




Principal Summary Report

The purpose of this report is to provide a summary level view of selected school accounts. For a more detailed report of school accounts, the School Activity Balance Report should be used.

How to Run the Report:

- Go to FMS > MCPS Disco Viewer > Discoverer Viewer > Click the plus sign next to the report name to view the available sheets.

	  Principal Summary Report
	Selected School Accounts
	SIP Accounts
	PLCI Accounts

- Click on the report you would like to run
 - **Selected School Accounts** will provide you with balances of Instructional Supplies, Lease/Maintenance Duplicating, Special Education, Operation of Plant (Building Services) and Clerical Guidance/Athletic.
 - **SIP Accounts** will provide you with charges that have been made against your SIP accounts.
 - **PLCI Accounts** will provide participating schools with balances in their PLCI accounts.
- Fill in the Department and School parameters. In order to run this report correctly, you should enter BOTH the department **and** school number in the displayed parameters. This will enable you to view the specific accounts mentioned above. (Dept number for a school is simply the school number preceeded by either 02-elementary, 03-middle, 04-high, 01-special school)

How to Print the Report:

Each of these sheets may be printed by using the Printable Page option. However, the report is set to print on **legal sized paper**. If this option is not what you would like, you may either change the settings on page setup or export to Excel to print.

- Select Printable Page
- Click Printable PDF
- Click to view or save