

Budget 103: FMS Query, IDCs and You

February 2019

How do I log on to FMS Query?

Employees

Campus Resources

- Campus Security
- Departmental Health and Safety
- Incident and Hazard Reporting
- Maps & Directions
- Parking & Transportation
- Dining on Campus
- Medical Safety Center
- Bookstore

Employee Resources

- Employee Directory
- Health Benefits Catalog
- Employee Development
- FMS Query
- Time & Labor Reporting
- Employee Earnings History
- Internal Advancement Request
- Human Resources
- Ergo Center
- Logos and Branding

- 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
- Compatible with Internet Explorer and Chrome

Budget Report – Enter your budget number

Budget Status Report
 Summary report that combines budget plan with summarized data from accounting.

Budget Report Format/Formula – State Appropriation

Budget Report

APPR ORG	PRG- ORG	SUBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	TEMP BDGT	FISCAL YR BDGT	EXPIREV AMOUNT	ENCUMB AMT	BALANCE
901	0125.00	ADD1		HOURLY	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
		ADD2		--	0.00	0.00	0.00	1,592.55	0.00	-1,592.55
		AF01		STIPENDS	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
		AD02			0.00	0.00	0.00	0.00	0.00	0.00
		AH01		PT FACILITY	0.00	0.00	0.00	10,980.15	0.00	-10,980.15
		AH02		PT FACILITY - FALL	0.00	0.00	0.00	0.00	0.00	0.00
		AH03		PT FACILITY - WINTER	0.00	0.00	0.00	0.00	0.00	0.00
		AH04		PT FACILITY - SPRING	0.00	0.00	0.00	0.00	0.00	0.00
Object: A Total					16,500.00	0.00	16,500.00	12,572.70	0.00	3,927.30
901	0125.00	BA		OASI	2,313.00	0.00	2,313.00	961.79	0.00	1,351.21
		BB		RETIREMENT & PENSION	0.00	0.00	0.00	920.88	0.00	-920.88
		BC		MED AID & MDINS	0.00	0.00	0.00	97.96	0.00	-97.96
		BD		HEALTH LIFE & DSAS	0.00	0.00	0.00	3,480.20	0.00	-3,480.20
Object: B Total					2,313.00	0.00	2,313.00	5,461.45	0.00	-3,148.45
PRG_ORG: PHLEBOTOMY Total					18,813.00	0.00	18,813.00	18,034.15	0.00	778.85
FYR (1819) Total					18,813.00	0.00	18,813.00	18,034.15	0.00	778.85
Grand Total					18,813.00	0.00	18,813.00	18,034.15	0.00	778.85

Budget Report – Non-Operating Account

Budget Report

APP R	PRG- ORG	SUBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	TEMP BDGT	FISCAL YR BDGT	EXPIREV AMOUNT	ENCUMB AMT	BALANCE
148	0125103	0999		OPENING ENTRIES	0.00	0.00	0.00	-16,989.00	0.00	16,989.00
		0430		DEDICATED STNDT FEES	0.00	0.00	0.00	0.00	0.00	0.00
		0622		FUND TRANSFERS - OUT	0.00	0.00	0.00	0.00	0.00	0.00
		0430		DEDICATED STNDT FEES	0.00	0.00	0.00	-2,514.00	0.00	2,514.00
		0430		DEDICATED STNDT FEES	0.00	0.00	0.00	-8,928.00	0.00	8,928.00
Object: Total					0.00	0.00	0.00	-28,831.93	0.00	28,831.93
148	0125103	E			0.00	0.00	0.00	0.00	0.00	0.00
		SA		SUPPLIES & MATERIALS	0.00	0.00	0.00	12,246.88	6,042.29	-18,289.14
		ES		VEHICLE MAINT&OPERAT	0.00	0.00	0.00	379.46	0.00	-379.46
		EZ		OTHER	0.00	0.00	0.00	540.26	0.00	-540.26
Object: E Total					0.00	0.00	0.00	13,166.67	6,042.29	-19,208.96
148	0125103	G			0.00	0.00	0.00	0.00	0.00	0.00
		GA		IN-STATE SUB&LOGGING	0.00	0.00	0.00	163.90	0.00	-163.90
		GD		OTHER TRANSPORTATION	0.00	0.00	0.00	624.00	0.00	-624.00
Object: G Total					0.00	0.00	0.00	787.90	0.00	-787.90
148	0125103	J			0.00	0.00	0.00	0.00	0.00	0.00
148	0125103	N			0.00	0.00	0.00	0.00	0.00	0.00
		NB		DIRECT PAYMT/PROVIDER	0.00	0.00	0.00	-415.00	2,585.00	-3,000.00
		NZ		GRANT CLIENT SERVC	0.00	0.00	0.00	-426.69	0.00	426.69
Object: N Total					0.00	0.00	0.00	-1111.69	2,585.00	-2,473.32
PRG_ORG: SEATTLE CENTRAL Total					0.00	0.00	0.00	-14,889.14	8,627.29	6,361.85
FYR (1819) Total					0.00	0.00	0.00	-14,889.14	8,627.29	6,361.85
Grand Total					0.00	0.00	0.00	-14,889.14	8,627.29	6,361.85

Why (-) and Why (+)

This is an accounting thing and differentiates between debits and credits

Budget Report

SRC REV	DESCRIPTION	PERM BDGT	TEMP BDGT	FISCAL YR BDGT	EXPIREV AMOUNT	ENCUMB AMT	BALANCE
0999	OPENING ENTRIES	0.00	0.00	0.00	-34,930.32	0.00	34,930.32
0430	DEDICATED STNDT FEES	-24,231.00	0.00	-24,231.00	0.00	0.00	-24,231.00
0430	DEDICATED STNDT FEES	0.00	0.00	0.00	-4,325.00	0.00	4,325.00
0430	DEDICATED STNDT FEES	0.00	0.00	0.00	-6,000.00	0.00	6,000.00
0430	DEDICATED STNDT FEES	0.00	0.00	0.00	6,150.00	0.00	9,150.00
Object: Total:		-24,231.00	0.00	-24,231.00	-54,495.32	0.00	30,174.32

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)

Expense Report – enter your budget number

SEATTLE COMMUNITY COLLEGES

FMS Query Tool

Expense Report Parameters Form

User Menu

- FMS Query Home
- Budget Report
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- Expense Report**
- Payroll Report
- Payroll by SID
- Summary Report
- Pre 5 Year Sum
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Admin Menu

Expense Report Parameters Form

Required Field

*Appr 148

*PRG 012

*ORG 2715

SOBJ-5508

FMO 06 - Dec

Expense Type

All Expenses

Salary & Benefit Only

Other Expense

FIR 1812

View Report View Raw Data Save Parameter

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 "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 end with 5 Enter Multiple value "148, 149, 104" 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.
 * Prq - Autosuggest start after first character enter.
 * Org - Autosuggest start after second character enter.
 * To select subpage item, use mouse click on the item or highlight the item and press "ENTER" key.

Accounting Report

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

Expense Report

FY18-2018 - Expense Report

1 1 of 1

Find | Next

Excel PDF Word

APPR	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH DATE	DOC/CHK NO	TRNS	ENCLIC AMT	EXPENSE AMT
148	0122715	EA	July P-Car	1		OFFICE DEPOT 1135	7/27/2015	126096	002	0.00	33.29
148	0122715	EA	July P-Car	1		SP ORALID - ID LABS	7/27/2015	126096	002	0.00	1,570.00
148	0122715	EA	A321143	1		ALLWATER CORPORATION	7/29/2015	600	700.00	0.00	0.00
148	0122715	EA	A321144	1		ARGAS-NORPAC, INC	7/29/2015	600	1,500.00	0.00	0.00
148	0122715	EA	A321145	1		HENRY SCHEIN INC	7/29/2015	600	30,000.00	0.00	0.00
148	0122715	EA	A321144	1		ARGAS-NORPAC, INC	7/29/2015	126070	602	-21.99	0.00
148	0122715	EA	A321144	1		ARGAS-NORPAC, INC	7/29/2015	126070	002	0.00	221.99
148	0122715	EA	A321145	1		HENRY SCHEIN INC	7/31/2015	126174	002	0.00	639.59
148	0122715	EA	A321145	1		HENRY SCHEIN INC	7/31/2015	126174	002	0.00	1,534.17
148	0122715	EA	A321145	1		HENRY SCHEIN INC	7/31/2015	126174	602	-439.59	0.00
148	0122715	EA	A321145	1		HENRY SCHEIN INC	7/31/2015	126174	602	-1,534.17	0.00
Sub Object: EA Total:										29,594.85	3,564.04
148	0122715	ER	M323320-4	1		MEDICLEANSE/SERVICE LINEN	7/30/2015	600	2,600.00	0.00	0.00
148	0122715	ER	M323320-4	1		MEDICLEANSE/SERVICE LINEN	7/30/2015	1296132	602	-61.10	0.00
148	0122715	ER	M323320-4	1		MEDICLEANSE/SERVICE LINEN	7/30/2015	1296132	602	-61.10	0.00
148	0122715	ER	M323320-4	1		MEDICLEANSE/SERVICE LINEN	7/30/2015	1296132	002	0.00	61.10
148	0122715	ER	M323320-4	1		MEDICLEANSE/SERVICE LINEN	7/30/2015	1296132	002	0.00	61.10
Sub Object: ER Total:										2,677.80	122.20
Object: E Total:										32,482.65	4,086.24
PRG ORG: LAB FEE-DENTAL HYGE Total:										32,482.65	4,086.24
FY18(15) Total:										32,482.65	4,086.24
Grand Total:										32,482.65	4,086.24

1. Appr-Prog-Org
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 Expense Report to Excel

Exp (1).xls (Read-Only) (Compatibility)

File Home Insert Page Layout Formulas Data Review View Acrobat Team Tell me what you want to do...

Expense Report

APP R	PRG	SOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH DATE	DOC/CHK NO	TRNS	ENCLIC AMT	EXPENSE AMT
148	122715	AK03	1			PAYROLL EXPENSE	180715	7/19/2018	07A	0.00	898.00
148	122715	AK03	1			PAYROLL EXPENSE	180731	8/20/2018	07B	0.00	898.00
148	122715	AK03	2			PAYROLL EXPENSE	180916	8/20/2018	08A	0.00	898.00
148	122715	AK03	2			PAYROLL EXPENSE	180831	8/4/2018	08B	0.00	898.00
148	122715	AK03	3			PAYROLL EXPENSE	180916	8/16/2018	09A	0.00	898.00
148	122715	AK03	3			PAYROLL EXPENSE	180930	10/4/2018	09B	0.00	898.00
148	122715	AK03	4			PAYROLL EXPENSE	181015	10/19/2018	10A	0.00	898.00
148	122715	AK03	4			PAYROLL EXPENSE	181031	11/15/2018	10B	0.00	898.00
148	122715	AK03	5			PAYROLL EXPENSE	181115	11/16/2018	11A	0.00	898.00
Sub Object: AK Total:										0.00	8,982.00
Object: A Total:										0.00	8,982.00
148	122715	BA	1			PAYROLL EXPENSE	180715	7/19/2018	07A	0.00	64.41
148	122715	BA	1			PAYROLL EXPENSE	180731	8/20/2018	07B	0.00	64.41
148	122715	BA	2			PAYROLL EXPENSE	180916	8/20/2018	08A	0.00	64.41
148	122715	BA	2			PAYROLL EXPENSE	180831	8/4/2018	08B	0.00	64.41
148	122715	BA	3			PAYROLL EXPENSE	180916	8/16/2018	09A	0.00	64.41
148	122715	BA	3			PAYROLL EXPENSE	180930	10/4/2018	09B	0.00	64.41
148	122715	BA	4			PAYROLL EXPENSE	181015	10/19/2018	10A	0.00	64.41
148	122715	BA	4			PAYROLL EXPENSE	181031	11/15/2018	10B	0.00	64.41
148	122715	BA	5			PAYROLL EXPENSE	181115	11/16/2018	11A	0.00	64.41
Sub Object: BA Total:										0.00	679.69

Expense Report - Look for the Details

FMS Query Tool

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Expense Report Parameters Form

(*Required Field)

APPR: PRG:
 TORG: COFG:
 SOBJ: FMO:

Expense Type:
 All Expenses
 Salary & Benefit Only
 Other Expense

FPR:

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. example: 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 end with 5 Enter Multiple value: "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.

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 * 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 DATE	DOC/CHK NO	TNS	ENCUMR AMT	EXPENSE AMT
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	47.64	
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	1.66	
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	3.13	
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	27.18	
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	7.86	
101	0612OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	503	0.00	29.70	
Sub Object: EA Total: 0.00 112.26											
Object: E Total: 0.00 112.26											
3E0	0612OPG	NZBK	8462712OPG	4	OPP GRANT BOOKS JUL AUG SEP	10/6/2018	CBOSS194	503	0.00	9,715.78	
3E0	0612OPG	NZEA	8462712OPG	4	OPP GRANT CRED CAND JUL SEP	10/6/2018	CBOSS194	503	0.00	203.70	
3E0	0612OPG	NZTR	8462712OPG	4	OPP GRANT TRANS JUL AUG SEP	10/6/2018	CBOSS194	503	0.00	3,530.42	
101	0612OPG	NZTU	8462712OPG	4	OPP GRANT TUJT JUL AUG SEP	10/6/2018	CBOSS194	503	0.00	29,411.00	
3E0	0612OPG	NZTU	8462712OPG	4	OPP GRANT TUJT JUL AUG SEP	10/6/2018	CBOSS194	503	0.00	23,128.66	
Sub Object: NZ Total: 0.00 66,049.16											
Object: N Total: 0.00 66,049.16											
PRG: ORG: OPPORTUNITY GRANT Total: 0.00 66,166.42											
646	2712OPG	EA	49100731	1	ELSEVIER INC	7/25/2018	1463 1464	002	0.00	115.61	
846	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US/MT1211A10	9/25/2018	2013 2014	002	0.00	71.93	
646	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US	9/25/2018	2013 2014	002	0.00	37.96	
646	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US/MT3030451	9/25/2018	2013 2014	002	0.00	48.11	
646	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US/MT2206.22	9/25/2018	2013 2014	002	0.00	57.43	
846	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US/MT27348401	9/25/2018	2013 2014	002	0.00	17.47	
646	2712OPG	EA	P-Cash_SEP	3	AMCN MKTP US/MT6190501	9/25/2018	2013 2014	002	0.00	31.00	
846	2712OPG	EA	8030612OPG	4	OPP GRANT CRED CAND JUL SEP	10/6/2018	CBOSS194	002	0.00	-378.81	
646	2712OPG	EA	P-Cash_OCT	4	S-SEATTLE-CC-BESTORE82330	10/25/2018	3911 3912	002	0.00	54.11	
846	2712OPG	EA	P-Cash_OCT	4	FLATWORLD	10/25/2018	3911 3912	002	0.00	96.90	
846	2712OPG	EA	P-Cash_OCT	4	AMCN MKTP US/MT74040M1	10/25/2018	3911 3912	002	0.00	50.77	
846	2712OPG	EA	P-Cash_OCT	4	LIFE UNIFORMS 0164	10/25/2018	3911 3912	002	0.00	261.48	
Sub Object: EA Total: 0.00 433.26											
Object: E Total: 0.00 433.26											

Revenue Report - enter your budget number

FMS Query Tool

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Revenue Report Parameters Form

(*Required Field)

PRGR:
 YRQ: OR
 TORG: COFG:
 SSSC REV: FMO:

FPR:

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. example: 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 end with 5 Enter Multiple value: "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.

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 * 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-Org	Src Rev	SSRev	YRQ	FM O	Document No	Batch Date	Trans Code	Transaction Description	Revenue Amount
*148	1125103	*0430	E2	B785	2	*0000478237	8/17/2018	*193	JEFFCOAT, R	-94.00
			E2		2	*0000279083	8/17/2018	*193	MALBROUGH, D	-94.00
			VM		2	*0000578951	8/17/2018	*193	KELLY, M	-288.00
			E2		2	*0000279093	8/17/2018	*193	HOPKINS, M	-94.00
			E2		2	*0000279062	8/17/2018	*193	STOREY, E	-94.00
			E2		2	*0000578907	8/17/2018	*193	COE, L	-94.00
			E2		2	*0000578892	8/17/2018	*193	GUILMETTE, B	-94.00
			VM		2	*0000279062	8/17/2018	*193	STOREY, E	-288.00
			VM		2	*0000279093	8/17/2018	*193	HOPKINS, M	-288.00
			VM		2	*0000279083	8/17/2018	*193	MALBROUGH, D	-288.00
			VM		2	*0000578907	8/17/2018	*193	COE, L	-288.00
			E2		2	*0000578951	8/17/2018	*193	KELLY, M	-94.00
			VM		2	*0000478237	8/17/2018	*193	JEFFCOAT, R	-288.00
			VM		2	*0000578892	8/17/2018	*193	GUILMETTE, 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
YRQ: B785 Total:										-3,056.00

Payroll Report – enter your budget number

FMS Query Tool

Seattle Community Colleges

Payroll 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. example: Enter '14%' 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: '145, 245, 345' in the appr textbox will retrieve all data for those appr codes. You can only enter either wildcard or multi value. Not both.

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- * You must select or enter one choice.
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- * 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.

Payroll Report, Continued

Payroll Report

Appr	PRG-ORG	SOBJ-SSOBJ	EMP NAME	ACCT MO	CHK Date	GROSS AMT	BA OASI	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	
			AB01 GREEN, RACHEL	*809	10/10/2018	871.34	58.74	70.17	2.35	3.82	0.00	135.08	
Sub Object: AB Total:							1,742.68	117.48	140.34	4.70	7.64	277.24	547.40
*145	AK01	BUFFAY, PHOEBE	*809	9/25/2018	990.25	73.68	127.04	3.91	6.34	458.00	0.00	668.97	
		AK01 BING, CHANDLER	*809	10/10/2018	990.25	73.68	127.04	3.91	6.34	0.00	0.00	210.98	
		AK02 TRIBBIAN, JOSEPH	*809	9/25/2018	796.25	58.84	101.96	3.90	6.33	457.08	0.00	628.11	
		AK02 GELLER, ROSS	*809	10/10/2018	796.25	58.84	101.96	3.90	6.33	0.00	0.00	171.03	
Sub Object: AK Total:							3,573.00	265.06	458.00	15.82	25.34	915.08	1,679.08
PRG-ORG: CENTRAL PERK Total:							5,315.68	382.53	598.34	20.32	32.98	1,192.32	2,226.48
FYR(1919) Total:							5,315.68	382.53	598.34	20.32	32.98	1,192.32	2,226.48
Grand Total							5,315.68	382.53	598.34	20.32	32.98	1,192.32	2,226.48

- Names
- Check Date – this is September’s payroll
- Gross Amount and Total Benefits
- Health Insurance

Payroll on an Expense Report

Expense Report

APP R	PRG ORG	SOBJ/SSOBJ	ORDER NO	YRQ	FMO	PAYEE	BATCH DATE	DOC/CHK NO	TRNS CODE	ENCLIC AMT	EXPENSE AMT	
445	1612L99	AB01	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	871.34
445	1612L99	AB01	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	871.34
Sub Object: AB Total:											0.00	1,742.68
445	1612L99	AK01	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	990.25
445	1612L99	AK01	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	990.25
445	1612L99	AK02	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	796.25
445	1612L99	AK02	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	796.25
Sub Object: AK Total:											0.00	3,673.60
Obj ct: A Total:											0.00	6,415.48
445	1612L99	BA	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	191.27
445	1612L99	BA	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	191.27
Sub Object: BA Total:											0.00	382.53
445	1612L99	BB	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	299.17
445	1612L99	BB	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	299.17
Sub Object: BB Total:											0.00	598.34
445	1612L99	BC	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	26.65
445	1612L99	BC	3			PAYROLL EXPENSE	180930	10/4/2018	O96	0202	0.00	26.65
Sub Object: BC Total:											0.00	53.30
445	1612L99	BD	3			PAYROLL EXPENSE	180915	9/19/2018	OSA	0202	0.00	1,192.59
Sub Object: BD Total:											0.00	1,192.59
445	1612L99	BF	FY 2018-19	3		UNEMPLOYMENT RESERVES	9/30/2018	SEPT 2018	0202	0.00	53.15	
Sub Object: BF Total:											0.00	53.15
Obj ct: B Total:											0.00	2,379.84
PROG ORG: CENTRAL PERK Total:											0.00	7,896.32
PTR 16119 Total:											0.00	7,896.32
Grand Total:											0.00	7,896.32

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

Budget Planner

SCCD Budget Planner

✓ Projected FYR budget for the object is updated with change dollar amount.
Date: 1/26/2019

Enter your budget PRG ORG and the Fiscal Year you want your estimate base on.
*Budget PRG ORG Code:
*FYR Estimate base on:

Obj	Title	FYR Budget	Budget Change(+/-)	Projected Budget
A	SALARIES AND WAGES	131,080.00	3 % OR #0	135,012.40
B	EMPLOYEE BENEFITS	39,275.00	3 % OR #0	40,453.25
C	PERSONAL SERVICES	20,000.00	0 % OR #0	20,000.00
E	GOODS AND SERVICES	38,219.00	0 % OR \$-5000	43,219.00
F	COST OF GOODS SOLD	0.00	0 % OR #0	0.00
G	TRAVEL	14,850.00	0 % OR \$-5000	9,850.00
J	CAP FIXED ASSETS	0.00	0 % OR #0	0.00
K	NONCAP FIXED ASSETS	0.00	0 % OR #0	0.00
M	INTERAGENCY/FUND TRNSF	0.00	0 % OR #0	0.00
N	GRANTS AND SUBSIDIES	14,000.00	0 % OR #0	14,000.00
P	DEBT SERVICE	0.00	0 % OR #0	0.00
R	TEMPORARY	0.00	0 % OR #0	0.00
S	INTERAGENCY REIMBURS	-263,978.00	0 % OR \$-5307.27	-269,285.27
T	TRANSFER OF CHARGES	6,554.00	3 % OR #0	6,750.62
W	DEPRECIAT AND AMORT	0.00	0 % OR #0	0.00
Total:		0.00		0.00

- Revenue = Expenses so \$0 Projected Budget
- I increased this grant budget by \$5,300
- Trying using your state budget

Use raw data to create a pivot table in Excel

User Menu

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

Admin Menu

Expense Report Parameters Form

(*)required field

*Appr:

*PRG:

*ORG:

SOBJ-SSOBJ:

FMO:

Expense Type: All Expenses
 Salary & Benefit Only
 Other Expense

FYR:

View Report | **View Raw Data** | Save Parameter

Accounting Report -> View Raw Data -> Download to Excel

FY18-1819 - Expense Report

FYR	APPR IN	PRG ORG	PRG IND	OBJECT	SOBJ	SSOBJ	TITLE	RNS DESC
1819	148	0422,114	042	2,114	E	EA		se Tax for \$35.05 purchase
1819	148	0422,114	042	2,114	E	EA		JOHNNY'S SELECTED SEED
1819	148	0422,114	042	2,114	E	EA		SUKOVATY, LOUIS
1819	148	0422,114	042	2,114	E	EA		LESCH MARKET
1819	148	0422,114	042	2,114	E	EA		WORLD SPICE MERCHANTS
1819	148	0422,114	042	2,114	E	EA		WOLF FORK APARIES
1819	148	0422,114	042	2,114	E	EA		WISMETTAC ASIAN FOODS
1819	148	0422,114	042	2,114	E	EA		COCA-COLA ENTERPRISES -NW DIV
1819	148	0422,114	042	2,114	E	EA		SPRINGRAIN FARM & ORCHARD, INC
1819	148	0422,114	042	2,114	E	EA		CHARLIE'S PRODUCE
1819	148	0422,114	042	2,114	E	EA		NW AGRICULTURE BUSINESS CENTER
1819	148	0422,114	042	2,114	E	EA		MUKUNI WILD HARVEST



1. Insert Tab 2. Click on Pivot Table



1. Select range of data you want in the pivot table 2. Choose location of pivot table



Row Labels	1	2	3	4	5	6	7	Grand Total
CHARLIE'S PRODUCE	0						0	0
AMZN MKTP US					27.97			27.97
AMZN MKTP US					30.36			30.36
CAFFE VITA	232.5	1186.72	1140.7	1501.51	901.41			4942.84
CAPE CLEAR FISHERY	0	1014.75	906.25	732				2653
CHARLIE'S PRODUCE	4991.95	5712.94	2492	6210.38	1530.7			20937.97
CHEF RUBBER					214.95			214.95
COCA-COLA ENTERPRISES - NW DIV.	0							0
CORFIN GOURMET	2758.77	2111.11	6180.06	1834.24	1088.37			13933.51
EX BEVERAGE COMPANY	0		518.27	416.14				934.41
FARMSTAND LOCAL FOODS	0		879.61	950.7	313.99			2144.3
FRANZ ANDREW A-UNJUNATA	34.54							34.54
FORAGED AND FOUND EDIBLES	0		316.5	275.5	111			703
FRANZ FAMILY BAKERIES	27.04		21.35					78.01
GLONFREE FOODS, INC.	614.12		890.41	1036.03	2523.71			5044.27
HARTS FARM & HOMESTEAD								0
JOHNNY'S SELECTED SEED	35.05				45.6			80.65

Interdepartmental Charge & Credit - IDC

Use this form to move expenditures between budgets, to correct revenues or charges to budgets, to charge another budget within Seattle Central for goods/services provided or transfer revenue within the same fund.

The IDC form must be filled out using Microsoft Access <https://apps.seattlecolleges.edu/>

Applications List

Time and Leave Reporting	FMS Query Reporting <small>Use MySeattleColleges(EAD) login The one used for login to office 365</small>	ITG FAQ ←
Active Directory Tools	Travel Request	Office 365 <small>Use MySeattleColleges(EAD) login</small>
Phone Billing Rpt	Eforms Admin Tool <small>Use MySeattleColleges(EAD) login The one used to login to office 365</small>	Purchasing Request
ITG Website	Emergency Alert Notification	NEOGOV®
25Live	25Live	25Live

ITG FAQ
ITG Frequency Asked Questions

Where is Charge Credit form?
<https://apps.seattlecolleges.edu/download/charges2000.mdb>
*** Always fill out all parts of the form or data will be lost ***
If you are opening with Office 2013, make sure you click enable edit content.

Where is invoice voucher form?

Where is ENSRC form?

Where is instant support download?

ITG Download

1. Click on ITG Download
2. Click on link under "Where is Charge Credit form?"
3. Save As and download to your desktop
4. Download 1 time only
5. Open from icon on your desktop from now on

Internet Explorer
What do you want to do with charges2000.mdb?
Size 1.65 MB
From apps.seattlecolleges.edu

- Open (The file won't be saved automatically.)
- Save
- Save as

IDC Options

Charge Credit

- Number List
- Input Form
- Edit Form
- Print Form
- Close the database
- Exit Access

Number List – shows the number, title and amount of all IDCs you have created

Input Form – click here to begin a new IDC

Edit Form – allows you to edit an IDC you previously created

Print form – allows you to print an IDC you previously created

Exit Access – closes the application

INTERDEPARTMENTAL CHARGE/CREDIT FORM

1) Payer's Name: _____ Phone: 526-3983
 Department: _____ Date Prepared: 12/28/2018
 2) Authorization Signature: **Must Be Charged!** _____ Phone: _____
 Campus Department: _____
 3) Business Office Signature: _____ Date: _____
 IDC: 200 145 513 25.00

ITEMS

REFERENCE NO.	DESCRIPTION	BUDGET CODE	AMOUNT
50	Chapter Description (link to next section)		\$300.00
51	Printing tab from "Amount" creates a new line. Press "Cont'd Tab" to go to Budget T file		\$500.00
	Revenue Use Tax Example		\$50.00
TOTAL			\$850.00

DEPARTMENT TO BE CHARGED

BUDGET TITLE	TRNS	RWRS	APPR	PRDG	GRG	SUB	SRV	SSFC	DUETO	CHARGE FROM	AMOUNT
Budget Title - Taking Expense	002	145	513	25.00	EA						\$300.00
Budget Title - Taking Money From	024	145	513	25.00	0622						\$500.00
STRAKY TAX/LIAB	200	145	513	25.00	0483						\$50.00
TOTAL CHARGES											\$850.00

DEPARTMENT TO RECEIVE CREDIT

BUDGET TITLE	TRNS	RWRS	APPR	PRDG	GRG	SUB	SRV	SSFC	DUETO	CREDIT FROM	AMOUNT
Budget Title - Getting Rid of Expense	003	145	513	25.00	EA						\$300.00
Budget Title - Reversing Revenue	023	145	513	25.00	0621						\$500.00
Budget Title - Reversing Use Tax	002	145	513	25.00	EA						\$50.00
TOTAL CREDITS											\$850.00

Fill in the lines available
You will not be able to click & write in Signature or Campus/Department lines

IDC Number
Choose campus from dropdown menu
Department initials – 2 or 3 letters
Your initials
Automatic number

Attachments
Attach an FMS Query accounting record and highlight the expense/revenue line you want to move

Attach additional documentation (emails, receipt to prove you already paid sales tax, etc.) that explain the IDC

Approvals
The person responsible for the Department to be Charged must sign

Send to the Business Office for signature
