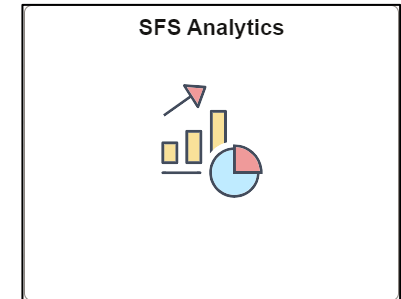# SFS Analytics Reports to Monitor Procurement Activity

Agenda

- Introduction to SFS Analytics

- DW268 – Encumbrances by Purchase Order

- DW426 – P-Card/NET Card Analysis

- Questions and Answers

Note: Please type questions into the Webex chat window at any time during today's presentation.

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Introduction to SFS Analytics

Speaker Name

SFS Analytics

- A powerful and flexible interactive reporting tool, to assist agencies with reporting and data analysis needs.

- Accessible from the SFS Homepage, through the SFS Analytics tile, for users provisioned a reporting role in SFS.

- Data is sourced from the SFS Production environment as of the close of business one day prior.

- Landing page provides quick access to:
  - Different types of reports
  - User Resources and Guides
  - Report Catalog

SFS Analytics landing page

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DW268 – Encumbrances by Purchase Order

DW268 – Encumbrances by Purchase Order

- Available under the Budget Reports section of SFS Analytics.

- Used to monitor encumbrances by information, including purchase order, supplier, and contract.

- Each purchase order can be viewed by encumbered, liquidated, and remaining encumbrance amounts.

- Report User Guide available on the Help tab.

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Demonstration:

Using the DW268

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DW426 –
P-Card/NET Card Analysis

DW426 – P-Card/NET Card Analysis

- Available under the Document Listing Reports section of SFS Analytics.

- Provides a wide variety of information related to Procurement and NET card activity, including data based on employee, card, and department or region.

- Report User Guide available on the Help tab.

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Demonstration:

Using the DW426

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Resources and Support

- SFS Analytics Resources
  - Videos
  - User Guides
  - Report Catalog

- SFS Help Desk
  - helpdesk@sfs.ny.gov
  - SFS Support Tile
  - 518-457-7737 or 877-737-4185 (toll-free)

Contents subject to change.

User Resources Page

- Includes quick videos, recorded workshops, and step-by-step training focused on SFS Analytics.

- Hover your mouse over each workshop hyperlink to view timestamps for each topic.

- First time using these videos? Check out the Tips Guide hyperlinked at the top of the page.

Questions and Answers

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