

**Budget 102:**  
**FMS Query is Fun**  
 December 2018

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How do I log on to FMS Query?

**Employees**

- Use the link on the Employee webpage or the Apps page  
<https://seattlecentral.edu/employees>  
<https://apps.seattlecolleges.edu>
- Login using Outlook credentials  
 First.Last@seattlecolleges.edu  
 Password

**Campus Resources**

- Campus Society
- Departmental Health and Safety
- Incident and Injury Reporting
- Work order requests
- Maps & Directions
- Parking & Transportation
- Dining on Campus
- Michael Sandoz Center
- Bookstore

**Employee Resources**

- Employee Directory
- Seattle Central College
- Employee Development
- FMS Query
- Time & Leave Reporting
- Employee Earnings History
- Internal Advancement Request
- Human Resources
- College Center
- Logos and Branding

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Plan vs Reality

<ul style="list-style-type: none"> <li>• The Budget is your <b>PLAN</b>.</li> <li>• Accounting is <b>REALITY</b>.</li> </ul>	<p>The budget on FMS Query represents <u>approval</u> to spend money.</p>	<p>The Accounting Record displays the reality of what <u>actually</u> happened.</p>
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## Two Types of Fiscal Reports

### Budget Status Report

Summary reports that combines budget plan with summarized data from accounting.

### Accounting Report

Detail revenue and expenditure reports that show individual transactions at the detail level.

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## Pre-Pop Quiz!

Budget Report

APPR	PRG	SOBJ	SRC	DESCRIPTION	PERM BDOT	TEMP BDOT	FISCAL YR	EXPREV	ENCUMB	BALANCE
ORG	SSOB	ROW						AMOUNT	AMT	
148	0122739	0420		CHARGES FOR SERVICES	0.00	0.00	0.00	-1,900.00	0.00	1,900.00
		0909		OPENING ENTRES	0.00	12,110.00	12,110.00	-83,156.52	0.00	95,266.52
		0402		INCOME FROM PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
		0430		DEDICATED STNDY FEES	-70,389.00	0.00	-70,389.00	0.00	0.00	-70,389.00
		0430		DEDICATED STNDY FEES	0.00	0.00	0.00	-10,250.00	0.00	10,250.00
		0430		DEDICATED STNDY FEES	0.00	0.00	0.00	-7,854.00	0.00	7,854.00
		0430		DEDICATED STNDY FEES	0.00	0.00	0.00	-1,829.20	0.00	1,829.20
		0430		DEDICATED STNDY FEES	0.00	0.00	0.00	-2,750.00	0.00	2,750.00
				Object: Total:	-70,389.00	12,110.00	-88,279.00	-107,739.72	0.00	49,460.72
148	0122739	AD01		HOURLY	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
		AD03			0.00	0.00	0.00	0.00	0.00	0.00
				Object: A Total:	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
148	0122739	BA		CASI	1,440.00	0.00	1,440.00	0.00	0.00	1,440.00
		BB		RETIREMENT & PENSION	0.00	0.00	0.00	0.00	0.00	0.00
		BC		MED AID & INS	0.00	0.00	0.00	0.00	0.00	0.00
		BF		UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0.00
				Object: B Total:	1,440.00	0.00	1,440.00	0.00	0.00	1,440.00
148	0122739	C			0.00	0.00	0.00	0.00	0.00	0.00
				Object: C Total:	0.00	0.00	0.00	0.00	0.00	0.00
148	0122739	E			50,830.00	0.00	50,830.00	0.00	0.00	50,830.00
		EA		SUPPLIES & MATERIALS	0.00	0.00	0.00	12,647.48	9,747.40	-22,394.88
				Object: E Total:	50,830.00	0.00	50,830.00	12,647.48	9,747.40	28,435.12
148	0122739	G			0.00	0.00	0.00	0.00	0.00	0.00
				Object: G Total:	0.00	0.00	0.00	0.00	0.00	0.00
				PRG_ORG: LAB FEE ACCOUNT Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84
				FYR (1819) Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84
				Grand Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84

1. What is the name of the budget?
2. Is this a state account? How do you know?
3. What is the org index?
4. How much has been budgeted in salaries?
5. How much has been spent in benefits?
6. What is the sub-object in the "HOURLY" line?
7. Where is the encumbrance column and what does it do?

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## Pop Quiz Continued!

APPR	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH DATE	DOC/CHK NO	TRNS CODE	ENC/LIC AMT	AMOUNT
101	0112003	EA	49180904	2		FREDPRY OR CAREERTRACK	8/27/2018	2282 2283	503	0.00	98.00
101	0112003	EA	49180904	2		AMZN MKTP US AMZN.COMBL	8/27/2018	2282 2283	503	0.00	20.17
101	0112003	EA	49180904	2		SWEETWATER SOUND	8/27/2018	2282 2283	503	0.00	880.79
101	0112003	EA	49180904	2		SWEETWATER SOUND	8/27/2018	2282 2283	503	0.00	935.66
101	0112003	EA	8891 2			LLS,REMB ART SUPPLIES,PRINTN	8/28/2018	CSO 4776	056	0.00	-2,430.06
									Sub Object: EA Total:	0.00	-495.44
101	0112003	EF	4482552811	2		COPY CENTER CHRG JULY 2018	8/3/2018	CCYN754	503	0.00	1,033.31
									Sub Object: EF Total:	0.00	1,033.31
101	0112003	EY	510622	2		PLAYGROUND SESSIONS	8/20/2018		600	2,752.50	0.00
101	0112003	EY	510622	2		PLAYGROUND SESSIONS	8/21/2018	1332006	503	0.00	2,752.50
101	0112003	EY	510622	2		PLAYGROUND SESSIONS	8/21/2018	1332006	502	-2,752.50	0.00
									Sub Object: EY Total:	0.00	2,752.50
									Object: E Total:	0.00	3,290.37
									PRG ORG: SEATTLE CENTRAL COLLEGE Total:	0.00	3,290.37
									FYR(1819) Total:	0.00	3,290.37
									Grand Total:	0.00	3,290.37

1. Is this an expense report or a revenue report?
2. Where can you find the fiscal month and which month is it-?
3. All of these transactions are coded as object \_\_\_\_\_ ?
4. Why does "Playground Sessions" have three transactions associated with it?

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Why (-) and Why (+) ? This makes no sense.

This is an accounting thing and differentiates between debits and credits

- Debits are recorded as positives
- Increases in Expenses are recorded as Debits (+ value)
- Credits are recorded as negatives
- Increases in Revenues are recorded as Credits (- value)

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### Accounting Detail on the Budget Report

**Budget Report**

APPR	PRG	SOBJ	SBSOBJ	DESCRIPTION	PERM BDDT	TEMP BDDT	FISCAL YR	EXP/REV	ENCUMB AMT	BALANCE
ORG			REV				BDDT	AMOUNT		
*45	1612EA2	AD01			0.00	0.00	0.00	0.00	0.00	0.00
	AF01			STRENH - POINT OF CONTACT	10,079.00	0.00	10,079.00	1,800.00	0.00	8,180.00
	AF03				0.00	0.00	0.00	0.00	0.00	0.00
	AF04				0.00	0.00	0.00	0.00	0.00	0.00
<b>Object: A Total:</b>					10,079.00	0.00	10,079.00	1,800.00	0.00	8,180.00
*45	1612EA2	B			4,038.00	0.00	4,038.00	0.00	0.00	4,038.00
	BA			CASB	0.00	0.00	0.00	143.65	0.00	-143.65
	BB			RETIREMENT & PENSION	0.00	0.00	0.00	151.19	0.00	-151.19
	BC			MED AID & INS	0.00	0.00	0.00	9.89	0.00	-9.89
<b>Object: B Total:</b>					4,038.00	0.00	4,038.00	304.73	0.00	3,733.27

**Expense Report**

APP	PRG	SOBJ	ORDER	YRQ	FMQ	PAYEE	BATCH	DOCCHK	TRNS	ENCLIC	EXPENSE AMT	
R	ORG	SSOBJ	NO				DATE	NO	CODE	AMT		
*45	1612EA2	AF01	5			PAYROLL EXPENSE	181115	11/16/2018	11A	002	0.00	1,800.00
Sub Object: AF Total:											0.00	1,800.00
Object: A Total:											0.00	1,800.00
*45	1612EA2	BA	5			PAYROLL EXPENSE	181115	11/16/2018	11A	002	0.00	143.65
Sub Object: BA Total:											0.00	143.65
*45	1612EA2	BB	5			PAYROLL EXPENSE	181115	11/16/2018	11A	002	0.00	151.19
Sub Object: BB Total:											0.00	151.19
*45	1612EA2	BC	5			PAYROLL EXPENSE	181115	11/16/2018	11A	002	0.00	9.89
Sub Object: BC Total:											0.00	9.89
Object: B Total:											0.00	304.73

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### Expense Report

SEATTLE COMMUNITY COLLEGES

FMS Query Tool

User Menu

- FMS Query Home
- Budget Report
- Revenue Report
- Expense Report
- Payroll Report
- Payroll by SID
- Summary Report
- Pie 5 Year Sum
- Budget Planner
- Pig Orig Search
- My saved Reports

Admin Menu

Expense Report Parameters Form

**Instruction**

Type in your choices or click on the down arrows and make your selections. Use \* as single character wildcard. OR use % as multi character wildcard. Enter "14%" in the appr textbox will retrieve all data start with "14" Enter "1%" in the appr textbox will retrieve all data start with "1" and with "5" Enter Multiple value "14%, 14%", "10%" in the appr textbox will retrieve all data for those appr code. You can only enter either wildcard or multi value. Not both.

To view your results, choose from View Report or View Raw Data. The report view includes subtotals for various groups of records. The raw data view shows the same records but without subtotals.

\* You must select or enter one choice.  
 \* Appr - Autosuggest start after first character enter.  
 \* Prg - Autosuggest start after first character enter.  
 \* Org - Autosuggest start after second character enter.  
 To select subobject item, use mouse click on the item or highlight the item and press "ENTER" key.

**Expense Report Parameters Form**

**(\*)Required field**

\*Appr:

\*PRG:

\*ORG:

SOBJ-SSOBJ:

FMD:

Expense Type:  All Expenses  Salary & Benefit Only  Other Expense

PR:

View Report   View Raw Data   Save Parameter

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View Raw Data

APP	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH	DOCCHK	TRNS	ENCLIC AMT	EXPENSE AMT	
148	0122715	EA	July P-Car	1	OFFICE DEPOT 1135	7/27/2015	1266096	002	0.00	33.29	0.00	
148	0122715	EA	July P-Car	1	SP * ORALD - D LABS	7/27/2015	1266096	002	0.00	1,538.00	0.00	
148	0122715	EA	A321143	1	ALLWATER CORPORATION	7/28/2015		600	760.00	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015		600	1,500.00	0.00	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/28/2015		600	30,000.00	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015	1266010	602	-221.99	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015	1266010	002	0.00	221.99	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	002	0.00	638.59	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	002	0.00	1,534.17	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	602	-439.59	0.00	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	602	-1,534.17	0.00	0.00	
Sub Object: EA Total:											28,804.26	3,864.04
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015		602	2,652.00	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	602	-41.10	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	602	-41.10	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	002	0.00	61.10	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	002	0.00	61.10	0.00	
Sub Object: ER Total:											2,677.80	122.20
Object: E Total:											32,482.06	4,086.24
PRG ORG LAB FEE-DENTAL HYGE Total:											32,482.06	4,086.24
FY18(15) Total:											32,482.06	4,086.24
Grand Total:											32,482.06	4,086.24

Expense Report

APP	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH	DOCCHK	TRNS	ENCLIC AMT	EXPENSE AMT	
148	0122715	EA	July P-Car	1	OFFICE DEPOT 1135	7/27/2015	1266096	002	0.00	33.29	0.00	
148	0122715	EA	July P-Car	1	SP * ORALD - D LABS	7/27/2015	1266096	002	0.00	1,538.00	0.00	
148	0122715	EA	A321143	1	ALLWATER CORPORATION	7/28/2015		600	760.00	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015		600	1,500.00	0.00	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/28/2015		600	30,000.00	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015	1266010	602	-221.99	0.00	0.00	
148	0122715	EA	A321144	1	AIRGAS-NORPAC, INC	7/28/2015	1266010	002	0.00	221.99	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	002	0.00	638.59	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	002	0.00	1,534.17	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	602	-439.59	0.00	0.00	
148	0122715	EA	A321145	1	HENRY SOHEN INC	7/31/2015	1266174	602	-1,534.17	0.00	0.00	
Sub Object: EA Total:											28,804.26	3,864.04
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015		602	2,652.00	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	602	-41.10	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	602	-41.10	0.00	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	002	0.00	61.10	0.00	
148	0122715	ER	M323205-4	1	MIDCLEANSERVICE LINEN	7/30/2015	1266132	002	0.00	61.10	0.00	
Sub Object: ER Total:											2,677.80	122.20
Object: E Total:											32,482.06	4,086.24
PRG ORG LAB FEE-DENTAL HYGE Total:											32,482.06	4,086.24
FY18(15) Total:											32,482.06	4,086.24
Grand Total:											32,482.06	4,086.24

1. Appr-Prog-Obj
2. Sub-Object
3. Fiscal Month
4. Transaction Code
5. Encumbrance
6. Sub-Total and Total
7. Options to Open in Excel, PDF or Word

Download Excel from Expense Report

APP	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH	DOCCHK	TRNS	ENCLIC AMT	EXPENSE AMT	
148	0122715	AK03		1	PAYROLL EXPENSE	180715	7/18/2018	07A	502	0.00	886.00	
148	0122715	AK03		1	PAYROLL EXPENSE	180731	8/6/2018	07B	502	0.00	886.00	
148	0122715	AK03		2	PAYROLL EXPENSE	180815	8/20/2018	08A	502	0.00	886.00	
148	0122715	AK03		2	PAYROLL EXPENSE	180831	8/27/2018	08B	502	0.00	886.00	
148	0122715	AK03		3	PAYROLL EXPENSE	180915	9/13/2018	09A	502	0.00	886.00	
148	0122715	AK03		3	PAYROLL EXPENSE	180930	10/4/2018	09B	502	0.00	886.00	
148	0122715	AK03		4	PAYROLL EXPENSE	181015	10/19/2018	10A	502	0.00	886.00	
148	0122715	AK03		4	PAYROLL EXPENSE	181031	11/5/2018	10B	502	0.00	886.00	
148	0122715	AK03		5	PAYROLL EXPENSE	181115	11/19/2018	11A	502	0.00	886.00	
Sub Object: AK Total:											0.00	8,862.00
Object: A Total:											0.00	8,862.00
148	0122715	BA		1	PAYROLL EXPENSE	180715	7/18/2018	07A	502	0.00	64.41	
148	0122715	BA		1	PAYROLL EXPENSE	180731	8/6/2018	07B	502	0.00	64.41	
148	0122715	BA		2	PAYROLL EXPENSE	180815	8/20/2018	08A	502	0.00	64.41	
148	0122715	BA		2	PAYROLL EXPENSE	180831	8/27/2018	08B	502	0.00	64.41	
148	0122715	BA		3	PAYROLL EXPENSE	180915	9/13/2018	09A	502	0.00	64.41	
148	0122715	BA		3	PAYROLL EXPENSE	180930	10/4/2018	09B	502	0.00	64.41	
148	0122715	BA		4	PAYROLL EXPENSE	181015	10/19/2018	10A	502	0.00	64.41	
148	0122715	BA		4	PAYROLL EXPENSE	181031	11/5/2018	10B	502	0.00	64.41	
148	0122715	BA		5	PAYROLL EXPENSE	181115	11/19/2018	11A	502	0.00	64.41	
Sub Object: BA Total:											0.00	679.69

## Expense Report - Look for the Details

**FMS Query Tool**

**User Menu**

- FMS Query Home
- Budget Report
- Revenue Report
- Expense Report**
- Payroll Report
- Payroll by SID
- Summary Report
- Pre 5 Year Sum
- Budget Planner
- Prg Org Search
- My saved Reports

**Admin Menu**

**Expense Report Parameters Form**

*(\*Required Field)*

\*Appr:

PRRG:

TCORG:

SOBJ:

FMO:

Expense Type:

All Expenses

Salary & Benefit Only

Other Expenses

FYR:

**Instruction**  
 Type in your choices or click on the down arrows and make your selections. Use \* as single character wildcard. OR use % as multi character wildcard. examples: Enter "18%" in the appr textbox will retrieve all data start with '18' Enter "1%" in the appr textbox will retrieve all data start with 1 and end with 5 Enter Multiple value "14%, 14%", "14%" in the appr textbox will retrieve all data for those appr code. You can only enter either wildcard or multi value. Not both.  
  
 To view your results, choose from View Report or View Raw Data. The report view includes subtotals for various groups of records. The raw data view shows the same records but without subtotals.  
  
 \* You must select or enter one choice.  
 \* Appr - Autosuggest start after first character enter.  
 \* Prg - Autosuggest start after first character enter.  
 \* Org - Autosuggest start after second character enter.  
 To select autosuggest item, use mouse click on the item or highlight the item and press "ENTER" key.

**Different appropriations**      **Order No**      **Doc/Chk No**      **Negative Expense**  
 101, 3E0, 846                      8462712OPG                      CBOSS194                      What does that mean?

## Look for the Details, Continued

APPR	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH	DOC/CHK NO	YRMS	ENCLIC AMT	EXPENSE AMT	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	47.64	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	1.66	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	3.13	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	27.18	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	7.98	
101	0610PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	603	0.00	26.70	
Sub Object: EA Total:											0.00	117.26
Object: E Total:											0.00	117.26
383	0610PQ	NZBK	8462712OPG	4		OFF GRANT BOOKS JUL AUG SEP	1062018	CBOSS194	503	0.00	9,716.79	
383	0610PQ	NZEA	8462712OPG	4		OFF GRANT CRED CARD JUL SEP	1062018	CBOSS194	503	0.00	263.30	
383	0610PQ	NZTR	8462712OPG	4		OFF GRANT TRANS JUL AUG SEP	1062018	CBOSS194	503	0.00	3,030.62	
101	0610PQ	NZTU	8462712OPG	4		OFF GRANT TUIT JUL AUG SEP	1062018	CBOSS194	503	0.00	29,411.00	
383	0610PQ	NZTU	8462712OPG	4		OFF GRANT TUIT JUL AUG SEP	1062018	CBOSS194	503	0.00	23,128.68	
Sub Object: NZ Total:											0.00	66,646.16
Object: N Total:											0.00	66,646.16
PRG ORG OPPORTUNITY GRANT Total:											0.00	66,196.42
846	2710PQ	EA	4910701	1		ELSE/VER INC	70202018	14831484	002	0.00	115.61	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US/MT1211A10	8052018	20132014	002	0.00	71.89	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US	8052018	20132014	002	0.00	37.36	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US/MT1804051	8052018	20132014	002	0.00	48.31	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US/MT2206J2	8052018	20132014	002	0.00	57.43	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US/MT194881	8052018	20132014	002	0.00	179.67	
846	2710PQ	EA	P-CW_1SEP	3		AMZN MKTP US/MT1806051	8052018	20132014	002	0.00	31.00	
846	2710PQ	EA	3E0810PQ	4		OFF GRANT CRED CARD JUL SEP	1062018	CBOSS194	002	0.00	-378.91	
846	2710PQ	EA	P-CW_1DOCT	4		S-SEATTLE-CC-BNCFORER2030	10052018	39113912	002	0.00	64.11	
846	2710PQ	EA	P-CW_1DOCT	4		FLAYWORLD	10052018	39113912	002	0.00	96.90	
846	2710PQ	EA	P-CW_1DOCT	4		AMZN MKTP US/MT1702081	10052018	39113912	002	0.00	30.77	
846	2710PQ	EA	P-CW_1DOCT	4		UPR UNIFORMS/SH	10052018	39113912	002	0.00	291.68	
Sub Object: EA Total:											0.00	433.26
Object: E Total:											0.00	433.26

## Revenue Report

**FMS Query Tool**

**User Menu**

- FMS Query Home
- Budget Report
- Revenue Report
- Expense Report**
- Payroll Report
- Payroll by SID
- Summary Report
- Pre 5 Year Sum
- Budget Planner
- Prg Org Search
- My saved Reports

**Admin Menu**

**Revenue Report Parameters Form**

*(\*Required Field)*

\*PRRG:

\*TCORG:

\*SRC REV:

\*SSIC REV:

FMO:

OR

YRQ:

FYR:  OR

Select FYR from dropdownlist or Enter multiple FYRs separately by comma.

**Instruction**  
 Type in your choices or click on the down arrows and make your selections. Use \* as single character wildcard. OR use % as multi character wildcard. examples: Enter "18%" in the appr textbox will retrieve all data start with '18' Enter "1%" in the appr textbox will retrieve all data start with 1 and end with 5 Enter Multiple value "14%, 14%", "14%" in the appr textbox will retrieve all data for those appr code. You can only enter either wildcard or multi value. Not both.  
  
 To view your results, choose from View Report or View Raw Data. The report view includes subtotals for various groups of records. The raw data view shows the same records but without subtotals.  
  
 \* You must select or enter one choice.  
 \* Appr - Autosuggest start after first character enter.  
 \* Prg - Autosuggest start after first character enter.  
 \* Org - Autosuggest start after second character enter.  
 To select autosuggest item, use mouse click on the item or highlight the item and press "ENTER" key.

1. Source Revenue
2. Sub-Source
3. Negative Numbers
4. Year/Quarter
5. Revenue on Non-Operating

### Revenue Report, Continued

Revenue Report										
App	Prg-Orig	Src Rev	SSR#v	YRQ	FM O	Document No	Batch Date	Trans Code	Transaction Description	Revenue Amount
148	1125103	1430	E2	B785	2	0000478237	8/17/2018	93	JEFFCOAT, R	-94.00
			E2		2	0000279083	8/17/2018	93	MALBROUGH, D	-94.00
			VM		2	0000578851	8/17/2018	93	KELLY, M	-288.00
			E2		2	0000279093	8/17/2018	93	HOPKINS, M	-94.00
			E2		2	0000279062	8/17/2018	93	STOREY, E	-94.00
			E2		2	0000578907	8/17/2018	93	COE, L	-94.00
			E2		2	0000578892	8/17/2018	93	GULMETTE, B	-94.00
			VM		2	0000279062	8/17/2018	93	STOREY, E	-288.00
			VM		2	0000279093	8/17/2018	93	HOPKINS, M	-288.00
			VM		2	0000279083	8/17/2018	93	MALBROUGH, D	-288.00
			VM		2	0000578907	8/17/2018	93	COE, L	-288.00
			E2		2	0000578851	8/17/2018	93	KELLY, M	-94.00
			VM		2	0000478237	8/17/2018	93	JEFFCOAT, R	-288.00
			VM		2	0000578892	8/17/2018	93	GULMETTE, B	-288.00
			E2		1	0000379137	7/2/2018	023	SPARKS, K	-94.00
			VM		1	0000379137	7/2/2018	023	SPARKS, K	-288.00
<b>YRQ: B785 Total:</b>										
<b>-3,056.00</b>										

### Payroll Report

SEATTLE COMMUNITY COLLEGES

FMS Query Tool

**Payroll Report Parameters Form**

**Required Fields**

\*Appr:

\*PRG:

\*ORG:

Month:

Month:

FYR:

Select FYR from dropdown or Enter multiple FYR separate by comma.

**Instruction**

Type in your choices or click on the down arrows and make your selections. Use \* as single character wildcard. Or use % as multi character wildcard.

examples: in the appr textbox will retrieve all data start with '14' Enter '1\*5' in the appr textbox will retrieve all data start with 1 and end with 5 Enter multiple values: 148, 209, 101 in the appr textbox will return all data for those appr codes. You can only enter either wildcard or multi value. Not both.

To view your results, choose from View Report or View Raw Data. The report view includes subtotals for various groups of records. The raw data view shows the same records but without subtotals.

\* You must select or enter one choice.  
 \* Appr - Autocomplete start after first character enter.  
 \* Prg - Autocomplete start after first character enter.  
 \* Org - Autocomplete start after second character enter.  
 To select Autocomplete item, use mouse click on the item or highlight the item and press 'ENTER' key.

View Report
View Raw Data
Save Parameter

### Payroll Report, Continued

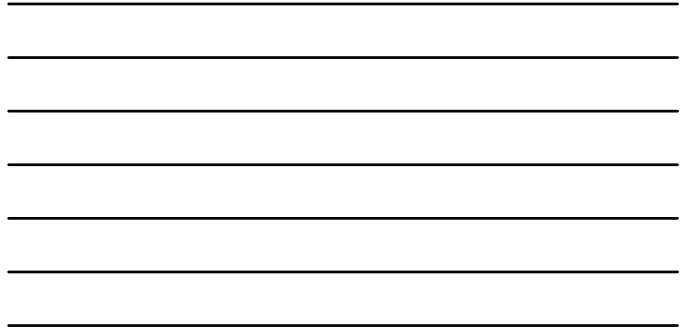
Payroll Report												
Appr	PRG	SOBJ	EMP NAME	ACCT MO	CHK Date	GROSS AMT	BA OASDI	BB RETIRE	BC MEDAID	BC INDUST	BD HEALTH	TOTAL BENEFITS
145	1612L99	AB01	GELLER, MONICA	809	9/25/2018	871.34	58.74	70.17	2.35	3.82	277.24	412.32
			GREEN, RACHEL	809	10/10/2018	871.34	58.74	70.17	2.35	3.82	0.00	126.08
<b>Sub Object: AB Total:</b>						<b>1,742.68</b>	<b>117.48</b>	<b>140.34</b>	<b>4.70</b>	<b>7.64</b>	<b>277.24</b>	<b>547.40</b>
145	AK01	BUFFAY, PHOEBE	809	9/25/2018	990.25	73.68	127.04	3.91	6.34	458.00	668.97	
	AK01	BING, CHANDLER	809	10/10/2018	990.25	73.69	127.04	3.91	6.34	0.00	210.98	
	AK02	TREBBIAN, JOSEPH	809	9/25/2018	796.25	58.84	101.96	3.90	6.33	457.08	628.11	
	AK02	GELLER, ROSS	809	10/10/2018	796.25	58.84	101.96	3.90	6.33	0.00	171.03	
<b>Sub Object: AK Total:</b>						<b>3,573.00</b>	<b>265.09</b>	<b>458.00</b>	<b>15.62</b>	<b>25.34</b>	<b>915.08</b>	<b>1,679.09</b>
<b>PRG-ORG: CENTRAL PERK Total:</b>						<b>5,315.68</b>	<b>382.53</b>	<b>598.34</b>	<b>20.32</b>	<b>32.98</b>	<b>1,192.32</b>	<b>2,226.49</b>
<b>FYR(1019) Total:</b>						<b>5,315.68</b>	<b>382.53</b>	<b>598.34</b>	<b>20.32</b>	<b>32.98</b>	<b>1,192.32</b>	<b>2,226.49</b>
<b>Grand Total</b>						<b>5,315.68</b>	<b>382.53</b>	<b>598.34</b>	<b>20.32</b>	<b>32.98</b>	<b>1,192.32</b>	<b>2,226.49</b>

1. Names
2. Check Date – this is September’s payroll
3. Gross Amount and Total Benefits
4. Health Insurance

### Payroll on an Expense Report

Expense Report												
APP R	PRG ORG	SOBJ SSOBJ	ORDER NO	YRQ	FMG	PAYEE	BATCH DATE	DOC/CHK NO	TRNS CODE	ENCLIC AMT	EXPENSE AMT	
M45	1812L99	AB01		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	871.34
M45	1812L99	AB01		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	871.34
Sub Object: A&B Total:										0.00	1,742.68	
M45	1812L99	AK01		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	960.25
M45	1812L99	AK01		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	960.25
M45	1812L99	AK02		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	796.25
M45	1812L99	AK02		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	796.25
Sub Object: A&B Total:										0.00	3,355.57	
Sub Object: A Total:										0.00	6,315.68	
M45	1812L99	BA		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	191.26
M45	1812L99	BA		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	191.27
Sub Object: BA Total:										0.00	382.53	
M45	1812L99	BB		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	209.17
M45	1812L99	BB		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	209.17
Sub Object: BB Total:										0.00	598.34	
M45	1812L99	BC		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	26.65
M45	1812L99	BC		3		PAYROLL EXPENSE	180930	10/4/2018	09B	002	0.00	26.65
Sub Object: BC Total:										0.00	53.30	
M45	1812L99	BD		3		PAYROLL EXPENSE	180915	9/19/2018	09A	002	0.00	1,192.32
Sub Object: BD Total:										0.00	1,192.32	
M45	1812L99	BF	FY2018-19	3		UNEMPLOYMENT RESERVES		9/30/2018	SEPT 2018	002	0.00	53.15
Sub Object: BF Total:										0.00	53.15	
Object: B Total:										0.00	2,279.64	
PRO ORG: CENTRAL PERK Total:										0.00	7,863.32	
FWR(1819) Total:										0.00	7,863.32	
Grand Total:										0.00	7,863.32	

- Organized by object
- No names
- Health insurance
- Unemployment Reserves – 1% of A
- October Payroll – November dates



### Previous 5 Year Summary

SEATTLE  
EDMUNDS  
COLLEGES

#### FMS Query Tool

**User Menu**

- FMS Query Home
- Budget Report
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Previous 5 Years Report Parameters Form

(\*required field)

Report: Previous 5 Year Expense

PRG: 161

ORG: 2L99

Sub Obj:

SSObj:

View Report | Save Parameter

Type in your choices or click on the down arrows and make your selections. Use \* as single character wildcard. OR use % as multi character wildcard.

Enter "149" in the appr textbox will retrieve all data start with "14" Enter "1%" in the appr textbox will retrieve all data start with 1 and end with 5 Enter Multiple value "149, 141, 104" in the appr textbox will retrieve all data for those appr code. You can only enter either wildcard or multiple value. Not both.

To view your results, choose from View Report or View Raw Data. The report view includes subtotals for various groups of records. The raw data view shows the same records but without subtotals.

\* You must select or enter one choice.  
 \* Appr - Autosuggest start after first character enter.  
 \* Prg - Autosuggest start after first character enter.  
 \* Org - Autosuggest start after second character enter.  
 To select autosuggested items, use mouse click on the item or highlight the item and press "ENTER" key.

- Perm Budget
- FYR Budget
- Temp Budget
- Expense
- Revenue



### Previous 5 Year Summary

Previous 5 years Expense Summary							
		FYR 1514	FYR 1415	FYR 1616	FYR 1617	FYR 1718	FYR 1819
1612L99	AB						
	AC	12,954.57	21,060.23	19,859.32		20,501.76	7,842.06
	AD			3,950.29	1,847.20		
	AK			11,300.70	31,537.32	39,940.30	15,769.33
	JAF		568.00				
	BA	917.64	1,463.65	2,500.68	2,435.18	4,288.13	1,706.84
	BB	712.54	1,158.36	2,355.14	3,525.46	6,711.00	2,645.59
	BC	127.33	230.90	375.80	387.19	693.72	239.79
	BD	2,353.00	3,963.00	7,401.98	10,212.89	14,242.67	5,969.76
	BF	129.55	202.51	336.76	334.85	604.42	209.99
	GA		2,363.64	1,712.84	500.26	885.19	222.20
	BB	62.96	31.48				
	BF		198.98			20.15	51.35
	ED	25.00	30.00				
	EZ	2.00	130.03	2.00		4.00	
	GA				636.72		
	GC	15.82	139.35			94.78	
	GD	15.50		28.50		142.82	
	NZ	105,911.99	102,018.90	77,817.08	83,346.96	161,463.46	46,570.07
	SA	-8,854.05	-21,133.25	-35,986.75	-5,535.17		
	SB	-3,755.64	-7,036.90	-12,970.36	-2,708.90		
	SE	-64.96	-2,865.12	-2,550.73	-446.89		
	SD		-139.35	-28.50			
	SN	-104,954.85	-107,141.57	-72,694.41	-5,842.64		
	SX				-122,234.25	-262,376.96	-69,002.40
	TE	647.73	1,078.31	1,683.82	1,674.23	3,022.10	1,040.80
	PRO ORG Sub Total:	5,346.12	-4,510.85	5,094.06	0.00	0.00	12,284.35
	Grand Total:	5,346.12	-4,510.85	5,094.06	0.00	0.00	12,284.35





### FMS Query Tips & Tricks

- Payroll by SID is actually Payroll by SID.
- You can have the same pro-org, but different appropriations.
- Previous 5 Year Summary is an easy way to get a lot of information in one easy click.
- Prg Org Search is the best! Type in words, not numbers. Example, Perkins.
- Payroll Report – Pull data by month for accurate numbers.
- View Raw Data will give you a basic Excel file. Downloading to Excel once you are in a report will give you all the colors but none of the formulas will translate.
- Expense Report – All Expenses, Salary & Benefit Only, Other Expense. Or search by sub-object.
- Play around with all the reports – you can't change or hurt anything.

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**Post-Pop Quiz!**

Budget Report										
APPR	PRG-ORG	SOBJ-SSOB	SRC	DESCRIPTION	PERM	TEMP	FISCAL	EXP	ENCUMB	BALANCE
					BODT	BODT	YR	PREV	AMT	
148	0122739		0420	CHARGES FOR SERVICES	0.00	0.00	0.00	-1,900.00	0.00	1,900.00
			0909	OPENING ENTRES	0.00	12,110.00	12,110.00	-83,156.52	0.00	95,266.52
			0402	INCOME FROM PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
			0430	DEDICATED STNDY FEES	-70,389.00	0.00	0.00	-70,389.00	0.00	-70,389.00
			0430	DEDICATED STNDY FEES	0.00	0.00	0.00	-10,250.00	0.00	10,250.00
			0430	DEDICATED STNDY FEES	0.00	0.00	0.00	-7,854.00	0.00	7,854.00
			0430	DEDICATED STNDY FEES	0.00	0.00	0.00	-1,829.20	0.00	1,829.20
			0430	DEDICATED STNDY FEES	0.00	0.00	0.00	-2,750.00	0.00	2,750.00
				Object: Total:	-70,389.00	12,110.00	-88,279.00	-107,739.72	0.00	49,460.72
148	0122739	AD01		HOURLY	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
		AD03			0.00	0.00	0.00	0.00	0.00	0.00
				Object: A Total:	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
148	0122739	BA		CASI	1,440.00	0.00	1,440.00	0.00	0.00	1,440.00
		BB		RETIREMENT & PENSION	0.00	0.00	0.00	0.00	0.00	0.00
		BC		MED AID & INS	0.00	0.00	0.00	0.00	0.00	0.00
		BF		UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00	0.00
				Object: B Total:	1,440.00	0.00	1,440.00	0.00	0.00	1,440.00
148	0122739	C			0.00	0.00	0.00	0.00	0.00	0.00
				Object: C Total:	0.00	0.00	0.00	0.00	0.00	0.00
148	0122739	E			50,830.00	0.00	50,830.00	0.00	0.00	50,830.00
		EA		SUPPLIES & MATERIALS	0.00	0.00	0.00	12,647.48	9,747.40	-22,394.88
				Object: E Total:	50,830.00	0.00	50,830.00	12,647.48	9,747.40	28,435.12
148	0122739	G			0.00	0.00	0.00	0.00	0.00	0.00
				Object: G Total:	0.00	0.00	0.00	0.00	0.00	0.00
				PRG_ORG: LAB FEE ACCOUNT Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84
				FYR (1819) Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84
				Grand Total:	-13,619.00	12,110.00	-1,509.00	-95,092.24	9,747.40	83,835.84

1. What is the **name** of the budget?
2. Is this a **state** account? How do you know?
3. What is the **org** index?
4. How much has been **budgeted** in salaries?
5. How much has been **spent** in benefits?
6. What is the **sub-object** in the "HOURLY" line?
7. Where is the **encumbrance** column and what does it do?

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### Pop Quiz Continued!

APPR	PRG-ORG	SOBJ-SSOB	ORDER NO	YRQ	FMO	PAYEE	BATCH DATE	DOC/CHK NO	TRNS CODE	ENCUMB AMT	AMOUNT	
101	0112003	EA	49180904	2	J	FREDPRY OR CAREERTRACK	8/27/2018	2282 2283	503	0.00	98.00	
101	0112003	EA	49180904	2	J	AMZN MKTP US AMZN COMBL	8/27/2018	2282 2283	503	0.00	20.17	
101	0112003	EA	49180904	2	J	SWEETWATER SOUND	8/27/2018	2282 2283	503	0.00	880.79	
101	0112003	EA	49180904	2	J	SWEETWATER SOUND	8/27/2018	2282 2283	503	0.00	935.66	
101	0112003	EA	8891 2	2	J	LLS,REMB ART SUPPLIES,PRINTN	8/28/2018	030 4776	058	0.00	-2,430.06	
										Sub Object: EA Total:	0.00	-495.44
101	0112003	EF	4482552811	2	J	COPY CENTER CHRG JULY 2018	8/3/2018	CCYN754	503	0.00	1,033.31	
										Sub Object: EF Total:	0.00	1,033.31
101	0112003	EY	510622	2	J	PLAYGROUND SESSIONS	8/20/2018		600	2,752.50	0.00	
101	0112003	EY	510622	2	J	PLAYGROUND SESSIONS	8/21/2018	1332006	503	0.00	2,752.50	
101	0112003	EY	510622	2	J	PLAYGROUND SESSIONS	8/21/2018	1332006	502	-2,752.50	0.00	
										Sub Object: EY Total:	0.00	2,752.50
										Object: E Total:	0.00	3,290.37
										PRG ORG: SEATTLE CENTRAL COLLEGE Total:	0.00	3,290.37
										FYR (1819) Total:	0.00	3,290.37
										Grand Total:	0.00	3,290.37

1. Is this an **expense** report or a **revenue** report?
2. Where can you find the **fiscal month** and which month is it?-
3. All of these transactions are coded as **object** \_\_\_\_\_ ?
4. Why does "Playground Sessions" have three transactions associated with it?

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