Month-End Reports
FIS Reports

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

1. Process:

    a. First you need to log into FIS using your eID and eID 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 Month End Reports' title. If in the compressed format, click on the arrow to the far left which will then show the single worksheet 'Month End Report'.
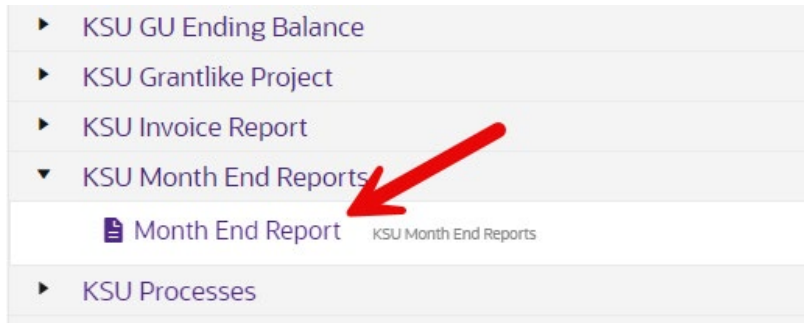
e. Click on the link for 'Month End Report' to open the worksheet.

f. This now opens up the search parameters listing where you will need to enter the fiscal year (i.e. 2024) and then enter your organization's five-digit Org number (i.e. 05040). Click on the 'Run Report' button.
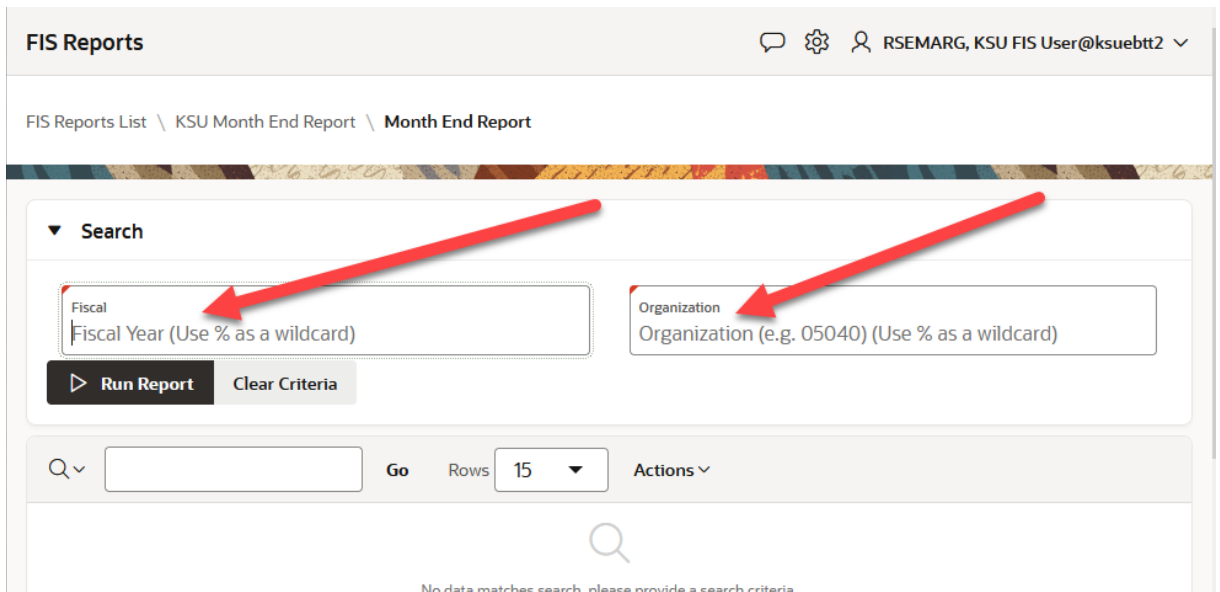
g. Now you should get a listing of all the reports generated for the fiscal year and organization you entered.
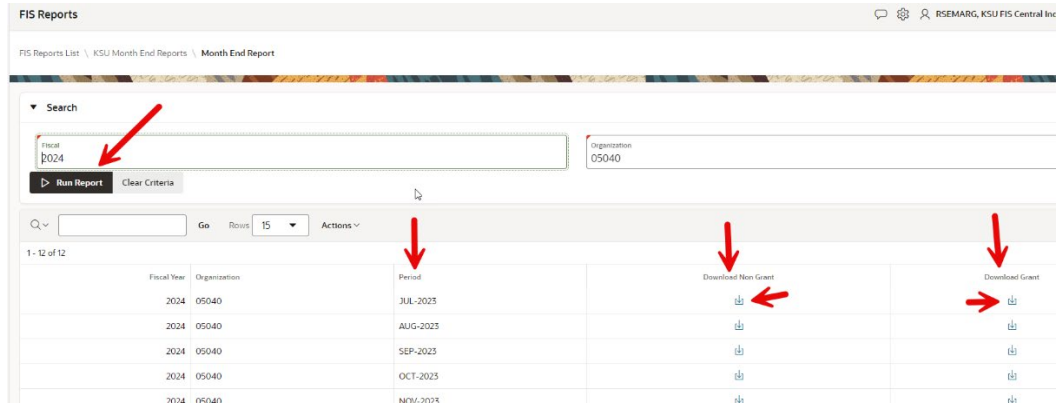
h. Now you will see columns for the period (JUL-2023) as well as to 'Download Non Grant' and 'Download Grant' reports. The small icon is the download button.

2. Simply click on the one you want and the system will open up the appropriate PDF document. If there are no grant or non-grant reports for your organization for a given period, no download icon will be shown.