



FINET quick reference booklet

Features set release

FINET quick reference booklet

Table of Contents

Searching check reconciliation
by amount 3

Search state reference
page with country 3

Inventory location
transition links to other
inventory tables 4

My Work widget 4

Posting Line Inquiry
improvements 5

Searching for Miscellaneous
Vendors by name 6

Add Master Agreement
details to inventory page 7

Changes with creating an
Accounting Template 8

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.

CHREC

Check Reconciliation

Filters

Bank Account

Transaction ID

Issue Date

Amount

Check / EFT

Transaction Code

Record Date

Status

Transaction Dept

Disbursement Type

Show Less

Apply

Reset

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.

ST

State/Province

Search

State/Province

State/Province Name

Country

Search

Reset

Grid Actions

1 - 20 of 84 Records

View per Page - 20 50 100

State/Province	State/Province Name
AA	Armed Forces
AE	Armed Forces/Europe
AK	Alaska
AL	Alabama

Configure Columns

State/Province

State/Province Name

Country

Reset

OK

Cancel

US

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.

The screenshot shows the 'Inventory by Location' page. At the top, there is a search bar with 'ILOC' entered. Below the search bar is a filter section with fields for Department, Warehouse, Stock Item, Stock Item Suffix, Location Structure, and Inventory Location. The main content is a table with columns: Warehouse, Stock Item, Description, Inventory Location, Inactive, On Hand, and Location Priority. The first row is highlighted in blue. A context menu is open for this row, showing options: View, Edit, Copy, Delete, Inventory Inquiry, and Related Pages. Red callouts are placed over the 3-dot menu (1), the 'Related Pages' option (2), and the 'Inventory Inquiry' option (3).

Warehouse	Stock Item	Description	Inventory Location	Inactive	On Hand	Location Priority
.10000	44563881	Snow Scraper Brush Windshield	0A04B	Yes	0.00000	2
.10000	40507050	Diesel Fuel Conditioner, Power Service Sublimate # 618103082	0C01F	Yes	0.00000	
.10000	40524620	Grease Chassis Lube Tube 14 oz # 447466314 40/cs	0C02C	Yes	0.00000	
.10000	075664517	Anti Corrosive Crc 3 36 Spray	0C03D	Yes	0.00000	
.10000	76051511	Oil Sample Kits	0C04D	Yes	0.00000	
.10000	45006117	Battery Dry Cell Spring Term 6V Barricade # 6V-HD	0E01C	Yes		
.10000	76561674	Blade Bolt Kit, JOMA (Snowplow)	0E04B	Yes		99

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.

My Work

Transaction Code	Transaction ID	Status	Date Last Modified	Modified By
Automated Disbursement	24A0009447	Draft	10/25/2024 01:58 PM	mwtitcomb
Automated Disbursement	25A0093872	Draft	10/19/2024 12:22 AM	mwtitcomb

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**.

Transaction Catalog

Search

Transaction Code: GAX
Transaction ID: 13793

Transaction Dept: [empty]
Transaction Phase: [empty]
Transaction Unit: [empty]
Transaction Status: [empty]

Grid Actions

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Transaction Phase	Transaction Status	Transaction Function	Create
GAX	100	-	13793	Draft	Held	New	09/30

Grid Actions menu:

- Schedule
- Print
- View PDF
- Activate
- Deactivate
- Mark Ready
- Mark Hold
- Archive
- Posting Line Inquiry
- Other Actions

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

Posting Line Inquiry ☆ ← Back

Filters

Transaction Code: GAX Transaction Dept: 100 Transaction ID: 13793

Show More Apply Reset

Grid Actions

1 - 2 of 2 Records View per Page: 20 50 100 Page 1 of 1

Transaction Code	Transaction Dept	Transaction ID	Transaction Version	Transaction Accounting	Posting Code	Fund	Department	Appr Unit	Unit	Sub Unit
GAX	100	13793	1	1	D011	1000	250	KMAAD	1244	-
GAX	100	13793	1	1	P005	1000	250	KMAAD	1244	-

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.

DISR

Disbursement Request ☆ ← Back

Scheduled Payment Date: MM/DD/YYYY

Disbursement Management Hold: [Dropdown]

Restricted: [Dropdown]

Department: [Text]

Object: [Text]

Transaction Dept: [Text]

Automated Vendor Hold Type: [Text]

Current Hold Level: [Dropdown]

Disbursement Priority: [Text]

Vendor Customer Legal Name: [Text]

Fiscal Year: [Text]

Appr Unit: [Text]

Activity: [Text]

Transaction ID: [Text]

Automated Award Hold Type: [Text]

Current Hold Type: [Text]

Vendor Code: [Text]

User Hold: [Dropdown]

Fund: [Text]

Major Program: [Text]

Transaction Code: [Text]

Bank Account: [Text]

Automated Payment Hold Type: [Text]

Show Less Apply Clear

DISBMD

Disbursement Management by Transaction

Filters

Scheduled Payment Date: MM/DD/YYYY

Transaction ID

Fiscal Year

Appr Unit

Major Program

Hold Payment Reason

Vendor Code

Fund

Object

Disbursement Management Hold

Vendor Customer Legal Name

Transaction Code

Department

Activity

User Hold

Show More

Apply Reset

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).

Edit Inventory

Warehouse: 44200

0 0 7

Order up to Quantity: 0.00000 Reorder Level: 6.00000 Reorder Quantity: 20.00000

Safety Stock Quantity: 5.00000

Show More

Master Agreement Details

Master Agreement Code Master Agreement Department Code Master Agreement ID

Master Agreement Vendor Line Master Agreement Commodity Line

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.

Create Accounting Template 7

* Required fields

ⓘ For all Accounting Templates, please ensure that the Accounting Template Indicator Flag is selected. The Accounting Template will not save without checking this flag.

3 **General Information**

* Accounting Template

* Name * Responsible Department Description

4 Accounting Template Indicator 5 Active

6 **Description**

Travel & P-Card Technology Services Fleet Operations

General Services