



Finance web and warrant queries

Introduction

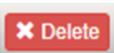
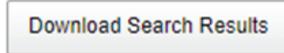
We have designed a tool, to allow you to create custom queries. Your results will display, and you can download your search results to view in excel.

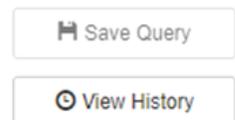
When using these queries, remember to click the green search button, rather than hitting enter on your keyboard.

Online accounting journal

Using the online accounting journal, allows you to customize your search with as many elements of criteria as you wish.

The screenshot shows the 'Online Accounting Journal Query' interface. It includes a 'Select filters' section with fields for Fiscal Year (2023), Vendor Code (VC000175664), and Account Type (22 - Expenditure). There are 'Add filter' and 'Delete' buttons. A 'Run Search' button is highlighted with a green circle. To the right, there are 'Available to select' and 'Currently Selected' columns with various field options. A 'Download Search Results' button is also visible. The interface shows a table with columns for Account Type, Department, Dollar Amount, Fiscal Month, Fiscal Year, Line Description, Line Number, Object, Vendor Code, Vendor Invoice, and Vendor Name. The table currently displays 'No data available in table'.

1. Select **Add filter**  button to create your criteria. Continue adding filters, to add additional filters to your criteria to customize your search. If a line of criteria is no longer needed, click the delete  button.
2. Select the fields to display. The **Available to Select**, and the **Currently Selected** columns to the right show fields to choose from. The currently selected displays the fields that will be displayed in your results. You can customize the fields to display your results by adding or removing fields in the available to select and currently selected section.
3. Select the **Run Search**  button.
4. View results and download search results by selecting the  button.
5. Optional - you can narrow your search results using the **Narrow Search**.
6. You can save your query for future use, by clicking **Save Query**.
You can access previous or saved queries by selecting View **History**.



Save Query

Add Description for Query:

Fiscal_Year = '2023'
UPPER(Vendor_Customer) = 'VC0000175664'
Account_Type = '22'

test vendor query

Save Query

Close

View Query History Returning 7 out of 10 records]

Query	Date Saved	Description
<input type="radio"/> Fiscal_Year = '2020' Vendor_Customer LIKE('%VC0000154901%') Unit = '7180' Department = '060' Account_Type = '22'	11/7/19 11:17 AM	test query 060
<input type="radio"/> Fiscal_Year = '2020' Department = '190' Tran_ID LIKE('%CAPAY%') Fund = '2395' Fiscal_Period = '13' Unit = '2320'	8/20/20 2:58 PM	Balance Object from Labor IN Acct Jml
<input type="radio"/> Fiscal_Year = '2020' Appropriation = 'NAL' Account_Type = '31'	11/20/20 9:03 AM	NAL_Revenue Query
<input type="radio"/> Fiscal_Year = '2022' Department = '962' Fund = '9210' Account_Type = '22' Fiscal_Period = '05'	2/7/22 4:43 PM	Port Authority Query
<input type="radio"/> Fiscal_Year = '2022' Department = '962' Fund = '9210' Account_Type = '22'	2/9/22 9:09 AM	Inland Port Authority
<input type="radio"/> Fiscal_Year = '2024' AND	11/8/23 2:19 PM	Rosarios Query

Load Query

Close

Labor plus

The online labor query uses the labor distribution table to query employee hours charged to FINET accounting codes.

Online Labor Query

The screenshot shows the 'Online Labor Query' interface. On the left, there are 'Select filters' for Fiscal Year (2024), Department (150), and Charge Type. A dropdown menu is open, showing options like 'Pay Period End Date', 'Fund', 'Unit', 'Approp Unit', 'Object', 'Activity', 'Function', 'Program', 'Phase', 'Employee Name', 'Employee Number', 'Home Department', 'Home Unit', 'Home Distribution', 'ZDate', 'ZFor Date', 'Check Date', 'Charge Dollars', and 'Charge Hours'. A red arrow points to this menu. In the center, there are buttons for 'Run Search', 'Save Query', 'View History', and 'Clear Report'. On the right, there are 'Available to Select' and 'Currently Selected' lists. Below these is a table with columns: Charge Unit, Charge Dollars, Charge Fund, Charge Hours, Employee Name, Employee Number, Object, and Pay Period End Date. The table currently shows 'No data available in table'.

Customize your filters

You can download your results. In this query it returned 926 records, showing us only 10 at a time.

This screenshot shows the same interface as above but with search results. The 'Employee Name' filter is set to 'contains BUCKLEY'. The table now displays 10 records. A red box highlights the 'Download Search Results' button in the top right corner.

Charge Department -	Charge Unit -	Charge Fund -	Employee Number -	Object -	Pay Period End Date -
150	0480	1000	210995	5300	09/15/2023
150	0480	1000	210995	5300	09/15/2023
150	0480	1000	210995	5300	09/15/2023
150	0480	1000	210995	5300	09/15/2023
150	0480	1000	210995	5160	09/15/2023
150	0480	1000	210995	5160	09/15/2023
150	0480	1000	210995	5160	09/15/2023

Vendor name lookup

To view vendor name lookup, go to Vendor > **Vendor Customer** in the navigation bar of data warehouse.



The Vendor Name Lookup allows you to lookup a Vendor Name, using either Vendor Name, or Tax Payer ID or SSN.

Vendor/Customer

Vendor Name: Tin Number:

Show 10 entries

Vendor	Customer	Vendor Name	DBA Name	TIN#	Vendor Customer	Address Type	Address ID	Vendor Address
No data available in table								

Returning 0 to 0 of 0 records

Results are displayed, and indicates if it is vendor or customer.

Vendor Customer Name Lookup

Vendor Name: Tin Number:

Show 10 entries

Vendor	Customer	Vendor Name	DBA Name	TIN#	Vendor Customer	Address Type	Address ID	Vendor Address
✓	✗	UTAH IDAHO COLOR & ABRASIVES INC	UT/ID COLOR & ABRASIVES	*****6622	VCD000150781	Payment	AD001	8655 S HARRISON SANDY, UT 84070
✓	✗	UTAH IDAHO COLOR & ABRASIVES INC	UT/ID COLOR & ABRASIVES	*****8622	VCD000150781	Ordering	AD001	8655 S HARRISON SANDY, UT 84070
✗	✓	UTAH IDAHO COLOR ABRASIVES INC		*****4985	VCD000130630	Billing	AD001	8655 S HARRISON ST SANDY, UT 84070
✓	✗	UTAH IDAHO						525 N 1000 W Logan

Returning 1 to 10 of 15 records

Warrant queries

Go to **Warrant Queries** in the navigation bar of data warehouse.



You can search for Warrant/Checks and EFTs, issued by FINET.

Search using Invoice numbers, check or EFT numbers, or using the vendor name or code, as well as GAX, GMA, or PRC.

What's the difference between Legacy Warrant Issues and Warrant Issues?



In September of 2021 we changed software for sending payments to the banks. Use the Legacy Warrant Queries for payments PRIOR to Sept 2021. There is a possibility that payments +/- 60 days near Sept 2021, could display in both systems. This is to allow for the date the payment is sent to the bank, and the date a check clears the bank.

Warrant queries by Invoice Number

Warrant Invoice

Invoice Number:

Show 10 entries Narrow Search:

Check/EFT Number	Invoice Number	Bank Clear Date	EFT Effective Date	Vendor Customer	Vendor Name	DBA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept
No data available in table											

Returning 0 to 0 of 0 records Previous Next

Search using the Vendor Invoice number. Use the invoice number found in FINET.

Warrant queries by Warrant Number

Use this query to search for Warrants, Checks and EFTs.

Warrant Number

Check/EFT:

Show 10 entries Narrow Search:

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DBA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit
No data available in table											

Returning 0 to 0 of 0 records Previous Next

Warrant queries by Vendor Name or Vendor Number

Warrant Vendor Name

Fiscal Year: Department: Vendor Name:

Show 10 entries Narrow Search:

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DBA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit	Ref Tran ID	Amount
No data available in table													

Returning 0 to 0 of 0 records Previous Next

Search using the **Vendor Name**, and returns results associated with that Vendor Name.
Or you can search using the **Vendor Number**.

Warrant Vendor Number

Fiscal Year: Vendor Number:

Show 10 entries Narrow Search:

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DBA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit
No data available in table											

Returning 0 to 0 of 0 records Previous Next

Warrant queries by GAX/PRC/GMA

Search for Warrant of EFT.

Search using the **transaction ID**, you can include the department number at the beginning, OR you can simply use the **Doc ID** found in FINET. Exclude the document

Warrant GAX / PRC / GMA

GAX / PRC / GMA:

Examples:
4805150000000012 (Department + Document Number)
5150000000012 (Document Number)

Show 10 entries Narrow Search:

Check/EFT Number	Bank Clear Date	EFT Effective Date	Vendor Number	Vendor Name	DBA Name	Primary Payee First Name	Primary Payee Last Name	Secondary Payee First Name	Secondary Payee Last Name	Dept	Unit
No data available in table											

Returning 0 to 0 of 0 records Previous Next

Online general ledger (1995 to 2006)

In 1996, the division of finance had a major upgrade in accounting software. If you need to query data prior to 1997, you can use this tool. Keep in mind, much of the accounting codes, and chart of account elements have changed since then. You will need to know what codes to use to return successful results.

- Go to **Online Queries** in the navigation bar.
- Select **Online General Ledger (1995 to 2006)** from the drop-down.

STATE DATA WAREHOUSE

Welcome Sign out

Home Vendor Online Queries Legacy Warrant Queries Warrant Queries Settings About Contact

Online Accounting Journal

Labor Plus

Online Travel

Online Legacy Warrant Search

Online Warrant Search

Online General Ledger (1995 to 2006)

Data Warehouse

The Division of Finance provides a central repository of state financial information to be used for reporting and data analysis. Our primary reporting tool is IBM's Cognos. Information stored in the data warehouse is updated from the State Financial Reporting System (SFARS), the State Personnel Management System (SPMS), the State Human Resource Management System (SRMS) (Department of Human Resource Management) and other systems supported by the Division of Finance. Our primary goal is to provide a timely manner to assist state agencies with their reporting needs.

Click on the link to the right to view the online query.

Online General Ledger Query (1995 to 2006)

Select filters

Fiscal Year: 2006 AND + Add filter

▼

- Fund
- Agency/Org
- Approp Unit
- BS Acct
- Object
- Rev Source
- Activity
- Reporting Category

Current Filter: Project '2006'

Available to Select

- Acceptance Date
- Activity
- Agency
- Appropriation Org
- Appropriation Unit
- Bank Account Code
- Batch Date
- Batch Number

Currently Selected

- Account Type
- Agency/Organization
- Dollar Amount
- Fiscal Year-Month
- Line Description
- Object
- Transaction ID
- Vendor Name

Summarize

Run Search Save Query View History Clear Report

Download Search Results

Narrow Search:

Agency/Organization ^	Dollar Amount ^	Fiscal Year-Month ^	Line Description ^	Object ^	Transaction ID ^	Vendor Name ^
No data available in table						

Selecting your criteria and viewing your results functions the same as other queries within this tool. (Online accounting journal)