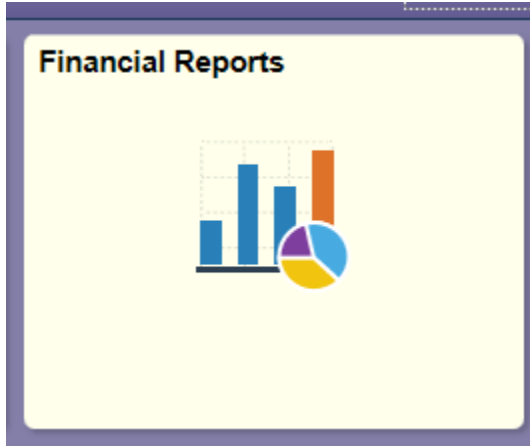
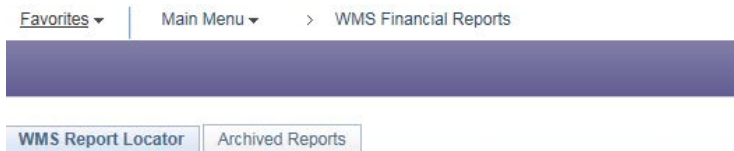


Accessing reports has not changed. Access to reports has not changed.

Navigate to the WMS Financial Reports



Or through the Main Menu:



WMS Report Locator: For current year reports

WMS Report Locator Archived Reports

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

Fiscal Year  Accounting Period

Report Type   Include Only What I Manage

Location\*

Department\*   Project/Grant\*  \*Partial value okay

Step 2: Click View to view an individual report

Report List		Find   View All   <input type="text"/>		First 1-6 of 6 Last					
	View	File Type	Location	Value	Description	Rpt Type	Rpt Dt	FY	Period
<input type="checkbox"/>	<input type="button" value="View"/>	.pdf	/PFINANCEADMIN/CONTROLLER/5002000	5002000	Controllers Office	DSOA	05/19/18	2018	11
<input type="checkbox"/>	<input type="button" value="View"/>	.xls	/PFINANCEADMIN/CONTROLLER/5002000	5002000	Controllers Office	DSOA	05/19/18	2018	11

Select specific file type, PDF or XLS

PDF files: Use to view or print report. The report will load faster and print without changing any print options.

XLS files: Use if you want to be able to use any EXCEL functionality. If you print this file, you will need to change printing options.

New reports:

Report: WMS\_R189\_1  
 Template: DSOA\_169\_1\_6c  
 Run Date: 5/19/2018

Williams College Monthly Financial Statement As of 5/19/2018											
Fund 110 Department 5002000: Controllers Office, Manager: Hogan, Susan S.											
Budget FY 2018		Actual Spending		Balance		Prior Year As of 5/31/2017		Balance FY 2018		Next Year FY 2019	
Original	Revised	Current Month May	YTD FY 2018 \$	\$ Available	Pct	Actuals	Pct Spent	Rev Budget	Rev Budget	Rev Budget	Rev Budget

Note the colors to delineate budgets, actuals, balances, prior year and future year budgets.

Totals will be displayed at the top and bottom of each report

PS Accounts will only show up if there is budget or posted activity.

Transaction reports will not change.