

# KSU Account Balance Report

## FIS Reports

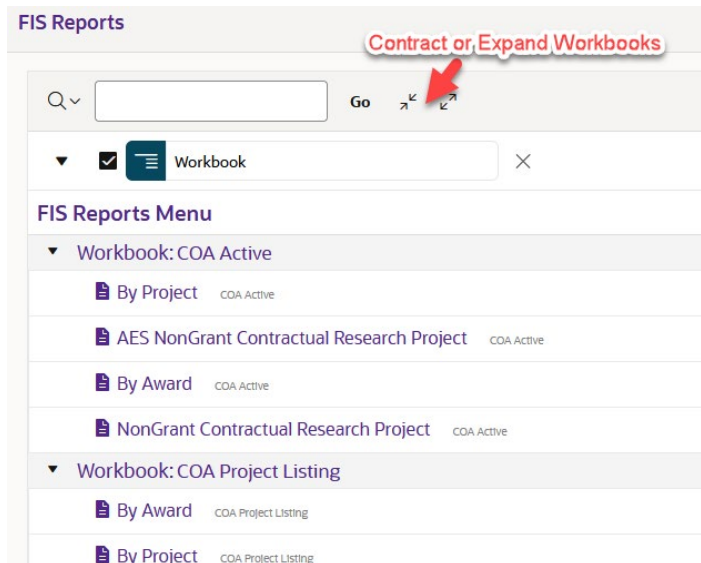
The following is provided to assist users in conveniently accessing the FIS Reports.

### 1. Process:

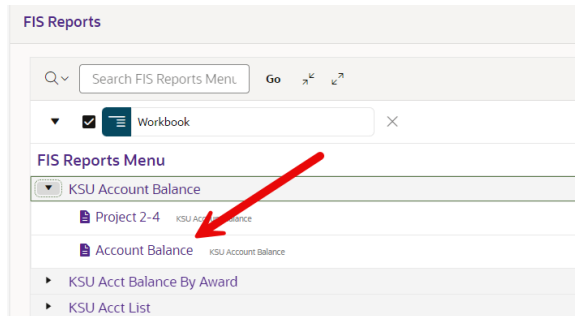
- a. Log in to FIS (<https://fis.ksu.edu>) using your eID and password.



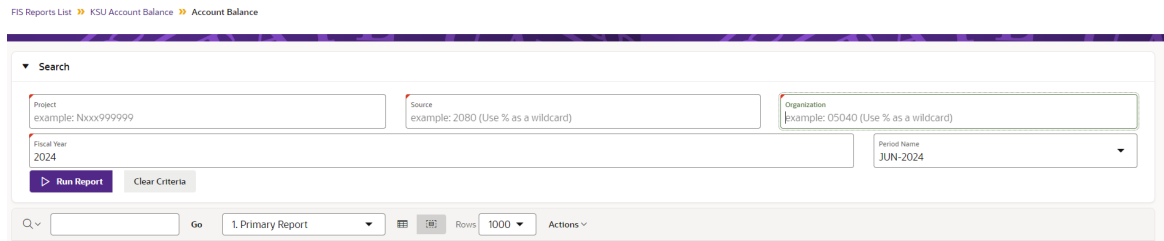
- b. You will then be brought to the Oracle Applications Home Page where you will see the KSU FIS User hyperlink. Click on it to expand it. Now select the 'Reports' link from within the choices provided.
- c. Once you have selected Reports, you will be taken to the 'Workbook' listing where you will be able to view the listing in two ways: collapsed or expanded.



- d. Scroll down and find the ‘KSU Account Balance’ title. If in the compressed format, click on the arrow to the far left which will then show the single worksheet ‘Account Balance’.



- e. Click on the link for ‘Account Balance’ to open the worksheet.



- f. This now opens the search parameters listing. You will need to enter the Project, Source, Organization, Fiscal Year (if other than the current fiscal year) and then the Period Name. The wildcard is the percent character ( % ) and can be used within the Project, Source and Organization boxes. The Period Name field is also a drop-down box which shows the individual months for the noted Fiscal Year. Click on the ‘Run Report’ button.
- g. A listing of the account balances generated ‘year to date’ for the parameters you have entered will be displayed.

The screenshot shows the account balance report table. At the top, there is a 'Fiscal Year' dropdown set to '2024' and a 'Period Name' dropdown set to 'JUN-2024'. Below that is a 'Run Report' button and a 'Clear Criteria' button. The table has the following columns: Object ID, Begin Balance, Prior Periods, Current Period, Actual YTD, and Balance. The data row shows: Object ID: A1101 CASH - STATE OF KANSAS BANK, Begin Balance: \$1,581,272.87, Prior Periods: -\$655,810.10, Current Period: -\$194,018.45, Actual YTD: \$732,844.32, and Balance: \$732,844.32.

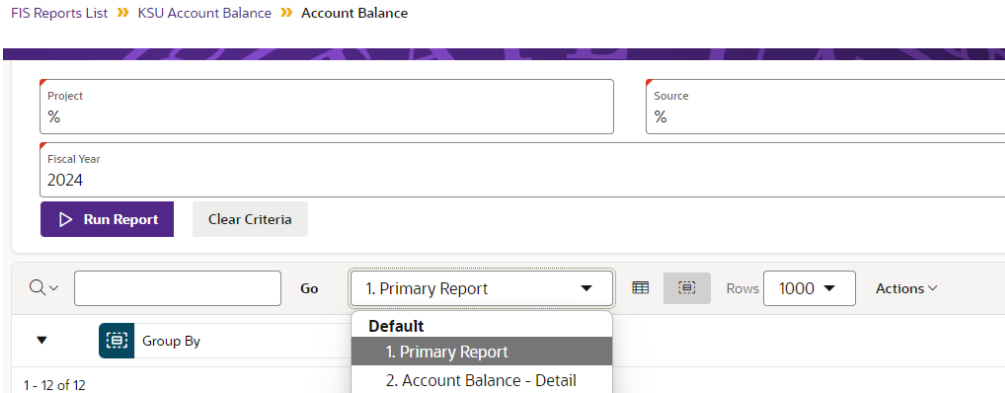
Object ID	Begin Balance	Prior Periods	Current Period	Actual YTD	Balance
A1101 CASH - STATE OF KANSAS BANK	\$1,581,272.87	-\$655,810.10	-\$194,018.45	\$732,844.32	\$732,844.32

- h. The following columns are displayed:

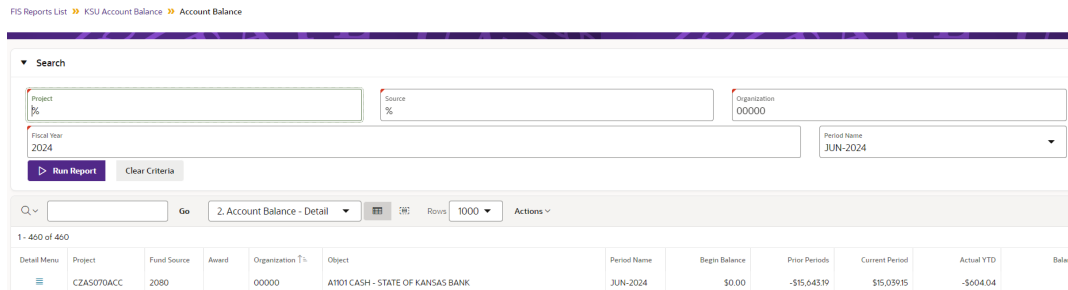
1. Begin Balance: what you started the Fiscal Year with in this account.
2. Prior Periods: what additions or subtractions (net) that have occurred in the previous months of the Fiscal Year.

3. Current Period: additions or subtractions (net) that have occurred in the current month of the Fiscal Year based on your search parameter. In this case JUN-2024.
4. Actual YTD: Beginning Balance plus/minus Prior Periods plus/minus Current Period.
5. Balance: the current balance of the account.

i. The Account Balance report has two versions: Primary Report and the Detail Report.



- i. The Primary Report is summarized by Object Code.
- ii. Switching to the Detail Report, the Project, Fund Source, Organization, and Object are now displayed. This report may be useful if you are using a wildcard (%) in your search parameters.



- j. To export a report, click on the **Actions** menu and select **Download**. Multiple formats will be presented:
  - i. CSV: an unformatted Excel file
  - ii. HTML: a formatted web page that you can open in your browser
  - iii. Excel: a formatted Excel spreadsheet
  - iv. PDF: a formatted PDF ideal for printing

- k. One new feature of the new reports is that you can email the report output or set a subscription to have it emailed on a recurring basis. To email the results, click on the Actions menu and then the **Download** link. From there, choose your report format (Excel, PDF, etc) and then select the **Send as Email** option. Fill out the email address and review the Subject/Body and click Send.

**Download** [X]

Choose report format

CSV HTML **Excel** PDF

Data Only

Send as Email

To: williewildcat@ksu.edu

Cc: [ ] Bcc: [ ]

Subject: Transaction Detail - KSU Transactions Report - FIS Repc

Body: See attached

Cancel **Send**

- l. If you wish to set a recurring email, click on the Actions menu and then **Subscription**. Fill out the email address, email subject, frequency, and date range and then click Apply. You can set a daily/weekly/monthly frequency. If you wish to disable a subscription, simply go back in to Subscription and click the Delete button.

**Subscription** [X]

Choose report format

CSV HTML **Excel** PDF

Data Only

Skip if No Data Found

Email Address: williewildcat@ksu.edu

Subject: Transaction Detail

Frequency: Weekly

Starting From: 31-JUL-2024 10:16:29 AM

Ending: 28-FEB-2025 10:17:00 AM

Cancel **Apply**