



How to Run FMS Guideline & Activity Reports For Schools

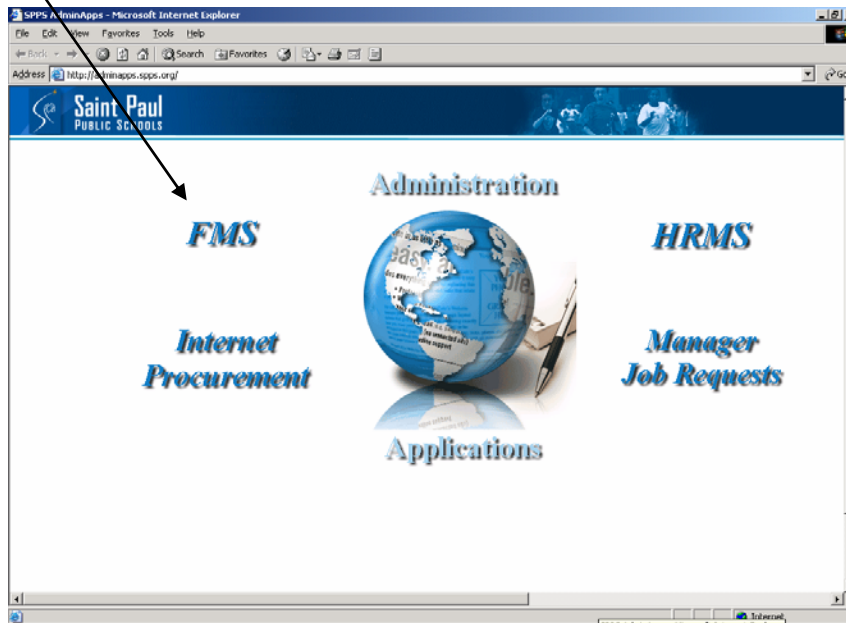
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Running Your Report Set

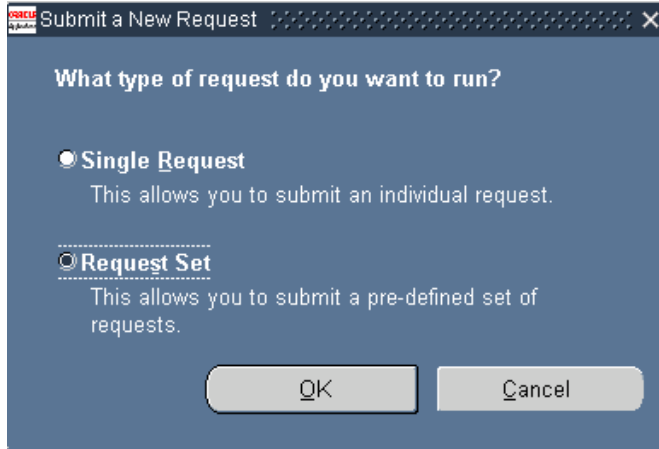
Open Internet Explorer and go to the web address <http://adminapps.spps.org>. Click the link for *FMS*.




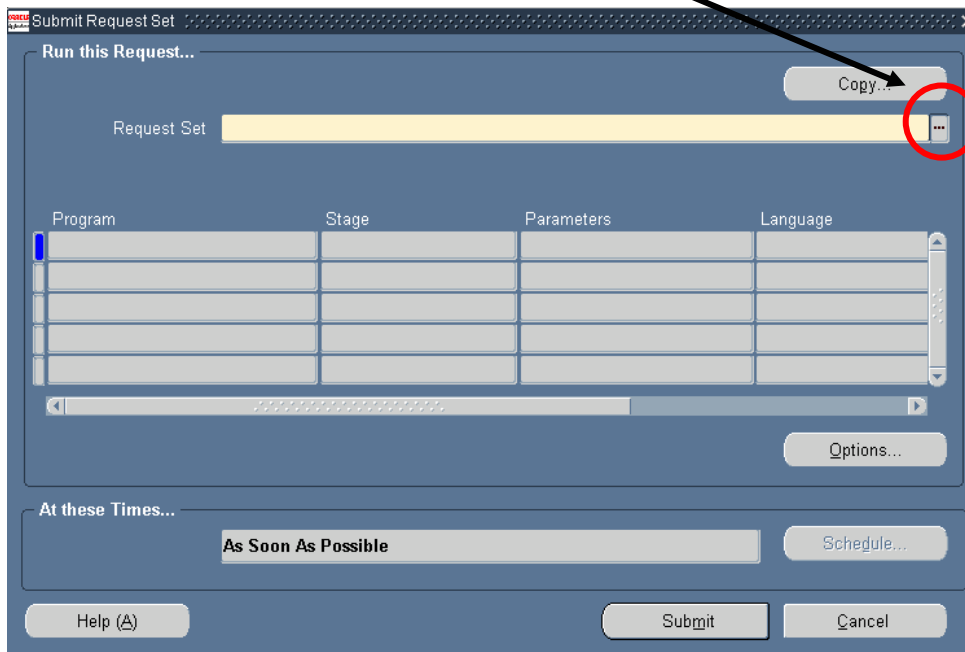
On the FMS login page enter the **User Name** and **Password** for your school and click the **Connect** button. The User Name is your school organization number, and the password is “reports”.

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 'P' and the text 'Saint Paul PUBLIC SCHOOLS A World of Opportunities'. To the right of the logo is a green box with the text 'Financial Management System'. Below the logo is a yellow school bus illustration. The login form includes fields for User Name (428) and Password (reports), and a Connect button.

When you login the *Submit a New Request* screen displays. Click the radio button next to **Request Set** then click the **OK** button.



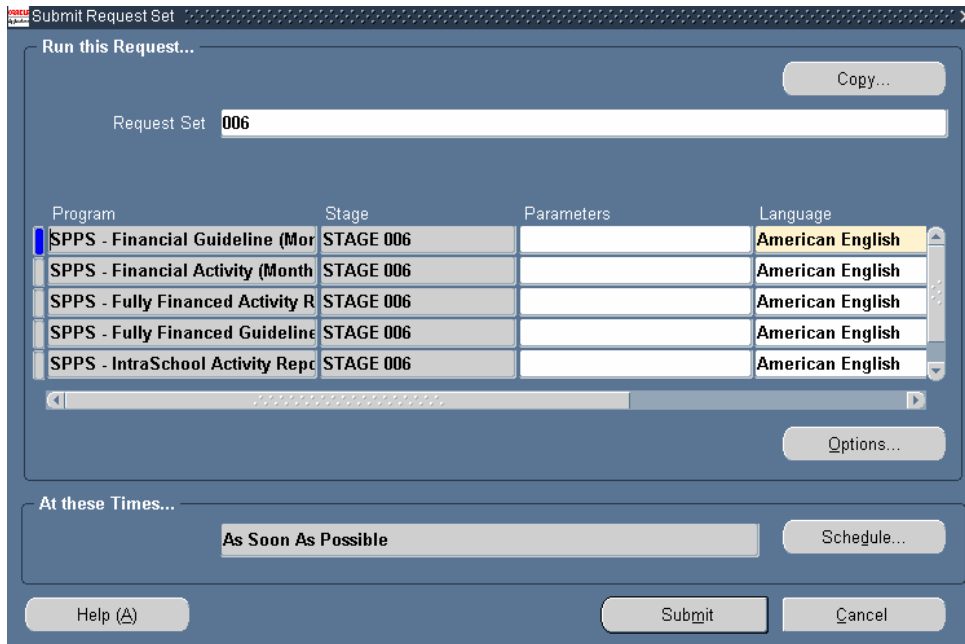
Click the box with the three dots  and your school organization number will automatically fill in the Request Set field.



There are six reports in the Request Set:

Financial Guideline (Monthly School Report).	YTD summary of expenses for funds 01 and 21.
Financial Activity (Monthly School Report)	Current month detail of expenses for funds 01 and 21.
Fully Financed Activity Report	Current month detail of expenses for fund 29.
Fully Financed Guideline Report	YTD summary of expenses for fund 29.
IntraSchool Activity Report	Current month detail of revenues and expenses for fund 19.
IntraSchool Guideline Report.	YTD summary of revenues and expenses for fund 19.

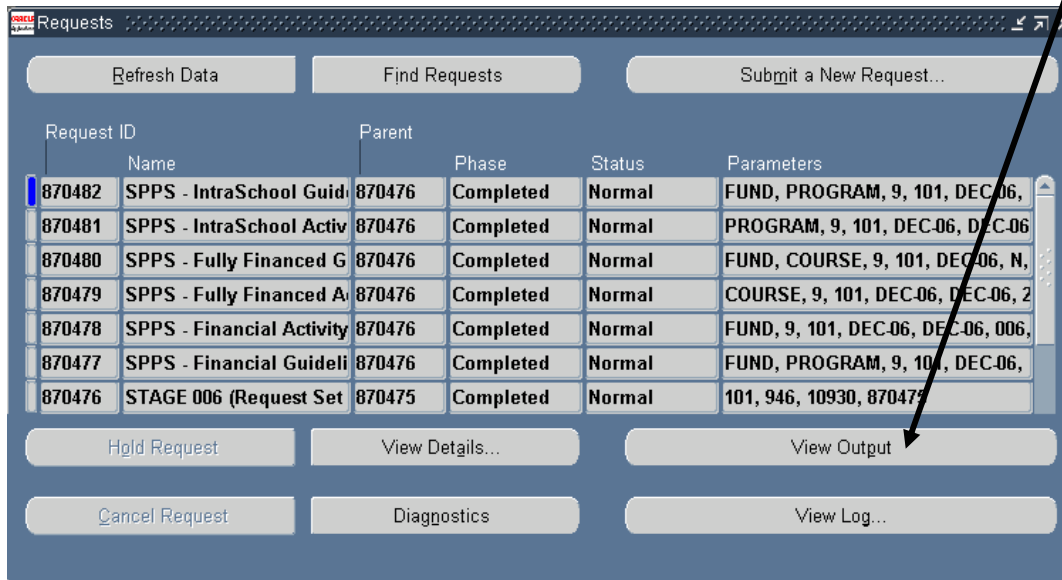
You only need to click the **Submit** button once to run all six reports.



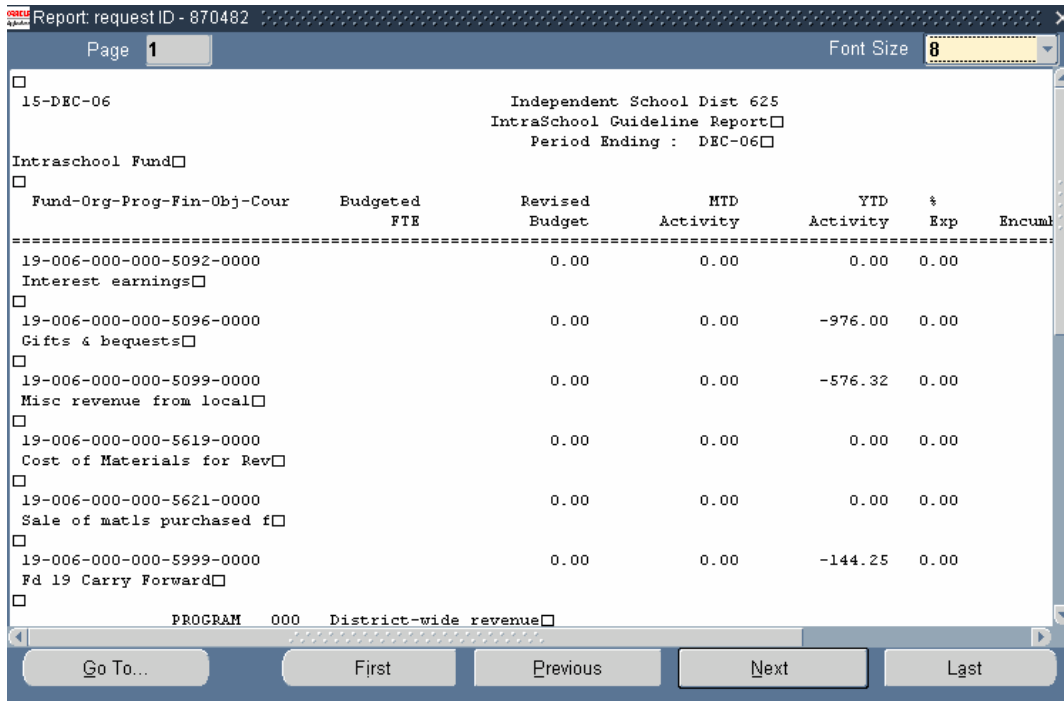
The *Requests* window shows the status of your request. The **Phase** and **Status** fields will be highlighted in green until the report is completed. Click the **Refresh Data** button to monitor the status. (Click the button about every 30 seconds – repeated clicking will slow down the report processing).



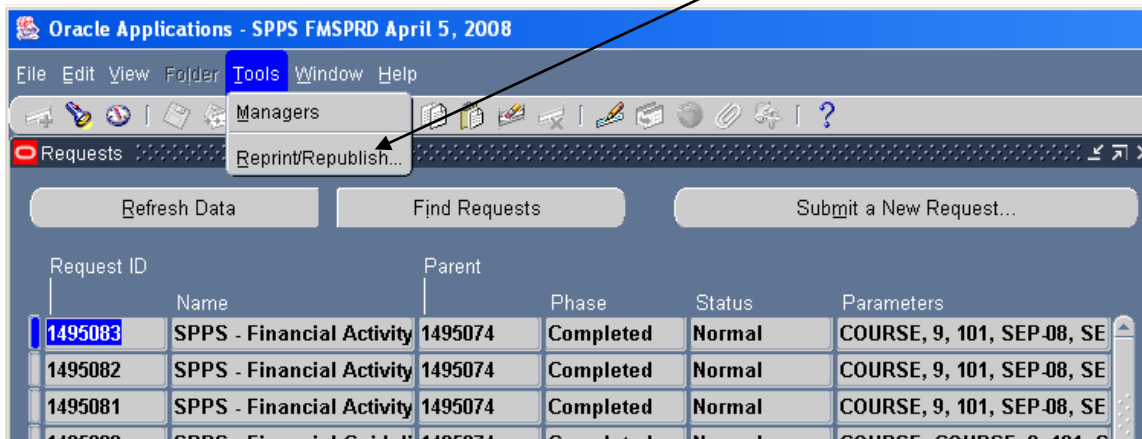
When the reports are completed, you can view the report before printing a hard copy. Select the report you want to view by clicking on the report name, then click the **View Output** button.



Use the scroll bars and buttons at the bottom of the window 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.

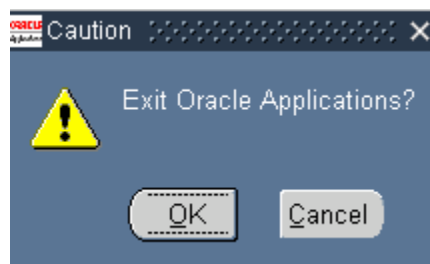
If you wish to select a different printer, click the flashlight to the right of the Printer field. With the search field blank click the **Go** button.

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.

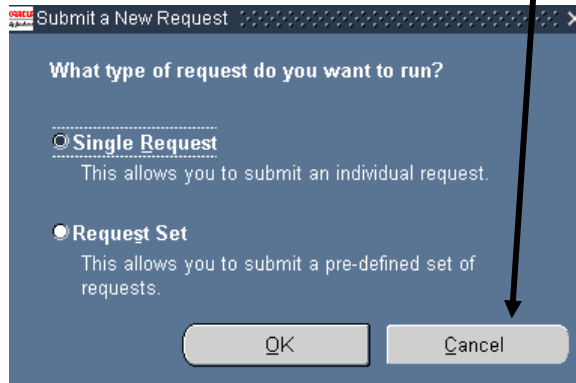
If you are finished running reports and are ready to log off the system, close all windows by clicking the “X” in the top right corner. On the *Caution* window click the OK button.



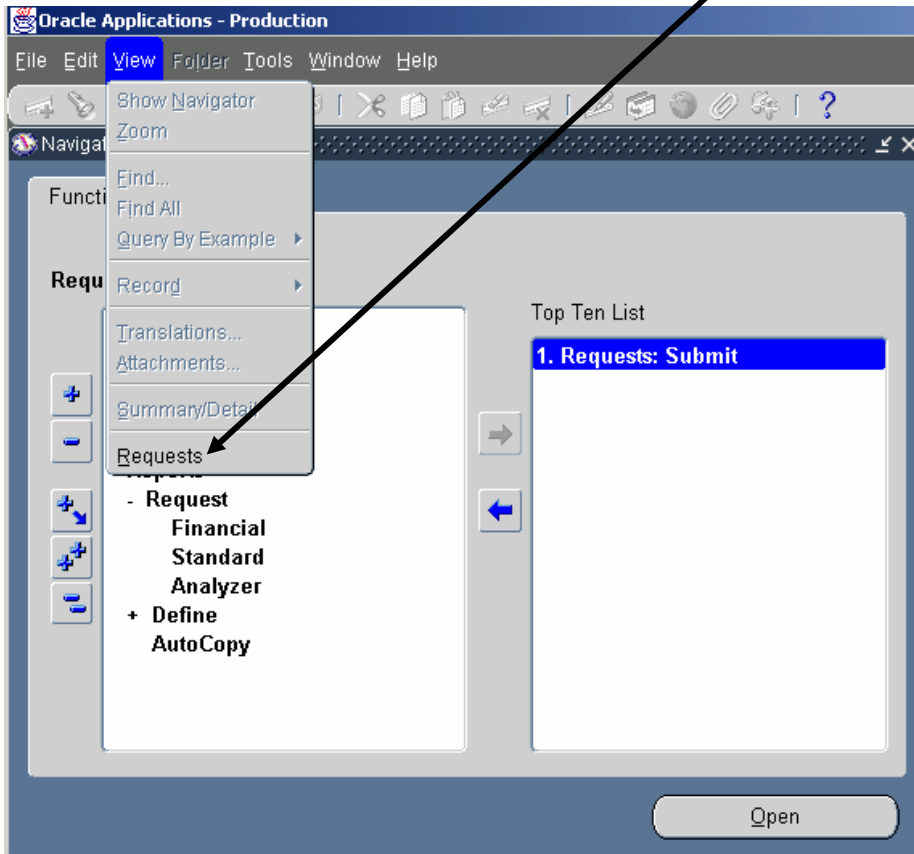
Close the other two browser windows to complete the log off process.

Viewing/Reprinting Stored Reports

FMS Guideline & Activity Reports are stored in the system for 60 days. To view or reprint a report you've already run, when you login click the **Cancel** button on the *Submit a New Request* window.



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. Select the report you want to view by clicking on the report name, then click the **View Output** button.

Request ID	Name	Parent	Phase	Status	Parameters
880375	Reprint output of request		Completed	Normal	880356, Ip3, 1, LANDSCAPE, Y
880374	Reprint output of request		Completed	Normal	880357, Ip3, 1, LANDSCAPE, Y
880373	Reprint output of request		Completed	Normal	880358, Ip3, 1, LANDSCAPE, Y
880372	Reprint output of request		Completed	Normal	880359, Ip3, 1, LANDSCAPE, Y
880359	SPPS - IntraSchool Guid	880353	Completed	Normal	FUND, PROGRAM, 9, 101, JAN-07, I
880358	SPPS - IntraSchool Activ	880353	Completed	Normal	PROGRAM, 9, 101, JAN-07, JAN-07,
880357	SPPS - Fully Financed G	880353	Completed	Normal	FUND, COURSE, 9, 101, JAN-07, N,
880356	SPPS - Fully Financed A	880353	Completed	Normal	COURSE, 9, 101, JAN-07, JAN-07, 2
880355	SPPS - Financial Activity	880353	Completed	Normal	FUND, 9, 101, JAN-07, JAN-07, 315,
880354	SPPS - Financial Guideli	880353	Completed	Normal	FUND, PROGRAM, 9, 101, JAN-07,

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 page 7.

Description / Vendor Name	Actual	Invoice#	RFP#
Independent School Dist 625 Financial Activity Report Period MAY-06 thru' MAY-06			
110 Business & Financial Affa			

01-005-110-000-6305-0000			
Beginning YTD Activity	256,929.71		
SBSI, INC	10,068.06	6357	1027120
Total Period Activity	10,068.06		
Ending YTD Activity	266,997.77		

01-005-110-000-6305-9060			
Beginning YTD Activity	55,020.00		
INFOCROSSING, ENTERPRISE APPLICATION SERVI	35,805.00	300272	1026407
INFOCROSSING, ENTERPRISE APPLICATION SERVI	28,920.00	300354	1026407