



SAMIS Fiscal Reports Guide

As a way to inform and review your work in **SAMIS Fiscal**, you can view reports for the four different types of activities you can perform in the **SAMIS Fiscal** module: **Budget, Reimbursements, Workflow, Position Management**. This resource will outline how to access these reports and the type of information you can expect to find in each one.

How to Access Reports

1. Access the **SAMIS** module from the home page or the navigation menu
2. Hover over the **Reports** tab then click on the type of report you would like to see (**Budget, Reimbursements, Workflow, Position Management**) in order to see the specific reports available

The image displays three screenshots of the SAMIS Fiscal interface, illustrating how to access reports. Each screenshot shows a navigation menu with tabs for Dashboard, Programs, Cases, Participants, Fiscal, and Positions. The Reports tab is highlighted in red in all three screenshots. The dropdown menu for Reports is also highlighted in red, showing the following options:

- Budget** (highlighted in the first screenshot):
 - Budget Amendment Detail
 - Budget Summary
 - Comprehensive Budget/Amendment
 - Individual Salary and Fringe
- Reimbursements** (highlighted in the second screenshot):
 - Reimbursement Detail
 - Summary GL Reimbursement
 - Summary Reimbursement
- Workflow** (highlighted in the third screenshot):
 - Workflow Approval Chain



Dashboard Programs ▾ Cases ▾ Participants ▾ Fiscal ▾ Positions ▾ **Reports ▾** Options ▾

UPCOMING MY FAVORITES

MY VIEWS

- Budget
- Reimbursements
- Workflow
- Position Management**
- Position Detail

a. Alternatively, you can click on the **Reports** tab and view all of the reports on a single page

▼ SAMIS

Dashboard Programs ▾ Cases ▾ Participants ▾ Fiscal ▾ Positions ▾ **Reports ▾** Options

REPORTS

- Budget**
 - Budget Amendment Detail
 - Budget Summary
 - Comprehensive Budget/Amendment
 - Individual Salary and Fringe
- Reimbursements**
 - Reimbursement Detail
 - Summary GL Reimbursement
 - Summary Reimbursement
- Workflow**
 - Workflow Approval Chain
- Position Management**
 - Position Detail



3. For **Budget** and **Reimbursement** reports, you will then arrive at a page where you will select the program for which you are seeking reports by selecting the corresponding **Fiscal Year** from the dropdown, selecting the **Program** from the dropdown, selecting the corresponding option from the third dropdown (varies across reports), selecting the **Report Format** you desire, and clicking **Run Report**.

Filters

- * Fiscal Year Select One
- * Program Enter Agency or Program Name
- * Run Report For
- * Report Format
 - PDF
 - Excel
 - Word

Run Report

- a. For the **Workflow** report, you will be able to choose between running the report by **Program** and filtering as above, or running it by a specific **User** as shown below. You select the **Run By** option from the first dropdown, select the specific **User** from the second dropdown, then select the **Report Format** you desire, and click **Run Report**.

Filters

- * Run By User
- * User Enter User Name
- * Report Format
 - PDF
 - Excel
 - Word

Run Report



- b. For the **Position Management** report, select the **Program Active Year** (fiscal year) from the first dropdown, enter the **Report Date Range** by entering a start and end date, select whether you want positions that are **Currently Active** or not from the dropdown, choose what **Report Level** you want (Agency, Program, Classification), select the **Position Category** from the available options, select the **Position Status** (All, Vacant, Filled, Partial Filled, Closed), then select the **Report Format** you desire, and click **Run Report**.

Filters

*	Program Active Year	Select One
*	Report Date Range	<input type="text"/>
*	To	<input type="text"/>
*	Currently Active	Yes
*	Report Level	
	Position Category	Select One
*	Position Status	All
*	Report Format	<input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> Word

[Run Report](#)

4. Your report will then be generated and made available to you as a link at the bottom of the page highlighted by a green bar

[Run Report](#)

16:26 - Getting Report Parameters...

16:26 - Calling Report Server

5 sec

16:26 - Report Ready: [1 - d6bb6620-5e28-4.pdf](#)



5. Your report will then open (most likely in your browser) and you can view it or choose to save it to your computer

What You Will Find in Each Fiscal Report

Budget

- **Budget Amendment Detail** – This report will help you review your work after completing an amendment. Includes the summary of all the accounts, narratives and remaining balances for the selected amendment(s).
- **Budget Summary** – This report provides an at-a-glance overview of a budget, which is helpful as a way to review your work after entering a budget. Includes a summary of salaries, expenses and program funder information in the selected budget.
- **Comprehensive Budget/Amendment** – This report is attached to your contract or contract amendment. Includes a highly detailed view of every salary, non-personnel expenses and narratives included in the original budget and amendments if applicable. This report also is part of The Children's Trust contract.
- **Individual Salary and Fringe** – This report is useful for reviewing staffing information for a program. Includes a detailed breakdown of all position amounts in a program including their gross salary, salary allocated to the program, salary being funded by the CSC (Trust) and the amount of funding requested for the position YTD for the contract year.

Reimbursements

- **Reimbursement Detail** – This report will help you to review the information entered in your reimbursement. It includes a detailed breakdown of payments made by position and budget account for a specific reimbursement period.
- **Summary GL Reimbursement** – Similar to a Reimbursement Detail report but can include multiple periods. An aggregation of expenses reported by position and budget account across the selected reimbursement periods.
- **Summary Reimbursement** – A summary of all the reimbursements submitted for a specific contract year including amounts for each reimbursement and a total for all submitted.
- Note that these reports can also be accessed directly for a specific reimbursement from that reimbursement's page

Workflow

- **Workflow Approval Chain** – A breakdown of what users are assigned to different fiscal documents' Workflow Approval Chains for a given program and in what role.



Position Management

- **Position Detail** – Detailed information about the different positions assigned to the report level selected (Agency, Program, Classification) such as category, title, staff, hours per week, percent allocated to program and start/end dates. Note that salary information is not included.