ADOA – General Accounting Office

QUICK REFERENCE GUIDE: INFOADVANTAGE REPLACEMENT REPORTS

INFOADVANTAGE REPLACEMENT REPORTS

Overview

This Quick Reference Guide provides users instructions on how to use 4 new infoAdvantage reports that will be replacing 42 reports effective 10/01/2022.

Learning Objectives

- Understand where to find instructions to extract needed information from new reports.

Note: For general information on running reports, refer to the QRG Introduction to infoAdvantage, section "Running a Report".

New Reports

INFOADVANTAGE REPORTS DICTIONARY

This report has been moved to the GAO website, AFIS / AFIS Information tab.

infoAdvantage Reports Dictionary will replace:

- FIN-AZ-COA-N674 - 1-STATEWIDE REPORTS DICTIONARY

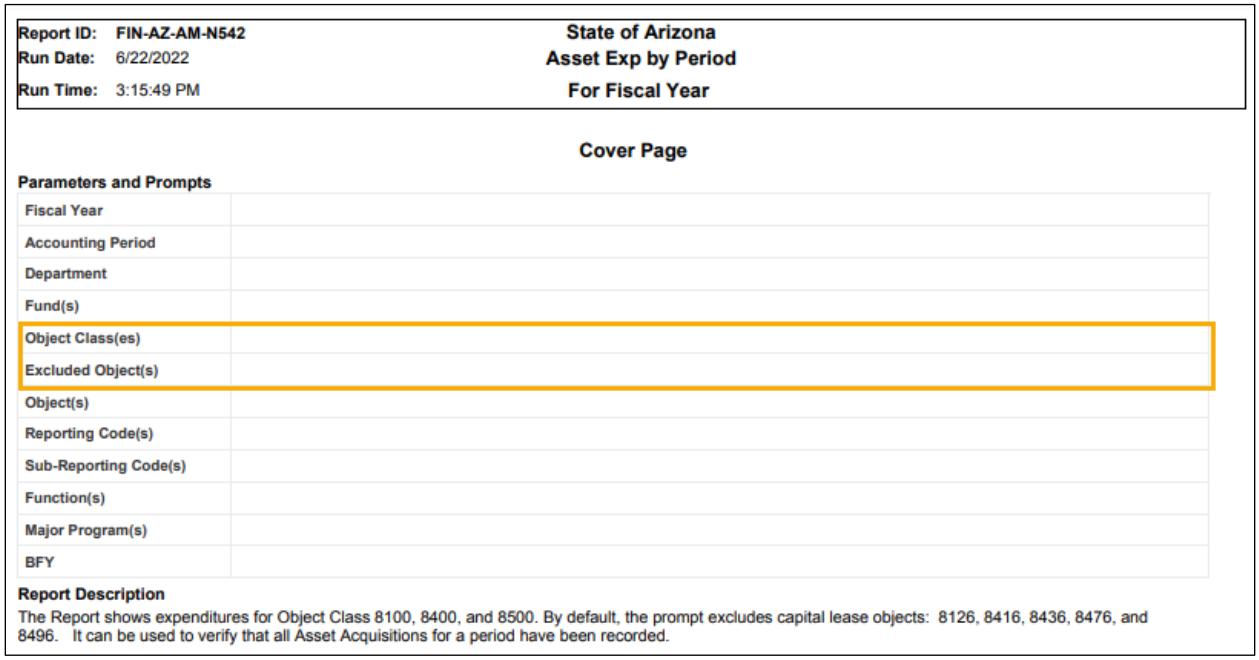
FIN-AZ-AM-N542 Asset Exp by Period

This report was modified to replicate the retiring FIN-AZ-GL-N616 Cash and Accrued Exp while retaining the original intent of the AM-N542. In June 2022, the N542 was modified by:

- Chart of account details added.
- Prompts were added and modified.
- Input controls added (including Appropriation and BFY).
- A Query and Filters tab was added.

To replicate data that was on the GL-N616, follow the steps below:

1. Object Class – remove the object class listed.
2. Exclude Objects – remove the objects listed.



Report ID: FIN-AZ-AM-N542	**State of Arizona**
Run Date: 6/22/2022	**Asset Exp by Period**
Run Time: 3:15:49 PM	**For Fiscal Year**

Cover Page

Parameters and Prompts

Fiscal Year	
Accounting Period	
Department	
Fund(s)	
Object Class(es)	
Excluded Object(s)	
Object(s)	
Reporting Code(s)	
Sub-Reporting Code(s)	
Function(s)	
Major Program(s)	
BFY	

Report Description

The Report shows expenditures for Object Class 8100, 8400, and 8500. By default, the prompt excludes capital lease objects: 8126, 8416, 8436, 8476, and 8496. It can be used to verify that all Asset Acquisitions for a period have been recorded.

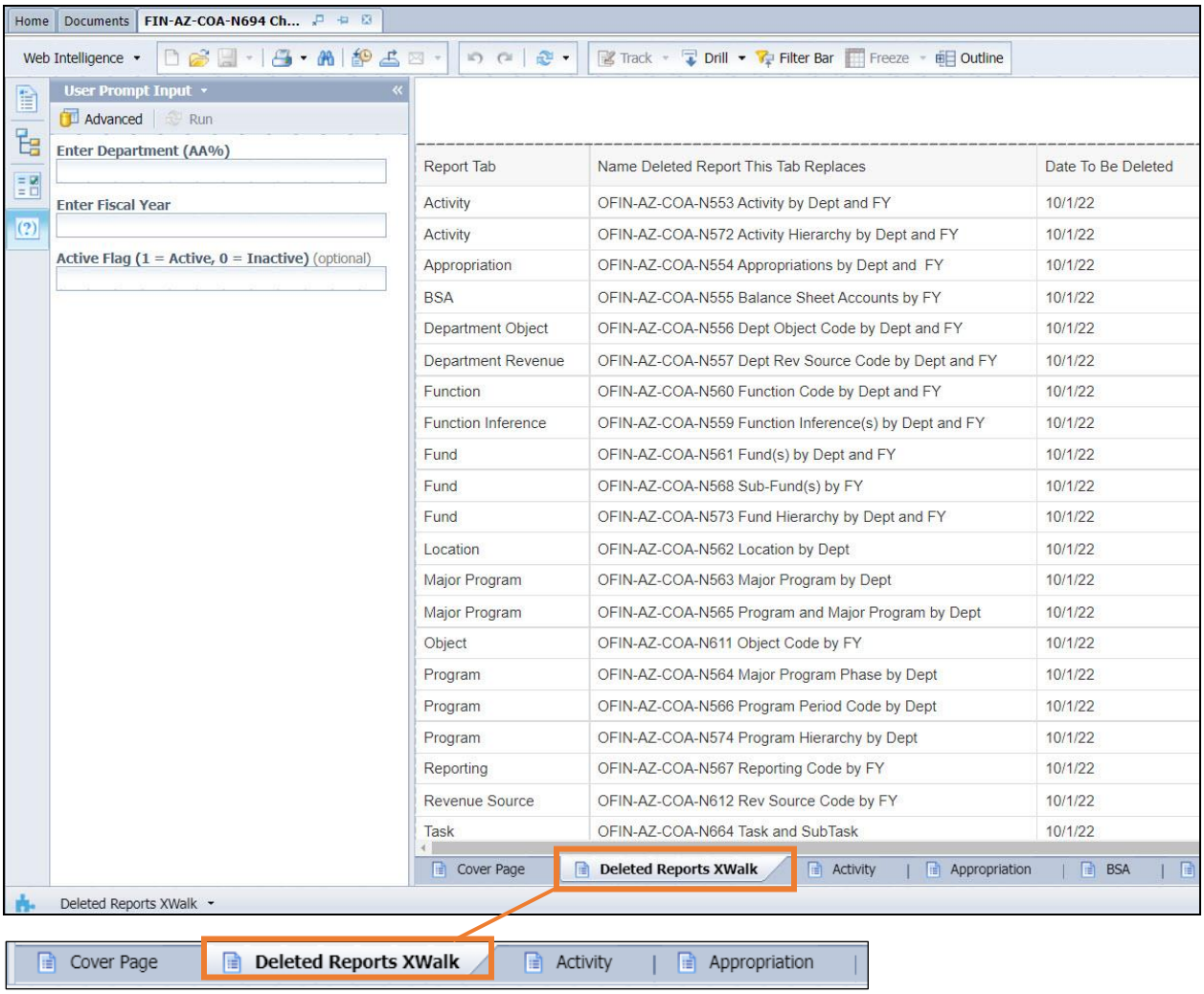
FIN-AZ-AM-N542 Asset Exp by Period will replace:

- FIN-AZ-GL-N616 - Cash and Accrued Exp

FIN-AZ-COA-N694 CHART OF ACCOUNTS

This new report will replace 25 Statewide Chart of Account reports (listed below) and can replace many Departmental On Demand reports.

The **Deleted Reports XWalk** tab provides information to users on ways to capture data similar to the replaced reports.



Report Tab	Name Deleted Report This Tab Replaces	Date To Be Deleted
Activity	OFIN-AZ-COA-N553 Activity by Dept and FY	10/1/22
Activity	OFIN-AZ-COA-N572 Activity Hierarchy by Dept and FY	10/1/22
Appropriation	OFIN-AZ-COA-N554 Appropriations by Dept and FY	10/1/22
BSA	OFIN-AZ-COA-N555 Balance Sheet Accounts by FY	10/1/22
Department Object	OFIN-AZ-COA-N556 Dept Object Code by Dept and FY	10/1/22
Department Revenue	OFIN-AZ-COA-N557 Dept Rev Source Code by Dept and FY	10/1/22
Function	OFIN-AZ-COA-N560 Function Code by Dept and FY	10/1/22
Function Inference	OFIN-AZ-COA-N559 Function Inference(s) by Dept and FY	10/1/22
Fund	OFIN-AZ-COA-N561 Fund(s) by Dept and FY	10/1/22
Fund	OFIN-AZ-COA-N568 Sub-Fund(s) by FY	10/1/22
Fund	OFIN-AZ-COA-N573 Fund Hierarchy by Dept and FY	10/1/22
Location	OFIN-AZ-COA-N562 Location by Dept	10/1/22
Major Program	OFIN-AZ-COA-N563 Major Program by Dept	10/1/22
Major Program	OFIN-AZ-COA-N565 Program and Major Program by Dept	10/1/22
Object	OFIN-AZ-COA-N611 Object Code by FY	10/1/22
Program	OFIN-AZ-COA-N564 Major Program Phase by Dept	10/1/22
Program	OFIN-AZ-COA-N566 Program Period Code by Dept	10/1/22
Program	OFIN-AZ-COA-N574 Program Hierarchy by Dept	10/1/22
Reporting	OFIN-AZ-COA-N567 Reporting Code by FY	10/1/22
Revenue Source	OFIN-AZ-COA-N612 Rev Source Code by FY	10/1/22
Task	OFIN-AZ-COA-N664 Task and SubTask	10/1/22

FIN-AZ-COA-N694 Chart of Accounts will replace these reports:

- OFIN-AZ-COA-N553 - Activity by Dept and FY
- OFIN-AZ-COA-N554 - Appropriations by Dept and FY
- OFIN-AZ-COA-N555 - Balance Sheet Accounts by FY
- OFIN-AZ-COA-N556 - Dept Object Code by Dept and FY
- OFIN-AZ-COA-N557 - Dept Rev Source Code by Dept and FY
- OFIN-AZ-COA-N558 - Division(s) by Dept and FY
- OFIN-AZ-COA-N559 - Function Inference(s) by Dept and FY
- OFIN-AZ-COA-N560 - Function Code by Dept and FY

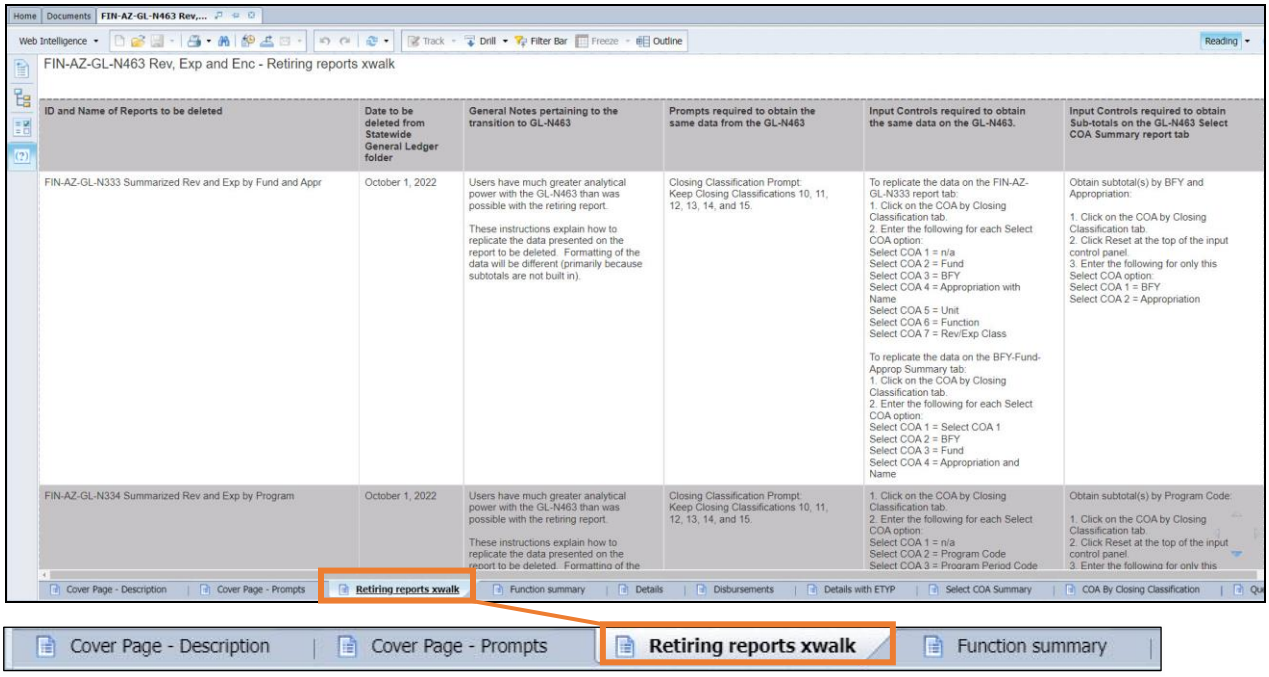
- OFIN-AZ-COA-N561 - Fund(s) by Dept and FY
- OFIN-AZ-COA-N562 - Location by Dept
- OFIN-AZ-COA-N563 - Major Program by Dept
- OFIN-AZ-COA-N564 - Major Program Phase by Dept
- OFIN-AZ-COA-N565 - Program and Major Program by Dept
- OFIN-AZ-COA-N566 - Program Period Code by Dept
- OFIN-AZ-COA-N567 - Reporting Code by FY
- OFIN-AZ-COA-N568 - Sub-Fund(s) by FY
- OFIN-AZ-COA-N569 - Sub-Unit and Unit by Dept and FY
- OFIN-AZ-COA-N570 - Unit by Dept and FY
- OFIN-AZ-COA-N572 - Activity Hierarchy by Dept and FY
- OFIN-AZ-COA-N573 - Fund Hierarchy by Dept and FY
- OFIN-AZ-COA-N574 - Program Hierarchy by Dept
- OFIN-AZ-COA-N575 - Unit Hierarchy by Dept and FY
- OFIN-AZ-COA-N611 - Object Code by FY
- OFIN-AZ-COA-N612 - Rev Source Code by FY
- OFIN-AZ-COA-N664 - Task and SubTask

FIN-AZ-GL-N463 REV, EXP AND ENC

This new report will replace 15 Statewide General Ledger Revenue and Expenditure reports (listed below) and can replace many Departmental On Demand reports.

Users have much greater analytical power with the GL-N463 than was possible with the retiring reports.

The Retiring reports xwalk tab provides information to users on ways to capture data similar to the replaced reports.



FIN-AZ-GL-N463 Rev, Exp and Enc - Retiring reports xwalk

ID and Name of Reports to be deleted	Date to be deleted from Statewide General Ledger folder	General Notes pertaining to the transition to GL-N463	Prompts required to obtain the same data from the GL-N463	Input Controls required to obtain the same data on the GL-N463.	Input Controls required to obtain Sub-totals on the GL-N463 Select COA Summary report tab
FIN-AZ-GL-N333 Summarized Rev and Exp by Fund and Appr	October 1, 2022	Users have much greater analytical power with the GL-N463 than was possible with the retiring report. These instructions explain how to replicate the data presented on the report to be deleted. Formatting of the data will be different (primarily because subtotals are not built in).	Closing Classification Prompt: Keep Closing Classifications 10, 11, 12, 13, 14, and 15.	To replicate the data on the FIN-AZ-GL-N333 report tab: 1. Click on the COA by Closing Classification tab. 2. Enter the following for each Select COA option: Select COA 1 = n/a Select COA 2 = Fund Select COA 3 = BFY Select COA 4 = Appropriation with Name Select COA 5 = Unit Select COA 6 = Function Select COA 7 = Rev/Exp Class To replicate the data on the BFY-Fund-Approp Summary tab: 1. Click on the COA by Closing Classification tab. 2. Enter the following for each Select COA option: Select COA 1 = Select COA 1 Select COA 2 = BFY Select COA 3 = Fund Select COA 4 = Appropriation and Name	Obtain subtotal(s) by BFY and Appropriation: 1. Click on the COA by Closing Classification tab. 2. Click Reset at the top of the input control panel. 3. Enter the following for only this Select COA option: Select COA 1 = BFY Select COA 2 = Appropriation
FIN-AZ-GL-N334 Summarized Rev and Exp by Program	October 1, 2022	Users have much greater analytical power with the GL-N463 than was possible with the retiring report. These instructions explain how to replicate the data presented on the report to be deleted. Formatting of the	Closing Classification Prompt: Keep Closing Classifications 10, 11, 12, 13, 14, and 15.	1. Click on the COA by Closing Classification tab. 2. Enter the following for each Select COA option: Select COA 1 = n/a Select COA 2 = Program Code Select COA 3 = Program Period Code	Obtain subtotal(s) by Program Code: 1. Click on the COA by Closing Classification tab. 2. Click Reset at the top of the input control panel. 3. Enter the following for only this

FIN-AZ-GL-N463 REV, EXP AND ENC will replace these reports:

- FIN-AZ-GL-N333 - Summarized Rev and Exp by Fund and Appr
- FIN-AZ-GL-N334 - Summarized Rev and Exp by Program
- FIN-AZ-GL-N335 - Summarized Rev and Exp by Fund
- FIN-AZ-GL-N616 - Cash and Accrued Exp by Period (also replaced by the AM-N542)
- FIN-AZ-GL-N623 - Rev by Period
- FIN-AZ-GL-N640 - Monthly and Yearly Exp Comparison
- FIN-AZ-GL-N641 - Monthly Exp Comparison
- FIN-AZ-GL-N642 - Quarterly Exp Comparison
- FIN-AZ-GL-N643 - Yearly Exp Comparison
- FIN-AZ-GL-N650 - Monthly and Yearly Rev Comparison
- FIN-AZ-GL-N651 - Monthly Rev Comparison
- FIN-AZ-GL-N652 - Quarterly Rev Comparison
- FIN-AZ-GL-N653 - Yearly Rev Comparison
- FIN-AZ-GL-N666 - Rev and Exp Trend by Fund
- FIN-AZ-GL-N672 - Rev and Exp Trend by Function