Expenditures	YTD Expenditures	% of Budget	Current Encumbrance	Current Unobligated	% Unobl
Personal Services								
Classified Civil Service Salaries	CCS	0	13,378.23	-868.93			869	
Fringe Benefit Exp	FBE	0	-5,041.08					
Limited Term Employes	LTE	0	529.40	868.93			-869	
Subtotal:		**0**	**8,866.55**	**0.00**	--	**0.00**		--
Supplies & Services								
Advertising/Legal Notices	ADV	0		900.00			-900	
Contractual Services Exp	CSE	0	29,710.45	63,948.22			-63,948	
Dues and Subscriptions	DAS	0		2,157.00			-2,157	

FIRSt Helpful Hints

- **Query versus Report.** If it is possible to get everything you need with a single query, then query is the faster way to request summary data. However, if you need to see multiple accounting string data merged together, then you will need to set up the multiple queries as a Report.

  For example, if you want to know expenditures and encumbrances for a particular activity (A000) that has expenses in multiple appropriations and/or organizations you can do a query on the activity by requesting fund 100, agency 505, organization *, appropriation *, and activity a000. If you want to know total GPR expenses for the whole department, you need to set up individual queries for each GPR appropriation, then go to the Reports module and create a report that includes all these GPR queries.

- **End of month encumbrance balance.** If you need to have a record of the encumbrance balance at the end of the month, you need to print the FIRSt query/report on the first work day of the subsequent month. The encumbrance balance in FIRSt updates everyday. Therefore, the only day that you can get encumbrance data from FIRSt that ties out to

WISMART EOS reports will be the first work day of the month.

- **Specific month expenditure amounts and year to date expenditure amounts through a specified month.** On the first work day of a month, you can get a single report that has the previous month's expenditure and year to date expenditures through the end of the previous month. The selection timeframe first month and last month are both the previous calendar month. (April 1, 2002 select March as both the first and last month to get a March report similar to EOS reports AD37117, AD37168 or AD37169.)

  If you want monthly and year to date information for an earlier month you need to request 2 separate reports. One report that has the selected period (first and last month) as just the month and a second report that has the year to date as the selected period (first month is July and last month is the month requested. (For instance, if on April 15, 2002 you want to know what the expenditures were as of November 30, 2001, request November/ November for your first request and July/November on your second request.)