



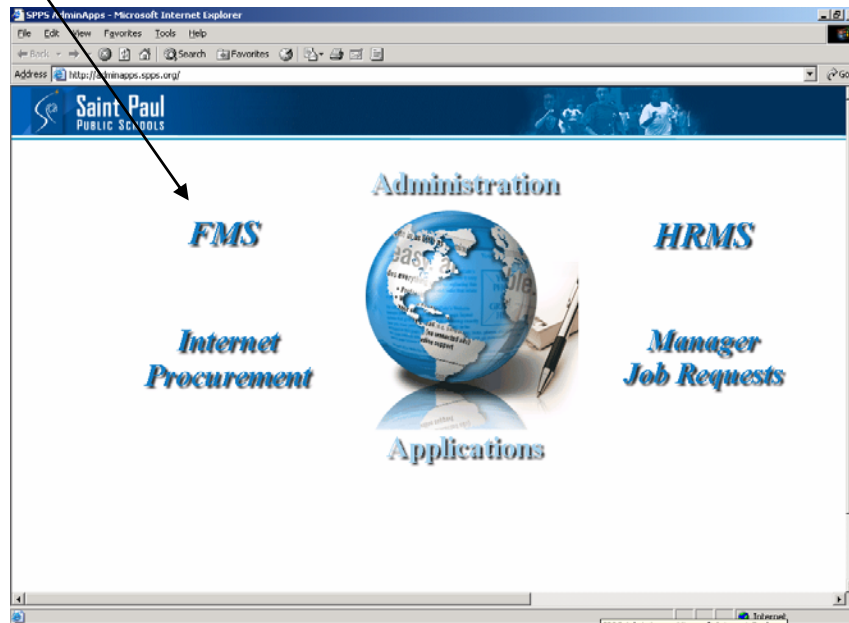
# How to Run Guideline & Activity Reports for Programs and Departments

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## Running Reports for Programs/Departments

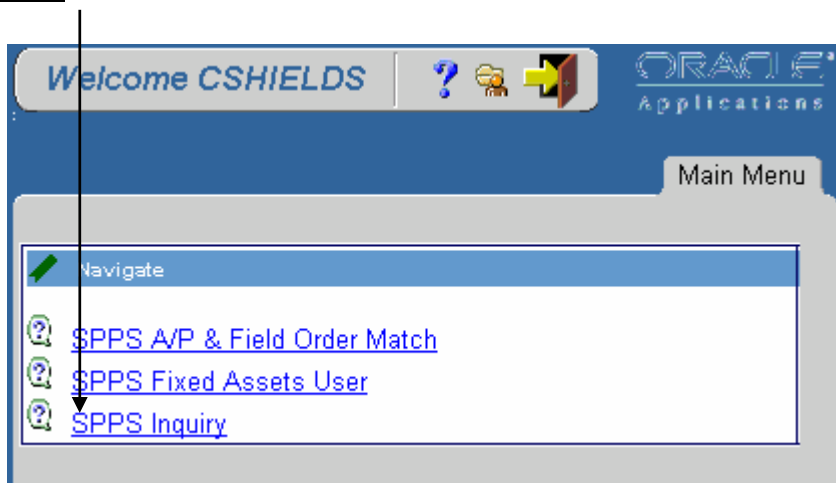
Open Internet Explorer and go to the web address <http://adminapps.spps.org>. Click the link for *FMS*.



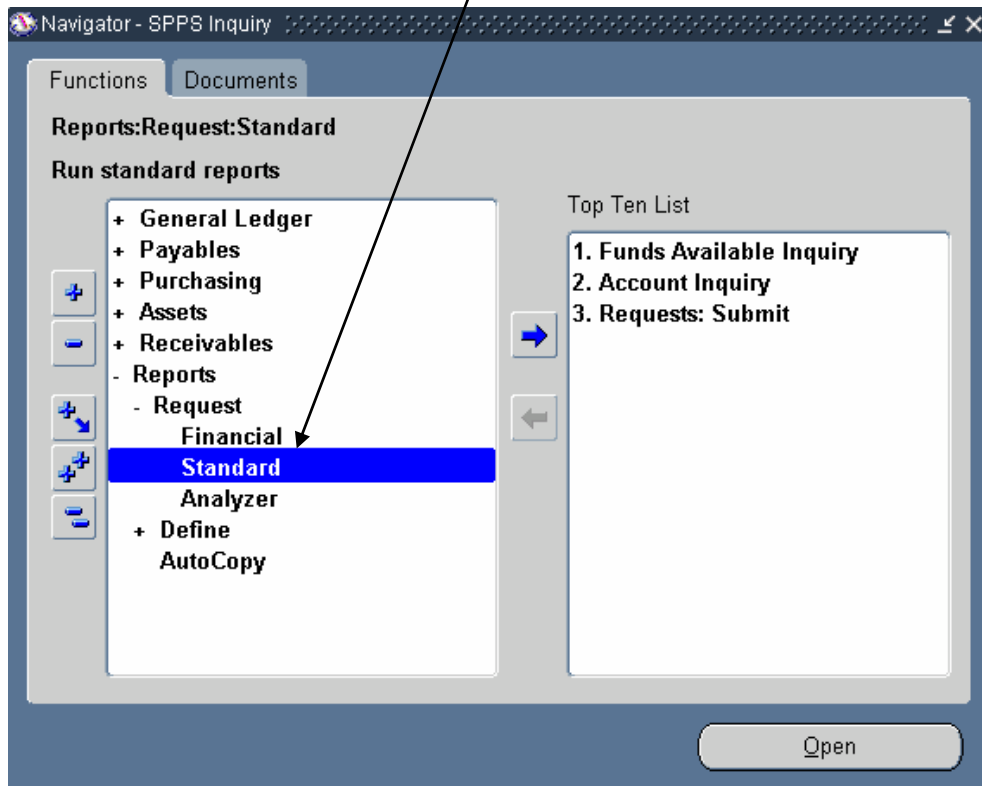
On the FMS login page enter your **User Name** and **Password** and click the **Connect** button. If you need to have a User Name and Password set up, or don't remember your User Name or Password, call 603-HELP, option 6.

A screenshot of the Saint Paul Public Schools Financial Management System login page. The page features the Saint Paul Public Schools logo on the left, which includes a stylized 'S' and the text 'Saint Paul PUBLIC SCHOOLS' and 'A World of Opportunities'. To the right of the logo is a green box with the text 'Financial Management System'. Below the logo and green box is a yellow school bus illustration. To the right of the bus are two input fields: 'User Name' with the text 'cshields' and 'Password' with masked characters. Below the password field is a 'Connect' button.

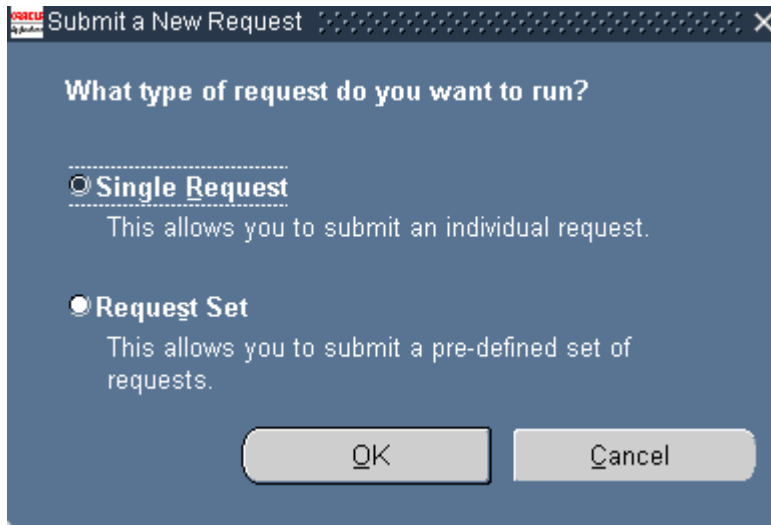
The *Main Menu* displays with the list of responsibilities you have been assigned. Select **SPPS Inquiry**.



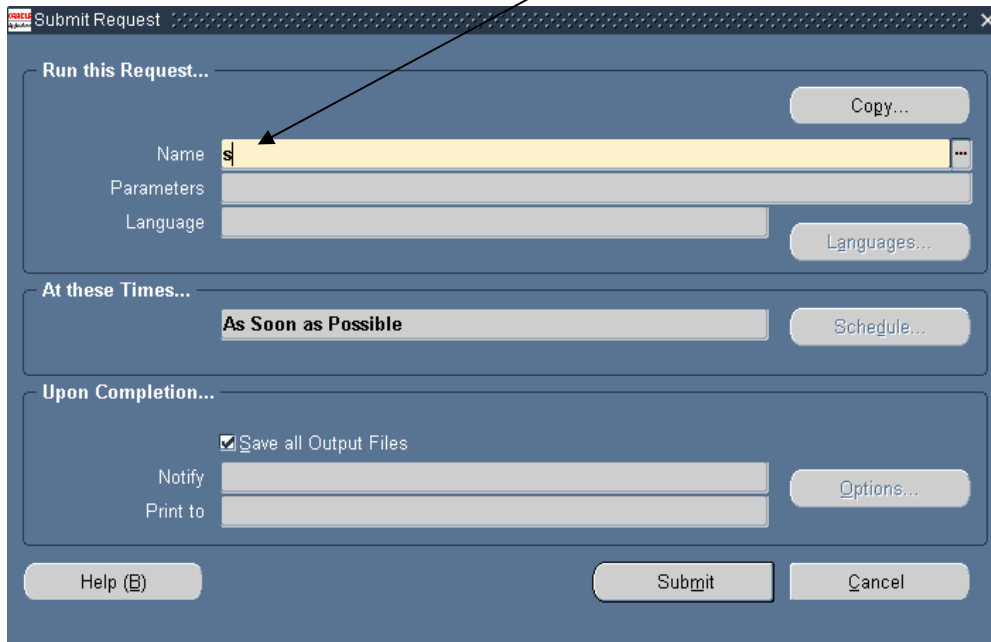
Double-click on **Reports> Request> Standard**.



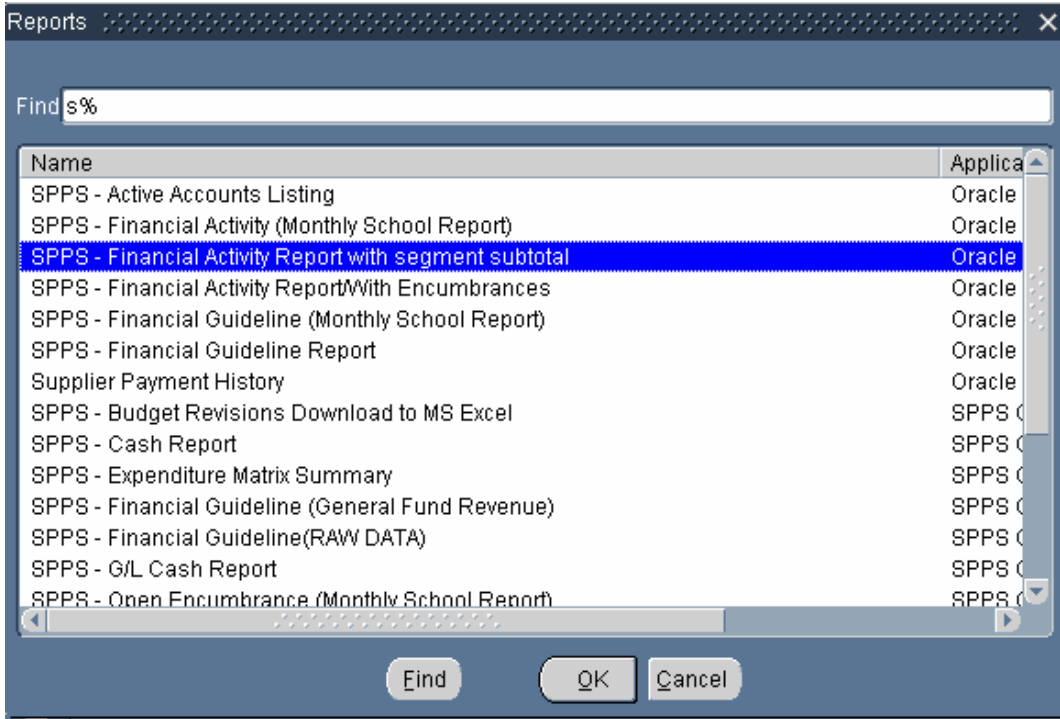
Leave the default of **Single Request** and click the **OK** button.



Click in the **Name** field, type the letter "s" and press the Tab key on your keyboard.



Select either **SPPS-Financial Activity Report with segment subtotal** or **SPPS-Financial Guideline Report**, then click the **OK** button.



Enter the report parameters then click the **OK** button (see examples below).

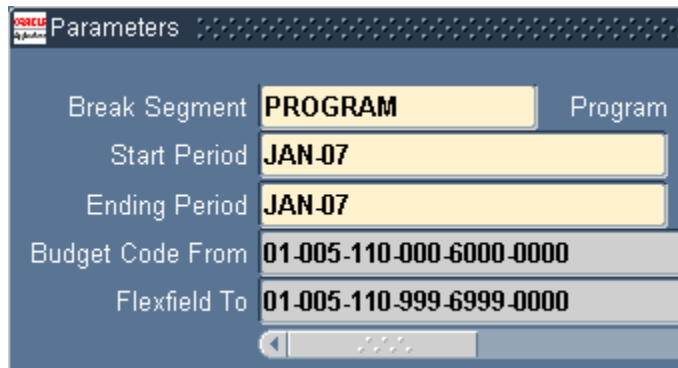
**EXAMPLE - Activity Report Parameters**

**Break Segment:** This determines page breaks.

**Period:** This is the starting month for the report (MMM-YY).

**Ending Period:** This is the ending month for the report (MMM-YY).

**Flexfield From/To:** The range of budget codes you want on the report. If you are unsure of the budget codes to enter, contact your accountant.



**EXAMPLE - Guideline Report Parameters**

**Break By:** This determines page breaks.

**Sub Total By:** This determines how the report sub-totals.

**Period:** This is the ending month for the report (MMM-YY). The starting month is already programmed into the system as the beginning of the fiscal year (July 1<sup>st</sup>).

**Rev. Acct Only:** Leave default of “N” for No.

**Active Accts Only:** Leave default of “N” for No.

**Flexfield From/To:** The range of budget codes you want on the report. If you are unsure of the budget codes to enter, contact your accountant.

The screenshot shows a 'Parameters' window with the following fields and values:

- Break By: PROGRAM
- Sub Total By: PROGRAM
- Period: JAN-07
- Rev. Acct. Only (Y or N): N
- Active Accts. Only (Y or N): N
- Budget Code From: 01-005-110-000-6000-0000
- Budget Code To: 01-005-110-999-6999-0000

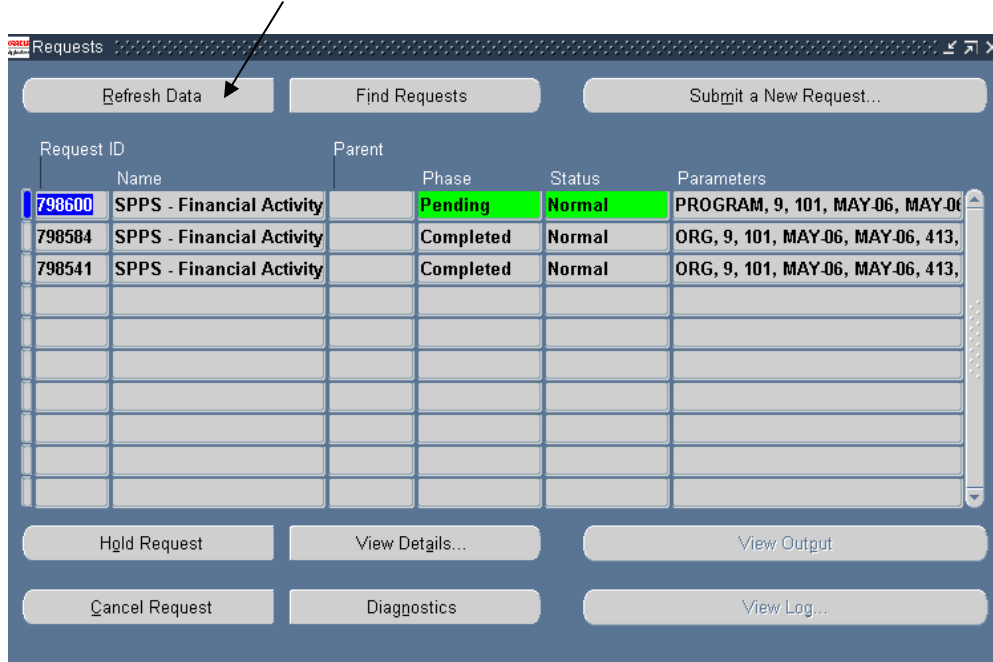
The *Submit Request* window shows the parameters you entered. To run the report click the **Submit** button.

The screenshot shows a 'Submit Request' window with the following configuration:

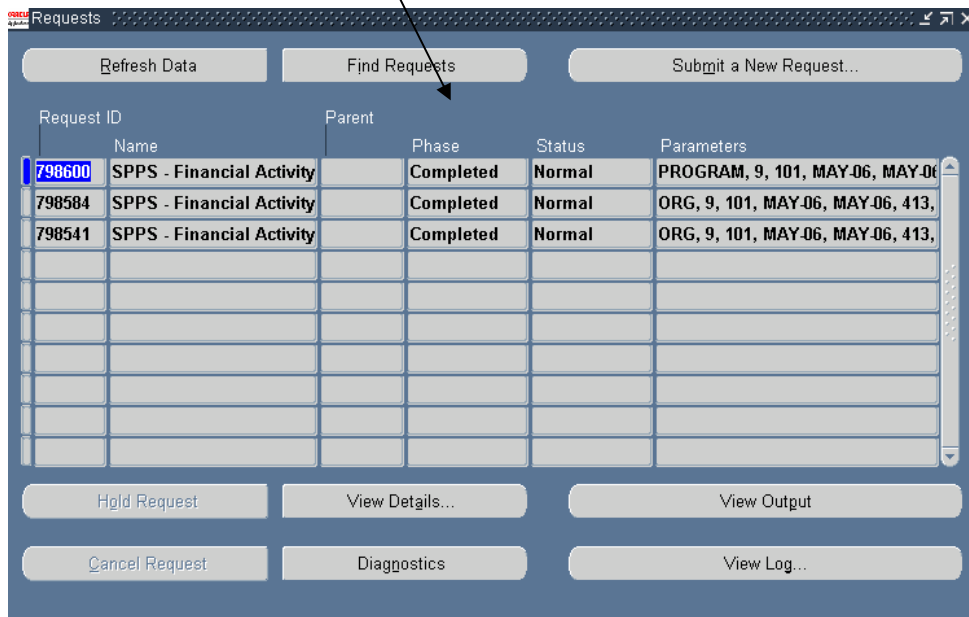
- Run this Request...**
  - Name: SPPS - Financial Activity Report with segment subtotal
  - Parameters: PROGRAM:MAY-06:MAY-06:01-005-110-000-6300-0000:01-005-110-999-6999-9999
  - Language: American English
- At these Times...**
  - As Soon as Possible
- Upon Completion...**
  - Save all Output Files
  - Notify: [Empty field]
  - Print to: lp3

Buttons at the bottom include: Help (H), Submit, and Cancel.

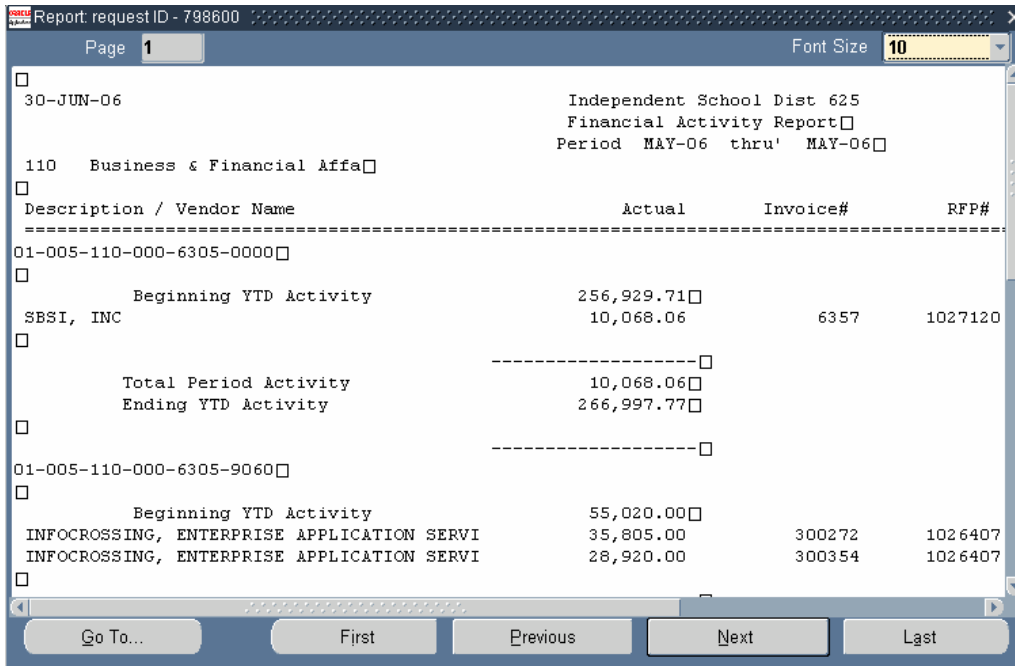
The *Requests* window shows the status of your report request. Click on the **Refresh Data** button to monitor the status. (Click the button about every 30 seconds – repeated clicking will slow down the report processing).



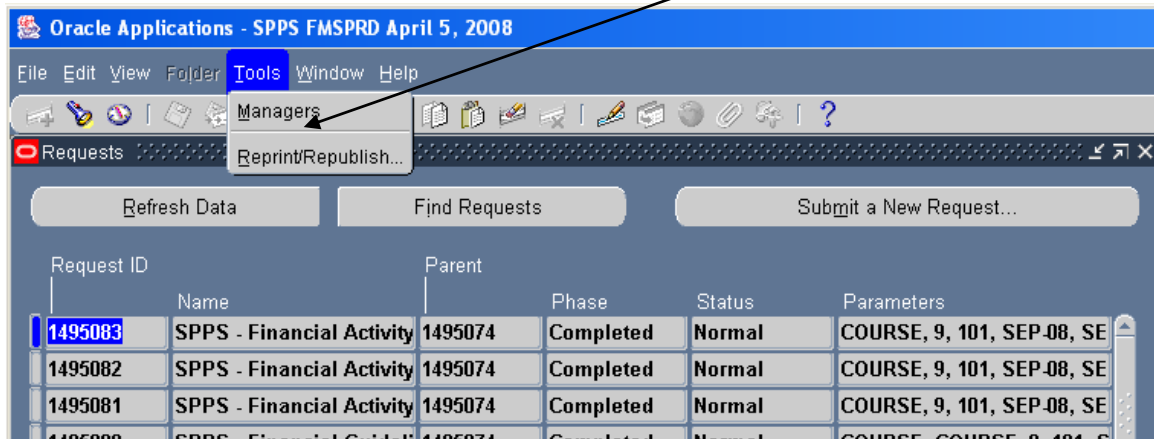
Continue clicking the **Refresh Data** button until the green highlighting disappears and the **Phase** field shows “Completed”. It’s recommended that you preview the report to make sure the output is what you expected, and to verify the number of pages before printing. To preview the report click the **View Output** button.



The scroll bar and buttons at the bottom of the preview window allow you to move back and forth to see all the pages of the report. Close the preview window by clicking the **X** in the top right corner.






To print the report click on the **Tools** menu and select **Reprint/Republish**.



Enter the number of copies you want to print and click the **Apply** button.

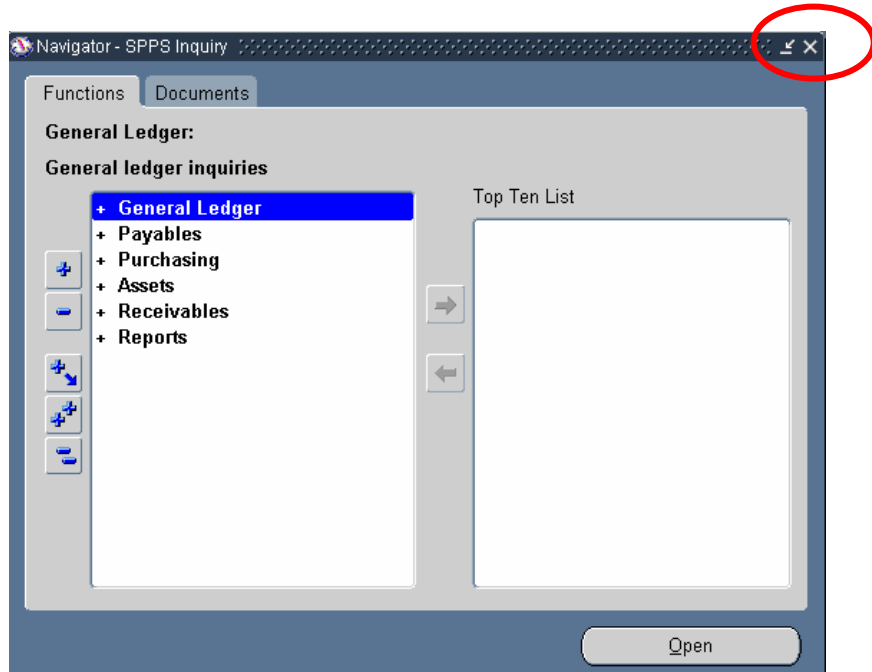
If you wish to select a different printer, click the flashlight to the right of the Printer field. With the search field blank click the **Go** button.

To select the printer you want click the **Quick Select** icon.

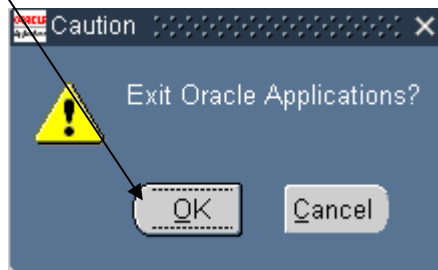
Select	Quick Select	Printer	Description
<input type="radio"/>		lp0	1930 Como-Student Data 5si
<input type="radio"/>		lp1	360 Colborne-hr5m-Technology-2nd Floor
<input type="radio"/>		lp10	Student Placement-Title1/Federal Programs

You will be returned to the Reprint/Republish screen. Click the **Apply** button to start the print job.

To log off the system, close all windows and return to the Navigator window. Click on the “X” in the top right corner.



A Caution window asks you to confirm that you want to exit. Click the **OK** button.

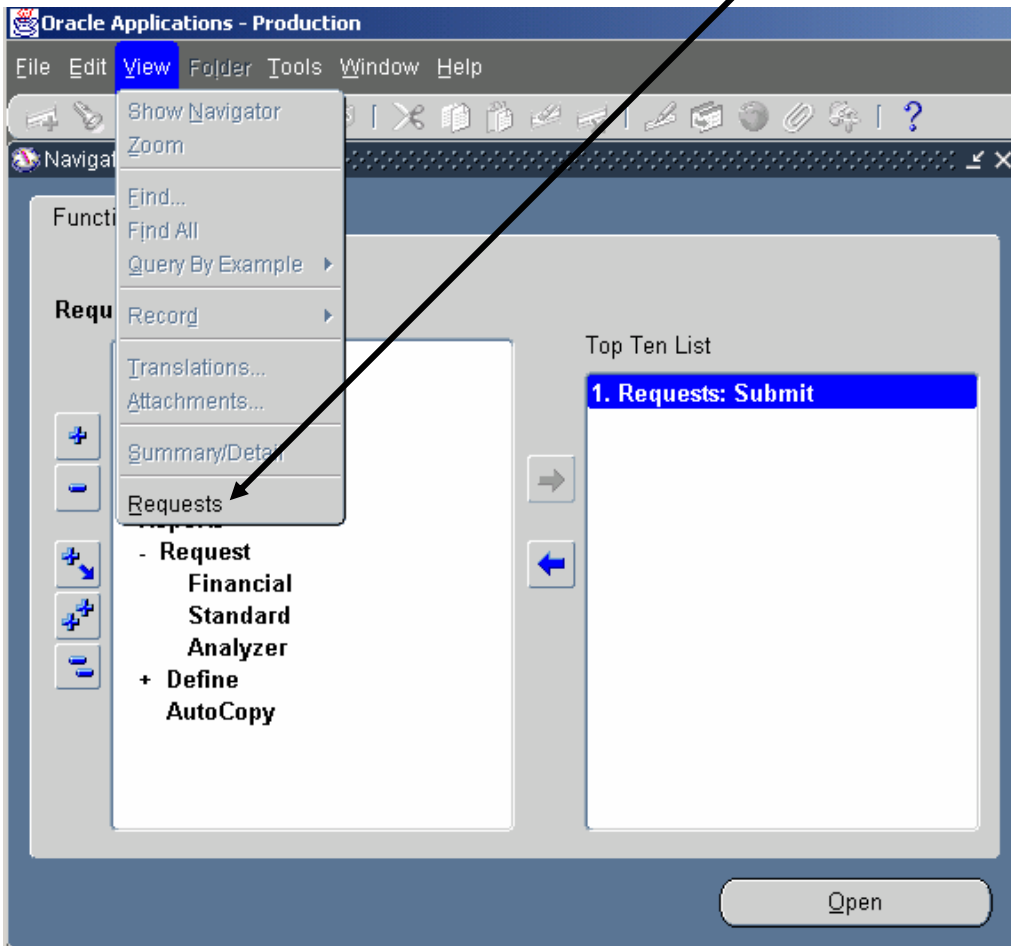


Close the other two browser windows the complete the log off process.

## Viewing Reports Online

FMS Guideline & Activity Reports are stored in the system for 60 days. To view a report you've already run:

On the *Navigator* window, from the toolbar click **View > Requests**.



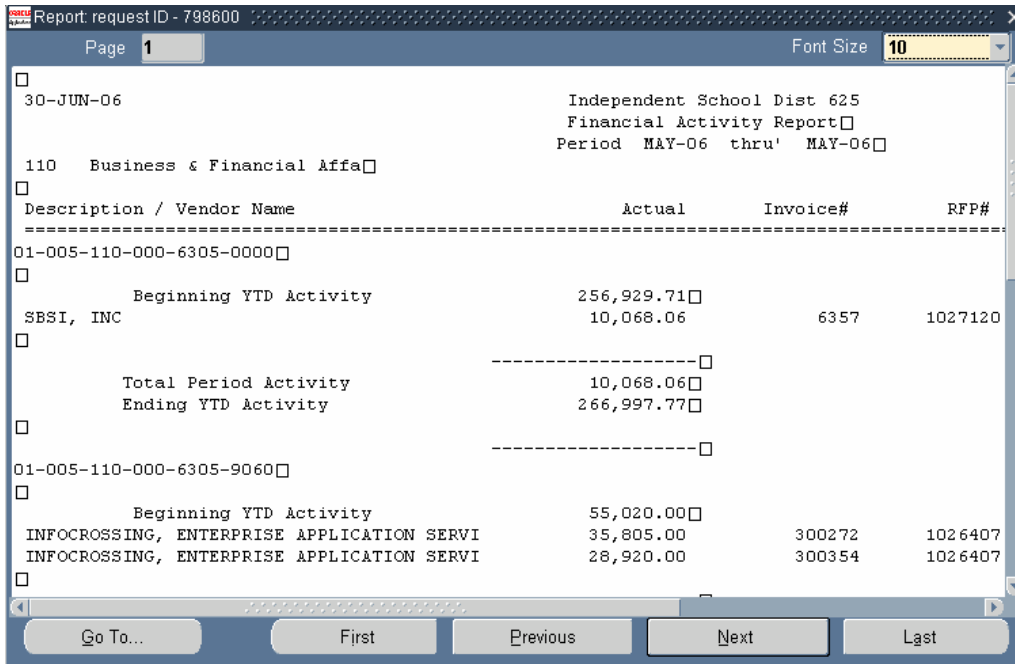
“All My Requests” is the default selection. Click the **Find** button.

The *Requests* window displays all the reports you have run in the last 60 days. Click on the report you want to view and click the **View Output** button.

Request ID	Name	Parent	Phase	Status	Parameters
798600	SPPS - Financial Activity		Completed	Normal	PROGRAM, 9, 101, MAY-06, MAY-06
798584	SPPS - Financial Activity		Completed	Normal	ORG, 9, 101, MAY-06, MAY-06, 413,
798541	SPPS - Financial Activity		Completed	Normal	ORG, 9, 101, MAY-06, MAY-06, 413,

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

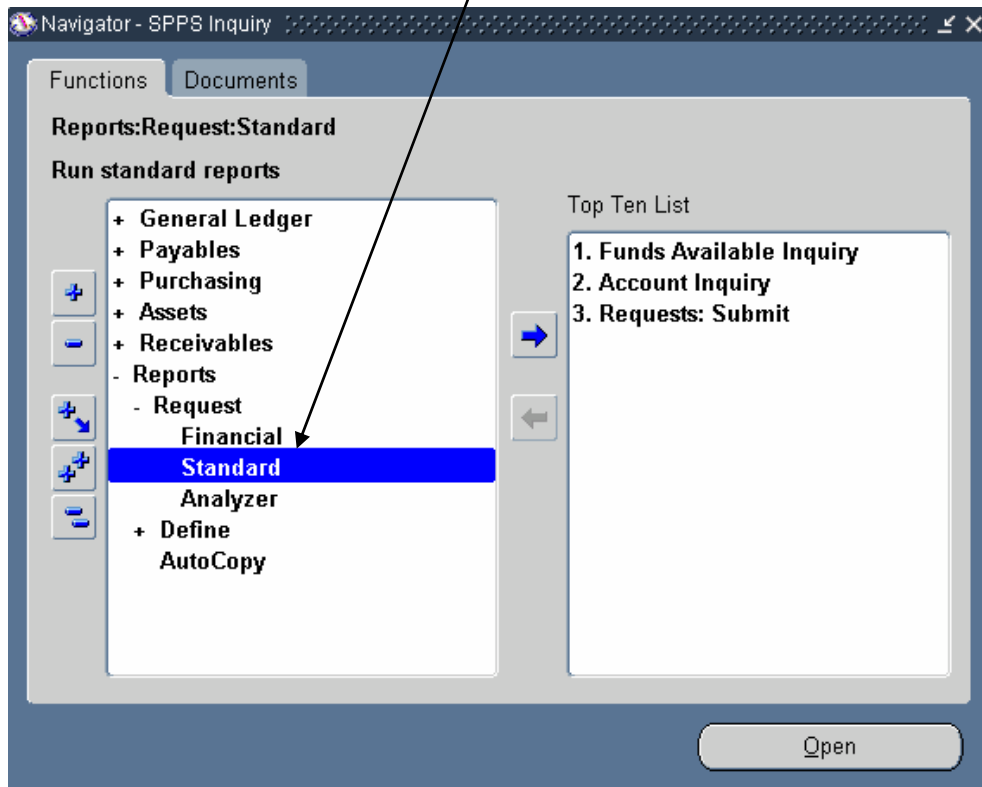
Use the scroll bars and buttons to navigate through the pages of the report. When finished viewing the report close the window by clicking the “X” in the top right corner. If you want to print the report, follow the printing instructions on the bottom of page 9 and the top of page 10.



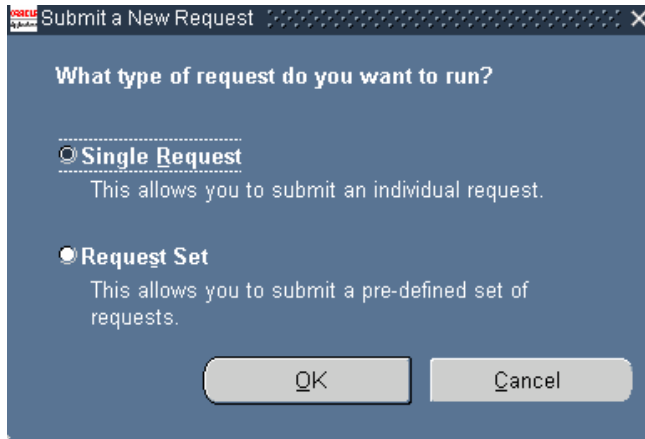
## Copying an Existing Report

FMS Guideline & Activity Reports are stored in the system for 60 days. Follow the steps below to copy a report that's already been run and update the report period to the current month.

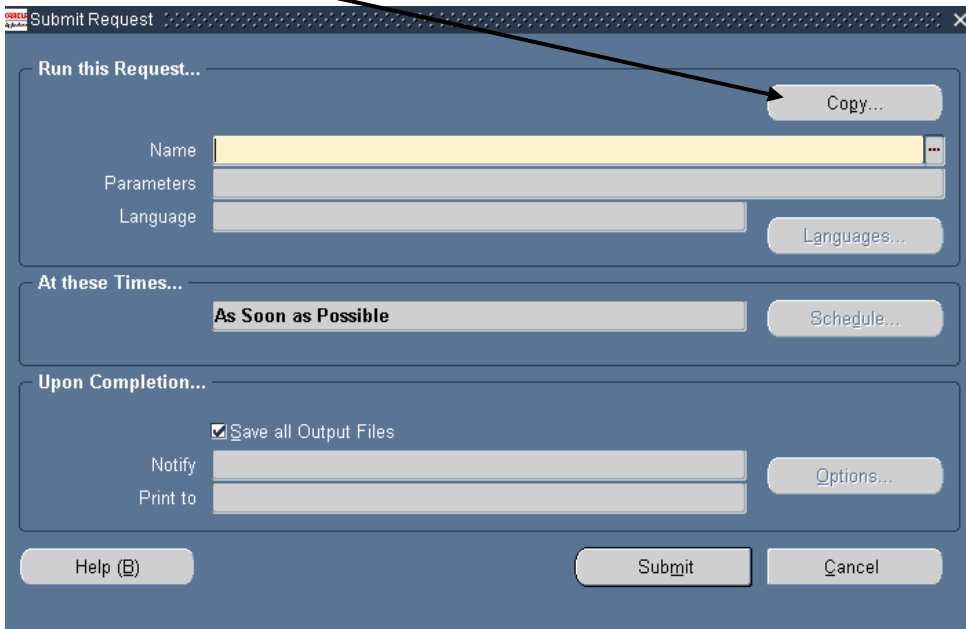
From the *Navigator* window, double-click on **Reports> Request> Standard**.



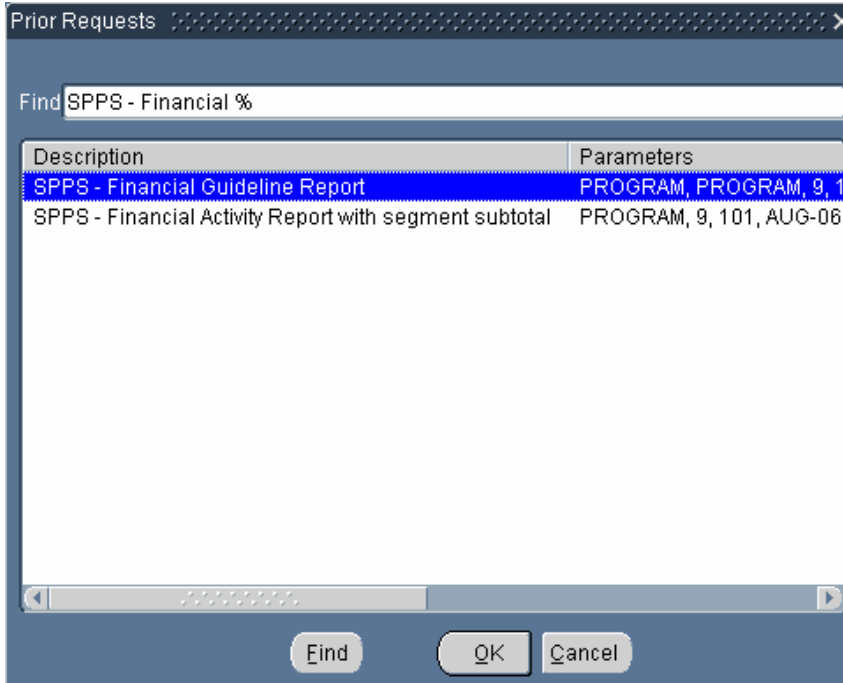
Leave the default of **Single Request** and click the **OK** button.



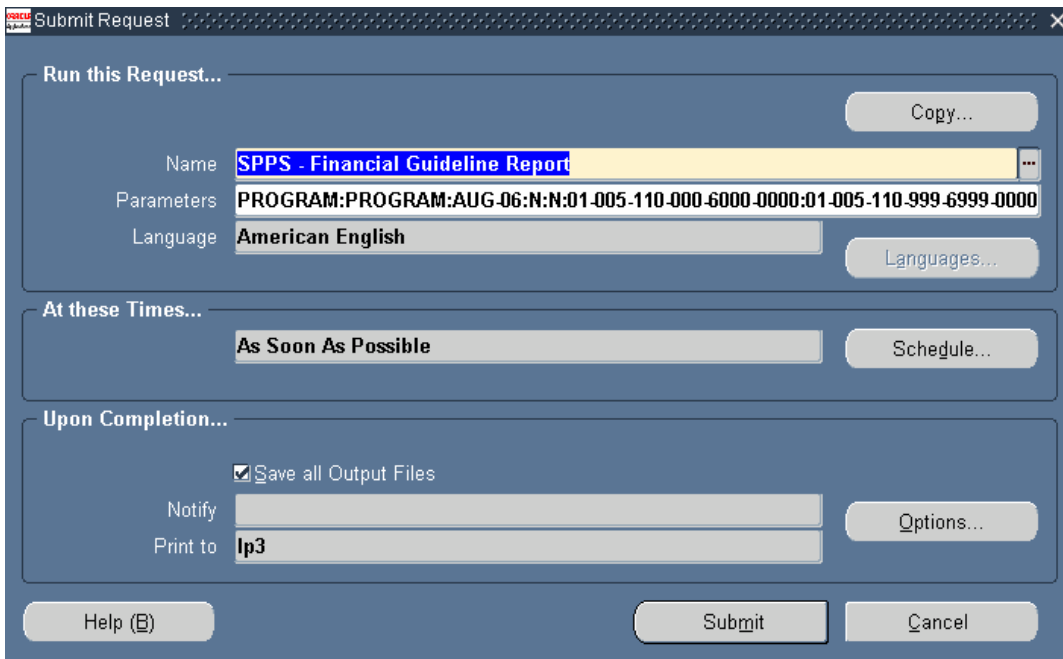
Click the **Copy** button.



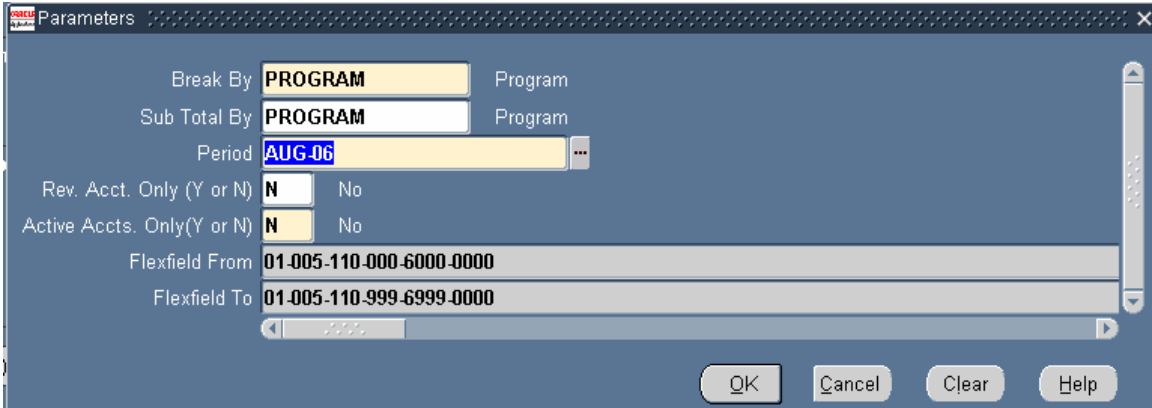
Select the report you want to copy and click the **OK** button.



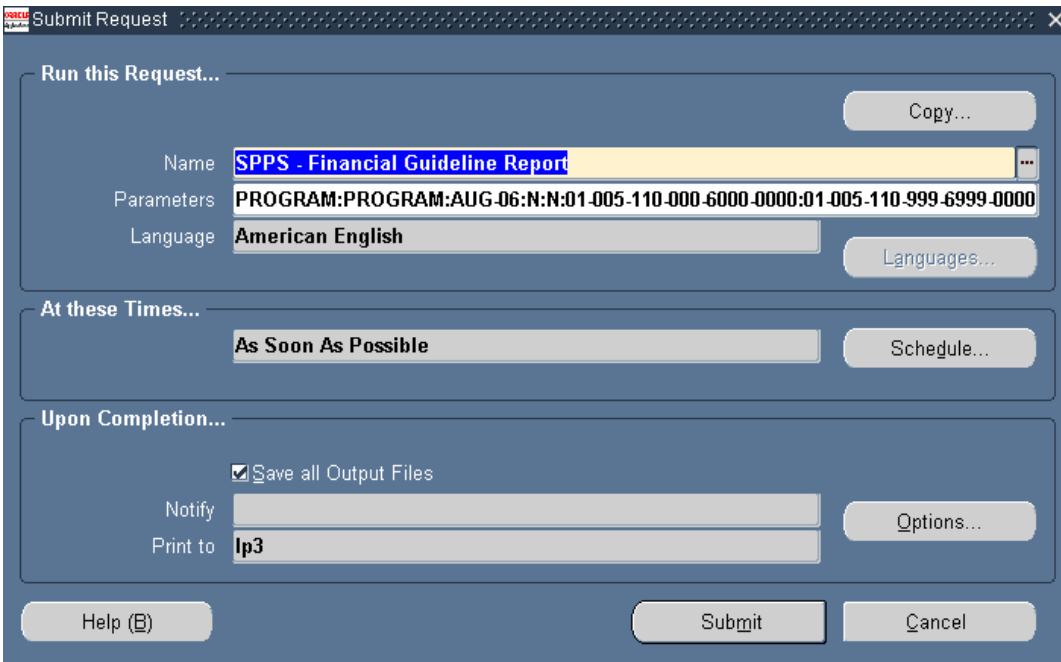
To update the report parameters, click in the **Parameters** field.



Enter the current month in the **Period** field (MMM-YY) and click the **OK** button.



On the *Submit Request* window click the **Submit** button. To view or print the report, go back to page 8 and follow the steps starting at the top of that page.



## FMS Report Quick Reference Guide

1. Open Internet Explorer and go to the web address <http://adminapps.spps.org>. Click the link for *FMS*.
2. Log on, and click the **SPPS Inquiry** link.
3. Select **Reports> Request> Standard**, and leave the default of Single Request.
4. Select either **SPPS-Financial Activity Report with segment subtotal** or **SPPS-Financial Guideline Report**.
5. Enter the report parameters and submit the request.
6. To preview the report click the **View Output** button.
7. To print the report select **Tools>Reprint**, enter the number of copies and click the **OK** button.