

# ***View and Print GA Statement of Account***

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## **Scope**

This section describes how to use SFA FMS to view and print GA statement of account.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA Financial Partner Manager

## **Distribution**

N/A

## **Ownership**

N/A

## **Activity Preface**

This activity is performed whenever any individual with SFA FMS responsibilities needs to view and print GA statement of account.

This procedure continues from:

*Sign off [PROX0006]*

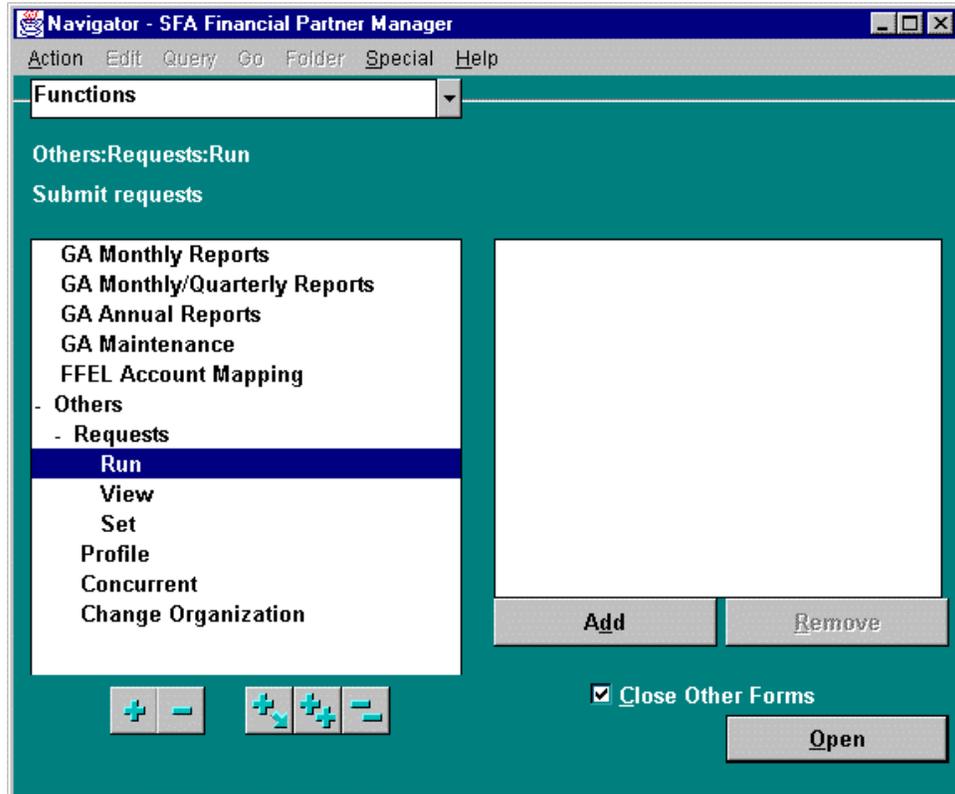
# View and Print GA Statement of Account-SFA Financial Partner Manager

## View and Print GA Statement of Account

**Who:** SFA Financial Partner responsibility

**Frequency:** As Needed

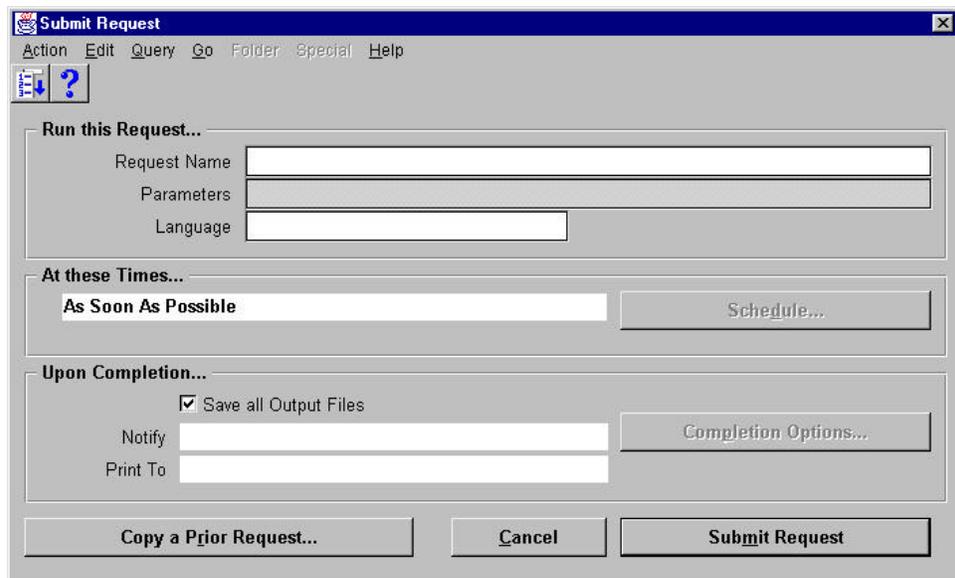
**Situation:** The SFA Financial Partner Manager can view and print a GA Statement of Account report on an as needed basis.



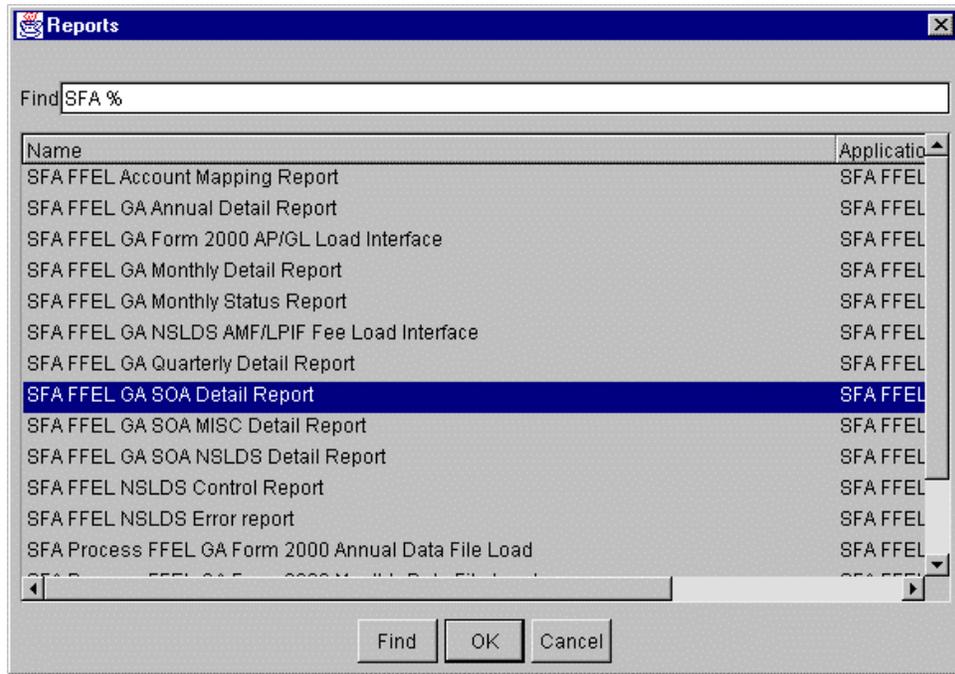
1. Double-click **Others**. The others sub-menu appears.
2. Double-click **Requests**. The Requests sub-menu appears.
3. Click **Run**.
4. Click the **Open** button. The “Submit a New Request” window appears.



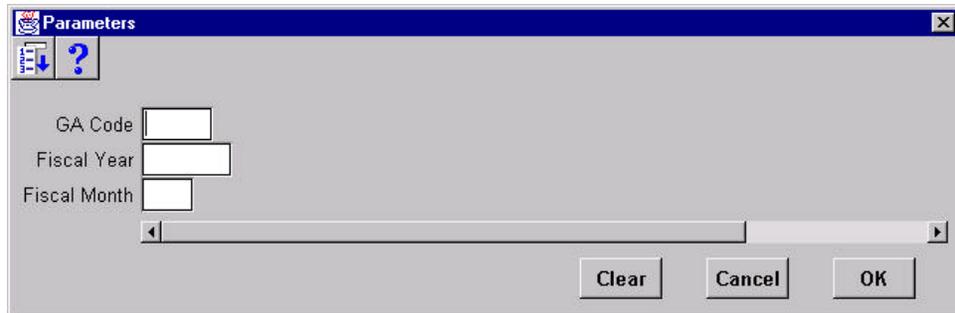
5. Click the **Single-Request** field.
6. Click the **OK** button. The “Submit Request” window appears.



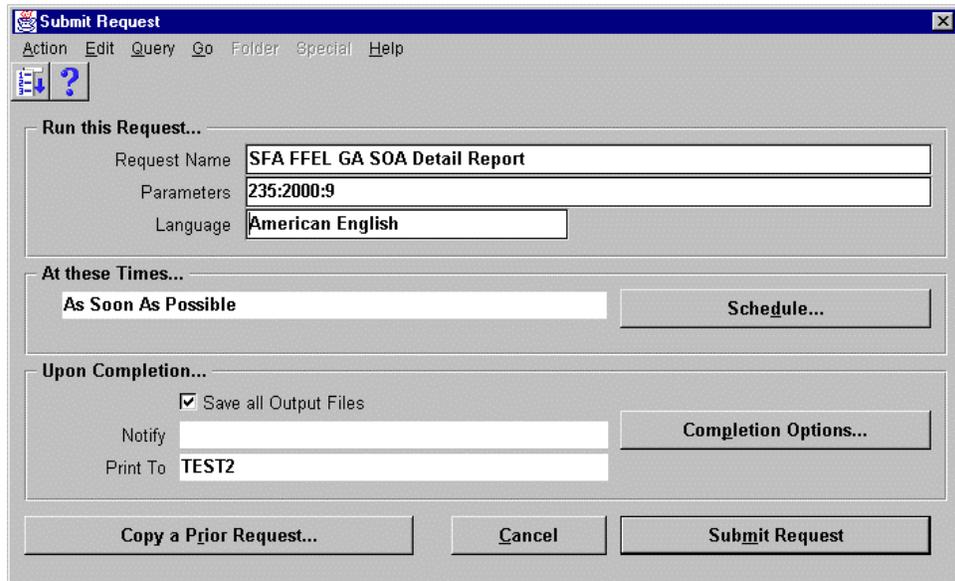
7. Click the **List of Values** icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.



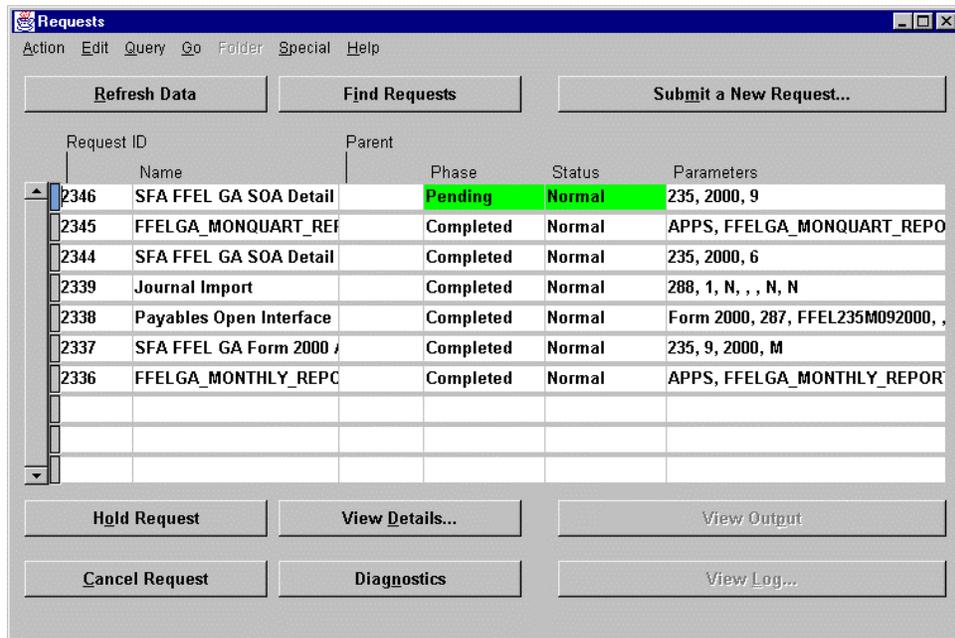
8. Double-click on the report name -OR-.
9. Highlight the report name and click the **OK** button. The “Parameters” window appears.



10. Type the GA Code in the **GA Code** field.
11. Type the year in the **Fiscal Year** field. The Fiscal Year notation appears.
12. Type the month in the **Fiscal Month** field.
13. Press the **Enter** key -OR-.
14. Click the **OK** button. The “Submit Request” window appears.



15. Click the Submit Request button. The “Requests” window appears.

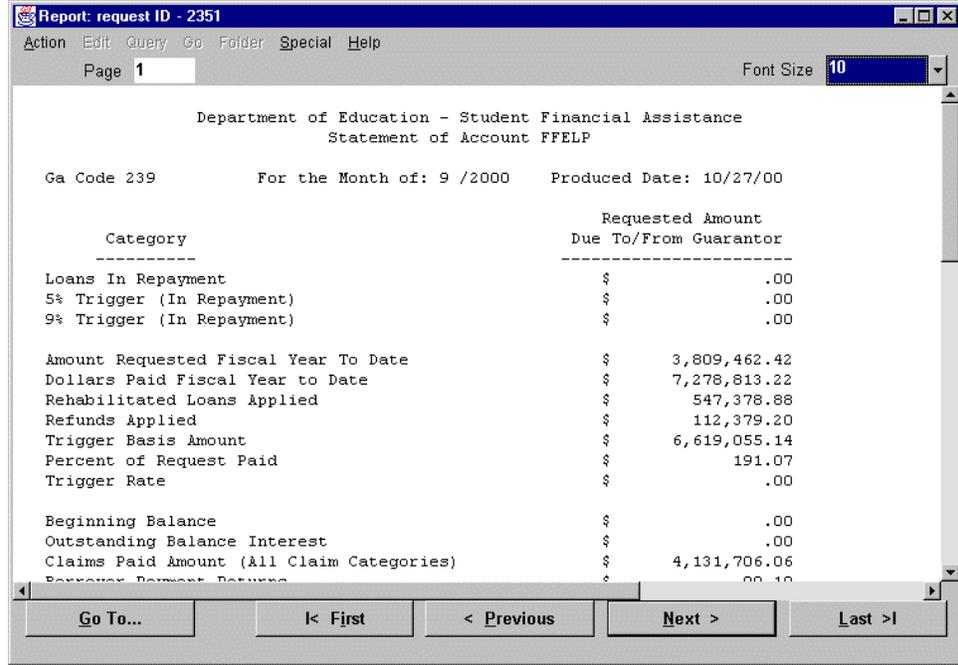


16. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed -OR-.

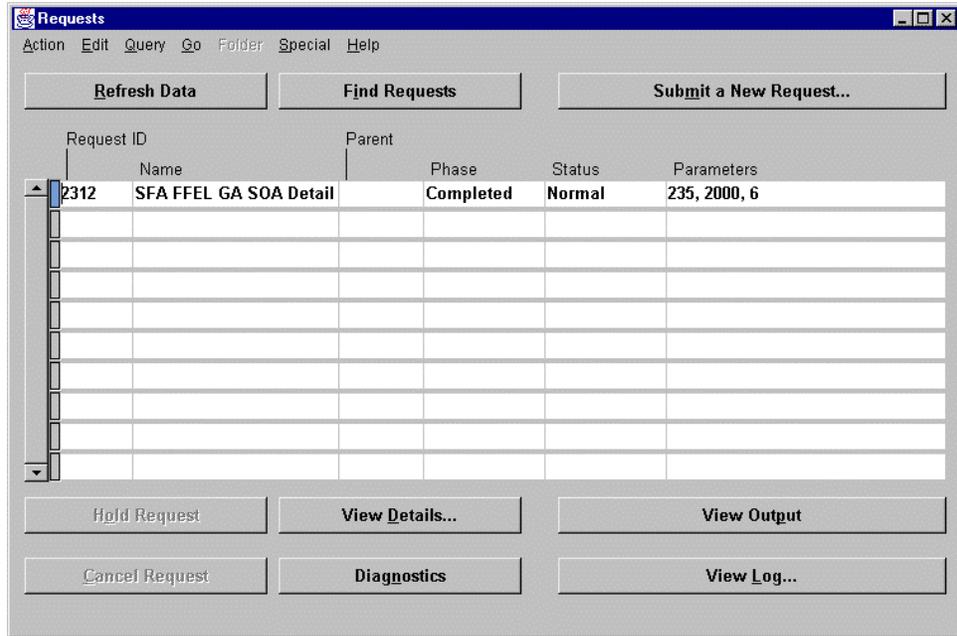
17. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator- Financial Partner Manager” window to work on other tasks. In order to check on the progress of

your requests, maximize the “Requests” window to view the Phase and Status.

- Once the Request is completed, click the **View Output** button to view the SOA report. The “Report: request ID - # ” window appears.



- Click the **Font Size** field to change the font size of the report for easier viewing.
- Use the **scroll bar** to move through the report.
- Click the **X** button to close the “Report: Request ID - # ” window. The “Requests” window appears.



22. Click the **X** button to close the “Requests” window. The “Navigator – SFA Financial Partner Manager” window appears.

**End of activity.**

