FIS 101

Introduction to DaFIS

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CLASS OBJECTIVES:

- Understand the major components of DaFIS and how they relate to one another
- Master basic navigational skills to use Transaction Processing: creating a DaFIS document; using search screens/lookup tables; and using the **In Box**
- Learn skills to use Decision Support: processing a query, choosing an appropriate output format

TOPICS COVERED:

- Introduction to DaFIS
- The DaFIS Desktop
- The In Box
- DaFIS Modules
- Opening a DaFIS Document
- Document Searches
- Overview of Routing
- Reference Tables
- Decision Support System Overview
- Accessing Decision Support
- The Decision Support Home Page
- My Query Options
- Query Categories
- Query Basics and Navigation
- Decision Support Output Options
- Processing the Query
- Additional Functions in DS
- Appendix - Web Resources For DaFIS

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INTRODUCTION TO DAFIS

How does DaFIS work?

The FIS concept is a simple one: the user initiates a transaction using one of the electronic documents in DaFIS. Upon completing the document, the initiator clicks 

and the document is routed to other users for approval, and/or review.

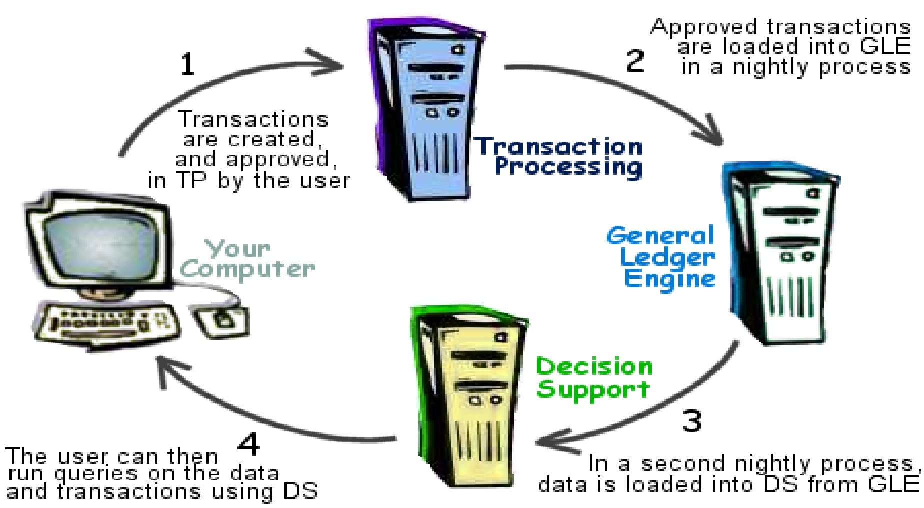
Each time a document receives a required approval, it continues to the next routing level. This routing process is largely automatic, although users have options for additional routing. A newly created document generates an entry on the ledger. Once a transaction is applied to the ledger, it appears in all reports run against the account(s) used.

The entire process is accomplished by the three components that make up DaFIS: **Transaction Processing** (TP); **General Ledger Engine** (GLE); and **Decision Support** (DS).

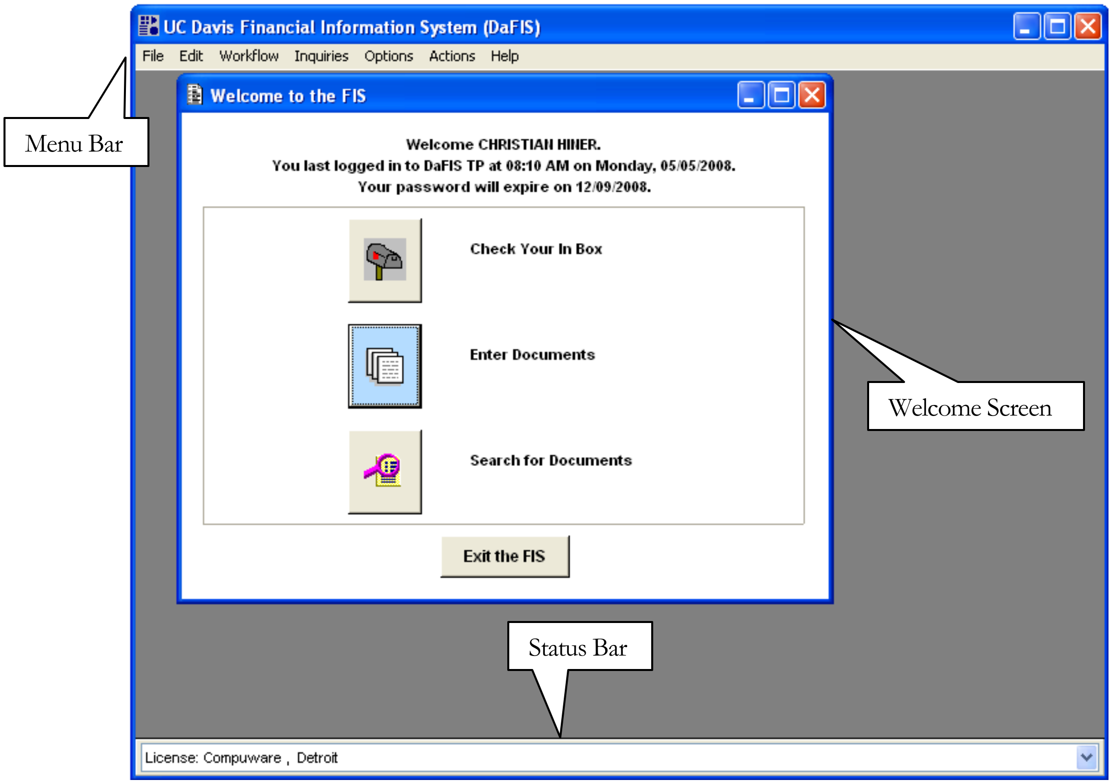
Note
DaFIS TP Hours of Operation: 6am – 7pm Monday through Saturday DaFIS DS Hours of Operation: 6am -10pm Monday through Friday, 6 am – 8pm Saturday

What are the components of DaFIS?

Transaction Processing (TP) electronically routes the "documents" through the approval process and eventually passes them to the university's financial data repository called the **General Ledger Engine** (GLE). Each organization has access to this data for its reporting and analysis needs, through **Decision Support** (DS).



THE DAFIS DESKTOP



The DaFIS Welcome Screen

After a successful login, the **Welcome to the FIS** screen is presented. The three large buttons lead to a series of additional screens and functions.

Check Your In Box leads to your **In Box**. If the button is red, the **In Box** contains documents. (The **In Box** screen is covered in detail starting on page 9).

Enter Documents leads to the **Document Selection** screen (see page 11).

Search for Documents leads to a search screen (see page 12) used to locate Transaction Processing (TP) documents. All documents created in TP are available on-line. These documents can be used for audit purposes or, as templates to create new documents.

The Menu Bar

A menu bar is located at the top of the DaFIS desktop. Some of the functions are very similar to those found in Windows and Macintosh applications. For example, **File**/**Save** can be used to save a document which has been started but not completed.

> **Note**
>
> The available options change based on what part of DaFIS is currently accessed. For example, the **Workflow** menu selections are only viewable when a document is open. For each of the menu bar selections, functions which are grayed out are not available.

Clicking **File** on the menu bar returns a list of the following:

- **New** takes you to the top field of an open document.
- **Document Select** opens the **Document Selection** screen. This option is only available when the **In Box** screen is open.
- **Open** is available on any of the screens where a list of documents is displayed. Placing your cursor on the document of choice, and then selecting this option, opens that document.
- **Save** operates as the **File/Save** option in any Windows application. This option only works on a new document that has been modified. If no data has been entered on the document, it will not save.
- **Place In Folder** allows you to retain easy access to documents. Documents of any status (other than **?**) can be organized in folders for your convenience. This can be used to store documents for templating, or to gain rapid access to a document that is in routing.
- **Print** allows you to print a document, once it has been saved or routed.
- **Quit** closes the current document. This option changes to **Close** when you are in one of the entry screens (**In Box**, **Document Selection**, or **Document Search**).
- **Exit the FIS** closes this session of DaFIS.

The **Edit** menu contains options similar to Windows applications. The following options are available when a document is open:

- **Detail** acts the same as a double-click of the mouse. If the cursor is on a document list, this option opens the document that the cursor is placed on. If the cursor is in a field of a document, this option brings back the details of that field.
- **Cut, Copy** and **Paste** all act the same as in any Windows application. The selected characters can be cut or copied, then the cursor can be placed in another field and the items pasted there.
- **Clear** is not an available option.
- **Insert Line, Delete Line** and **Copy Line** behave just as the buttons on the document screen. These options are used in the accounting section of financial documents.
- **Previous Line** and **Next Line** are used to navigate within the accounting section of a financial document. These commands take you to the first field (**Chart**) in the previous, or next, accounting line.

The **Workflow** menu offers options that assist with document processing. The menu options are only visible when a document is open.

- **Approve** is available when a document has been routed for approval, and is opened from the **In Box**. This option allows the reviewer to approve the document, and send it on for the next level of approval.
- **Review Complete** is only available when a document is opened that was routed FYI.
- **Route** is available when an initiator is working on a document. This button begins the routing process for the document.
- **Disapprove** is available when a document has been routed for approval, and is opened from the **In Box**. This option cancels the document, prompts you to attach a note explaining the cancellation, and routes the document back to the initiator.
- **Defer** can be used on a document that is awaiting approval, and is accessed from the **In Box**. This option records a date in the routing log, reflecting the deferral date. The document's received date, in the **In Box**, is then changed and the document is moved to the bottom of the list.
- **Cancel Document** allows you to cancel a document that is in routing, or saved in your **In Box**. If the document is in routing, it will *not be removed* from the **In Box** of the next approver. Instead, it gives the initiator a **Note** screen. This **Note** is displayed when the approver opens the canceled document. A document that was saved in the initiator's **In Box** changes to status **C** if this option is used.

> **Note**
>
> It is not recommended that the Cancel Document feature be relied upon for a document in routing. This document is still active until the next approver disapproves the document. You may also want to add a note to your document indicating that it should be canceled.

- **Forward** adds FYI routing to the document. This option is available when a saved or routed document is opened from the **In Box** or the **Document Search** screen.
- **Notes** allows you to attach a note to the document that is currently open. This menu option serves the same purpose as the 

button located on the document's screen.
- **Template** allows you to make a copy of an existing document to ease the data entry for a new document. In most cases, all of the information from the original document is recreated in a new document, with a new document number. You can then make changes to the new document that apply to the current transaction. A document can only be templated when it has been routed, but may be templated at any stage of the routing process.

The **Inquiries** menu selection offers several tools for gathering information from DaFIS.

- **Reference Tables** access the tables where all of the data in DaFIS is stored. This is the key to finding information about the system - from document status codes, to accounts. (Reference tables are covered in more detail on page 15).
- **Balances** gives you an inquiry screen to locate the balances for a given account. If the cursor is in the account field of a document when this option is selected, then the chart and account information is auto-filled into the inquiry screen.
- **Decision Support** launches your web browser (e.g., Mozilla) and takes you to the Decision Support login page. (Note: you need a browser on your desktop for this to work. If you are connected through a terminal server, the server must have a current browser installed. Our Software Requirements page has recommended browsers: http://dafis.ucdavis.edu/install/software.cfm.)
- **Accounts Receivable** accesses the AR queries and batch processes. See details at http://dafis.ucdavis.edu/olrm/index.cfm?doc=ARPROC.
- **Accounts Payable** accesses the AP queries. Details are available at http://dafis.ucdavis.edu/training/trngdocs.cfm.
- **Purchasing** accesses the Purchasing queries and printing/faxing processes. See details at http://dafis.ucdavis.edu/training/trngdocs.cfm.
- **Document Search** opens the search screen. This option is not available if the **Document Search** or **Document Selection** screens are open.
- **Routing** accesses the routing log of the open document. This option is only available when a saved or routed document is open.

The **Options** menu selection has two options: **User Options** and **Change Password**.

1. Clicking **User Options** opens the **User Profile Options** screen, and is available when you are in any part of DaFIS.

> **Note**
>
> The available options can be set for use in the current session, or saved as a permanent profile. Some of these options are not recommended at this time. Each option is described below, along with the actual functionality offered.

- **Field Edit Check** prompts you each time a required field is tabbed through without entering the necessary data.
- **Go Directly to Inbox** opens your **In Box** each time you log into DaFIS. This feature only works as a saved profile.
- **Repeat Document Entry** opens a new document of the same type that was just completed. In other words, if you create and complete a DPO by clicking 

, rather than 

, the system automatically opens a new DPO.

- **Repeat Document Inbox** automatically opens the next document in your **In Box**. It continues to open each new document, no matter what action was taken on the previous document (approved, disapproved, deferred, etc.).
- **Ad hoc Routing**, when set, prompts you each time you complete or approve a document. The system asks if you would like to route to an additional person. You then have the option to route for approval or FYI. See details at http://dafis.ucdavis.edu/help/1min/adhoc.cfm.
- **A/R Final Approval Print** gives the final approver of an Accounts Receivable Invoice the option to print the invoice at that time.
- **Default Values:** These choices do not work.

2. Clicking **Change Password** launches your Web browser and allows you to change your current TP password.

The **Actions** menu offers the same functionality as the buttons found on the open screen.

The **Help** menu allows you to access Web-based help resources. When the item is selected, from any screen, the following options appear:

- **Online Help** takes you to the Online Reference Manual for the document you are in at the time you click on this option. If you choose this option from any other part of TP (such as the **Welcome Screen**), it takes you to the DaFIS Help Web page. If you do not have a browser open at the time, it launches a browser for you. (Note: you need a browser on your desktop for this to work. If you are connected through a terminal server, the server must have a current browser installed. Check Software Requirements at http://dafis.ucdavis.edu/install/software.cfm for recommended browsers).
- **General DaFIS Information** takes you to our DaFIS Web site, http://dafis.ucdavis.edu/. As above, it launches your Web browser if you do not have one open.
- **Help Request Form** takes you to an online Help Request form. This form can be used to request assistance from the DaFIS Help Desk.

The Status Bar

The status bar is located at the bottom of the DaFIS desktop and provides you with messages regarding the processes you are performing in DaFIS. These include routing status of a current document, and errors caused by performance of an incorrect function. All messages for the *current* session are stored in this bar, and can be accessed by clicking on the drop-down arrow.

The list can be scrolled through to locate information about previous transactions. This feature is very useful when you have forgotten to write down a document number. All document numbers appear on this bar when they have been successfully routed, saved, approved, etc.

THE IN BOX

The **In Box** receives documents requiring your action or attention. These may include any or all of the following:

- transactions to be approved or reviewed;
- documents saved by you for completion at a later time; or
- documents that have been canceled and returned to you (as the initiator)

Clicking  opens the **In Box**

Header Section

The screen header contains the login ID of the user. Also in the header section is the **In Box Choices** drop-down list. The following selections allow you to locate documents within your own **In Box**:

- **Normal** is the default selection. This displays *all* documents in your **In Box**.
- **Account Manager/Primary** shows you *only* the documents with accounts for which you are account manager, or primary delegate. All other documents are removed from the **In Box** display.
- **Account Manager Only** displays *only* documents with accounts for which you are the account manager.
- **Primary Delegate** displays *only* documents containing accounts for which you are the primary delegate.

The remaining choices allow you to locate documents in someone else's **In Box**, when you have approval authority for the accounts on those documents:

- **Alternate: Search as Non-Primary** provides a list of users for whom you are a non-primary delegate; select a user to view a list of documents that you are authorized to approve.
- **Alternate: Search as Account Manager** provides a list of delegates for whom you are the account manager; select a user to view a list of documents awaiting approval.

Input Fields

Above the document list are seven input fields: **Document Num**, **Type**, **Received**, **Initiator**, **Tracking No.**, **Description** and **Total Amount**. These fields are used to locate a document within your **In Box**. Just like search screens, you enter data about the desired document in order to activate a search. Once the information is entered in the input fields, hit the **Tab** key or click **Clear**. This clears all documents other than the one(s) specified. If no document is found, the entire screen is cleared.

Documents Section

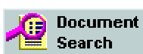
The **Documents** section provides information about the documents in your **In Box**. In addition to the input field information, the documents section includes the document **Status**; a **Note** check box, which indicates that a note has been attached; and a **More**  button, which provides summary information about the document selected.

Action Buttons

At the bottom of the **In Box** screen are several action buttons. Most of these buttons are found on other screens, and perform the same tasks here. Other buttons are unique to the **In Box**.

opens a document that has been selected from the **In Box**. Select a document here, just as on a search screen, by placing the cursor on the document number. Double-clicking on the document number performs the same task as this button.

opens the routing log for a selected document.



accesses the **Document Search** screen.

accesses the **Document Selection** screen.

> **Note**
>
> If the Document Search or Document Selection screen is opened from the In Box, it will not close the In Box. In other words, when you finish with any screen accessed this way you return to your In Box.

reloads the documents in the **In Box**. This button is particularly useful if you have done a search in your **In Box**, and then want to list all documents again. It can also be used to find documents that have been routed to you since you opened your **In Box**.

can only be accessed by Accounts Payable Department users.

closes the **In Box** and returns you to the **Welcome** screen.

DaFIS Modules

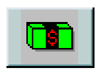
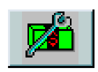
Each button on the document selection screen provides access to new documents in the DaFIS modules.

The top row of buttons accesses the financial documents for each module. The bottom row of buttons, with wrenches through them, provides access to the various documents necessary to maintain the different modules.

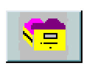
General Ledger/Chart of Accounts (GL/COA)

 The upper button with the dollar sign in the GL/COA module accesses the electronic financial documents. The documents found on the GL/COA **Financial Documents** list are used for non-purchasing/payables transactions.

 The default document selection list in DaFIS is the **Chart of Accounts Maintenance** group. These documents are used to create and edit the various components of the Chart of Accounts, including organizations, accounts and FIS users.

Accounts Receivable (A/R)  

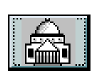
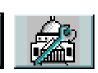
The Accounts Receivable module provides a complete AR system for departments and units that bill external individuals, companies and/or agencies.

Accounts Payable (A/P) 

The Accounts Payable module is designed to provide an efficient and effective accounts payable process. Because DaFIS integrates the functions of Purchasing and AP, most data is only entered once.

Purchasing 

The Purchasing module allows campus departments to initiate, route and track purchasing documents and create liens against the accounts used.

Capital Asset Management System (CAMS)  

The Capital Asset Management System (CAMS) provides tools to simplify the financial accounting for, and the physical tracking of, university capital assets. Documents for recording the acquisition, disposition, transfer, loan and fabrication of assets, are available in DaFIS. Departments have direct access to information about their assets, and designated departmental staff have the ability to modify certain non-financial information (such as location) pertaining to their capital assets.

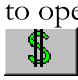
OPENING A DAFIS DOCUMENT

In order to open a DaFIS document:

1. On the **Welcome Screen** click  (or click 

from the **In Box** screen).

This displays the **Document Selection** screen. When this screen first opens it displays the **Chart of Accounts Maintenance** module.

2. Click on the button at the top of the screen for the group of documents you wish to open. For example, in order to open the **GL/COA** financial documents click 

;

3. Select the document you want from the list. Double-click on the name of the document you wish to open, or click once on the document name and than click once on the 

button.

DOCUMENT SEARCHES

Any document, with a status other than **?**, can be located through the document search function in DaFIS. Document search can be useful for locating a document to check status, add notes or template (more information on templating is at http://dafis.ucdavis.edu/help/1min/template.cfm).

The Search Screen

The **Document Search** screen can be accessed by clicking  on the **Welcome** screen, or 

on the **In Box** screen. The **Document Search** screen can also be accessed from the **Inquiries** menu selection (particularly useful if you want to search for an active document which is open).

Text Fields

The **Document Search** screen offers several text fields you can utilize to narrow your search. DaFIS also provides the ability to use wildcards to assist with searches (see http://dafis.ucdavis.edu/help/whatisit/wildcard.cfm for details).

- **Document Number** returns the search results most quickly. The document number is entered *without* the origin code (i.e., 01).

Note
Double-clicking on the blank document number field returns the last document you had active during the current session.

- **Type** indicates the document type being sought. Double-click on this field to search for the document type code for the desired document (e.g., DPO).
- **Created By/Date** - The first field is for the login ID of the document initiator; the second field is the date the document was initiated. The **Created By** field does not allow wildcards, but double-clicking on this field returns a look-up screen where wildcards can be used.
- **Status** indicates the status for the document being searched. This field can be used with the "not equal to" wildcard to exclude specific values (e.g., canceled documents).
- **Tracking Number** can be used to search by the **Tracking Number** entered on a document. For many financial documents, this is an optional user driven field. For AP and Purchasing documents, this field always contains the purchase order number. Searching by the purchase order number returns *all* AP and Purchasing documents related to the specified order.
- **Description** searches for information contained in the **Description** field of a document. This field is usually user driven, and the search criterion is case-sensitive (i.e. upper case v. lower case). The wildcard for "or" conditions can be used if the case is not known.
- **Amount** indicates the dollar amount of the document being searched.

Action Buttons

There are several action buttons on the **Document Search** screen. Some of these buttons are seen on other screens, but several are unique to DaFIS search screens.

activates the document search based on the criteria specified in the text fields.

clears all of the text input fields.

opens the document indicated. If only one document was returned from the search, then that document is opened. If more than one document was returned, then the document indicated by the cursor placement is opened.

opens the routing log for the indicated document. If only one document was returned from the search, then routing for that document is displayed. If more than one document was returned, then the routing log for the document indicated by cursor placement is displayed.

closes the **Document Search** screen.

Additional Search Options

There are several buttons that lead to additional ways of searching for a document, each with different search criteria. Exercise discretion in using the first three – the criteria allowed is limited, giving the potential for some *very large* searches.

Find By Account... allows you to locate a document based on the account that appears on it. Searches can be conducted on the following criteria: **Document Number**, **Type**, **COA** (Chart Of Account), **Account** and **Object Level**.

Find By Org... allows you to locate a document based on the organization(s) associated with the document. Search criteria on this screen include: **Document Number**, **COA** and **Organization**.

Find By Routing... allows you to locate a document based on the entries in the routing log. Searches can be done based on: **Document Number**, **Notify ID**, **Action ID**, **Workgroup**, and **Status** (this is not the same as document status, and does not appear to work at this time).

Find In Folders... allows you to locate documents that have been stored as references in your folder. More information can be found at http://dafis.ucdavis.edu/help/1min/folders.cfm.

Conducting a Search

The results from a document search are based on the type and amount of criteria you enter. It is therefore advisable to be as specific as possible in the search criteria. However, every criterion entered is another table that the system has to match, which can slow the search. The more specific the search criteria the more likely the desired result will be excluded. In other words, you must be sure that every criterion entered applies to the desired document. If even one entry is incorrect, for example the document initiator, the desired document(s) will not return.

OVERVIEW OF ROUTING

Types of Routing

Electronic routing of a document ensures that a transaction receives all of the appropriate approvals. Information on the various types of routing can be found on the DaFIS Web site at http://dafis.ucdavis.edu/help/whatisit/routing.cfm.

Document Status Codes

The routing status of a document can be determined by looking at the document's status code. These codes can be seen on the document search screen, or on the header section of the document itself. The codes and what they mean can be found on the DaFIS Web site at: http://dafis.ucdavis.edu/help/whatisit/routing.cfm.

Routing Logs

The routing history of a document can be viewed by opening the **Routing Log**. Every document with a status other than **?** has a routing log. The log is viewed by clicking **Routing** on the document. The log can also be accessed from the search screen, or the **In Box**, by selecting a document and clicking **Routing**.

The routing log for a document shows the history up to, and including, any current pending approval.

Note
Ad hoc routing appears above the initiator's entry on the routing log

REFERENCE TABLES

Reference tables hold all of the data used to complete transactions in DaFIS. Some of this information, such as vendor codes, is maintained by central offices. In other cases (e.g., accounts) it is created and maintained by departmental users. All of this information is available to the user to assist in completing transactions.

Accessing Reference Tables

There are two ways to access this information: through the **Reference Tables** option under the **Inquiries** menu item; or by double-clicking on an empty field within a document. It is also possible to double-click on a filled in field, which brings back detailed information about the item selected.

Inquiries-Reference Tables

When the **Reference Tables** option is selected from the **Inquiries** menu item, a list of all the table names appear. You can either scroll down the list to find the one you want or use the **Table Name** field at the top to select the desired table. To make this process easier, follow these steps:

1. Enter the first character(s) of the table name (more characters narrow the search further);
2. Press the **Tab** key - this narrows the list to those tables that begin with the given characters.

Accessing Reference Tables within a Document

To assist the document initiator in selecting the correct data for a transaction, DaFIS provides the ability to search the database while in a document. Double-clicking on any empty data field pulls up either a lookup or a search screen.

Centrally maintained data (e.g., **Tax Codes**) that are contained in small tables are displayed in the form of a lookup. All of the values are displayed, and the desired value can be selected and returned to the document.

Larger tables, especially those values that are user maintained, are found using a search screen. The **Account Lookup** is one example of a reference table search screen.

Decision Support System Overview

What is Decision Support (DS)?

DS is the Web-based reporting component of DaFIS. It provides you with the ability to report on the reference data and financial transactions generated within Transaction Processing (TP) or by any of the feeds to the General Ledger (GL).

How often is DS updated?

DaFIS DS is updated nightly, Sunday through Friday. Transactions can be seen in DS the morning after they are approved (except for Saturday, which becomes available on Monday morning).

When is DS available?

DS is available from 6 AM to 10 PM, Monday through Friday and 6 AM to 8PM, Saturday. DS is generally not available on Sunday due to system maintenance.

Who uses Decision Support?

There are three types of DS users:

- **Normal Access Users** – these are users who also have access to Transaction Processing. These are the primary business users at the university, having day to day involvement with financial transactions and reporting. They generally have unrestricted access to system data.
- **DS Only Users** – these users have been granted access to Decision Support only, and are restricted to information within specified organizations and/or for specific accounts. These users need to report on activity in specific accounts, but are not involved in the actual financial transactions themselves. This access is granted, managed and revoked by Access Managers. DSOnly Access is covered in detail in desk references available on our Web site, http://dafis.ucdavis.edu/help/docs/index.cfm.
- **Direct Access Users** – these are users who have been given permission to access the tables in Decision Support directly. They are skilled in writing SQL queries, and have a need for highly customized data that cannot be obtained through the standard queries available in DS. More information is available at http://dafis.ucdavis.edu/userinfo/dsdirect.cfm.

Accessing Decision Support

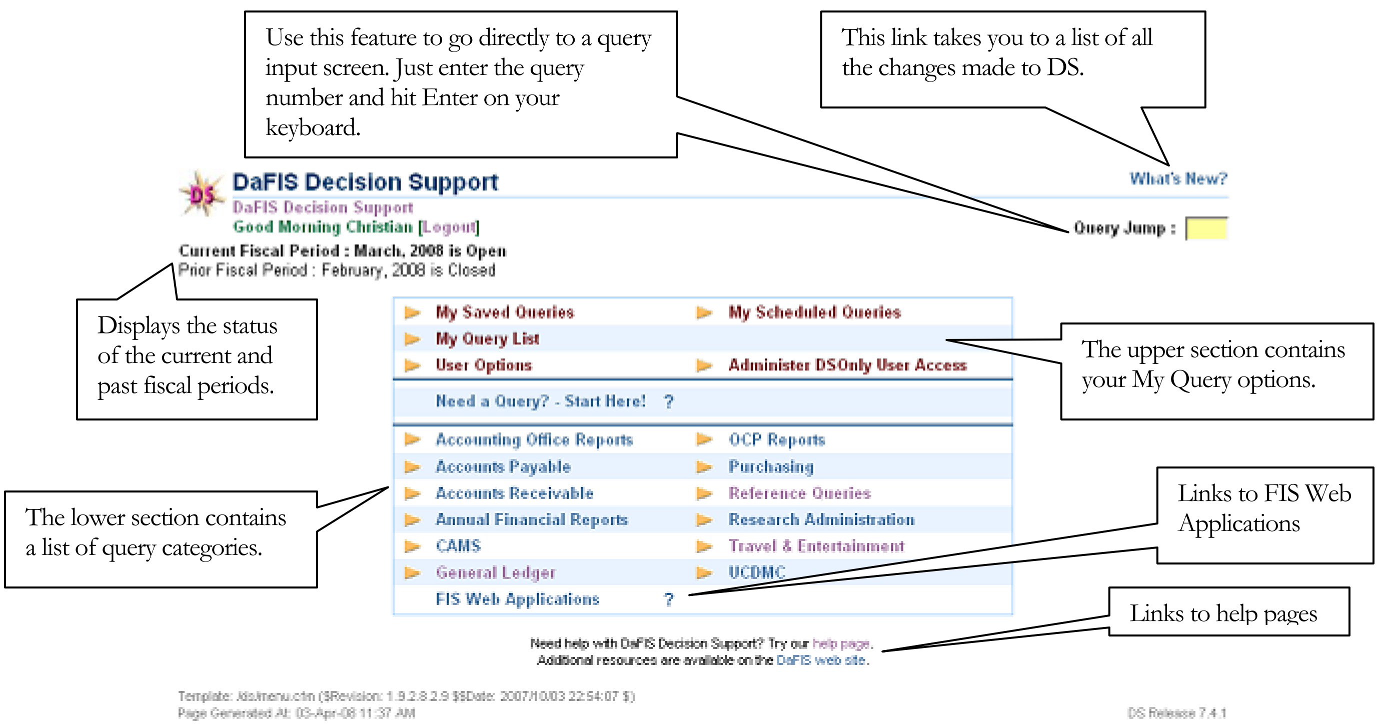
Since DS is Web-based, you must have an appropriate browser on your computer. Information on supported browsers can be found at http://dafis.ucdavis.edu/install/. Once an appropriate browser has been selected, and you have been given access to DS, you can log into the system.

1. Type https://dafisds.ucdavis.edu in your browser's location bar, or click on the Decision Support link from the DaFIS home page http://dafis.ucdavis.edu/. You should then see the **Sign-In to Decision Support** screen.

Note
Logon ID is not case sensitive. Password is case sensitive.

2. Click on **Log In with Kerberos**. Log in using your UCD login ID and your Kerberos password in the fields provided.

THE DECISION SUPPORT HOME PAGE



Note
Query Categories are determined by user access rights. Not all users may see all categories

My Query Options

My Saved Queries

Items in this folder appear as soon as you save a query. This function allows you to save a query with a set of parameters and a customized name. Information on saving queries can be found on page 21.

My Query List

This folder contains links to queries. Most DS users have queries they run frequently. You can save links to these queries in a personal query list, making them accessible in one place.

User Options

On this page you can adjust a few settings that affect how Decision Support is presented to you. Unless noted otherwise, changes take effect immediately.

My Scheduled Queries

Items in this folder appear as soon as you schedule a query. This function allows you to edit, activate/inactivate and delete your scheduled queries. Information on scheduling queries can be found on page 22.

Administer DSOnly User Access

This link appears if you are made an Access Manager for Decision Support. Access manager duties are delegated from a high level access manager, usually at the Dean or Vice Chancellor's level. (DSOnly Access is covered in detail in desk references at http://dafis.ucdavis.edu/help/docs/index.cfm.)

Query Categories

Reference Queries

These queries provide reference data from the Transaction Processing tables, as well as user workflow information. Using the Reference queries can assist you with:

- **Transaction Processing** – Run Reference Queries to provide you with a printed list of information you can only view in TP. For example, you can create your own Object Code "cheat-sheet" for creating **Direct Charges** in TP.
- **Decision Support** – Locate the information you need before you run your queries: organizations, objects, commodities, etc. In addition, there is a query to help you select the right query – **Query List (168)**.

General Ledger Queries

These queries present financial information in various levels of detail, from a one-line summary of account balances to a detailed listing of transactions.

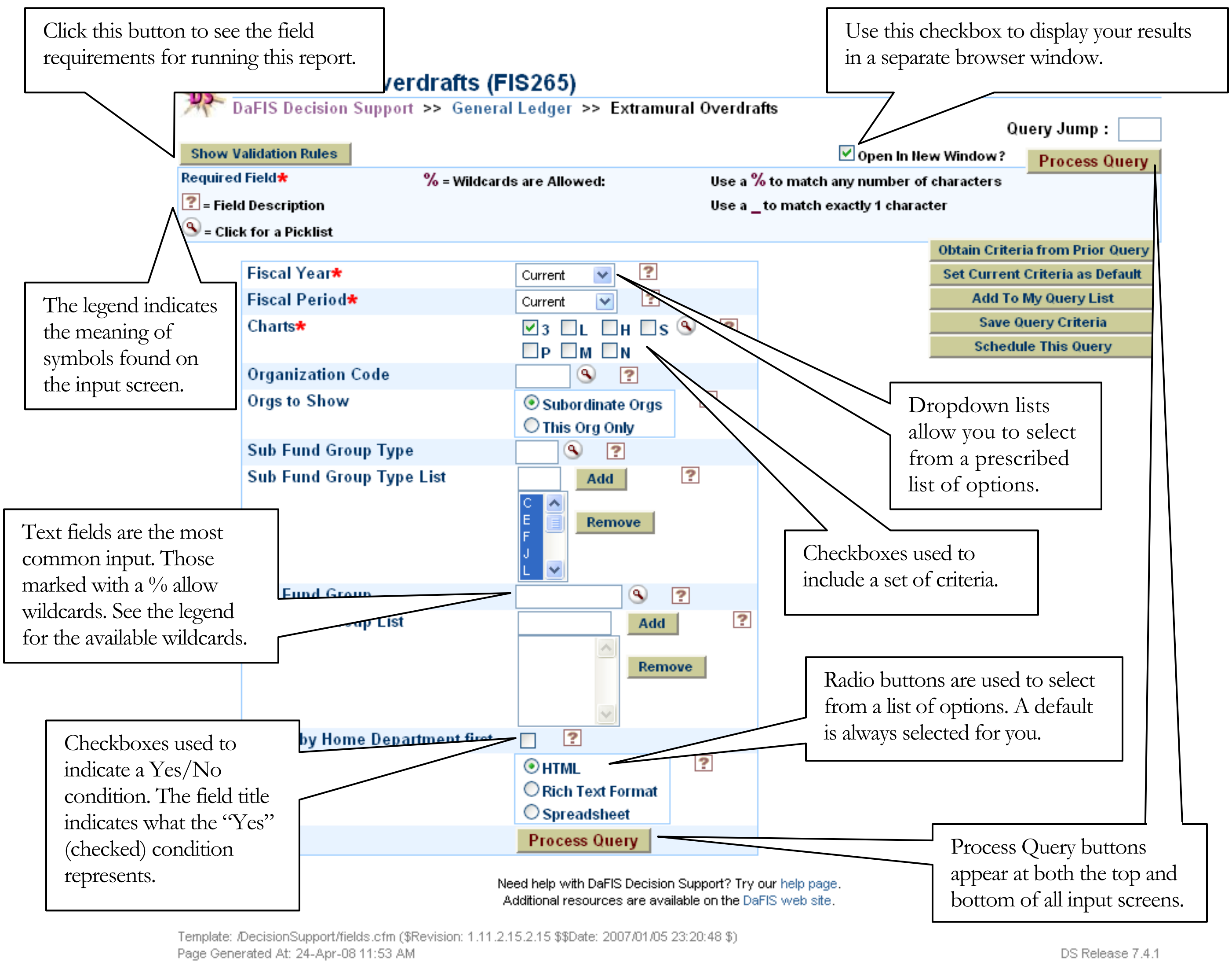
Purchasing, CAMS and Accounts Payable Queries

Information related to purchases and payments is available from the Purchasing and Accounts Payable queries. The CAMS category offers lookups as well as queries used for inventory reporting.

Annual Financial Reports

This category allows you to view Annual Reports and Campus Financial Schedules.

QUERY BASICS AND NAVIGATION



Other Navigation Options

- **List** allows you to specify more than one value as a parameter. For example, the **Transaction Listings (2)** allows you to use a list of accounts for your report. This gives you more versatility than querying for a single account, or for all accounts in a specified organization.
- **Picklist** opens a look up screen that allows you to search by name fragment to generate a picklist for the appropriate field.
- **Calendar** allows you to select a date from a calendar popup.

DECISION SUPPORT OUTPUT OPTIONS

At the bottom of each query screen is a radio button which allows you to select the format of the query results. Some of these options are not available on every DS query. The default for all queries is HTML format.

Browser/HTML

With this option, query results are displayed by your browser. Click on the blue text in your results to get more detail on that item. The results can be reviewed online or sent to a local printer. Depending upon the printer and operating system, the browser pages can be sized, formatted and arranged.

RTF

Rich Text Format (RTF) allows you to return selected DS queries to a word processing application. This gives greater flexibility in formatting reports. Page breaks are made at the end of each subtotal section, and headers appear on each page. The RTF output also includes the document number for a transaction, which is not always seen on the results that return to a browser.

Spreadsheet

DS output can be returned in the form of a comma delimited file that is accepted by your spreadsheet application. This option removes all formatting and totals; however, the data can be rearranged. Rows and columns can be manipulated, new formulas can be created, and the file can be saved for future use.

PROCESSING THE QUERY

runs the selected query. It is located on the top and bottom of the input screen. Click *only once* to run the query.

If the cursor is moved away from the button and an hourglass appears, then the query is running. The processing time required depends on how much data the query requested, and how many other requests are being processed at that time.

> **Note**
>
> If the query does not complete within ten minutes, the process stops and displays an error message.

Reports

The query results are referred to as **reports** and returns information based on the criteria entered in the query.

> **Note**
>
> If no results are found, modify the entered criteria and process the query again.

ADDITIONAL FUNCTIONS IN DS

Using Prior Query Parameters

Obtain Criteria from Prior Query pops up a window with the last 10 sets of parameters used for the query. Click on **Use These Parameters** below the desired list of values to fill your criteria fields. These fields may then be modified if necessary.

Setting Default Parameters

Set Current Criteria as Default saves the currently displayed values in the query form and becomes the default criteria each subsequent time this query is accessed. After clicking this button you must wait until the query form reloads. Only then will the defaults be saved.

Personal Query Lists

Add To My Query List adds the current query to a personalized list of queries. This allows you to maintain a list of the queries you use most frequently. The only thing saved is the link to the query input page; no parameters are saved., The button becomes **Remove From My Query List** once the query is added.

Saving and Sharing Queries

Save Query Criteria takes you to a page where you can create your own queries, based upon the standard queries but using a specific set of parameters. These saved queries can be given custom names, and can be shared with other users.

Step-by-step instructions for using all of the saved query functions can be found in **Guide 22 - Using the Query Parameter Save in Decision Support**, available at http://dafis.ucdavis.edu/help/docs/22_A_SaveQuery.pdf.

Scheduling Queries

allows you to schedule a query to run and be sent via e-mail to a list of recipients. You should use a comma or semi-colon to separate multiple e-mail addresses in the **E-Mail Address** field. The reports can be scheduled to run daily, weekly, monthly or after ledgers close. Enter the desired report parameters on the **Edit Scheduled Query** screen. On some queries, *some* search criteria must be entered before the **Edit Scheduled Query** screen can be accessed. Once all desired data is entered click **Create Scheduled Query**.

The scheduled report is e-mailed early on the day it is scheduled. Recipient can follow the link at the bottom of the e-mail to stop receiving the scheduled query. You can maintain your scheduled queries at **My Scheduled Queries** (page 18).

Appendix - Web Resources For DaFIS

Below are some Web resources which you may find helpful when working with DaFIS. Check them out, and you may find a new resource that makes processing documents and running queries just a little bit easier!

- Want general information about DaFIS? http://dafis.ucdavis.edu/.

Note
The DaFIS Web site is also accessible through Transaction Processing under the "Help Menu" by clicking on "General DaFIS Information".

- Need help with Transaction Processing? http://dafis.ucdavis.edu/help/.
- Need help with Decision Support? https://dafisds.ucdavis.edu/DecisionSupport/help/
- Why shouldn't I share my password? http://dafis.ucdavis.edu/userinfo/password/sharing.cfm
- Want to practice exercises outside of the lab? http://dafis.ucdavis.edu/userinfo/practice.cfm.
- Need a list of **wildcards**, confused about some of the **Accounting** or **DaFIS terms**, or want to know what the **document status codes** mean? http://dafis.ucdavis.edu/help/whatisit/
- **Creating a template** or **setting up folders** and don't know where to start? Check out our One-Minute Manuals at http://dafis.ucdavis.edu/help/1min/.
- **Creating a new account, changing the account manager,** or **setting up a new DaFIS user**? http://dafis.ucdavis.edu/help/howdoi/.
- **Sample Decision Support Queries** can be found at https://dafisds.ucdavis.edu/ds/starthere.cfm.
- Visit the **Frequently Asked Questions** at http://dafis.ucdavis.edu/faq/.

If you don't find your answer on our Web site, use the help request form at http://dafis.ucdavis.edu/gethelp.cfm.

NOTES