

Accessing Reports on the WMS Financial Reports page.

WMS Report Locator will contain current year reports. During July-September, there could two fiscal years available. There will be a message on the page to alert you to the years available.

Prior year reports have been archived and will be available by selecting Archived Reports on the WMS Financial Rpts page.

The screenshot displays the 'WMS Financial Rpts' application interface. At the top, there is a navigation bar with a home icon, a search icon, a menu icon, and a refresh icon. Below the navigation bar, there are two tabs: 'WMS Report Locator' (selected) and 'Archived Reports'. The main content area is divided into two steps. Step 1, 'Enter Search Criteria, then click Search for Reports', includes input fields for 'Fiscal Year', 'Accounting Period', 'Report Type' (a dropdown menu), 'Location*' (with a search icon), 'Department*' (with a search icon), and 'Project/Grant*' (with a search icon and a note '*Partial value okay'). There are two buttons: 'Search for Reports' and 'Clear Search Criteria'. Step 2, 'Click View to view an individual report', is positioned above a table titled 'Report List'. The table has columns for 'View', 'File Type', 'Location', 'Value', 'Description', 'Rpt Type', 'Rpt Dt', 'FY', and 'Period'. The first row contains a checkbox, a 'View' button, and empty cells for the other columns. Above the table, there are navigation controls: 'Find | View All | [grid icon] | [list icon] | First | 1 of 1 | Last'. At the bottom left of the interface, there is a 'Notify' button.

Archived Reports will work exactly like the WMS Report Locator. You will be able to select the year, report type, location, department or project. Accounting period is not pertinent because all prior year reports are for the full year.

WMS Financial Rpts

New

Step 1: Enter Search Criteria, then click Search for Reports.

Fiscal Year

Archived reports are for fiscal years 2002-2017

Report Type

Location*

Department*

Project* Use % for a wildcard

Step 2: Click View to view an individual report

Report List		Find View All <input type="button" value="📄"/> <input type="button" value="📅"/>				First	1 of 1	Last
	View	File Type	Location	Value	Description	Rpt Type	Fiscal Year	Accounting Period
<input type="checkbox"/>	<input type="button" value="View"/>							