**FMS Query Reporting Tool**

**Web-Based**

The FMS Query Reporting Tool gives you the “best of both worlds” combing what is available in the public folders AND what is available through on-line searches using the HP 3000. This program was designed by folks at Green River Community College. Thanks to the District’s Information Technology and Fiscal staff, the program has been tailored to the needs of the Seattle Community Colleges.

The program is web-based. To access, you need to have your supervisor request access through your campus business office. Your email (Outlook) log-in ID (**not** your password) is required to set up access.

Once log-in to FMS Query, on-line instructions are available. Here are some step-by-step, easy-to-follow tips to navigating to get you started.

**Step One - Logging On:**

You will need access to the Internet using any browser or start-up program.

Go the following web site: <https://apps.seattlecolleges.edu/fmsquery/>

Please note that you do **not** use “www” in the web address.

You will be asked to log in with your email log-in and your email password. After typing those in, click on “OK.”

**Step Two – Report Selection**

The next screen is the main FMS Query menu screen. At this point you may select Budget Status summary reports for expenditures or revenue OR detail reports for expenditures and revenue OR detailed payroll data.



**FMS Query Tool**

User: dbowman

Log Out

**User Menu**

* [FMS Query Home](https://apps.seattlecolleges.edu/betafq/default.aspx)
* [Budget Report](https://apps.seattlecolleges.edu/betafq/Budget.aspx)
* [Revenue Report](https://apps.seattlecolleges.edu/betafq/Revenue.aspx)
* [Expense Report](https://apps.seattlecolleges.edu/betafq/Expense.aspx)
* [Payroll Report](https://apps.seattlecolleges.edu/betafq/Payroll.aspx)
* [Payroll by SSN](https://apps.seattlecolleges.edu/betafq/pbssn.aspx)
* [Summary Report](https://apps.seattlecolleges.edu/betafq/SumForm.aspx)
* [Pre 5 Year Sum](https://apps.seattlecolleges.edu/betafq/FiveYearForm.aspx)
* [Budget Planner](https://apps.seattlecolleges.edu/betafq/Planner.aspx)
* [Prg Org Search](https://apps.seattlecolleges.edu/betafq/PrgOrgSearch.aspx)
* [My saved Reports](https://apps.seattlecolleges.edu/betafq/mySavedReport.aspx)



We will look first at the Budget Report and the expenditure detail then move to the revenue data.

***A. Budget Reports:***

The budget status report provides up-to-date information similar to your monthly budget status report in the public folders (BA 1201).

When you click on the “Budget Report” the following screen appears.

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| **Budget Report Parameters Form**  |
| (\*)required field  |
| \*Appr  |  |
| \*PRG |  |
| \*ORG |  |
| SOBJ-SSOBJ  |  |
| OR |
| SRC REV  |  |
| FYR  | OR Select FYR from dropdownlist or Enter multiple FYRs separate by comma.  |
|  |

 | InstructionType 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 value '148, 149, 104' in the appr textbox will retrive 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.  |

You will need to know the program and organization code. If you have forgotten your budget number, you may use “\*” as a single character wildcard or “%” as a multiple character wildcard.

If you want to view all activity within one budget number, ignore all other sections on the screen and just…

 (1) Enter in the “Prg (xxx) and -Org (xxxx), your budget number as shown below.

 011 2g03 061 3d02 092 4e00

 (011-2G03) (061-3D02) (092-4E00)

 (2) Click on “View Report” and the following screen appears.

You may work on-line, print the report, or download into Excel, PDF or a Word document.

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| **Budget Report** |

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|  | **APPR** | **PRG-ORG** | **SOBJ SSOB** | **SRC REV** | **DESCRIPTION** | **PERM BDGT** | **TEMP BDGT** | **FISCAL YR BDGT** | **EXP/REV AMOUNT** | **ENCUMB AMT** | **BALANCE** |
|  | 148 | 092AE06 |   | 0999 | OPENING ENTRIES | 0.00 | 0.00 | 0.00 | -8,734.12 | 0.00 | 8,734.12 |
|  | **Object: Total:** | **0.00** | **0.00** | **0.00** | **-8,734.12** | **0.00** | **8,734.12** |
|  | 148 | 092AE06 | E |  |   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  |   |   | EE |  | REPAIRS/ALTER/MAINT | 0.00 | 0.00 | 0.00 | 799.35 | 8,800.65 | -9,600.00 |
|  |   |   | EZ |  | OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  | **Object: E Total:** | **0.00** | **0.00** | **0.00** | **799.35** | **8,800.65** | **-9,600.00** |
|  | 148 | 092AE06 | J |  |   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  | **Object: J Total:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
|  | 148 | 092AE06 | TE |  | INTRAAGNCY-GOODS&SRV | 0.00 | 0.00 | 0.00 | -865.88 | 0.00 | 865.88 |
|  | **Object: T Total:** | **0.00** | **0.00** | **0.00** | **-865.88** | **0.00** | **865.88** |
|  | **Appr: 148 Total:** | **0.00** | **0.00** | **0.00** | **-8,800.65** | **8,800.65** | **0.00** |
|  | 149 | 092AE06 |   | 0999 | OPENING ENTRIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  | **Object: Total:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
|  | 149 | 092AE06 | E |  |   | 25,000.00 | 0.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 |
|  |   |   | EE |  | REPAIRS/ALTER/MAINT | 0.00 | 0.00 | 0.00 | 238.17 | 714.48 | -952.65 |
|  |   |   | EZ |  | OTHER | 0.00 | 0.00 | 0.00 | 260.00 | 1,740.00 | -2,000.00 |
|  | **Object: E Total:** | **25,000.00** | **0.00** | **25,000.00** | **498.17** | **2,454.48** | **22,047.35** |
|  | 149 | 092AE06 | J |  |   | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  | **Object: J Total:** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
|  | **Appr: 149 Total:** | **25,000.00** | **0.00** | **25,000.00** | **498.17** | **2,454.48** | **22,047.35** |
|  | **PRG\_ORG: DO MAINTENANCE Total:** | **25,000.00** | **0.00** | **25,000.00** | **-8,302.48** | **11,255.13** | **22,047.35** |

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This screen allows you to compare the amount budgeted with what has been expensed and encumbered for the fiscal year. You also have the option to choose multiple fiscal years or particular months. To return to a blank form, either click on “Back” or the “Budget Report” icon.

*Fiscal Year:* A new option available on the web is the selection of fiscal year. You may go back as far as FY 2001-02. Data from 2001-02 and forward will be available as long as server capacity allows.

*Other Data:* If you want to narrow your view to specific data such as appropriation indices, object codes, or revenue codes within your budget account, you may enter the code into the specific fields on the screen. You still need to input the pro-org code and the fiscal year for the data that interest you.

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| --- |
| **Budget Report Parameters Form**  |
| (\*)required field  |
| \*Appr  | 1 |
| \*PRG |  |
| \*ORG |  |
| SOBJ-SSOBJ  | 2 |
| OR |
| SRC REV  | 3 |
| FYR  | OR Select FYR from dropdownlist or Enter multiple FYRs separate by comma.  |
|  |

1. Information by Appropriation Code/Index (e.g. 101 – state funds, 149 – tuition

 and 148 - local funds)

 2. Information by Object of Expenditure (e.g. A – salaries or AE – ft faculty salaries)

 3. Information by Revenue Source (e.g. 0430 – Charges for Services)

4. Information by fiscal year can be selected either individually or multiple years by

 putting a comma between years (e.g. 1011,1112,1213)

***B. Expense Detail:***

From the FMS Query home page, click on the “Expense” button. This report shows detail of expenditures similar to the BA 1201 report or the BA 1005 screen.

* [FMS Query Home](https://apps.seattlecolleges.edu/betafq/default.aspx)
* [Budget Report](https://apps.seattlecolleges.edu/betafq/Budget.aspx)
* [Revenue Report](https://apps.seattlecolleges.edu/betafq/Revenue.aspx)
* [Expense Report](https://apps.seattlecolleges.edu/betafq/Expense.aspx)
* [Payroll Report](https://apps.seattlecolleges.edu/betafq/Payroll.aspx)
* [Payroll by SSN](https://apps.seattlecolleges.edu/betafq/pbssn.aspx)
* [Summary Report](https://apps.seattlecolleges.edu/betafq/SumForm.aspx)
* [Pre 5 Year Sum](https://apps.seattlecolleges.edu/betafq/FiveYearForm.aspx)
* [Budget Planner](https://apps.seattlecolleges.edu/betafq/Planner.aspx)
* [Prg Org Search](https://apps.seattlecolleges.edu/betafq/PrgOrgSearch.aspx)
* [My saved Reports](https://apps.seattlecolleges.edu/betafq/mySavedReport.aspx)



The “Expense Report Input Form” screen will appear.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Expense Report Parameters Form**  |
| (\*)required field  |
| \*Appr  |  |
| \*PRG  |  |
| \*ORG  |  |
| SOBJ-SSOBJ  |  |
| FMO  |  |
| Expense Type  |

|  |
| --- |
| All Expenses |
| Salary & Benefit Only |
| Other Expense |

 |
| FYR  |  |
|  |

 | InstructionType 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 value '148, 149, 104' in the appr textbox will retrive 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.  |

Follow the same steps as the “Budget Report” report, except that you need to choose which type of expenses. Please notice the default is “all expenses.”

***C. Revenue Generating Budget Status Report***

This report is similar to the “Budget Report” report, however, more detail is provided. Additionally, the data is aggregated differently allowing you to track revenue and expenditures by Appropriation Indices (legal spending authority code). If your funding comes from several different funding sources with different spending codes, this may be the preferable report to use.

At the FMS Query home page, click on “Revenue Report.”

* [FMS Query Home](https://apps.seattlecolleges.edu/betafq/default.aspx)
* [Budget Report](https://apps.seattlecolleges.edu/betafq/Budget.aspx)
* [Revenue Report](https://apps.seattlecolleges.edu/betafq/Revenue.aspx)
* [Expense Report](https://apps.seattlecolleges.edu/betafq/Expense.aspx)
* [Payroll Report](https://apps.seattlecolleges.edu/betafq/Payroll.aspx)
* [Payroll by SSN](https://apps.seattlecolleges.edu/betafq/pbssn.aspx)
* [Summary Report](https://apps.seattlecolleges.edu/betafq/SumForm.aspx)
* [Pre 5 Year Sum](https://apps.seattlecolleges.edu/betafq/FiveYearForm.aspx)
* [Budget Planner](https://apps.seattlecolleges.edu/betafq/Planner.aspx)
* [Prg Org Search](https://apps.seattlecolleges.edu/betafq/PrgOrgSearch.aspx)
* [My saved Reports](https://apps.seattlecolleges.edu/betafq/mySavedReport.aspx)



The next screen gives you the same options as the “Expense Report Parameters Form.”

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| **Revenue Report Parameters Form**  |
| (\*)required field  |
| \*APPR  |  |
| \*PRG  |  |
| \*ORG  |  |
| SRC REV  |  |
| SSRC REV  |  |
| FMO  |  |
| OR |
| YRQ  |  |
| FYR  | OR Select FYR from dropdownlist or Enter multiple FYRs separate by comma.  |
|  |

 | InstructionType 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 value '148, 149, 104' in the appr textbox will retrive 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.  |

Revenue and expenditures separated by Appropriation Index

***E. Payroll Reports***

The payroll reports provide detailed payroll data for each employee by pay period. The different benefits amounts by type are displayed for each employee. This is the only report that separates the benefits by employee.

You may access the payroll information by budget number which lists the payroll data for every employee charged to the budget by clicking on the “Payroll” button.

* [FMS Query Home](https://apps.seattlecolleges.edu/betafq/default.aspx)
* [Budget Report](https://apps.seattlecolleges.edu/betafq/Budget.aspx)
* [Revenue Report](https://apps.seattlecolleges.edu/betafq/Revenue.aspx)
* [Expense Report](https://apps.seattlecolleges.edu/betafq/Expense.aspx)
* [Payroll Report](https://apps.seattlecolleges.edu/betafq/Payroll.aspx)
* [Payroll by SSN](https://apps.seattlecolleges.edu/betafq/pbssn.aspx)
* [Summary Report](https://apps.seattlecolleges.edu/betafq/SumForm.aspx)
* [Pre 5 Year Sum](https://apps.seattlecolleges.edu/betafq/FiveYearForm.aspx)
* [Budget Planner](https://apps.seattlecolleges.edu/betafq/Planner.aspx)
* [Prg Org Search](https://apps.seattlecolleges.edu/betafq/PrgOrgSearch.aspx)

[My saved Reports](https://apps.seattlecolleges.edu/betafq/mySavedReport.aspx)

You may also access payroll data for one individual by clicking on the “Payroll by SSN” button.

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***For help understanding the reports or navigating through this tool, contact your campus business office or the District Budget Office as follows:***

Central & SVI David Bowman ext. 4391

North & South Tony Magsarili ext. 4084

Capital/Facilities George Gary ext. 4116