

INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

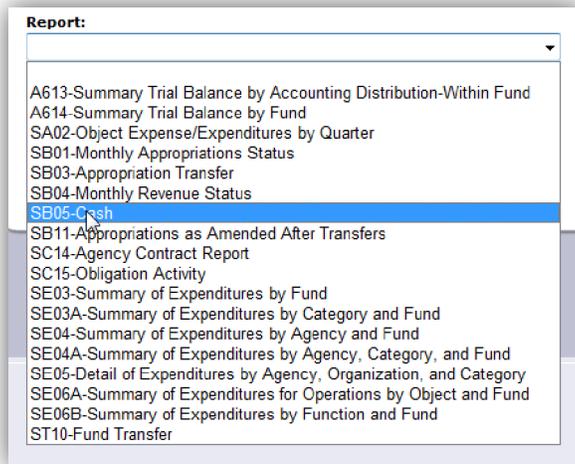
SAMS Monthly Reports are available on the Comptroller’s website (www.ioc.state.il.us) as of December (accounting period 06) of fiscal year 2009. Reports are retained on the Comptroller’s website for a period of two calendar years, rolling. You may view the reports online; alternatively, you may print or download copies of the reports. You must have Adobe Reader (www.adobe.com) installed on your computer to access the reports. The following instructions are for computers using any version of the Windows operating system and any version of Internet Explorer.

THE MENU SYSTEM

The Report drop-down menu is a required field; selection of a report will automatically populate the FY (fiscal year) and Month drop down menus with the most current values. Optionally, users may change the fiscal year and month, as well as select options from the Agency drop-down menu.

1. Select a report from the **Report** drop-down menu

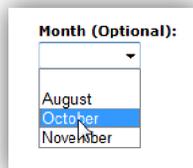
NOTE: *This will automatically populate the FY (fiscal year) drop-down menu with the current fiscal year; you may override the fiscal year, if desired.*



2. (optional) Change the **FY** (fiscal year) drop-down selection

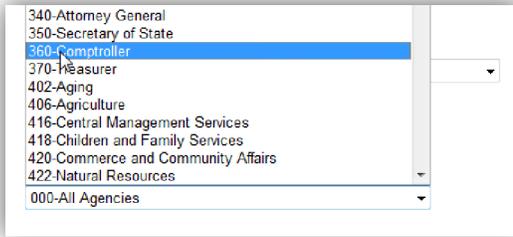


3. (optional) Change the **Month** drop-down menu selection

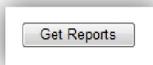


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- (optional) Select an agency from the **Agency** drop-down menu
NOTE: Agency selection is only applicable for certain reports.



- Click on the **Get Reports** button



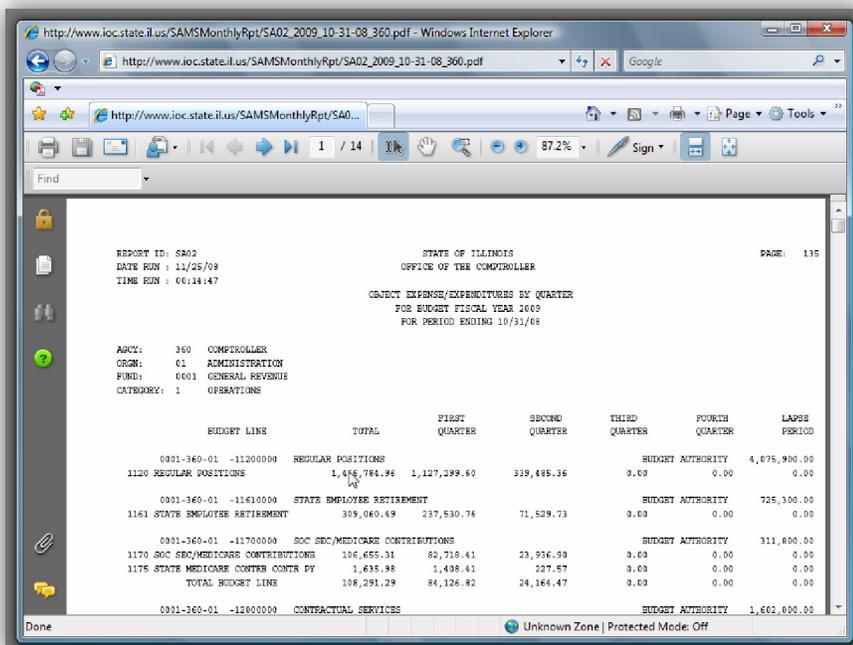
VIEW A REPORT ONLINE

- Click on the hyperlink for the report you wish to view

NOTE: If you have trouble opening a report, go to the section titled, "DOWNLOAD A COPY OF A REPORT"



- View the report

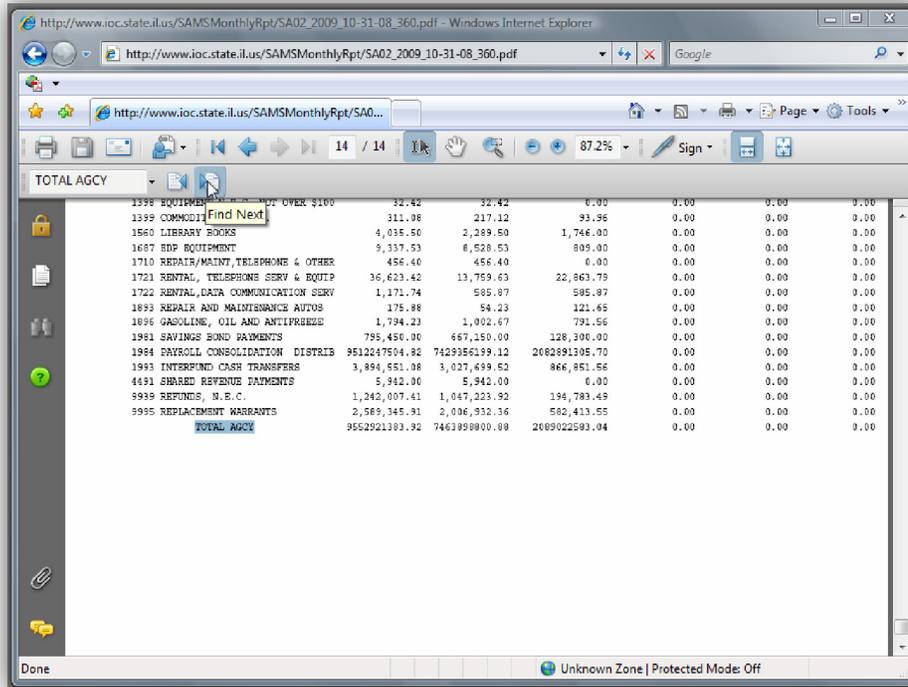


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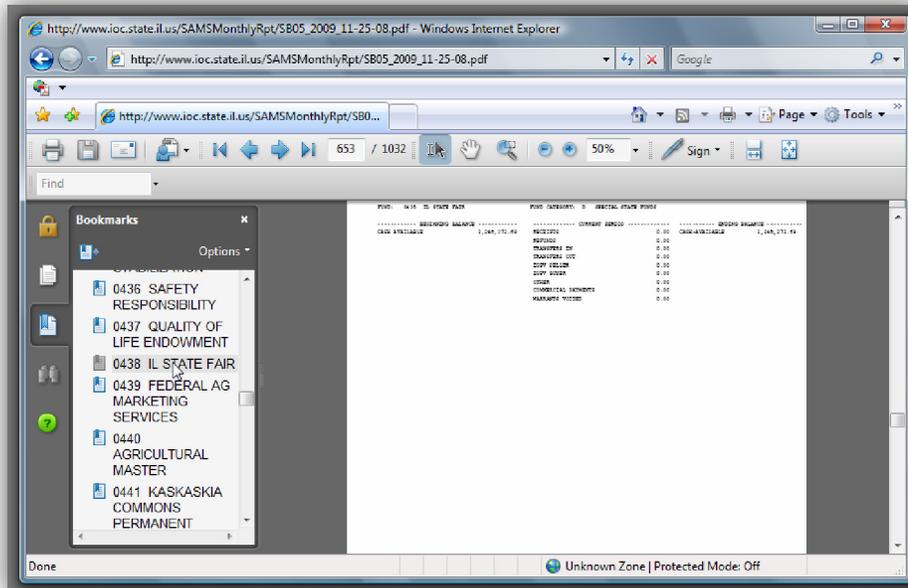
- (optional) Navigate through pages using Adobe Acrobat page navigation



- (optional) Search for specific words, phrases, or numbers using Adobe Acrobat "Find"



- (optional) Some reports have bookmarks; click on a bookmark to access the corresponding information



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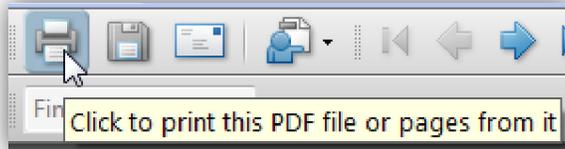
PRINT A REPORT

Reports can still be printed on paper via Adobe Acrobat. Remember that some of the reports are voluminous; check the number of pages before sending a print job to your printer.

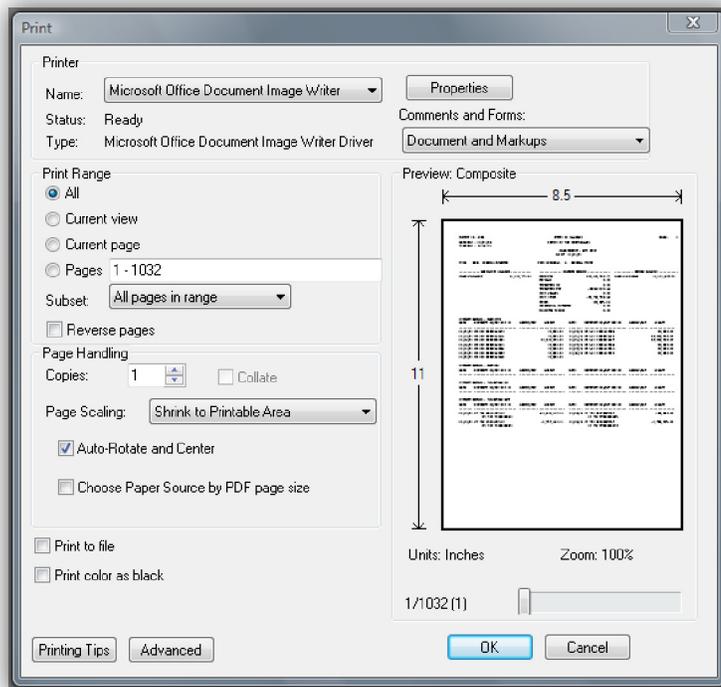
1. Click on the hyperlink for the report you wish to print



2. Click on the printer icon on the Adobe Acrobat toolbar



3. Select the appropriate printer and set the rest of the printing options, then click on OK



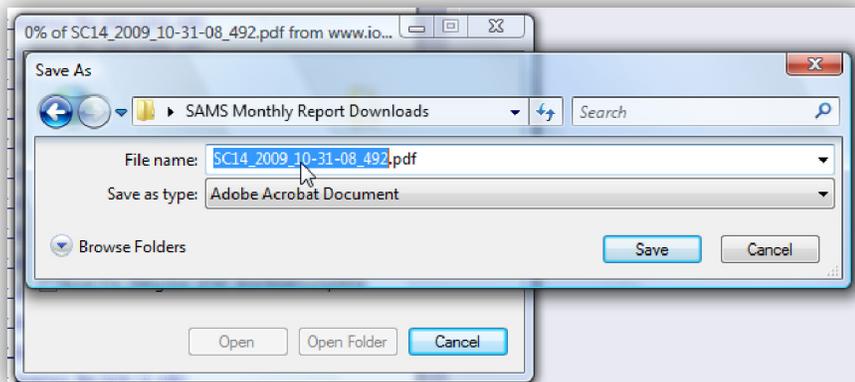
INSTRUCTIONS FOR VIEWING, PRINTING, AND DOWNLOADING

DOWNLOAD A COPY OF A REPORT

1. Right-click on the hyperlink for the report you wish to download, then select "Save Target As..."



2. Select the appropriate location on your network, then click on Save
NOTE: (optional) you may change the file name.



3. You can choose to Open the file or close the "Download Complete" dialog box, when prompted

