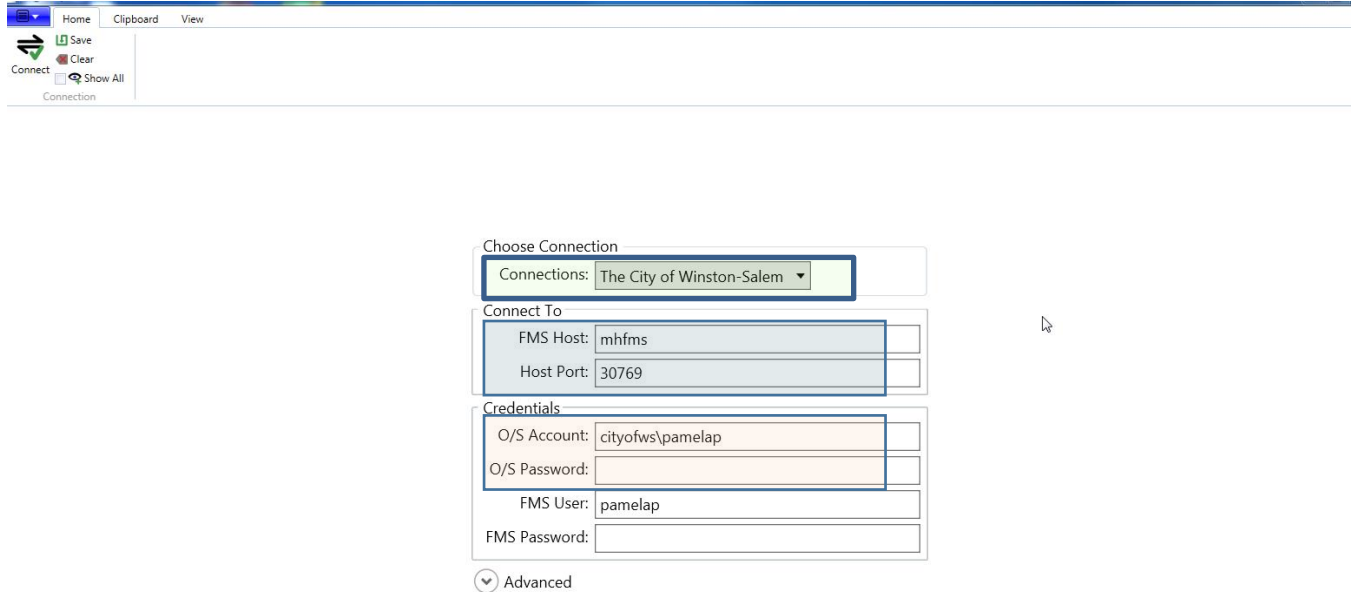


My FMS Connects User Group FAQs

How do I log in to FMS?

Once you have access to FMS log in following the instructions below:



If you are logging into FMS for the first time, you will not see the **Connections:** droplist. It will appear after you login for the first time.

Login: Connect To - The **FMS Host (Server name)** will always be “mhfms”. The **Host Port** is “30769”. This is the server that houses FMS and the one to which you want to connect.

Login: Credentials - The O/S Account is the operating system account or AD (active directory) account that you have with the city – it is the domain and login ID that you log into the network with every morning. Your O/S Account would be “cityofws\your login name” and your O/S password will be the password that you use when you initially log in each morning. In the case above, your FMS User name will usually be your email account name (i.e. in the above picture –pamelap is my email account name) and your FMS password will be giving to you or your supervisor upon installation.

Once all of the information is entered, Click Connect in the upper left corner.

The screens under your login may look a bit different, meaning some menu items will not appear since your access is different.

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The screenshot shows the FMS III Financial Management System interface. On the left, there is a navigation menu with the following items:

- Disconnect
- Connection
- General Ledger
- My Activities
- Journal Entries
- Budgets and Planning
- Financial Inquiries
 - New Inquiry
 - Existing Inquiry
 - Transaction Inquiry
 - Predefined Inquiry
- Workflow
- Reports and Programs
- Month End
- Maintenance
 - Ledger
 - Chart of Accounts
 - Field Code Maintenance
 - Account Authorization
 - Budget Spread Tables
 - Data Types and Files
 - System
 - Reports and Programs
 - Operations

At the bottom of the menu, there is a section for selecting the ledger:

- General Ledger (highlighted)
- Budget Ledger
- Accounts Payable
- Purchasing
- Accounts Receivable
- Fixed Assets
- Inventory
- Run Command

The main content area features a large banner for 'FMS III Financial Management System' with a background image of business professionals in a meeting. The banner also includes the text 'A PRODUCT OF MITCHELL HUMPHREY'.

Once you have logged in, you may change the ledger listed at the top of your menu (under the 'Disconnect' button) simply by clicking the ledger name in the bottom section of the menu on the left of your screen.