

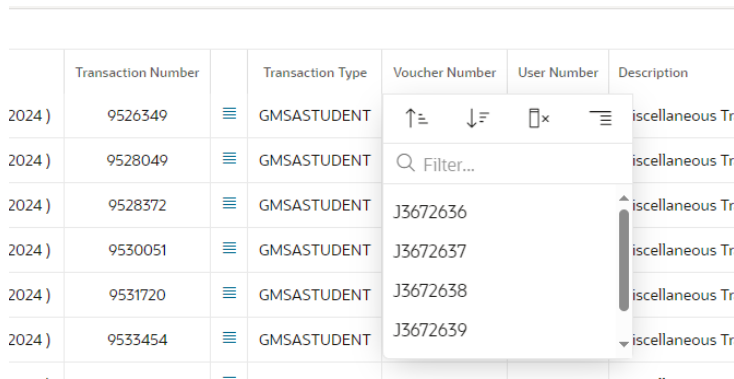
New FIS Reports Additional Functionality

The following guide provides detailed information on how to use the new FIS Reporting System.

1. Filtering

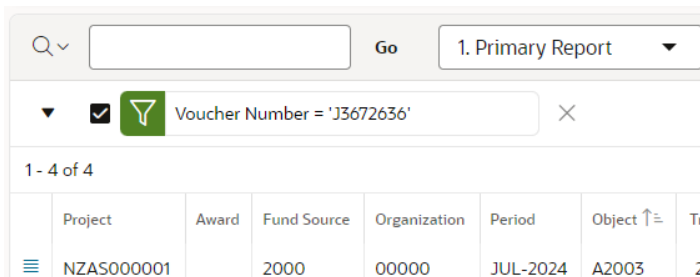
a. There are two ways to filter information.

i. Option 1: After running the report, click on a column header to see the available options. In the example below, the **Voucher Number** column was selected.




	Transaction Number		Transaction Type	Voucher Number	User Number	Description
2024)	9526349	☰	GMSASTUDENT	↑≠ ↓≠ ☒ × ☰		iscellaneous Tr
2024)	9528049	☰	GMSASTUDENT	🔍 Filter...		iscellaneous Tr
2024)	9528372	☰	GMSASTUDENT	J3672636		iscellaneous Tr
2024)	9530051	☰	GMSASTUDENT	J3672637		iscellaneous Tr
2024)	9531720	☰	GMSASTUDENT	J3672638		iscellaneous Tr
2024)	9533454	☰	GMSASTUDENT	J3672639		iscellaneous Tr

Select a value from the pop-up list to display the selected filter. In the example below, voucher number J3672636 was selected.



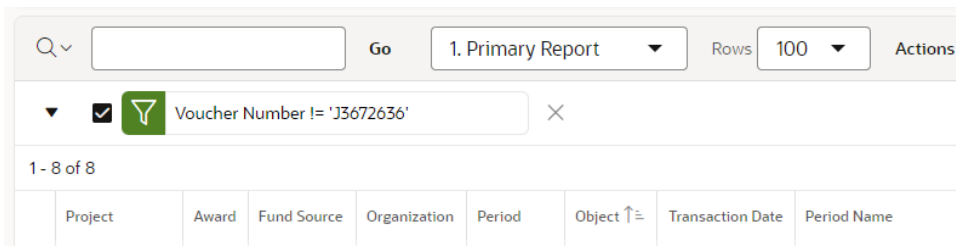
🔍 Go 1. Primary Report ▼

▼  Voucher Number = 'J3672636' ×


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	Project	Award	Fund Source	Organization	Period	Object ↑≠	Tr
☰	NZAS000001		2000	00000	JUL-2024	A2003	2t

Click the filter to make changes. In the example below, the Operator value was changed to != to mean **Not Equal**. Click the Apply button.



🔍 Go 1. Primary Report ▼ Rows 100 ▼ Actions

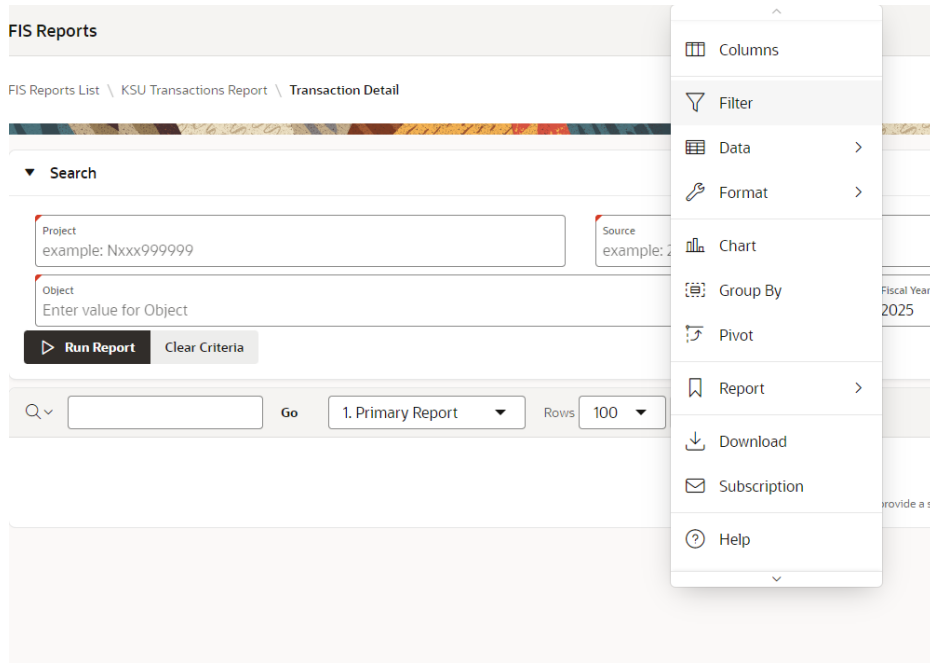
▼  Voucher Number != 'J3672636' ×

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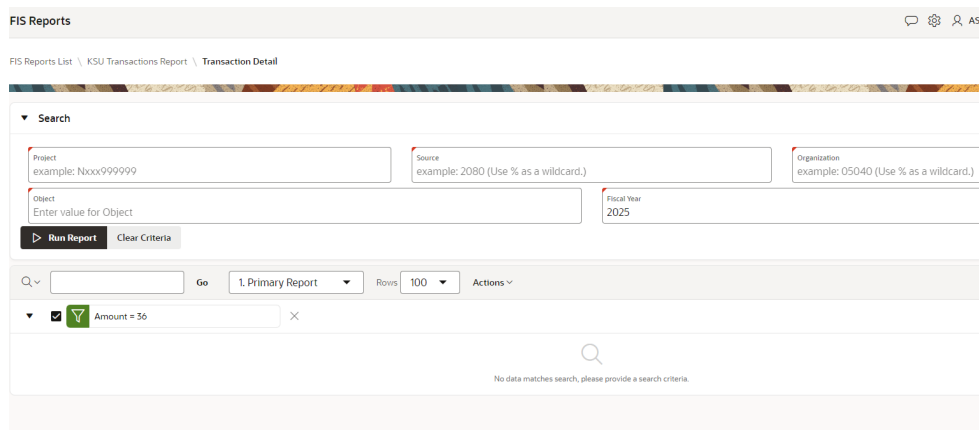
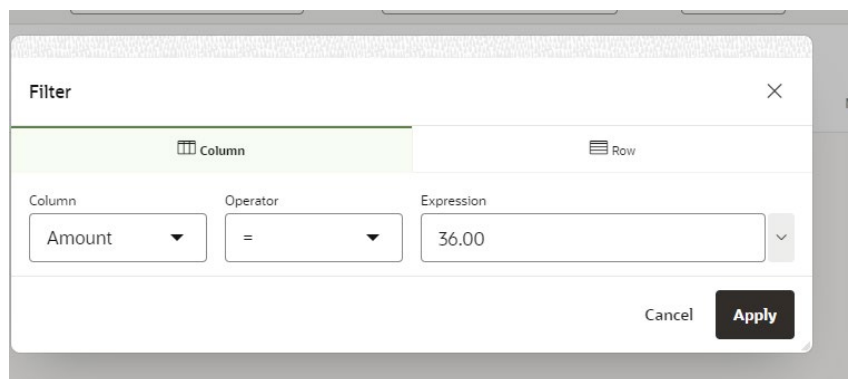
	Project	Award	Fund Source	Organization	Period	Object ↑≠	Transaction Date	Period Name
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All vouchers that are Not Equal to J3672636 are displayed.

- ii. Option 2: To set a filter prior to running the report, click on the **Actions** menu and select **Filter**.



The example below, the filter is set to search for all transactions that equal \$36.00.



Enter additional parameters (such as project, fund source, organization, etc.) and click the **Run Report** button to further refine the search results.

▼ Search

Project % Source % Organization %

Object % Fiscal Year 2024

▶ Run Report Clear Criteria

Qv [] Go 1. Primary Report Rows 100 Actions ▼

▼ Amount = 36

1 - 100 of 481 >

Project	Award	Fund Source	Organization	Period	Object T	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description	ENC Number	FY	Amount	Creation Date
█ GAG5005785	AR9790	1340	10080	JUN-2024	A1560	30-JUN-2024	2024 12 (JUN-2024)		Revenue			Journal Import Created			\$36.00	04-JUN-2024
█ NHEACOLFEE		2000	55010	JUL-2023	B2000	01-JUL-2023	2024 01 (JUL-2023)	20230731090200	Budget - Original			Journal Import Created			\$36.00	31-JUL-2023
█ NKPOPRKSAL		2080	70030	JAN-2024	E1012	25-DEC-2023	2024 07 (JAN-2024)		GOLD	V5112006	V5112006	USS SHIFT			\$36.00	12-JAN-2024
█ NKPOPRKSAL		2080	70030	MAY-2024	E1012	11-MAY-2024	2024 11 (MAY-2024)		GOLD	V5205006	V5205006	USS SHIFT			\$36.00	22-MAY-2024
█ NKPOPRKSAL		2080	70030	JUN-2024	E1012	08-JUN-2024	2024 12 (JUN-2024)		GOLD	V5206005	V5206005	USS SHIFT			\$36.00	14-JUN-2024
█ NHEAGPICAB		2000	55010	NOV-2023	E1016	28-OCT-2023	2024 05 (NOV-2023)		GOLD	V5110006	V5110006	USS LONGEVITY			\$36.00	08-NOV-2023

In the example above, all transactions for \$36.00 in fiscal year 2024 are displayed. Additional filters can be added on other fields to narrow the results even further.

2. Grouping

a. Grouping allows similar sets of items to be collapsed and subtotaled. For example, a listing of all transactions on object code E3510 (Gasoline) can be grouped by transaction type.

i. Run the desired report. The **Transaction Detail** is used in the example below.

FIS Reports

FIS Reports List \ KSU Transactions Report \ Transaction Detail

▼ Search

Project % Source % Organization %

Object E3510 Fiscal Year 2024

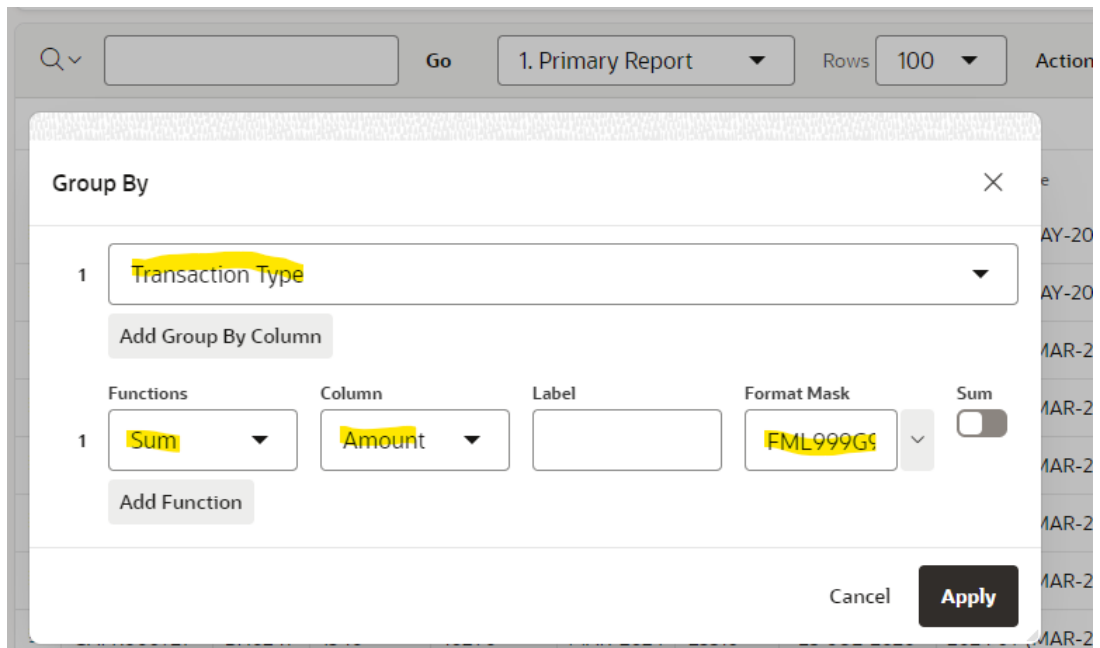
▶ Run Report Clear Criteria

Qv [] Go 1. Primary Report Rows 100 Actions ▼

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Project	Award	Fund Source	Organization	Period	Object T	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description
█ GEGLO04603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V0675029	1817894	Miscellaneous
█ NEMNRESFEE		2080	45130	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V0675029	1817894	Miscellaneous
█ GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous
█ GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous
█ GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous
█ GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous
█ GAFR200065	BF0188	1340	10290	MAR-2024	E3510	23-JUL-2020	2024 09 (MAR-2024)	2362461	GMSAPMTTRF	V1042521	2056872	Miscellaneous
█ GAFR006927	BH0241	1340	10290	MAR-2024	E3510	23-JUL-2020	2024 09 (MAR-2024)	2362461	GMSAPMTTRF	V1042521	2056872	Miscellaneous

- ii. Click on the **Actions** menu and select **Group By**

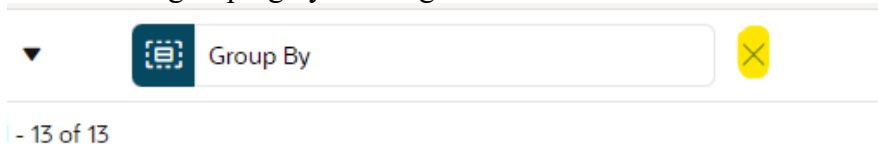


The example above shows the data will be grouped by **Transaction Type** and will calculate the Sum of the Amount column. The Format Mask is set to display as \$1,234.56. Click the **Apply** button.

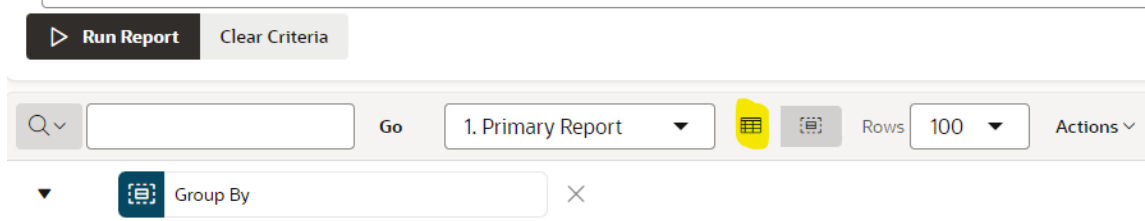
- iii. In the example below, the data is grouped (subtotaled) by Transaction Type to show how much was processed via Cashnet, payment transfer, interfund, procurement, travel reimbursement, etc.

Transaction Type	Sum Amount	
EFORMS	-\$19,253.15	
EPV CHECK	\$102,372.87	
GMSACASHNET	-\$627.80	
GMSAEFORMS	\$0.00	
GMSAEXCISE_TAX	\$0.00	
GMSAFACWO	\$165,575.27	
GMSAPMTTRF	\$51.56	
INTERDEPARTMENTAL	\$42,741.85	
NONTRAVEL - EPV	\$2,056.88	
PROCUREMENT - EPV	\$391,081.44	
PROCUREMENT - EPV	\$101,098.91	
TRAVEL - EPV	\$6,265.79	
TRAVEL - ETRV	\$19,448.68	

- iv. Remove the grouping by clicking the **X**.



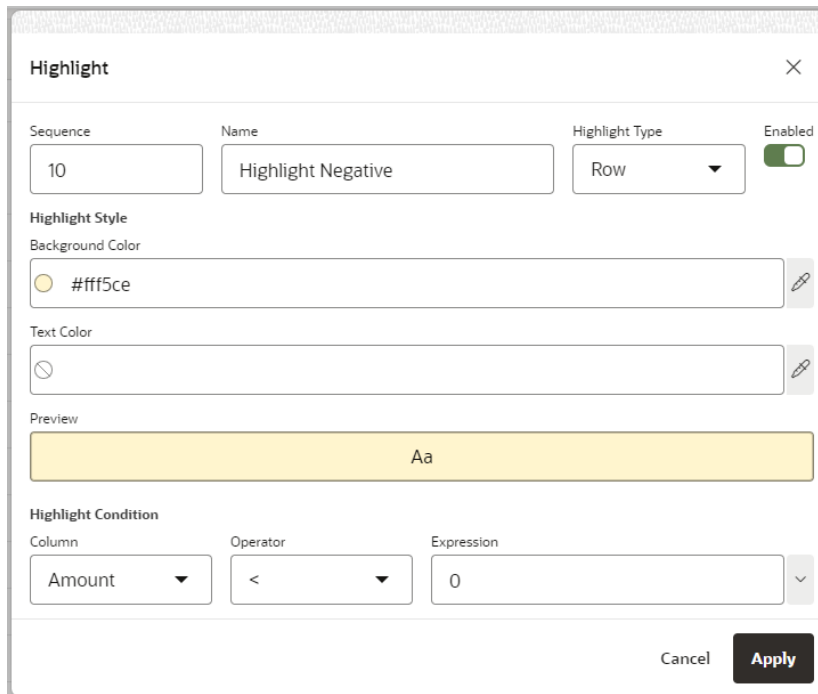
- v. Or toggle between the grouped and ungrouped views by clicking the view button.



3. Highlighting

- a. It may be useful to highlight rows that meet certain conditions.

- i. Click the **Actions** menu, select **Format**, and then select **Highlight**. In the example below, highlighting will be applied to rows with negative amounts because the condition at the bottom for Amount is set to be less than 0. Select **Background Color** to change the highlight color if desired.



- ii. All amounts that are less than 0 are highlighted.

Project	Award	Fund Source	Organization	Period	Object	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description	ENC Number	FY	Amount	Creation Date
GEGLO04603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			-\$116.90	09-MAY-2024
NEMNRESFEE		2080	45130	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			\$116.90	09-MAY-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			\$18718	28-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			-\$18718	28-MAR-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			\$56.49	29-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			-\$56.49	29-MAR-2024

- iii. Disable highlighting by either unchecking the checkbox on the left. Permanently remove highlighting by clicking the **X**.

The screenshot shows a 'Highlight Negative' dialog box with a checked checkbox and a star icon. Below it is a table with the following columns: Project, Award, Fund Source, Organization, Period, Object, Transaction Date, Period Name, Transaction Number, Transaction Type, Voucher Number, User Number, Description, ENC Number, FY, Amount, and Creation Date. The table contains six rows of transaction data.

Project	Award	Fund Source	Organization	Period	Object	Transaction Date	Period Name	Transaction Number	Transaction Type	Voucher Number	User Number	Description	ENC Number	FY	Amount	Creation Date
GEGLO04603	BG5677	2080	45190	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			-\$116.90	09-MAY-2024
NEMNRESFEE		2080	45150	MAY-2024	E3510	05-JUN-2018	2024 11 (MAY-2024)	2371460	GMSAPMTTRF	V9675029	1817894	Miscellaneous Transaction			\$116.90	09-MAY-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			\$18718	28-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	01-JUL-2020	2024 09 (MAR-2024)	2362534	GMSAEFORMS	V1670216	2048782	Miscellaneous Transaction			-\$18718	28-MAR-2024
GAFR200063	BF0186	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			\$56.49	29-MAR-2024
GAFR006924	BH0238	1340	10290	MAR-2024	E3510	02-JUL-2020	2024 09 (MAR-2024)	2362522	GMSAPMTTRF	V1042370	2050545	Miscellaneous Transaction			-\$56.49	29-MAR-2024

4. Pivot Tables

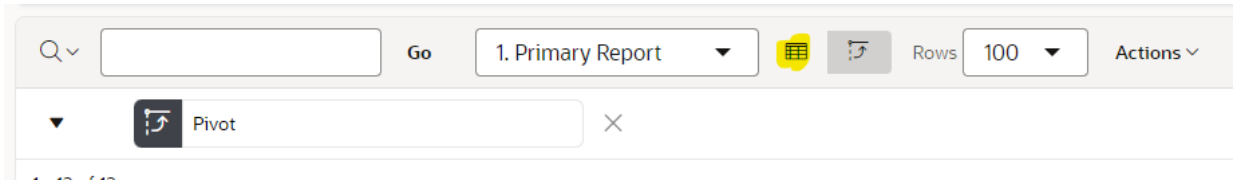
- a. Similar to grouping, Pivot Tables can be created by clicking the **Actions** menu and selecting **Pivot**.
 - i. In the example below, a pivot table using Transaction Type and Period Name quickly provides the subtotals for each period on each transaction type.

The screenshot shows the 'Pivot' configuration dialog box. It has sections for 'Pivot Columns', 'Row Columns', and 'Functions'. The 'Pivot Columns' section has 'Transaction Type' selected in the first dropdown and '- Select Pivot Column -' in the second. The 'Row Columns' section has 'Period Name' selected in the first dropdown and '- Select Row Column -' in the second. The 'Functions' section has 'Sum' selected in the first dropdown, 'Amount' in the 'Column' dropdown, and 'FML999G\$' in the 'Format Mask' dropdown. There are 'Add Pivot Column', 'Add Row Column', and 'Add Function' buttons. At the bottom are 'Cancel', 'Delete', and 'Apply' buttons.

- ii. Click the **Apply** button to display the pivot table. In the example below, **Period Name** has also been sorted so the periods are in chronological order.

Period Name	EFORMS	EPV CHECK	GMSACASHNET	GMSAEFORMS	GMSAEXCISE_TAX	GMSAFACWO	GMSAPMTTRF	INTERDEPARTMENTAL	NONTRAVEL - EPV	PROCUREMENT - EPCV	PROCUREMENT - EPV	TRAVEL - EPV	TRAVEL - ETRV
Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount	Sum Amount
2024 01 (JUL-2023)		\$10,999.64			\$0.00	\$11,585.14	\$0.00	\$1,856.05		\$40,306.89			\$1999.56
2024 02 (AUG-2023)		\$10,249.67			\$0.00	\$16,480.04	\$0.00	\$1,656.78		\$38,903.50			\$3,684.25
2024 03 (SEP-2023)		\$13,203.83	-\$145.60		\$0.00		\$0.00	\$3,009.03		\$45,338.22			\$3,187.69
2024 04 (OCT-2023)	-\$8.40	\$4,569.96	-\$16.00	\$0.00	\$0.00	\$36,195.99	\$0.00	\$103.07		\$57,230.11			\$3,792.27
2024 05 (NOV-2023)		\$7,101.99			\$0.00	\$10,986.61	\$0.00	\$5,929.92		\$30,434.55			\$3,586.80
2024 06 (DEC-2023)		\$1,910.74			\$0.00	\$14,116.88	\$0.00	\$1,983.44		\$39,251.19			\$1,871.92
2024 07 (JAN-2024)		\$3,231.84	-\$408.30	\$0.00	\$0.00		\$0.00	\$1,902.15		\$19,252.60			\$249.97
2024 08 (FEB-2024)	-\$12,857.80	\$1,696.18	-\$52.90		\$0.00		\$0.00	\$0.00		\$13,739.51			\$1,076.22
2024 09 (MAR-2024)	-\$6.00	\$7,697.61		\$0.00	\$0.00	\$11,689.49	\$0.00	\$8,277.83		\$40,327.72	\$114.41		
2024 10 (APR-2024)	\$0.00	\$2,083.40		\$0.00	\$0.00	\$37,078.12	\$0.00	\$2,018.81	\$67.55	\$39,509.56	\$3,066.38	\$154.78	
2024 11 (MAY-2024)	-\$47.52	\$30,442.18			\$0.00	\$12,588.83	\$51.56	\$9,545.42	\$632.75	\$21,598.22	\$23,236.84	\$1,226.91	
2024 12 (JUN-2024)	-\$6,333.45	\$9,185.83	-\$5.00			\$12,652.17	\$0.00	\$6,479.33	\$786.58	\$5,989.37	\$74,681.28	\$4,882.10	

iii. Switch the view back to the detailed transactions by clicking the View Report button. Delete the Pivot by clicking the X or edit the Pivot settings by clicking on the word **Pivot**.



iv. With the launch of the Concur travel and expense management system in February 2024, there are now some very similar transaction types. A listing of transaction types is below.

System	Transaction Method	Transaction Type
eForms	eForms Travel Reimbursement	TRAVEL – ETRV
eForms	eForms Procurement Voucher	PROCUREMENT – EPCV
Concur	Concur Travel Reimbursement	TRAVEL – EPV
Concur	Concur Procurement Card	PROCUREMENT – EPV
Concur	Concur NonTravel	NONTRAVEL - EPV