FINET quick reference booklet

Features set release

2024FS2 v.1

FINET quick reference booklet

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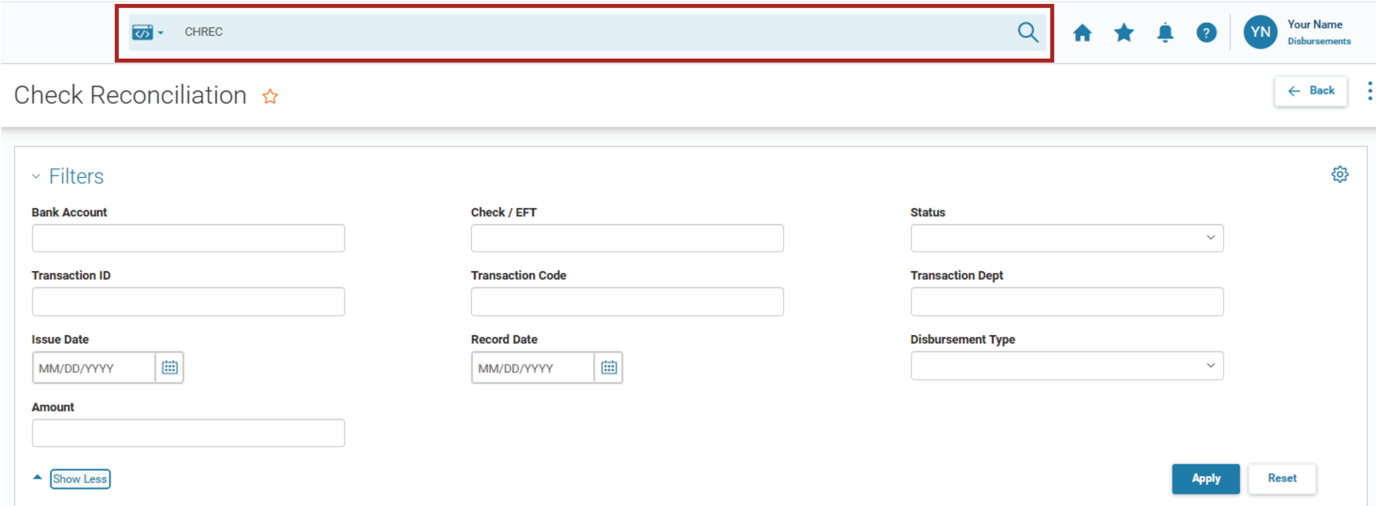
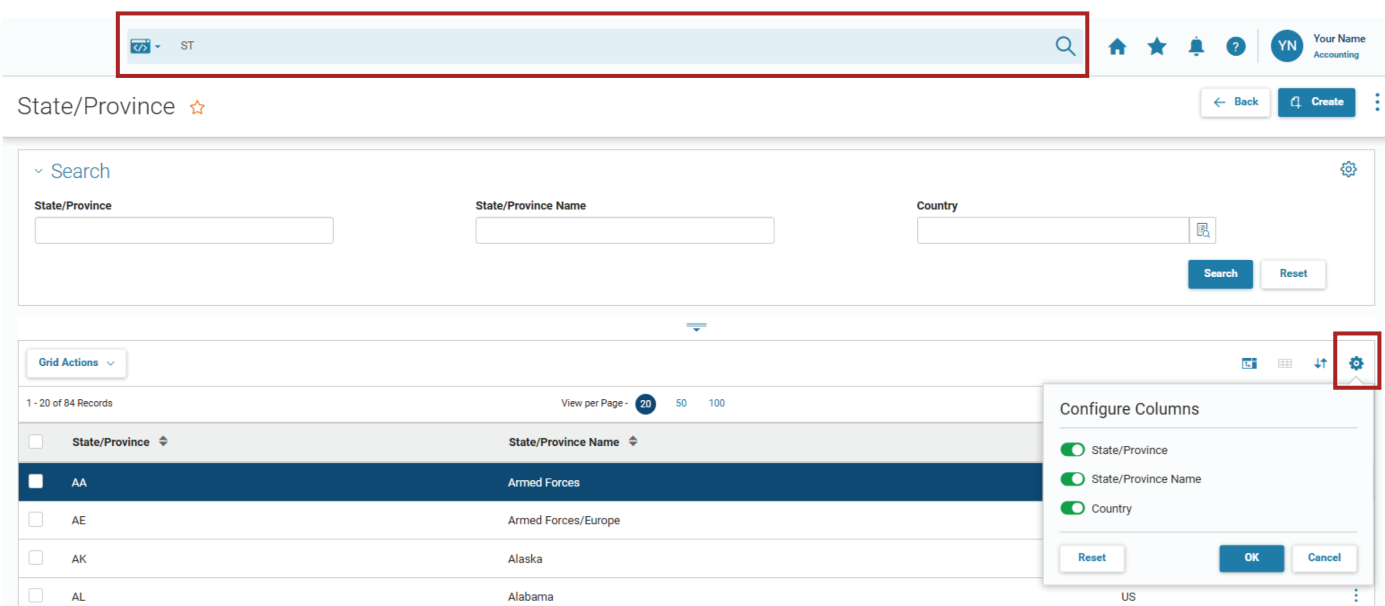
Searching check reconciliation by amount

Amount has been added as a secondary filter field on Check Reconciliation **(CHREC)**. As with similar search fields, this one works with all the available operands.



Search state reference page with country

The Country field has been added to the search grid results on the State Reference **(ST)** page to assist with inquiry. You can add or remove this feature, by selecting the cog icon ( ) from the top right of the grid to help ease your search.



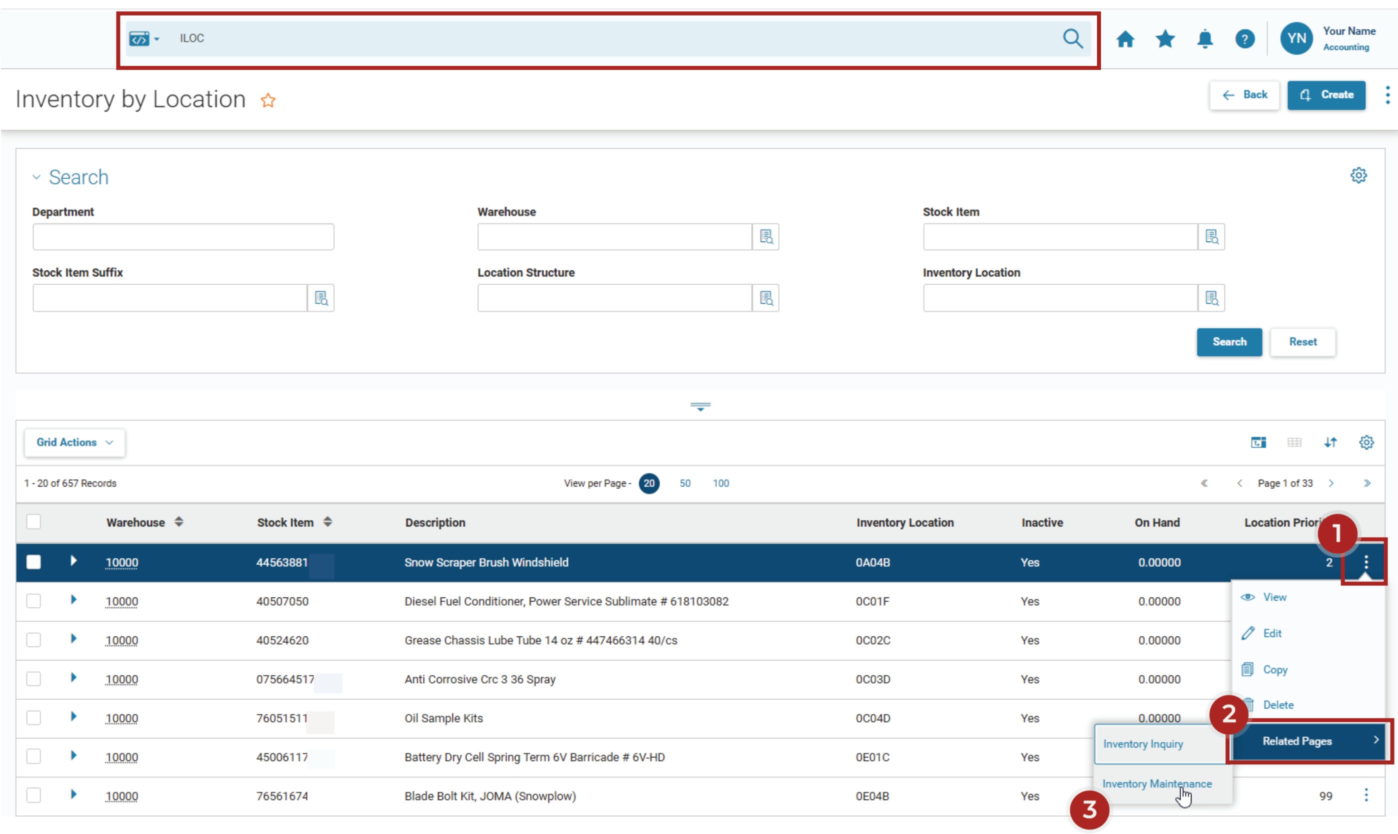
Inventory location-transition links to other inventory tables

Links have been added in the related pages section that allow users to transition between the warehouse inventory location and warehouse tables. Links have been added in the related pages section that allow users to transition between the inventory location and inventory inquiry or inventory maintenance pages.

This feature added transition links under the row-level Related Actions menu on the following Inventory Pages:

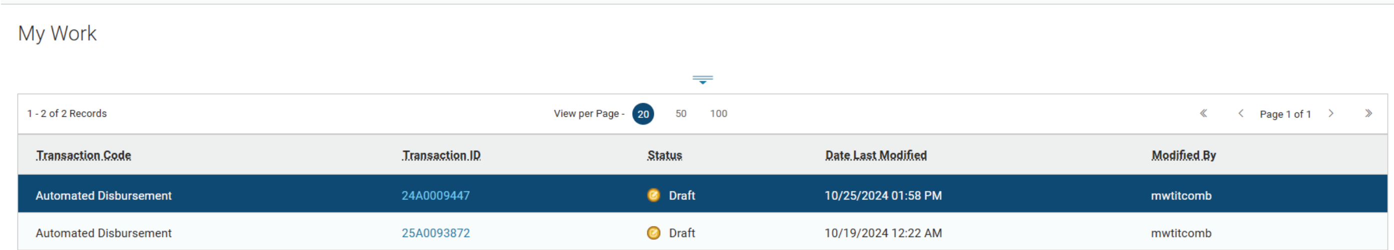
- Warehouse **(WHSE)** to Warehouse Inventory Location **(WILOC)**
- Warehouse Inventory Location **(WILOC)** to Warehouse **(WHSE)**
- Inventory **(INVN)** to Inventory by Location **(ILOC)**
- Inventory Inquiry **(INVNQ)** to Inventory by Location **(ILOC)**
- Inventory by Location **(ILOC)** to Inventory Inquiry **(INVNQ)**
- Inventory by Location **(ILOC)** to Inventory **(INVN)**

1. Select the **3-dot menu** to the right of the line.
2. Select **Related Pages**.
3. You can choose how transition from drop-down options.



My Work widget

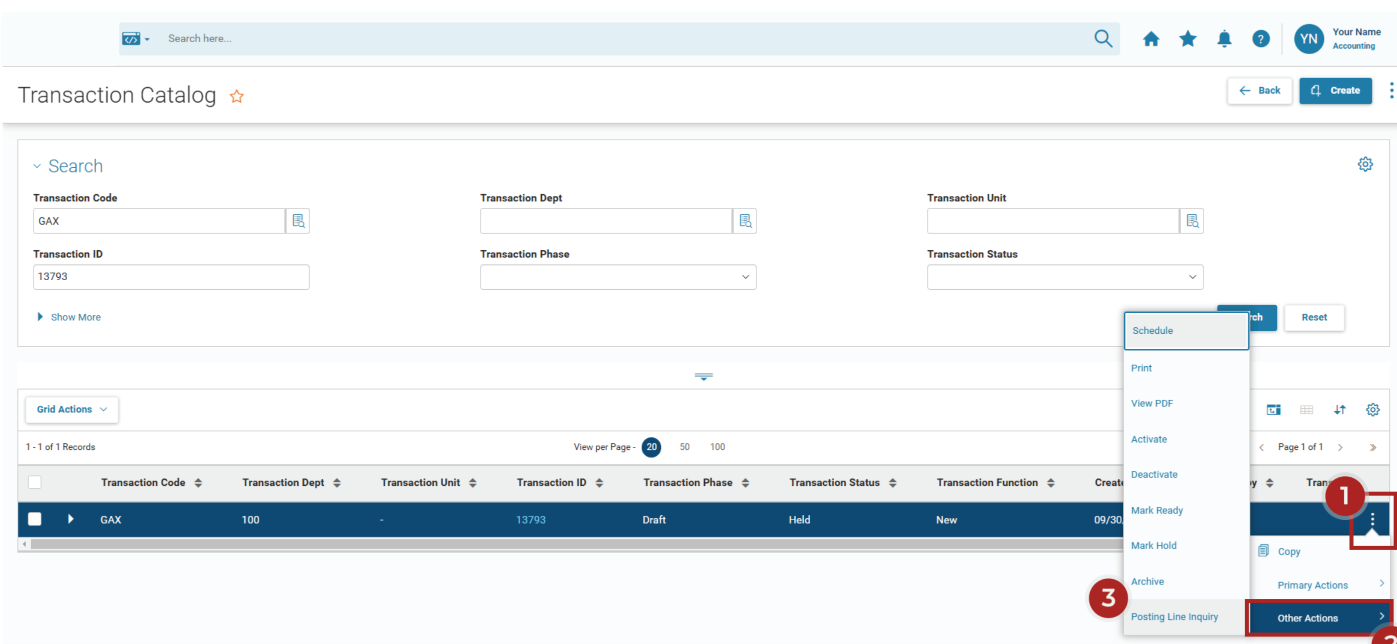
A new widget, My Work, has been added to the FINET Home Page. The widget shows the users list of transactions in draft or pending transactions.



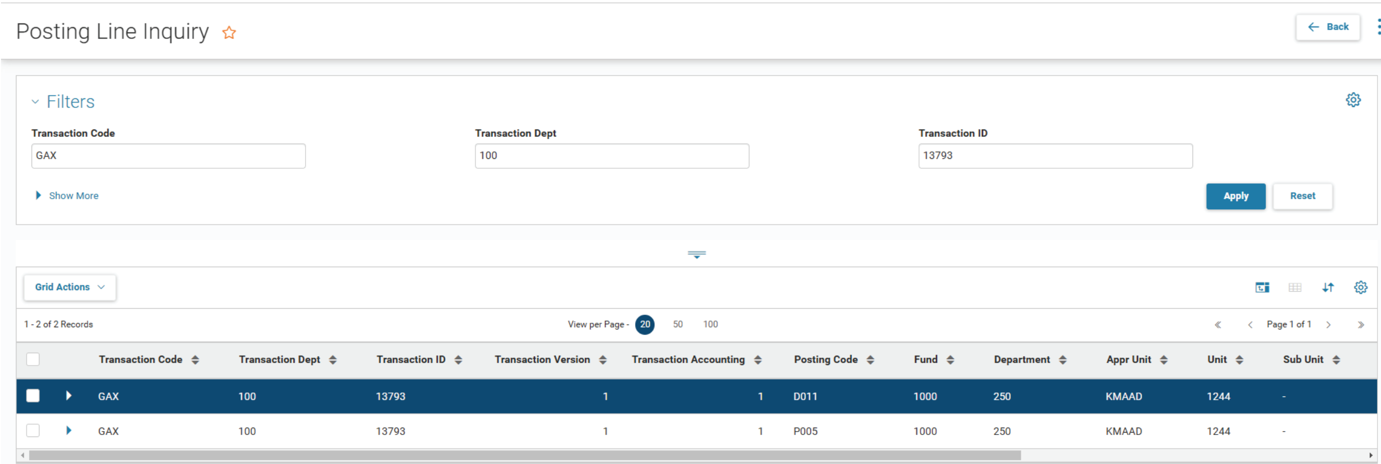
Posting Line inquiry improvements

Sorting is now possible on over twenty fields. When transitioning to the page from links on the Transaction Catalog, Worklist, or from the page menu within a transaction, the Transaction Code, Department ID, and Version are populated in the Filters section. This allows you to add additional filter criteria without having to re-enter those four required fields.

1. Select the **3-dot menu** to the right of the line.
2. Select **Other Actions**.
3. Select **Posting Line Inquiry**.

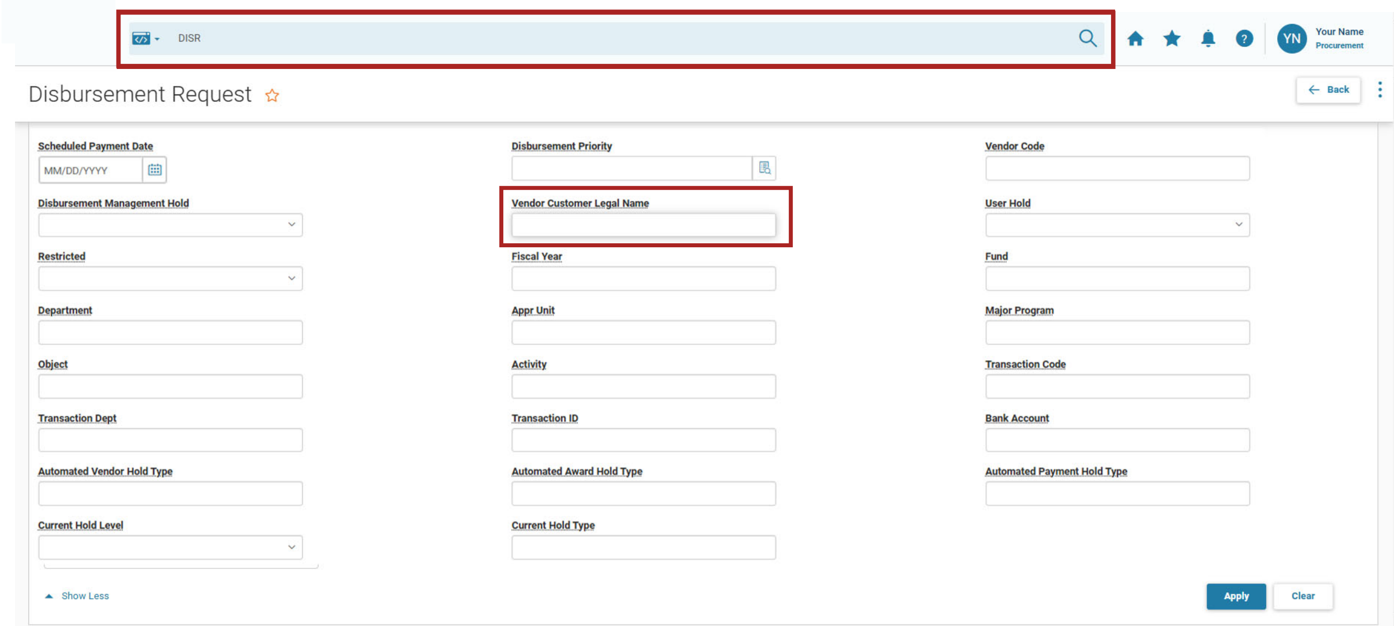


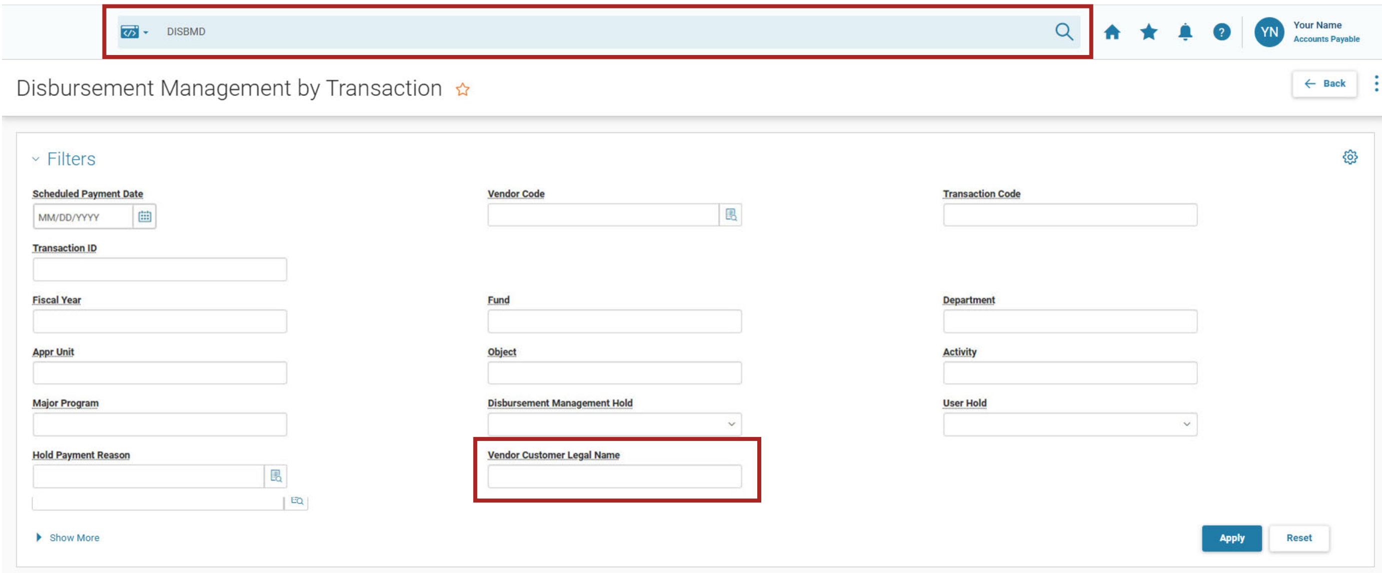
You are taken directly to the Posting Line Inquiry page for that specific transaction.



Searching for Miscellaneous Vendors by name

Disbursement Request **(DISRQ)** and Disbursement Management by Transaction **(DISBMD)** now have a new Legal Name field in the Filter section to enable the user to search the transaction details using legal name.





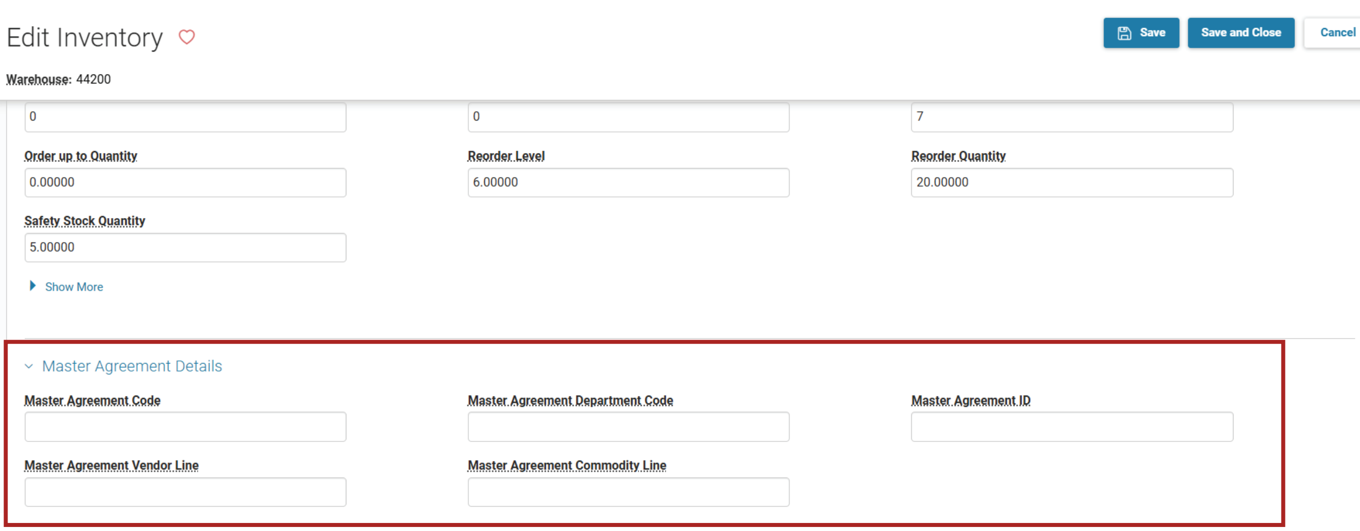
Adding Master Agreement details to inventory page

The following new fields has been added to the Inventory Maintenance **(INVN)** page under a new Master Agreement Details section will now be visible at the bottom of each record detail with the following fields:

- Master Agreement Code **(AGREE_DOC_CD)**
- Master Agreement Department Code **(AGREE_DOC_DEPT_CD)**
- Master Agreement ID **(AGREE_DOC_ID)**
- Master Agreement Vendor Line **(AGREE_VEND_LN_NO)**
- Master Agreement Commodity Line **(AGREE_COMM_LN_NO)**

New validations are also added related to these newly available fields:

- All MA detail fields should be either blank or populated (A9727)
- If any the Master Agreement detail fields change, the system will verify the Master Agreement details are valid. (A2735).



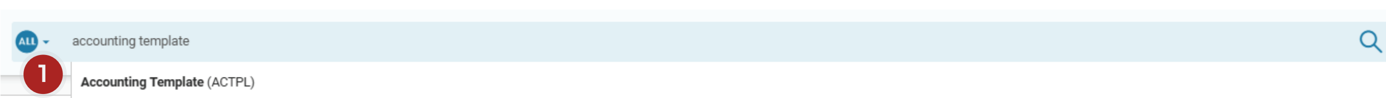
Lot and Expiration Date / Multiple Shipping information

A new Inventory Lot Tracking Expiration table has been added along with new fields on the Receiver transaction, Lot Number **(LOT_NO)** and Expiration Date **(EXPR_DT)**. The new table is populated, if the Inventory's Lot Tracking Expiration Flag is checked and updated with modifications and delete the associated records when the Receiver is cancelled.

Changes with creating an Accounting Template

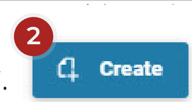
The foundation for mapping and interfacing chart of accounts **(COA)** coding from SAP Concur to FINET is the Accounting Template **(ACTPL)**. When an ACTPL is used in FINET, it infers the underlying COA elements as designed by the agency. The change to the ACTPL page is a great way to make single-record updates for Accounting Templates that are to be used for travel/p-card.

1. There are two ways to access the **Accounting Template** page. You'd go to the search bar.
   - Type **Accounting Template** if your search is displaying **ALL**.



   - Type **ACTPL** if your search is displaying **Page Code**.

2. Click the **Create** button in the upper-right corner.



3. Under the **General Information** section, enter the required fields:
   - **Accounting Template**
   - **Name**
   - **Responsible Department** if unknown, search from the pick-list.
   - **Description** (optional)
4. Check **Accounting Template Indicator**.
5. Check **Active**.

You can see the ELCID indicator flags available under the **Description** section.

6. Under the **Description** section, select **Travel & P-Card**. SAP is able to connect to FINET in order to make updates on the p-card and travel eligibility based on the changes made on the ACTPL page.

Check any other flags you'd like assigned to the template.

Note: if you select the Technology Services flag, you can only have 10 characters for the Accounting Template title. If you type more than that, the template will fail to save. If you want to add Technology Services flag to an existing template that has more than 10 characters in the title, you will have to disable that template and create a new template with ten or less characters.

7. Click **Save** in upper-right corner to create the accounting template.