AgencyWeb Job Aid

Inquiry Features

Overview

All AgencyWeb users have Inquiry access. This includes people with Dynamics – Warrant Maintenance access.

Inquiry access allows you to:

1. Access General Ledger postings
2. Access Warrant information
3. Access Credit Line and Pooled Funds information
4. Access Reports

Security Access required: Agency Web – Inquiry

- *Security access is restricted to Agencies for which you are responsible*

System Used: AgencyWeb

Special Access notes: None

Note: Agency or Agencies you are authorized to view

- If you authorized to view information for one Agency only, that information will automatically be displayed when you select the tabs for GL Inquiry, Warrant Inquiry, and Credit Line & Pooled Funds
- Some individuals can view information for more than one Agency. In this case, the tabs for GL Inquiry, Warrant Inquiry, and Credit Line & Pooled Funds will not display any data when you first select the tab. You must select one or more Agencies from a drop-down list

AgencyWeb Job Aid

Inquiry Features

Overview

Tasks in this Job Aid

AgencyWeb Job Aid

Inquiry Features

GL (General Ledger) Inquiry	
The General Ledger Inquiry allows you to: • Quickly view a summary of the 210100 Main Account (Deposits Held for Agencies) • View a breakdown of the Main Account by Treasurer Assigned Fund (TAF) and Agency Account • View the detailed transactions for each TAF / Agency Account (showing date and Object Code) Copy, Save, and Print options are available (see the Copy, Save, and Print Options section in this document)	
1	Log on to the AgencyWeb
2	Select the **GL Inquiry** tab
3	Select the Agency or Agencies you are researching *Note: If you have authorization for only one Agency, it will automatically show data for that Agency* To select one or more Agencies, click the **My Agencies** button to display a drop-down list of all Agencies you are authorized to view. • *If this list is incorrect, please log off and select the "**Contact Us**" link from the AgencyWeb Home screen. Complete the email with a descriptive Subject line and a detail of the issue. Treasury Accounting and I.T. will review your Access Form on file, and will contact you to resolve the issue*
4	Click the checkbox(es) to select the Agency or Agencies to view • Note that there is a checkbox that will select all Agencies in your list
5	Click the **Get Accounts for** *x#* **Selected Agencies** button

	GL (General Ledger) Inquiry

6	Sections of the screen
	
	Top Section (Summary for Main Account 210100 = Deposits Held For Agencies)
	• If you select more than one Agencies, one row for each Agency will display in this section
	• *Note: For multiple Agencies, the display sort is:*
	    ○ *Primary Sort = Main Account*
	    ○ *Secondary Sort = Agency Name (A-to-Z)*
	
	Bottom Section (First level of detail for Main Account selected - TAF / Agency Account)
	• If you have access for one Agency only, the bottom section will display automatically when you access the GL Inquiry tab
	• If you have access for more than one Agency, and you have selected more than one Agency in Step 4 above…
	    ○ You must click (anywhere) on one of the rows in the Top Section, at which time the bottom section will populate with the detailed data relevant to that Main Account / Agency combination
	
	Hint: Once you have your information displayed in the lower section, you may click the "**Hide Main Accounts**" button in the top section to collapse that section of the display.
	• Once collapsed, the button name changes to "**Show Main Accounts**" which you can click to expand the section

7	To view the individual general ledger transactions for the rows in the bottom section of the screen, click (anywhere) on a row • The resulting display will be the lowest level of detail available (sorted by transaction date) Important Note: This display actually opens as a separate window. When you are through viewing this window, close it by clicking on the "**X**" in the upper right-hand corner of the window

GL (General Ledger) Inquiry

The General Ledger Transactions window

- When you first view detailed General Ledger transactions, you will see transactions for the current open month

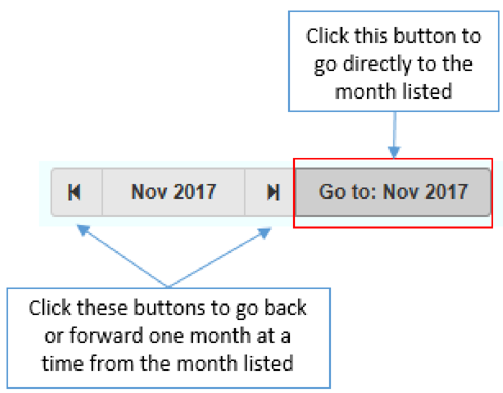
There are three major sections of this window

1. Date Controls

At the top of the window are two sets of date controls so that you can look at detailed transactions for other months.

- Date selections can only be made for **full** months
- If you wish to view transactions for a specific date: Choose the month and then enter the specific date in the **Search** field to filter the data in the lower section of the window

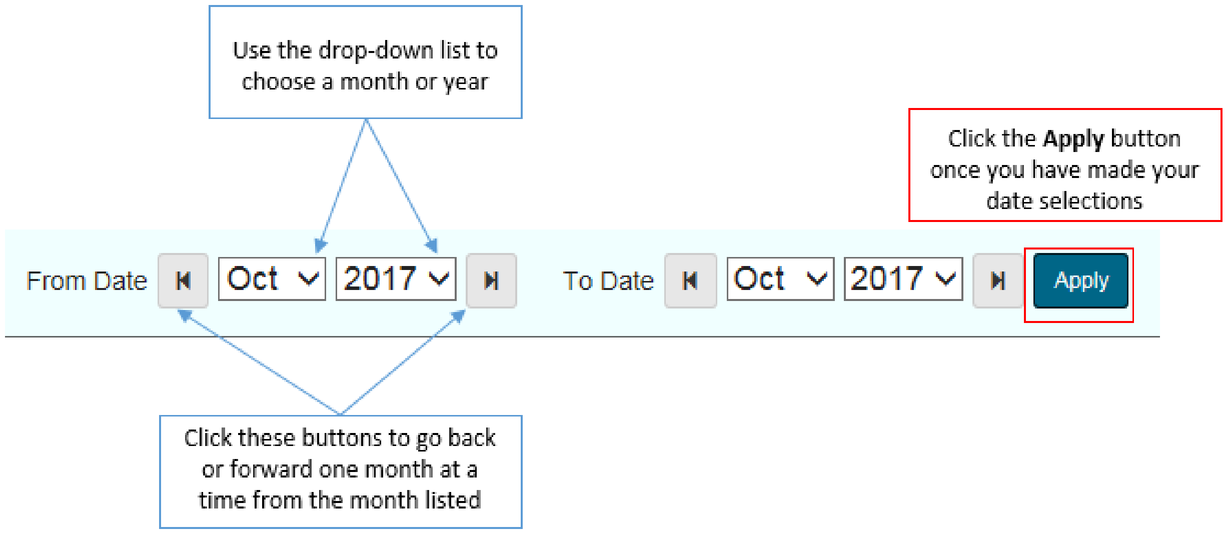
You may quickly move back or forward one month at a time by using these date controls at the upper left of the transactions window.



GL (General Ledger) Inquiry

You can also change months using this set of date controls at the upper middle of the transactions window.

Note: With this set of date controls, you view transactions for **one or more months** at a time.



GL (General Ledger) Inquiry

2. Monthly Summaries

Below the date controls, the transactions window shows account summaries for (from left to right):

- The previous month
- The current open month
- The next month

Included are beginning and ending balances a summary of Object Code Types (e.g., Transfers, revenues, etc.)

Note: The "next month" summary will not adopt a beginning or ending balance until the current open month has been closed

3. Transaction Details

Once the date range has been selected (or you use the default for the current open month), the individual transactions will be listed in Transaction date order (oldest-to-newest).

All data from the transaction is listed, included:

- The beginning balance prior to the transaction
- The debit or credit amount of the transaction
- The ending balance ("running balance") after the transaction

IMPORTANT NOTES:

1. **If you filter in this section, the beginning and running balances recalculate. The individual debit and credit amounts are accurate.**
2. **If you re-sort any of the columns, once you return to the Transaction Date sort (oldest-to-newest), individual debit and credit amounts will not be in the same order as when you originally accessed the Transaction Details screen.**

Warrant Inquiry

The Warrant Inquiry allows you to search for warrants by:

- Issue Date
- Warrant Number
- Account Number
- Status

Individual details are available once a list of warrants is displayed.

Copy, Save, and Print options are available (see the Copy, Save, and Print Options section in this document)

Note: Warrant Maintenance features (such as requesting stop payments) are not performed in the AgencyWeb. They are performed in Microsoft Dynamics.
If you need to stop payment on a warrant, please see your Agency's Warrant Administrator.

- ***Treasury Accounting using the "Contact Us" link from the AgencyWeb Home Screen***

1	Log on to the AgencyWeb
2	Select the **Warrant Inquiry** tab
3	Select the Agency or Agencies you are researching ***If you have authorization <u>for only one Agency</u>, go to Step #5 below*** ***If you have authorization <u>for more than one Agency</u>, you will have to select the Agency or Agencies you wish to view.*** To select one or more Agencies, click the **Select One or More Agencies** button to display a drop-down list of all Agencies you are authorized to view. • *If this list is incorrect, please log off and select the "**Contact Us**" link from the AgencyWeb Home screen. Complete the email with a descriptive Subject line and a detail of the issue. Treasury Accounting and I.T. will review your Access Form on file, and will contact you to resolve the issue*
4	Click the checkbox(es) to select the Agency or Agencies to view • Note that there is a checkbox that will select all Agencies in your list
5	Click the **Choose** button to select the way you wish to search for Warrants: • Issue Date • Warrant Number • Account Number • Status *Note: Whichever option you choose, the resulting information displayed is the same*

	Warrant Inquiry

5a	**ISSUE DATE**
	The Issue Date option searches across a date range by default.
	• Enter date selections
	  ○ Begin Date: Use the calendar function to select a beginning date for your search
	  ○ End Date: This is an optional field
	    ▪ If you leave the field blank, the AgencyWeb will search from the beginning date to the current date
	    ▪ If you use the calendar function to select a date, the AgencyWeb will search between the beginning and ending dates
	    ▪ To search for a single date, enter the same date in both fields
	• Click the "**Submit**" button
	• *Note: If no data displays, there is no data in the Agency Web for that date range*

5b	**WARRANT NUMBER**
	The Warrant Number option searches across a warrant number range by default.
	• Enter warrant number selections
	  ○ Low Warrant Number: Enter a warrant number to begin the search. The AgencyWeb will search starting with this number.
	  ○ High Warrant Number: This is an optional field
	    ▪ If you leave the field blank, the AgencyWeb will search from the low warrant number through the highest warrant number in the system
	    ▪ If you use enter a warrant number, the AgencyWeb will search between the low and high warrant numbers entered
	    ▪ To search for a single warrant number, enter the same warrant number in both fields
	• Click the "**Submit**" button
	Note: If no data displays, there is no data in the Agency Web for that warrant number range

5c	**ACCOUNT NUMBER**
	The Account Number option gives you individual selections for the accounting string posted to.
	• Choose the account string to view from the drop-down list
	• Click the "**Submit**" button
	Notes:
	• If you have access to view one Agency you may still have multiple account strings to choose from. For example:
	  ○ 210100-510-5005-5040-50342-4100
	  ○ 210100-510-5005-5040-50342-4100-100-0000-0000-000
	  ○ *The latter includes Agency Optional Dimensions*

	Warrant Inquiry

5d	**STATUS**
	The Status options allows you to search for warrants by one or more of the following statuses:
	• Issued
	  ○ Issued by Agency, not yet presented by bank
	• Paid
	  ○ Warrant presented by bank and funded by Treasurer's Office
	• Registered
	  ○ Awaiting available funds to cover warrant
	• Stale
	  ○ Unpaid after 365 days and may need to be reissued
	• Stopped
	  ○ Stopped after warrant was issued to payee
	• Void
	  ○ Warrant never issued to payee

6	View Warrant Details To view details of a specific warrant: • Holding your cursor over the warrant number in the Warrant Number (left-hand) column, or • Clicking on the warrant number ○ You may print this detail by click the **Print** button

Credit Line

The Credit Line tab allows you to search for credit line information, including interest rate history and principal and interest payments

Copy, Save, and Print options are available (see the <u>Copy, Save, and Print Options</u> section in this document)

1 Log on to the AgencyWeb

2 Select the **Credit Line** tab

3 Select the Agency or Agencies you are researching

If you have authorization <u>for only one Agency</u>, go to Step #5 below

If you have authorization <u>for more than one Agency</u>, you will have to select the Agency or Agencies you wish to view.

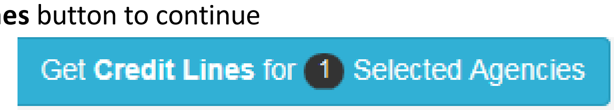
To select one or more Agencies, click the **Select One or More Agencies** button to display a drop-down list of all Agencies you are authorized to view.

- *If this list is incorrect, please log off and select the "**Contact Us**" link from the AgencyWeb Home screen. Complete the email with a descriptive Subject line and a detail of the issue. Treasury Accounting and I.T. will review your Access Form on file, and will contact you to resolve the issue*

4 Click the Agency to view

- This tab does not have an option to select all agencies. Scroll through the list to select the Agency you wish to view
- There are no checkboxes. Simply click on the Agency number to select

Click the **Get Credit Lines** button to continue



Credit Line

5 Credit Line summary data will appear in the upper section of the screen

- There will be one row of data per Credit Line

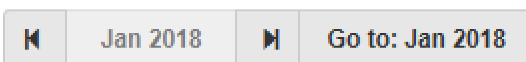
Data Columns:

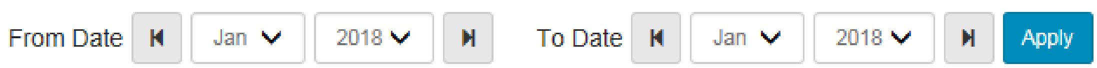
- Agency Number
- Obligation Number
- Credit Line Limit (full amount of credit line)
- Statutory Limit
- Remaining Credit Line Balance (amount currently available)
- Credit Line Account (Treasurer's Office indicator)
- Credit Line Name
- Interest Code (Qualified or Non-Qualified)
- Interest Rates (Current rate and period are shown)
    - Click on ***Information*** icon to display Interest Rate history

Click anywhere on this row to display transaction data in the lower section of the screen

6 The transaction data that displays in the lower section of the screen is the lowest level of data available.

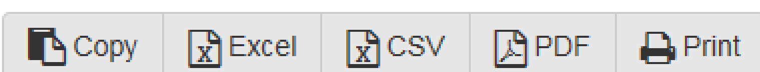
Use the features available to view different periods





These features work the same way as described earlier in this document (see Date Controls)

7 Use the print and download options, as needed



Refer to the Common Features for GL Inquiry, Warrant Inquiry, Credit Line & Pooled Funds for more information on these features

Credit Line

8 Final Note

When validating the Principal Balance in the lower section of the screen, remember that Interest payments are not figured in to this calculation.

Borrowed Amount	Principal Paid	Interest Paid	Principal Balanc
$1,500,000.00	$0.00	$0.00	$1,500,00
$0.00	$1,700.00	$250.00	$1,498,30

Pooled Funds

The Pooled Funds tab provides a view of the TAFS and Credit Line Borrowing that combine as pooled funds.

1 Log on to the AgencyWeb

2 Select the **Pooled Funds** tab

3 Select the Agency or Agencies you are researching

If you have authorization <u>for only one Agency</u>, go to Step #5 below

If you have authorization <u>for more than one Agency</u>, you will have to select the Agency or Agencies you wish to view.

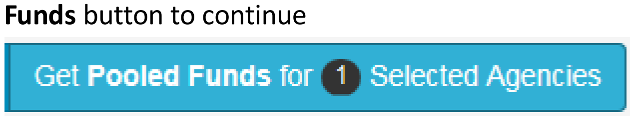
To select one or more Agencies, click the **Select One or More Agencies** button to display a drop-down list of all Agencies you are authorized to view.

- *If this list is incorrect, please log off and select the "**Contact Us**" link from the AgencyWeb Home screen. Complete the email with a descriptive Subject line and a detail of the issue. Treasury Accounting and I.T. will review your Access Form on file, and will contact you to resolve the issue*

4 Click the checkbox(es) to select the Agency or Agencies to view

- Note that there is a checkbox that will select all Agencies in your list

Click the **Get Pooled Funds** button to continue



	Pooled Funds
5	Pooled Funds summary data will appear in the upper section of the screen Data Columns: • Main Account (210100) • Agency Account Type (unique to Agency) • Agency Number (unique to Agency) • Agency Name • Main Account Description ("Deposits Held for Agencies" is the description of 210100) • Agency Type Description (Description of Agency Account Type) • Current Balance (total of Pooled Funds) Click anywhere on this row to display transaction data in the lower section of the screen • *If you have access for more than one Agency, and you have selected more than one Agency in Step 4 above…* ○ *You must click (anywhere) on one of the rows in the Top Section, at which time the bottom section will populate with the detailed data relevant to that Main Account / Agency combination*
6	Bottom Section (First level of detail for Main Account selected - TAF / Agency Account) This shows the TAFs the together equal the Pooled Funds total in the upper section of the screen. *Note that any Credit Line Borrowing is included* To view the individual general ledger transactions for the rows in the bottom section of the screen, click (anywhere) on a row • The resulting display will be the lowest level of detail available (sorted by transaction date) Important Note: This display actually opens as a separate window. When you are through viewing this window, close it by clicking on the "**X**" in the upper right-hand corner of the window

Pooled Funds

The Pooled Funds Transactions window

(These features work the same as those in General Ledger Inquiry)

- When you first view detailed Pooled Funds transactions, you will see transactions for the current open month

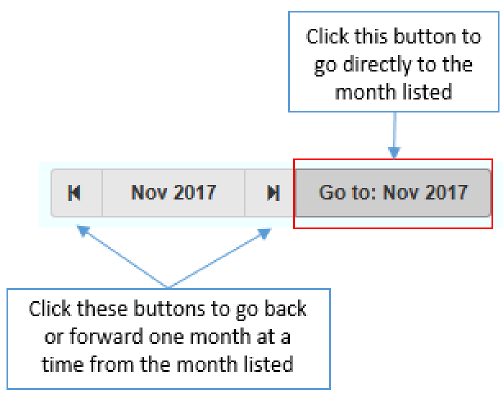
There are three major sections of this window

1. Date Controls

At the top of the window are two sets of date controls so that you can look at detailed transactions for other months.

- Date selections can only be made for **full** months
- If you wish to view transactions for a specific date: Choose the month and then enter the specific date in the **Search** field to filter the data in the lower section of the window

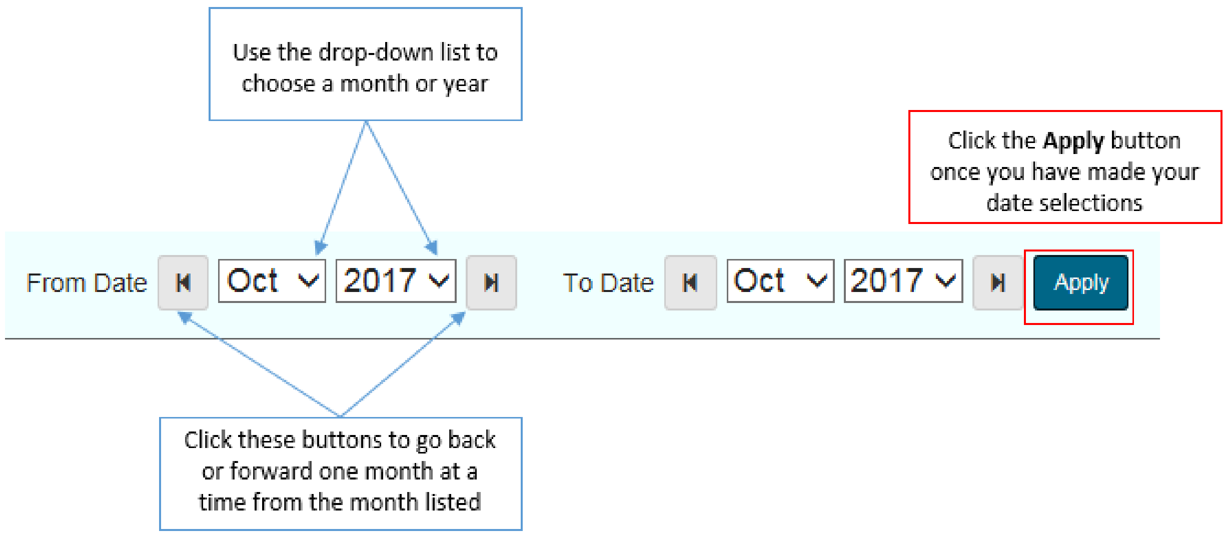
You may quickly move back or forward one month at a time by using these date controls at the upper left of the transactions window.



Pooled Funds

You can also change months using this set of date controls at the upper middle of the transactions window.

Note: With this set of date controls, you view transactions for **one or more months** at a time.



Pooled Funds

2. Monthly Summaries

Below the date controls, the transactions window shows account summaries for (from left to right):

- The previous month
- The current open month
- The next month

Included are beginning and ending balances a summary of Object Code Types (e.g., Transfers, revenues, etc.)

Note: The "next month" summary will not adopt a beginning or ending balance until the current open month has been closed

3. Transaction Details

Once the date range has been selected (or you use the default for the current open month), the individual transactions will be listed in Transaction date order (oldest-to-newest).

All data from the transaction is listed, included:

- The beginning balance prior to the transaction
- The debit or credit amount of the transaction
- The ending balance ("running balance") after the transaction

IMPORTANT NOTES:

1. **If you filter in this section, the beginning and running balances recalculate. The individual debit and credit amounts are accurate.**
2. **If you re-sort any of the columns, once you return to the Transaction Date sort (oldest-to-newest), individual debit and credit amounts will not be in the same order as when you originally accessed the Transaction Details screen.**

Reports

A Report cross-reference will be available on the Help site to assist you making the connection between legacy report and new reports.

The cross-reference will include:

- A folder-to-folder cross reference
  - Some folders have been consolidated or renamed
- A report-to-report cross-reference within each folder
  - There are some new report names and formats

For each report, the cross-reference will include a brief description and basics steps for using the data presented.

1	Log on to the AgencyWeb
2	Select the **Reports** tab
3	Expand the current fiscal year's folder *Note that previous fiscal year's reports will be available in this location*
4	Expand the appropriate report folder and open the report *While most reports will be available in PDF formats, some Warrant reports will be available in Excel formats*

Reports

5 IMPORTANT: Treasurer's Receipts

Due to the new revenue reporting process, Treasurer's Receipts will be available in a different format and location

- Open the Fiscal Year folder
- Open the **Journals** folder
- Open the **Treasurer's Receipts** folder
- There will be one Treasurer's Receipt PDF file per date
  - The Treasurer's Receipt date is the bank date processed by the Treasurer's Office

How to find your Treasurer's Receipts

- Use the PDF search function and search by your Agency number
  - Right-click anywhere on the report display screen
  - Select **Find**
  - Enter your Agency number and press **Enter** or click the **Next** button
  - Continue the above step to search through the file
    - The PDF will inform you when there are no more matches
- Find your deposit on the GL Inquiry tab and note the **Voucher Number**
  - Expand a TAF to view the individual transactions
  - For the Revenue item, note the **Voucher Number** (shown below)

Tran Date	GL Account	ObjectCode	ObjectCode Type	Journal Number	Voucher Number	Description
1/10/2018	210100-510-5005-5001-50337-3111----	3111	Revenues	MCTO-006421	TRRC000000199	Appor thru 01 10 001 - T900002

  - Go to the Report display and use the PDF search function steps noted above to search by the **Voucher Number**

6 If you have any questions about finding reports, locating your data, or interpreting the data in the report…please contact the Treasurer's Office for assistance.

Click the "**Contact Us**" link to email the Treasurer's Office, or send an email addressed to: Treasurer.Accounting@mail.maricopa.gov

AgencyWeb Job Aid

Inquiry Features

Common Features for GL Inquiry, Warrant Inquiry, Credit Line, and Pooled Funds

There are some features that are common in the tabs for GL Inquiry, Warrant Inquiry, and Credit Line & Pooled Funds.

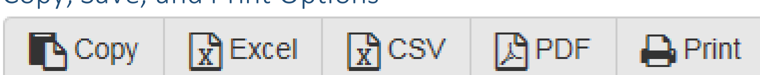
The Reports tab differs. Report features are explained in the Reports section of this Job Aid.

Screen Header

The bar across the top of the screen has six button areas or links:

1. **User information**
    a. This is a drop that shows the email address associated with your user name as well as the AgencyWeb user access role(s) that you currently have
2. **Dashboard**
    a. Click this link will take you to the first tab in your dashboard
3. **Service Request**
    a. This link will open new Service Request
    b. For more information about how to complete a Service Request, refer to the Job Aid for **Home Screen Options**
4. **Settings**
    a. Click this button to see information about the current fiscal year, the current fiscal year's start date, and the current "open" month
5. **Help**
    a. Click this link to take you to the Help screen that houses the training and reference materials – job aids and videos
6. **Log Off**
    a. Click this button to log off of the AgencyWeb
    b. Note: If you do not log off of the AgencyWeb, you will be automatically logged off when you close the AgencyWeb window

Copy, Save, and Print Options



These buttons give you options to copy, save, and print

When you see these buttons, they apply to the section of the screen where they are located. Some screen (such as GL Inquiry) have two sections: one at a summary level, the other at a detailed level. In that case, each section has the same series of buttons.

Common Features for GL Inquiry, Warrant Inquiry, Credit Line, and Pooled Funds

Copy

When you click **Copy**, it will select all available columns and rows across all pages of data (not just the screen page that you see displayed)

- Open Excel and paste
- Expand Excel columns to display the data
- Notes
    - *Numbers are displayed (formatted) with dollar signs*
    - *Excel worksheet is **not** formatted to print. You may select your own formatting preferences in Excel*
- Save and name the Excel file

Excel (file type = .xlsx)

When you click **Excel**, a message will display asking if you want to Open the file, Save it, or Cancel

When you select Open, the file will automatically open in Excel

- Notes
    - You may need to "Enable Editing" (a common request for downloaded files)
    - *Numbers are displayed (formatted) without dollar signs*
    - *Excel worksheet is **not** formatted to print. You may select your own formatting preferences in Excel*
- Save and rename the Excel file

CSV (file type = .csv)

When you click **CSV**, a message will display asking if you want to Open the file, Save it, or Cancel

When you select Open, the file will automatically open in the program set as the default (typically Excel, but can also be Notepad)

If you open the file in Excel:

- Expand Excel columns to display the data
- Notes
    - *Numbers are displayed (formatted) with dollar signs*
    - *Worksheet is **not** formatted to print. You may select your own formatting preferences*
- Save and rename the Excel file

Common Features for GL Inquiry, Warrant Inquiry, Credit Line, and Pooled Funds

PDF

When you click **PDF**, a message will display asking if you want to Open the file, Save it, or Cancel

When you select Open, the file will automatically open as a PDF file

- *Numbers are displayed (formatted) with dollar signs*
- Save and rename the file

Print

When you click **Print**, the report shows on your screen and your Print message box opens

- *Numbers are displayed (formatted) with dollar signs*

Note: Change the orientation to Landscape prior to printing

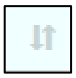
AgencyWeb Job Aid

Inquiry Features

Common Features for GL Inquiry, Warrant Inquiry, Credit Line, and Pooled Funds

Column Sort

Each column in the data displayed has a “lowest to highest” / “highest to lowest” sort option.



Click the sort icon once to sort lowest to highest. Click a second time to sort highest to lowest

- Note: You can only sort one column at a time

Search / Filter

Use the Search field to further refine the information displayed on your screen.

The Search field applies to the section of the screen where is located. Some screens (such as GL Inquiry) have two sections: one at a summary level, the other at a detailed level. In that case, each section has its own Search field.

As soon as you start typing in the Search field, the AgencyWeb will automatically start filtering the data displayed.

- The AgencyWeb looks at what you enter in the Search field and applies it across **<u>all</u>** data fields
- *Example*
  - *If I am in the GL Inquiry tab and I enter “52” in the Search field, the Agency Web look anywhere there is a “52”:*
    - *Agency Account Type **52**0*
    - *Agency **52**14*
    - *Current Balance $**52**3.97*
  - *If I continued to add a third number (“521”), only the second item above would remain in the display*

Show Entries

By default, each list of data displays 10 data records (rows) at a time.

Click the drop-down arrow to change the display to 25, 50, or 100 records.